

District

Disaster Recovery Plan

The following pages outline the recovery process for the ABC School District

****this document must be kept in paper form by the **
emergency recovery team**

1. Introduction

Planning for the business continuity of the ABC School District in the aftermath of a disaster is a complex task. Preparation for, response to, and recovery from a disaster **affecting the administration functions** of the school district requires the cooperative efforts of many support organizations in partnership with the functional areas supporting the “business” of ABC School District. This document records the Plan that outlines and coordinates these efforts.

For use in the event of a disaster, this document identifies the computer recovery facilities (hot sites) that have been designated as backups if the functional areas are disabled.

1.1 DEFINITION OF ADMINISTRATION FUNCTIONS

The following administrative functions are addressed by this plan:

- Payroll records and processing (description)
- Accounting records and processing (description)
- Student records and processing? (description)
- Equipment Inventory records and processing (description)
- District office processes (description)
- School building office processes ? (description)
- Other

2. District Responsibilities

The following information outlines the responsibilities of the ABC School District.

2.1 OFF SITE STORAGE OF DATA AND SYSTEM MEDIA

What is stored; where it is stored; how often, by whom and how (physically moving tapes, backed-up over network, or other)

What? For example: payroll records, accounting records, invoicing records, equipment inventory records, board minutes, policy manuals, insurance policies, personnel records, county/auditor records, disaster recovery procedure, software application disks, hardware configuration disks, etc.... Some are hard copies, others are soft. (What about school building office records? Student records, ...)

Where? For example: at a remote school building; maybe reciprocal agreement with another district; regional agency

How often? Hard copies can be kept remotely and their existence verified quarterly through a simple written procedure. Soft copies which change often may be backed up once a week (or however often is determined locally) and moved to an off-site location as explained above, or just backed up over a network connection.

How long? LACA keeps copies of back-ups indefinitely (how far back can records truly be retrieved.?) Legal requirements need to be researched.

By whom? Important to designate person/organization responsible

How? tape media, hard copy, on-line accessible, microfiche, CD, etc...

2.2 ON SITE STORAGE OF DATA AND SYSTEM MEDIA

Define what is stored on site and how it is stored. i.e. Board minutes stored in fire-proof safe box. Local district files stored on a local server, etc. Paper documents stored in a filing cabinet, etc. Continue items from 2.1

2.3 DEFINITION OF SYSTEM(S)

Define the equipment, software, installation procedures and configurations, supplies and telecommunications necessary for all administrative operations.

Example: printing checks, direct deposit slips, purchase orders...

Wiring direct deposit

Client software/setup

2.4 DEFINE TEAMS AND RESPONSIBILITIES OF EACH

Define the following teams and responsibilities in the event of a disaster:

Data Team:

- Coordinates support for data processing resources at the main data center and designated recovery sites

Communications Team:

- Alternate voice and data communications capability

- News Media
- Human Resources elements of recovery and notify staff

Insurance Team:

- Physical plant – security, electrical, plumbing
- Liaison for insurance carriers

3. COMPUTER RECOVERY FACILITIES (HOT SITES)

3.1 DISASTER RECOVERY SERVICES

As a member of the Licking Area Computer Association (LACA), the ABC School District automatically receives disaster recovery services from the organization.

LACA maintains two computer labs where access is available to all software applications/data contracted by the ABC School District.

It is the responsibility of ABC School District to outline all system definitions in section 2.3 and verify functionality with LACA and/or the school district “hot sites”.

3.2 DISASTER RECIPROCAL AGREEMENT: ("HOT SITE")

The ABC school district has an agreement with all other member school districts of LACA (or pick one partnership district?) located in Licking and Muskingum Counties, Ohio.

This agreement stipulates that, in case of a disaster (where the computer equipment at our location is out of service), our users may have access to computers at the functioning locations so that our necessary *district business processes* may be performed.

NOTE

These arrangements are solely for the purpose of recovering business functionality in the event of a disaster, and are not intended for daily use by the non-functioning users.

LACA and the ABC School District Data Team will work cooperatively to make all the necessary arrangements in order to schedule those school districts users requesting services.

5. All data media containing the necessary files, will be gathered from the off site storage facilities (tapes, etc..) and steps followed per Appendix D: (Data Team)
 - a. Latest "DAILY" backup (the most recent daily backup of the working week). Local servers
 - b. Latest WEEKLY copy (and one week prior copy). Local servers
 - c. Latest copy of all software.
6. Those users requesting services as outlined in Section 3 will notify the S.D. disaster phone number of their needs. S.D. will make arrangements with the "hot sites" to see that the requesting user has access available with them and to insure that the data files are then loaded (through LACA or local district) if not already available. (Data Team)
7. S.D. will maintain a staff member at a location convenient with the "hot site" to help the non-functioning district users. (Communications Team)
8. Necessary vendors and insurance companies are notified per Appendix B. (Insurance Team)
9. Backups are run at the "hot site" for those districts that have been utilizing the system. These are then stored as per outlined in Section 2.1. local servers (Data Team)
10. S.D. will publish a monthly schedule ensuring priority and equal bi-weekly shared access to the "hot site" and remote access locations. (Communications Team)
11. A new/repared facility has been established and/or new equipment installed for school district operation. (Insurance Team)
12. All user files are brought up-to-date with the latest backup copies. Local servers (Data Team)
13. Users are notified of the location and hours of operation of the re-installed, operational S.D. (Communications Team)

NOTE

Pending "hot site" and LACA approval, district personnel who wish to access the "hot site" through their own ISP connection may contact the S.D. Disaster phone number for assistance.

APPENDIX A

School Contact Personnel

Name	Position	Emergency contact number	Team
	Superintendent	Home Cell	
	Treasurer	Home Cell	
	Assistant Treasurer	Home Cell	
	Payroll Specialist		
	Technology Coordinator		
	Etc..		

APPENDIX B

CONTACT LIST - Vendors

Emergency Site – ABC School District

Banks

Software

Hardware (Servers, Computers/Workstations, Printers, Copiers, etc)

Cisco Systems, Inc. (Network equipment)

Telecommunications (phones, cell phones, etc.)

Insurance Company

State Department of Education

Supplies (office, special forms, printer cartridges, etc.)

SERS

OBES

APPENDIX C

List of School Districts/Emergency Contacts

The Following pages list the Organizations/School Districts that partnership with/support the ABC School District.

Agency	Person	Contact Information
ODE		
LACA		
LCESC		
COSERRC		
ITSCO		
Etc...		

APPENDIX D

Steps for Recovering our Data:

APPENDIX E

Detailed Equipment Inventory of District Buildings

APPENDIX F

Detailed Network Diagrams (network equipment/wiring)

APPENDIX G

Additional Backup and Recovery for On-Site Servers