[NAME SCHOOL DISTRICT]

Technology Disaster Recovery Plan

[DISTRICT LOGO HERE]

Date Approved:Click or tap here to enter text.

Last Updated:Click or tap here to enter text.

Information Technology Statement of Intent



This document conveys the procedures for technology disaster recovery, including process-level plans for recovering critical technology platforms and telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency, modifications to the steps within this document may occur to ensure the safety of students, staff, systems, and data.

Mission Statement

Our mission is to ensure information system uptime, data integrity, data availability, and business continuity through this technology disaster recovery plan (TDRP).

Objectives

The main objective of the TDRP is to develop, test, and document a process-proven and clear plan so that, in the event of a disaster, the District can recover quickly and effectively from whatever unforeseen disaster or emergency interrupts the daily operations and technology systems.

In addition, all employees must be aware of the TDRP, their individual duties therein, and how each role is responsible for implementing the TDRP. Operational policies must be adhered to, and the TDRP also aims to ensure contingency arrangements are not cost-prohibitive. By developing the TDRP within this strategic framework, we hope to create a reliable response protocol system in the event of any catastrophe event.

General Operation Objectives

It is the responsibility of [SCHOOL DISTRICT NAME] to protect students and staff from the effects of disaster events. We have the primary role of identifying, mitigating, preparing for, responding to, and managing the recovery for emergency situations that affect schools.

The National Incident Management System (NIMS) establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government, will use to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective.

According to the U.S. Department of Homeland Security, school districts are among local agencies that must comply with NIMS. Compliance can be achieved through coordination with other components of local government and adoption of ICS to manage emergencies in schools. School district participation in local government’s NIMS preparedness program is essential to ensure that emergency responder services are delivered to schools in a timely and effective manner.

**Promulgation Statement**

**[SCHOOL DISTRICT NAME]**is committed to the safety and security of students, faculty, staff, and visitors on its campus. To support that commitment, we continually review the **[SCHOOL DISTRICT NAME]** emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters in the form of the Technology Disaster Recovery Plan (TDRP).

The TDRP that follows is the official policy of **[SCHOOL DISTRICT NAME].** It is a result of a comprehensive review and update of school policies in the context of its location in **[LOCATION]** and in the current world situation. We support its recommendations and commit the school's resources to ongoing training, exercises, and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.



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SCHOOL BOARD DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL EMERGENCY MANAGEMENT DATE

Key Personnel Contact Information

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| --- | --- | --- | --- |
| Name | Title | Phone Number | Email Address |
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Key External Contacts

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| --- | --- | --- | --- |
| Company | Person | Phone Number | Email Address |
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Review Policy



As part of testing and verification best practices, the TDRP must be reviewed and updated every 6 months. This ensures that policies align with current disaster scenarios and technological availabilities. To ensure change control processes, this section of the TDRP must be completed at the appropriate intervals, per school district policy.

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| --- | --- | --- | --- | --- |
| Date Review Completed | Name (Print) | | Signature | Updates |
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# Introduction



## Authority

Federal: 10 CFR 350; (Nuclear Regulation) NUREG-0654; FEMA–REP-1, Revision 1 Regarding Mandated Emergency Response Plans and Emergency Planning Zones

State: Public Act 94-600 School Safety Drill Act; 29 Administrative Code 1500 (School Emergency and Crisis Response Plans); 77 **(State)** Administrative Code 527 (Physical Fitness Facility Medical Emergency Preparedness Code)

Local:Click or tap here to enter text.

School Board: Click or tap here to enter text.

## Explanation of Terms

Use this space to document any acronyms or specific terminology used throughout the document. We have included some examples to get you started.

### Acronyms

|  |  |  |
| --- | --- | --- |
| 1 | TDRP | Technology Disaster Recovery Plan |
| 2 | ERT | Emergency Response Team |
| 3 |  |  |
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### Definitions

|  |  |  |
| --- | --- | --- |
| 1 | Emergency | Any incident, human-caused or natural, that requires responsive action to protect lives and property.  Characteristics: May involve areas of different size, though it is usually limited to the immediate area, as are warnings, evacuation procedures, or community response. |
| 2 | Disaster | Involves the occurrence or threat of significant damage to life and property that exceeds local government capabilities.  Characteristics: Usually involves a large area or population. Requires implementation of community or state-wide response protocols, emergency services, and evacuation procedures. |
| 3 | Hazardous Material (Hazmat) | A substance posing a risk to health, safety, and/or property when created, stored, or transported. The substance can be toxic, corrosive, flammable, reactive, or an irritant that poses threat to health or environment when improperly handled. |
| 4 |  |  |
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# Plan Overview

## 1. Plan Documentation Storage

Use this space to document where the TDRP is stored. Examples of where it may be stored are on-site, the cloud, online database or district drive, and with key personnel.

## 2. Backup Strategy

Use this space to either document the District backup strategy or reference its location for use.

## 3. Risk Management

Use this space to document the results of risk assessments that identify the wide range of potential threats that may affect your District. For example, you might list a flood as a potential risk, with a probability and impact rating, and a description of potential consequences and remedial actions.

We recommend including a table with each disaster event and its frequency, magnitude, warning time, severity, risk priority – based on probability and impact rating, and description of potential consequences and remedial actions. A sample can be found in Appendix A.

# Assumptions



## 1. District Information

Use this space to document important District information, necessary for responding to an emergency or disaster event. Included below are examples of the information you might require.

### District Current Enrollment:Click or tap here to enter text.

### School Location 1 Enrollment:Click or tap here to enter text.

### School Location 2 Enrollment:Click or tap here to enter text.

### School Staff Comprised of:

\_\_\_\_\_ Teachers

\_\_\_\_\_ Administrators

\_\_\_\_\_ Office/Support Staff

\_\_\_\_\_ Aides

\_\_\_\_\_ Cafeteria Staff

\_\_\_\_\_ Custodial Staff

\_\_\_\_\_ Other

### District Staff Total:Click or tap here to enter text.

### School Location 1 Staff Total:Click or tap here to enter text.

### School Location 2 Staff Total:Click or tap here to enter text.

## 2. Building Information

### List of School Campus Buildings

Use this space to list all District buildings and offices.

### Map of School Campus

Use this space to include or reference Appendix document that shows a map of campus buildings with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazmat storage, and utility shut offs.

## 3. Limitations

Use this space to document the limitations of the TDRP, including a no guarantee statement.

# Emergency Response



## 1. Plan Triggering Event

Use this space to document the events that would trigger activation of the TDRP, including loss of communications, natural disaster event (i.e. flooding), total loss of power, fire event, or other.

## 2. Assembly Points

Use this space to document assembly points for all campus members, including students, staff, and TDRP executers.

## 3. Activation of Emergency Response Team

Use this space to document how an Emergency Response Team will be activated, which includes how the Team will respond to a potential disaster, assess the extent and impact, decide on relevant TDRP elements, establish and managed DR Team, return to normal operations as soon as possible, and notify appropriate personnel, leadership, and key stakeholders.

## 4. Disaster Recovery (DR) Team

Use this space to document the responsibilities of the DR Team.

## 5. Emergency Alert, Escalation, and TDRP Activation

Use this space to identify the steps for response, clear communication, and action by the TDRP executers, DR Team, Emergency Response Team, and other support teams as necessary to respond to a disaster event and restore normal operations.

Determine the step-by-step communication process that takes DR from TDRP trigger event to resolution.

## 6. Coordination with First Responders

Use this space to determine responsibilities and procedures around working effectively with EMS Centers, first responders, and Federal, State, and/or Local authorities.

## 7. Media

Use this space to document a media contact, media response strategy (answers to basic questions (i.e. “What happened?”)), and District Media Team.

## 8. Finance and Legal Issues

Use this space to identify responsibilities and procedures around identifying financial or legal impact, including loss of hardware, labor, and consultant costs.



## 9. TDRP Practice/Exercise Events

Use this space to document the practical exercises the District engages in to prepare, predict, and prevent potential consequences of disaster events, such as fire drills, lockdowns, evacuations, and more.

# Concept of Operations

Use this section to document initial response procedures, notification procedures, training exercises, and use of resources. Some Districts have an Incident Command System, which should be documented in this section as well.

# Responsibilities

Use this section to lay out the specific responsibilities of each group, team, and individual team member, from the school board to the cafeteria staff. In the event of a disaster event, everyone has a role to play.

It is essential to identify an Incident Team Commander, or Disaster Recovery Responder, who will take charge of TDRP implementation. You should also identify a path of succession for who takes control of the situation if the Team Commander is unable to fulfill their duties.

# Administration and Support

Use this space to articulate any relevant agreements, contracts, reports, or records that impact incident costs, implementation, or post-incident reviews.

# References

An effective DR strategy includes relevant references to support incident response best practices and protocols. Include these here.

# Appendixes

Use this section to provide additional documentation to support earlier sections. Appendix A is included below as an example of a risk management table.



## Appendix A



A close up of a screen

Description generated with high confidence