***Disaster Recovery Plan***

***Quitman County School District***

***Georgetown, Georgia 39854***

***March 1, 2019***

***Disaster Recovery Plan***

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**Quitman County School District Disaster Recovery Plan**

**Effective March 1, 2019**

The Quitman County School System recognizes the need for a comprehensive disaster recovery plan in the event that an unexpected disaster should occur within our area. Our plan, with the following components, will be quickly and efficiently implemented in order to prevent a severe disruption in services to our students and employees.

**Disaster Recovery Team**

Our Disaster Recovery Team is responsible for implementing and maintaining the recovery plan. The members of this team are:

• Superintendent

• Technology Coordinator/FTE Coordinator, Chair

• Chief Financial Officer

• Facilities Coordinator

**Duplication and Storage Procedures**

The following data records are needed in the event of a disaster:

• Special education

• School food services

• Financial (district and school level)

• Student information

• Media records

• Student computerized grades

• Email user names and passwords

• Employee records

• Equipment records

• Contracts for outside vendors or contract employees

• Any network and Internet information, such as IP information, network topology (where applicable), and hosting agency contact information

The above data records will be duplicated in daily backups. Once per month, the backup data will be burned an external drive, which will be stored off-site at a secure location in a bank vault or in a government agency.

**Disaster Reciprocity Agreement**

The following school systems have collaboratively developed this Disaster

Recovery Plan: **Clay, Quitman, and Randolph**. In the event of a disaster when the computer equipment at one of these four systems is out of service for an extended period of time, the non-functioning user district will have access to the computer resources located at any of the aforementioned systems so that necessary data processing can be performed. If available, staff members from the Educational Technology Training Center (ETTC) will be assigned to provide assistance in the non-functioning district.

**Data Recovery Strategies**

If a disaster occurs, the Recovery Team will convene as quickly as possible and follow the outlined steps, as appropriate:

* A command center will be chosen, according to the availability of pre-determined sites (see Appendix II). In the event there is no surviving public agency in the area, an alternate site in one of our reciprocal school systems will be selected.
* Data retrieval needs will be determined.
* As needed, appropriate data will be retrieved from the offsite location.
* The platform (which includes hardware, operating environment, and application to access data) will be recreated or copied.
* Needed data will be uploaded into the newly copied or created platform.
* A workspace environment for appropriate system end users will be set up so that needed data can be utilized and there will be as little disruption as possible in

administrative services to the system’s schools.

**Plan Maintenance**

The Disaster Recovery Team will convene annually to review and/or revise the above procedures. In addition, a test environment for data recovery verification will be created bi-annually, or more often if necessary, to ensure that the backup procedures of the school system are functioning properly.

**Appendix I**

**Current Contact Information for Disaster Recovery Team**

|  |  |  |
| --- | --- | --- |
| **POSITION** | **NAME** | **Cell Phone** |
| Superintendent | **Victoria Harris** | **229-321-9440** |
| Technology Coordinator/SIS Coordinator | **Twanda Banks** | **229-321-0893** |
| Finance/Payroll/Facilities Coordinator | **Shirley Gilbert** | **229-321-9369** |
| Principal | **Jon-Erik Jones** | **229-321-1487** |
| Transportation Director | **Jerome Upshaw** | **229-321-9545** |
| Maintenance Director | **Willie Lee** | **229-321-9560** |

**Appendix II**

**Possible Command Sites with Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILDING OR AGENCY** | **LOCATION** | **CONTACT PERSON** | **PHONE NUMBER**  |
| Clay County BOE | **Fort Gaines, GA** | **Latonia Forte** | **229-768-3173** |
| Randolph County BOE | **Cuthbert, GA** | **Holly Gresham** | **229-732-2260** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix III**

**Reciprocal System Technology Coordinators and Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SYSTEM** | **COORDINATOR** | **OFFICE PHONE** | **HOME PHONE** | **CELL PHONE**  |
| CLAY | **Dwylan Glover** | **2297682335** | **N/A** | **2293081400** |
| RANDOLPH | **James Cobb** | **2297323818** | **N/A** | **2297324565** |
|  |  |  |  |  |

**Appendix IV**

**First Response Checklist**

|  |  |
| --- | --- |
| **COMPLETED** | **STEPS FOR DISASTER RECOVERY** |
|  | Choose a command center from the list in Appendix II, according to availability. |
|  | In the event there is no surviving public agency in the area, choose an alternate site in one of the reciprocal systems. |
|  | Determine which data needs to be recovered. |
|  | Retrieve records from offsite location. |
|  | Recreate or copy the platform which includes hardware, operating environment, and application to access data. |
|  | Restore needed data. |
|  | Set up a workspace environment for appropriate system end users so that all needed data can be utilized and there will be little or no disruption in administrative services to the system’s schools. |