

DISASTER RECOVERY PLAN

I. PURPOSE:

The following guideline establishes policies and procedures for the Disaster Recovery Plan, which is a requirement for all new application and/or hardware, referred to as "system". The plan entails gathering the information about the hardware, software, data files and contact information of the people necessary to conduct the City and citizen services. It will involve getting the systems operational at the disaster recovery site and developing a manual disaster recovery procedure in case the systems will be unavailable at the disaster recovery site.

II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manger.

III. POLICY:

Each Department must designate an employee(s) for the Disaster Recovery Plan. Each designee shall work with Emergency Management Division staff and the Arkansas Continuity of Operations Program (ACOO) System to fill out and maintain their plan. A member of the Information Technology Department will assist in filling out any forms dealing with technology systems.

IV. PROCEDURE:

Any new system purchase must be reviewed for disaster recovery requirements. The following steps must be taken to insure continuing operation of the system in case of a disaster:

- A. Departmental employees must be designated for all involved Departments.
- B. Insure that the Request for Proposal (RFP) is reviewed for disaster recovery concerns.
- C. Fill out disaster recovery forms (DR Policy 0001 and DR Form 0001) electronically, save in the ACOOP system, print and save a copy at the disaster recovery site.

D. The Disaster Recovery Plan must be reviewed, revised and tested periodically and any changes made to the systems must be reflected in the Disaster Recovery Plan.

Approved:

A handwritten signature in black ink, appearing to read "Bruce T. Moore", is written over a horizontal line.

Bruce T. Moore
City Manager