

## DISASTER RECOVERY PLAN

The Treynor Community School District's current disaster recovery plan consists of a backup unit that is located in the high school data room which is behind the technology coordinator's office. The backup unit is automatically replicated to a backup unit located in the elementary school's east data room, which is a small interior room that is surrounded by all cement walls.

The district technology is served by virtual servers as well.

Each of these servers' files is backed up to the high school backup unit on a nightly basis. The servers' virtual drives are also backed and replicated to the backup unit in the elementary east data closet.

In addition to the nightly backup, the snapshots of files located on the File-Print server user folders are taken at 7:00 A.M. and 12:00 P.M. each day. This process is not replicated but is a means of quickly restoring a file that has been deleted.

The student information system is hosted at a secure offsite facility; the certified facility is protected by 24/7 security monitoring with key card and biometric access on a secured campus environment.

The accounting software that is used by the school's business office is hosted off site, where nightly backups are made and additional offsite storage is used in the event of a disaster at the offsite facility.

Staff members have opportunity to store their document files offsite and/or on their server folder which is backed up nightly.

In the event of a disaster, the following plan would be implemented:

- The technology coordinator would make an assessment of hardware damage. The servers would receive priority replacement.
- If the entire infrastructure were damaged (e.g., network cabling, switches, internet backbone), the servers currently undamaged or the replacement servers would be relocated off-site.

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- The first and second priorities are 1) accounting software and 2) the student information system, both hosted off site. The business manager would have the ability to access all accounting functions via an internet-based computer at his/her home, Green Hills AEA or another temporary office. Checks for vendor payments can be ordered in as little as one week and would be necessary to process vendor payments. All personnel receive direct deposit and electronic pay stubs.
- The third priority would be staff files, which would be restored from backup to the replacement server.

Notification to Staff, Students and Parents:

Our off-site primary notification system used for getting emails, texts and phone calls out to staff, parents and students would be used for notification in the event of a disaster. Notices also would be placed on the school website, [www.treynorschools.org](http://www.treynorschools.org), which is hosted offsite. Email would also be used to relay information to our staff and students should a major disaster occur.

This Disaster Recovery Plan is stored offsite in the technology director's Google Drive folder.

In the event that the Technology Coordinator is unavailable to implement this Disaster Recovery Plan, administrative access to the servers is allowed to outside organization with proper credentials to restore the hardware, software and files.