

**Stewart County Schools**

**DISASTER RECOVERY PLAN**

**Updated February 11, 2014**

**Stewart County Schools**  
**Disaster Recovery Plan**  
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## **Introduction**

The initial goal here was to create a comprehensive disaster recovery plan to ensure that the district's administrative and instructional computer systems are backed up.

This plan takes into account many other areas that will need to be addressed in case of a disaster.



# **STEWART COUNTY SCHOOLS COMPREHENSIVE DISASTER RECOVERY PLAN**

## **A. General**

### 1. Definition

The purpose of this disaster recovery plan is to provide the necessary policies and procedures that would be followed in the event of a disaster which would provide a path to recovery.

2. Goal: to resume normal business operations in 48 hours.

## **B. Advance Preparation and Emergency Response Phase**

### 1. Leadership: define a Disaster Recovery (DR) Team.

#### a. Membership.

- i. Superintendent of Schools
- ii. Director of Federal Programs
- iii. Maintenance Director
- iv. Technology Director
- v. System Bookkeeper
- vi. Human Resources Coordinator
- vii. Campus Principals
- viii. Transportation Director
- ix. School Food Service Director
- x. School System Nurse

#### b. Duties

- i. Superintendent of Schools directs the Team; official spokesperson; "point person" to whom all information is reported; makes major operational decisions; consults with all members; assigns persons to the DR Team; delegates these tasks as appropriate.
- ii. Director of Federal Programs: liaison with Superintendent of Schools. Performs Superintendents duties if not present, and/or delegates duties to DR Team. Fields all inquiries from media, members and the public; prepares official statements, talking points, and communication strategies and advises the DR Team

on implementation. Disseminates information to the media and the membership. Refers interview and information requests to the designated official spokesperson.

- iii. Maintenance Director: activates the DR Team and facilitates meetings. Confers with local fire and rescue teams, utility companies, etc. as appropriate to gather information; in charge of recovery of premises and physical property. Communicates with staff.
- iv. Technology Director: insures that all network infrastructure and telecommunications are operational, provides information to the community via the website, and insures that all data is restored. Ensures that all necessary servers are operational and verifies what data needs to be restored if any. Verifies that all student data is correct and notifies data clerks of any data loss so that a restore from backup can occur.
- v. System Bookkeeper: ensures security of non-physical assets, availability of cash for emergency purposes; continuity of payroll and vendor payments. Provides liaison with insurers.
- vi. Human Resources Coordinator: maintains a current list of employees and ensures they receive appropriate information and duties.
- vii. Campus Principals: responsible for assessing situations at their assigned campus and reporting this information to designated members.
- viii. Transportation Director: coordinates the use of System vehicles to maximize response to disaster.
- ix. School Food Service Coordinator: coordinates the relocation of frozen food to off campus locations and distribution of food to students and possible victims of disaster.
- x. System Health Nurse: ensures that adequate first aid materials are on hand at necessary location

## 2. Emergency equipment

- a. First aid kit(s)
- b. Flashlights, batteries, rescue and escape equipment (as appropriate)
- c. Backup communications, cell phones, radios, etc.

## 3. Where to meet

In preferred Order:

- a. Central Office
- b. Stewart County High School Media Center
- c. Stewart County Elementary School Media Center
- d. Richland Public Library

## 4. Communications: inbound and outbound

- a. Initial (inbound) alert: Superintendent will identify a person, with a phone/e-mail/desk location where news of a crisis and subsequent developments should be reported.
- b. Outbound: Superintendent will identify the person responsible for calling fire, police, rescue, and related services; list the numbers to call.
- c. Web posting.
- d. E-mail
- e. Broadcast media

## 5. Communications: notification chain

- a. Employees
  - 1. All Department Heads should be notified immediately by the campus principal or other designated person



2. Department Heads are responsible for notifying their peers in a phone chain.

3. The phone numbers and e-mail addresses of every employee, as well as an emergency contact person, with phone and e-mail, for each employee can be obtained from the Director of Human Resources.

b. Officers and Board

1. Any officer who is on the DR Team must be notified at once.

2. The School Board should be notified as promptly as possible, so that they are informed and ready to convene and make decisions if necessary. In particular when the scope of the emergency and recovery schedule are known. If the DR Team have the proper authority in advance, immediate action by the Board should not be needed.

c. Meeting registrants and other members currently engaged in association activities

Meetings or other activities underway or scheduled in the near future, will need to be addressed and a designated person should communicate information about continuation, postponement, or cancellation as soon as the decision is made.

d. Media

A proactive approach to the media, rather than waiting for calls to come in

6. Escalation of alerts in the event of potential terrorist action

Green (low risk):	routine maintenance of Plan
Blue (guarded risk):	routine maintenance of Plan
Yellow (elevated risk):	review Plan; ensure all data is current and emergency equipment is functional.
Orange (high risk):	review as above; also check staff schedules and availability of DR Team and backups
Red (severe risk):	Convene and brief DR Team

## 7. Rest and Recovery

The DR Team must pay attention to the physical and emotional needs of those who are engaged in the emergency and recovery. People perform less efficiently after only a few hours without food and beverages, and after 8-10 hours of continuous stressful activity without a break and rest. Availability of refreshments, food, washrooms, and places to rest is very important and should be on the agenda at each meeting of the Team during crisis recovery. A Team member should be assigned to locate these kinds of facilities early in the recovery process.

## 8. Districts Role in Community Recovery

Superintendent may designate employees of our district that have necessary skills, to assist with the community's recovery.

### **C. Business Recovery Phase**

DR team will work together to roll out a plan for school to start back up.

#### 1. Computing facilities and data

**Hardware:** The Technology Director will secure computer equipment for necessary operations and identify staff laptops and home computer equipment which can be brought on-line immediately, and secure staff consent to do so; if necessary, identify vendor(s) who are willing to provide temporary computers, servers, and networks.

**Software:** extra copies will be stored offsite along with a list of all software licenses and vendor contacts.

**Data:** Backup's are done on a daily basis by the System Bookkeeper. Backups are kept for three weeks before cycling of the tapes takes place. The Technology Director is the primary contact for backup inquiries.

#### 2. Office space

A temporary headquarters will be designated by the Superintendent of Schools

#### 3. Office equipment: copiers, fax service, furniture, desk supplies.

These items should be acquired and replaced as needed.

#### 4. Telephone service

This is vital to communications; temporary lines may need to be established at the designated headquarters. These numbers should be publicized as needed. This responsibility lies with the Technology Director.

#### 5. Mail and Package Delivery

US Postal Service, FedEx, UPS, and other delivery services should be notified about how to make deliveries during the emergency and recovery, which will require review in an actual emergency before issuance.

#### 6. Bank Authorizations

System Bookkeeper will handle the transfer and withdraw of funds, and the written authorizations.

#### 7. Payroll Service

Human Resources Coordinator shall notify employees on how they will receive payroll ASAP to prevent panic.

#### 8. Insurance Vendors

System Bookkeeper will maintain a copy of up to date policy numbers and contacts for the System's property and casualty, life, and health insurance policies.

### **D. Implementation**

#### 1. Pre-Issuance Reviews and Updates

- a. Policies and Procedures are current and appropriate.
- b. Emergency funding can be secured.
- c. Emergency equipment is in place and functional.
- d. Backups for equipment, software, data, and office facilities have been arranged. Keys and combinations are secure, but available off-site, and locations are known to key persons.

## 2. Plan Distribution

Superintendent, along with the entire DR team, will decide who will receive what parts of the plan to implement if it is not specifically noted in the plan.

## 3. Briefing and Training

Superintendent or designated official will ensure that every staff member and key officer knows his/her part in the Plan. Discussion in a one-on-one or small group format will help ensure that all staff are informed and prepared, and will also reveal areas in which the Plan can be improved; specific training needs, such as where fire exits are, availability of staff with CPR and first aid qualifications, etc.

## 4. Practice Drill/Walk-through

A practice drill should be carried out at least once a year to insure plan is complete and to make additions or modifications as needed.

## 5. Reviewing, Evaluating, and Updating

A meeting of the DR team should occur once a year to review, evaluate and update the plan

## **E. Appendix**

### 1. Disaster Recovery Team Roster

Superintendent of Schools – Dianne Watkins, Interim  
Director of Federal Projects – Rachel Speegle  
Maintenance Director – Gary Chesnut  
System Bookkeeper – Vickie Harville  
Human Resources Coordinator – Debra Crawford  
Technology Director – Bill Haney  
Campus Principals – Marcus Taylor (SCES), SaJuana Williams (SCMS), John Hamilton (SCHS),  
Transportation Director – Tommie Harris  
School Food Service Director – Joyce Campbell  
System Nurse – Rebecca Shepherd

### 2. Employee Roster

Provided and maintained by Human Resources Coordinator

### 3. School Board

David Barrett, Chairperson  
Austin Taylor, Vice-Chairperson  
Therethea Redding, Member  
Sam Jones, Member  
Kesha Nelson, Member

### 4. Phone Chain

229-838-4329  
229-838-4301  
229-838-4374  
229-321-9806

### 5. Suppliers for Building Maintenance and Repair.

Vendor list maintained by the Maintenance Supervisor

### 6. Suppliers for all Office Furniture, Equipment, Computing Systems, Software, Accounting and Payroll Services, Office Supplies, etc.

List is maintained by the System Bookkeeper

### 7. Dealing with Emergencies at Events.

Staff designated by the Superintendent