Title: CLASS Computer Infrastructure Disaster Recovery

IT Code: 43050

Purpose: The CLASS IT organization is committed to assuring an organized and effective response to an isolated disaster that would render network communications; and/or network servers inaccessible or inoperative, or CLASS LAB computers inaccessible or inoperative and to ensuring business continuity for business functions dependent on computer technology, until normal processing capability is restored.

Procedure: The strategy of CLASS Labs IT Disaster Recovery Plan is as follows:

1. Ensure that fault tolerance and/or redundancy is built in to hardware and software applications, where possible.

2. Ensure that network hardware configurations and network server backups are performed as a routine part of operations and that these backups are stored in an organized fashion off-site.

3. Maintain an inventory of all hardware, software, and service contracts, including contact information, for CLASS IT administered systems.

4. Provide security services where feasible, to protect network assets from loss due to theft, alteration, and/or loss of confidentiality.

5. Provide monitoring of critical network hardware and services during non-business hours, by a combination of monitoring tools and on call IT staff.

Emergency Responses

1. The specifics of a recovery program can only be determined at the time a disaster occurs. This depends on the nature of the disaster, the point in time the disaster occurs, and the anticipated period of disruption.

2. Specific recovery procedures for the more routine types of disaster, such as hardware failure or data loss, are maintained by the unit responsible for recovery. For security reasons, these procedures are not documented for public viewing.