

## Information Systems Team Disaster Management Checklist

### Pre-Storm

- Have, file, and distribute to critical team members a copy of the Qwest Disaster Management Plan
- Have, file, and distribute to critical team members a copy of the iPort Disaster Management Plan
- Plan for training of critical persons on backup Educator email
- Communication options documented and plan created

### During Disaster

- Notify staff, students, and clients via email once disaster has been declared
- ISS Director or designee calls into emergency line @ 10 AM and 5 PM each day
- ISS Director or CO attempts to contact each manager
- Each manager attempts to contact team members
- Designate a leader to communicate procedures to team members
- Ensure 2 ISS Managers are filled
- Ensure 1 Database Manager is filled
- Ensure 2 Programming Specialists are filled
- Ensure 1 Network Specialist is filled
- Ensure 1 Communication Specialist is filled
- Ensure 2 Help Desk Support Representatives are filled
- ISS team identifies member to call in each day @ 9 AM and 4 PM to ISS line
- Any non-critical members of the team have been assigned to other critical functions if necessary as determined by the Leadership Team/HR department
- Refer to Qwest Disaster Management Plan and take steps as necessary (consider messaging out primary vs. secondary systems)
- Refer to iPort Disaster Management Plan and take steps as necessary
- VSA is a critical system – Team should treat FLVS, franchises, Stetson, and clients equally
- Lotus notes is a critical system. If it is unavailable, staff filling critical roles should have and use a backup Educator email
- Team works with staff filling critical roles to ensure communication remains open using strategies including but not limited to phone, VOIP, voicemail, dial-up, aircards, high speed, text messages