

BUSINESS OPERATIONS DISASTER RECOVERY PLAN

The Gilbert Community School District recognizes the importance of being prepared for business-related disaster recovery due to unforeseen damage to the School Administrative Offices and/or the District's computerized accounting system. Possible threats are natural disasters common to the Midwest, or other impairments such as fire damage, water damage, or extended power outages.

The Business Office shall store a daily backup of the computerized accounting system application and files at an offsite location. Other business-related disaster recovery materials shall be stored inside the fireproof file cabinet located in the business office in a folder clearly marked "Disaster Recovery Kit." Contents of the kit shall include:

- Names and complete contact information, updated annually on October 1st
 - Superintendent
 - Business Manager/Board Secretary
 - School Board President
 - Insurance Agent
 - Legal Counsel
 - Area Education Agency Administrator
- Employee roster, updated annually on October 1st
 - Current assignment and building
 - Home address and phone number
 - Payroll information
 - Annual contract amount
 - Monthly rate of pay
- Vendor listing, updated annually on October 1st
- Any other business-related items considered useful for disaster recovery operations

In the event of a disaster or prolonged impairment of Business Office equipment or facilities, District officials including School Board President, Superintendent, Business Manager, Maintenance Director, and Technology Director shall meet or communicate by phone as soon as possible to assess damages and plan a course of action for continuance of District business operations.

This policy shall be reviewed annually on October 1st by the Superintendent, Business Manager, and Technology Director and updated as necessary according to current needs.

Approved: 12/12/16