

**Minnesota FAIR Plan  
Plan of Operation  
Appendix E  
Disaster Recovery Policy**

**Disaster Recovery Policy**

If an event occurs that may jeopardize the Plan's ability to continue operations in it's current location:

1. The Executive Director is notified.
2. The Executive Director calls all Managers.
  - a. Based on their evaluation of damages and expected recovery time the Executive Director and Managers will determine if the DRP should be invoked.

**Overview**

1. Communications
2. Location/Relocation
3. Technology/Data

# Minnesota FAIR Plan

## Plan of Operation

### Appendix E

## Disaster Recovery Policy

### Disaster Recovery Policy continued

#### 1. Communications

Initial:

1. Executive Director notifies Governing Board
2. Managers call their staff
3. Managers call their Vendors

Ongoing:

1. Executive Director stays in touch or meets with IT Vendor, Critical contacts, Managers and Governing Board.
2. Managers stay in touch or meet with their staff.
3. Use MFP Web Site as informational tool for public, staff and Governing Board.

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**Disaster Recovery Policy continued**

**2. Location/Relocation**

Executive Director works with IT Vendor, Managers and their Vendors to set up Operations

1. On site
2. Short term (up to 90 days)
3. Long Term/Permanent (over 90 days)
4. Office supplies and furniture

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**Disaster Recovery Policy continued**

**3. Technology/Data**

Executive Director will work with IT Vendor

1. Computer Hardware and Peripherals
2. Computer Software
3. Data Restoration