DISASTER RECOVERY RESOURCES

These resources are designed to help K-12 education technology departments create and implement a working **Disaster Recovery Plan (DRP)** and **Business Continuity Plan (BCP)** for their organization.

To get started, first create a Google "Shared Drive" that belongs to your organization (not an individual user), and grant the appropriate access to the members of your disaster recovery and business continuity teams. Next, copy each of the below Google docs into the shared drive, then begin working with your team by following the steps below. Continually update your DRP and BCP so they are ready for use in the event of a disaster.

1A. **Disaster Preparedness Checklist** - version 2022.11.01
Start by checking how prepared you are for a disaster. The more items you've checked, the more prepared you are. Then make a list of what improvements you will make and start working on the easiest items first.

1B. **Small School District Preparedness Checklist** - version 2022.11.01
Use this checklist instead of the full checklist if you are considered a "small district" or do not have many IT resources or staff. This was specifically designed for small school districts.

2. **Disaster Recovery Guide** - version 2022.11.01
Read this Guide to learn how to improve your server room infrastructure redundancy and make informed decisions when creating your DRP.

3. **Disaster Recovery Plan (DRP) Template** - version 2022.11.01
After using the Checklist and reading the Guide, create a working DRP using this template. Refer to the Guide for helpful information and tips as you complete each section.

4. **Business Continuity Plan (BCP) Template** - version 2022.11.28
Create a Business Continuity Plan (BCP) for your organization after creating a DRP. A BCP involves all critical departments in your organization, not just IT. Many auditors and insurance providers now require each organization to have a BCP in addition to a DRP.

5. **Business Impact Analysis (BIA) Template** - version 2022.11.28
Performing a BIA is a required component of creating a BCP. Use this template while creating your BCP. Update regularly.

6. **Feedback Form - Suggestions for Improvement**
   Please use this form if you have feedback you'd like to share about these resources or suggestions for improvement. We would love to hear your feedback!

7. **Disaster Recovery Peering and Co-Location Services**
   A directory of County Offices of Education that provide peering and co-location services for districts and other COEs.

8. **Additional Disaster Recovery Resources**