

Contingency Operations Policy

Purpose:

The purpose is to establish and implement as needed procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.

Scope:

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

Policy:

Sweetwater County School District #1 will develop contingency operation procedures to address emergency response. These procedures will include:

- Notification
- Evacuation
- Equipment tests
- Training
- System shutdown

For example, the area of emergency notification procedures would include activities such as:

- Contacting the Emergency Response Team (ERT) Leader
- Contacting district leadership team as required
- Evacuate the building if required
- Conduct a damage assessment
- Create damage assessment report and communicate to district leadership team
- Determine if the damaged site can be repaired and used
- Establish time objectives for activities

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the requirements of Contingency Operations.

Compliance:

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s):

- Notification procedure
- Evacuation procedure
- Equipment testing procedure
- Training procedure
- System shutdown procedure

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: 3/12/18