



COMMISSION ON HISPANIC/LATINO
AFFAIRS

DISASTER RECOVERY PLAN

Revised and updated by Ezra C. Escudero, Executive Director

On _____

Approved by Board of Commissioners on _____

under Motion # _____ of _____

COMMISSION ON HISPANIC/LATINO AFFAIRS

DISASTER RECOVERY PLAN

Executive Summary

The Ohio Commission on Hispanic/Latino Affairs has established a disaster recovery plan to continue business objectives after an unplanned event that results in death or significant injury to its employees, customers or the public; or that can shut down the office, disrupt operations, cause physical or environmental damage or threaten the agency's financial standing or the public image. The purpose of this plan is to provide a ready reference document that identified how on or off site staff will respond and provide guidance if it should become necessary to do so. Protecting the health and safety of everyone in the facility is the first priority during an emergency.

All staff is encouraged to familiarize themselves with existing building emergency procedures, emergency telephone numbers, posted evacuation floor plans and to participate in emergency drills.

Some events that could interrupt business include, but are not limited to: fire explosion, bomb threat, water leak, natural gas leak, medical emergency, power failure, elevator malfunction, weather, civil disturbance, workplace violence and computer failure.

TELEPHONE NUMBERS

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(614) 466-8333

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(614) 466-8333

OTHER IMPORTANT NUMBERS

DEC Hotline (Network technicians) - (614) 644-5746

Computer Services (19th. floor) - (614) 752-9285

Governor's Office - (614) 644-0860

After the team has reviewed an emergency situation, a determination will be made regarding what actions will be taken. Specific duties of each team member will be assigned. The general duties are:

Team Leader

1. Assume command
2. Assess situation

3. Implement plan
4. Determine strategies
5. Activate resources
6. Order evacuation
7. Insure orderly and safe evacuation
8. Retrieve back up electronic and paper media for business resumption
9. Determine whereabouts of missing staff/team members after evacuation
10. Liaison with media
11. Declare return to normal operations
12. Secure disaster plan three ring binder from home

Office Assistant

1. Assist team leader as requested
2. Notify building authority and insurance carrier
3. Contact Governor's office to advise of situation
4. Contact external resources (i.e. Temporary office providers, system vendors)
5. Obtain logs and other identified records
6. Coordinate shutdown of office systems
7. Determine the need for additional security personnel

A three ring binder shall be maintained by the Team Leader. The binder shall include A copy of the written disaster recovery plan, all standard forms, a fully functional and current diskette copy of the standard renewal database, a diskette copy of all operational documents (i.e. Correspondence forms, memorandums), a CD or diskette copy of all software used by the board. Software will include the following programs: Microsoft Word, Microsoft Office, Microsoft Word Perfect, Microsoft Power Point, Win Zip, Enforcer, Virus Scan and File maker.

Office Functions and Priority List

Standard Renewal Data Bank
 Copies of all standard forms
 Functioning computer (3) software
 Word processing capabilities
 Functioning printer
 Functioning mail and communications (fax)
 Internet connectivity (preferred)
 Additional materials: paper supplies, pens, pencils, staplers, etc.

Temporary Off-Site Location

In the event of an emergency/disaster that renders the office unusable, inadequate or inappropriate for business resumption, a temporary office will be established in the office of

EZRA: In the plan for 2002 was Chair Humberto Gonzalez and the address was his office at the time).

This office will be used for up to two weeks. If it is estimated that a temporary office will be needed for more than two weeks, the commission/team leader will find a temporary office space more suitable for business continuance. The space could include a rented office space or hotel room within reasonable distance from the main office. The public will be advised of the temporary office location through the commission's website and mailing, as well as a news publication service if deemed necessary.

Office staff will arrange a car pool if the temporary office is not on a main bus route or if it more than two blocks from the office. If the office is moved to a location close to the main address, the staff may resume normal transportation.

The office of _____ should be prepared to provide temporary access to phone, computer, internet, printing and general mailing services.

Analysis

Have mitigations started? Are they on track for completion?

Because of the low risk involved with the Commission on Hispanic/Latino Affairs' office, contingencies were emphasized and well thought out.

Does the Commission staff know their responsibilities?

Emergency Control and Evacuation Instructions are in place and emergency numbers are visible. However, the Commission has yet to distribute the Emergency Control and Evacuation Instructions. Once this is done, the Commission will determine whether the staff is knowledgeable on every aspect of the packet and if it will be necessary to hold a dry run walk through.

Can contingencies be accomplished with the resources allotted?

The existing staff and equipment are sufficient and will handle business process continuity.

Can return to normal operation be accomplished with the resources allocated?

There is adequate staffing to return to normal operations should it be required.

Other comments:

Fire escape routes are clearly identified
Temporary office site established