



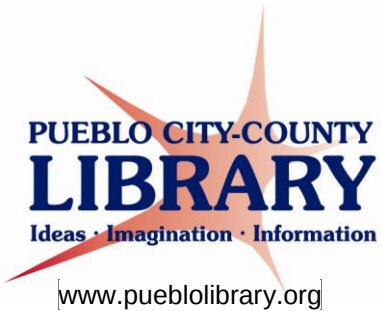
FINANCIAL MANAGEMENT

04.01.20 Disaster Recovery

It is the policy of Pueblo City-County Library District to develop, test and maintain a disaster recovery plan formulated to continue basic business operations during and immediately after disruptive events. Recognizing that disruptions to business operations may come from a variety of causes such as natural or manmade disasters, terrorism, and technology failures, it is incumbent upon the District to recognize and plan for the expedient recovery of all operational systems in order to minimize the impact of any type of disaster.

A comprehensive disaster recovery plan will identify a Crisis Management Team, activation procedures, staff roles and skills, resources, and the ongoing maintenance responsibilities of the plan. Training of staff is essential and ongoing to maintain emergency preparedness knowledge of practices and procedures for evacuation and recovery.

Pueblo City-County Library District is committed to the implementation of a disaster recovery plan which will address the needs of its employees, its patrons, and the community it serves in the event of a disaster.



FINANCIAL MANAGEMENT

04.01.20.P1 Disaster Recovery Plan Procedures

A. Crisis Management Team

1. Chief Financial Officer
2. Director of Community Relations
3. Director of Information Technology
4. Director of Public Services
5. Facilities Superintendent
6. Director of Human Resources
7. Director of Technical Services and Collection Development

B. Establish regular preventative measures to maintain integrity of systems

1. Regularly store back-up tapes of computer data off-site. (Currently taken to safe deposit box every Friday.)
2. Establish evacuation plans and implement regular evacuation drills. Hold staff accountable for compliance.
3. Maintain Safety Manual for every facility to identify key personnel and emergency procedures to follow.
4. Hold regular meetings of the Crisis Management Team to update process and review policy.

C. Train personnel

1. Knowledge of building (fire exits, extinguishers, stairs, emergency supplies, etc.)
2. Knowledge of first aid (CPR, EMT, first aid)
3. Knowledge of THE PLAN

D. Recovery procedures

1. Document process for off-site computer restoration (failure of network system)
2. Document process for off-site financial system restoration
3. Document process for off-site circulation computer system restoration
4. Document process for recovery of facilities
5. Document process for recovery of materials, e.g., books, AV materials, etc.

E. Communications procedures

1. Develop plan for communication with employees
2. Implement plan for external communications – news media, general public, etc.

F. Compile workplace disaster supplies kit

1. Needs analysis of emergency supplies
2. Purchase of necessary supplies
3. Regular evaluation for replacement/addition of supplies

G. Formulate a list of post-disaster vendors to aid in recovery

1. Contractors
2. Utilities
3. IT Service
4. Insurance adjusters
5. Transport – people, assets
6. Fire cleanup service
7. Alarm services
8. Equipment repair
9. Security service
10. Restoration services – for books, materials and assets
11. Replacement services – for books, materials and assets