

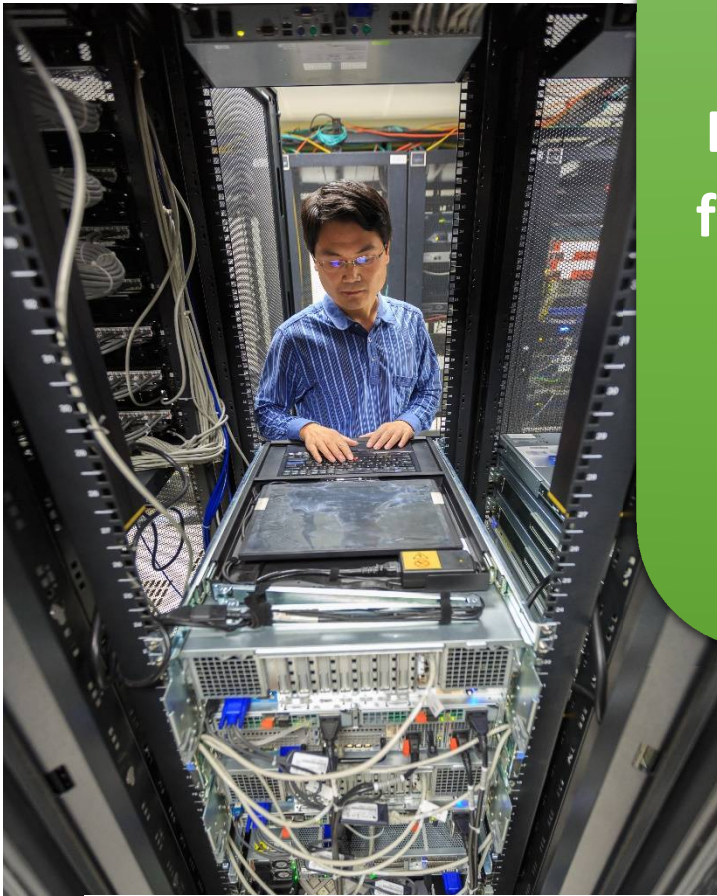
# Martin Yarbrough

and Associates

Education Services

Disaster Recovery Planning  
for Educational Institutions:

Strategy and Guidance to  
Enhance IT Continuity



## Improving Student Achievement

MYA's Disaster Recovery engagement is designed to deliver a transformational plan to ensure educational continuity during a technology outage.

Technology will affect every aspect of our curriculum ...

- Technology access policies should aim for one-to-one computer access;
- Technology access policies should ensure that speedy internet connections are available;
- States, districts, and schools should favor technology designed to promote high levels of interactivity and engagement and make data available in multiple forms;
- Curriculum and instruction plans should enable students to use technology to create content as well as learn material; and
- Policymakers and educators should plan for "blended" learning environments, characterized by significant levels of teacher support and opportunities for interactions among students, as companions to technology use.

--Stanford University School of Education

## Ensuring A 21st Century Technology Program

So what is the most important goal for your school district?

Maybe you're looking to benefit from the technologies that improve overall student achievement.

Perhaps you're considering Cloud Computing to manage digital content and optimize Learning Management Systems.

You may want to improve access and integration of your Student Information System.

Your needs might be to optimize the return-on-investment for existing resources and free up those funds to use elsewhere.

It is going to be difficult to achieve these goals if the infrastructure breaks down and prevents teachers from teaching and students from learning.

### The Next Step towards continuity

Few, if any, IT programs will admit that the network has vulnerabilities. But most vulnerabilities aren't related to the network, they are people generated and multiplied by inefficient networks. The cliché, "You Can't Improve What You Don't Measure" is so true when it comes to providing a safe and secure environment. The development, implementation and testing of those needed technology environments in order to recover from an outage or disaster becomes paramount!

### Martin Yarborough & Associates can help

Our disaster recovery services are designed to ensure educational continuity in the event of an unforeseen disaster (natural or man-made) and bring needed systems back into operation based on business or educational requirements.

The engagement also provides a baseline of recovery time objectives for critical processes, both business and educational. By understanding your current processes, MYA can recommend a simplified future mode of operations to improve efficiency and significantly reduce risk and provide a testing program to ensure to the business and academics that critical technology can be restored post-disaster.



## Key Objectives of MYA's Disaster Recovery Program

1. Conduct a **Business Impact Analysis** on all processes within your school that involve technology and establish the recovery time and recovery point objectives. This provides a target for technology recovery. The exercise identifies a department's people, technology, resources and requirements for business continuity.
2. Conduct a **Facilities Risk Assessment** to identify and remediate conditions that contribute to the inability to recover critical technology components.
3. Conduct an **Application Data and Criticality Analysis** on the applications identified during the Business Impact Analysis.
4. Develop a **Disaster Recovery plan** that is easily understood, followed and tested!

## Our engagement utilizes:

- **Skilled solution architects.** MYA's consultants have extensive experience in educational technology and administration combined with innovative analytical tools to get results.
- **Intellectual property.** We use expertise from past engagements for rapid insight into what is driving unnecessary risk within your organization.
- **Action-oriented plans.** Approaches that are designed to deliver specific, predictable, and measurable outcomes.
- **Hi-impact, fixed-school projects.** Designed to deliver quick Return-On-Investment and measurable results.
- **Electronic tools.** Designed to quickly gather needed data to drive decisions.

## Realize the Benefits

- **Match your technical and operating requirements.** Our consultants identify risk and propose solutions to reduce the effort and the stress of change.
- **Continuous improvements.** Our consultants develop recommendations and the appropriate sequencing on how to improve security, vulnerability, and risk of your security environment.
- **Identify next steps.** Our assessment deliverables, based on best practices, include specific findings and recommendations to reduce risk and maintenance spend. MYA provides integrated service solutions to meet your institution's goals.

## Things You Need To Know

### Components of a DR Plan

- Definition of a Disaster
- Disaster Declaration Criteria
- RASCI Chart identifying groups with responsibilities
- Application Recovery Strategies
- Database Recovery Strategies
- Network Recovery Strategies
- Server/Storage Recovery Strategies
- Telecommunication Recovery Strategies
- Activation Procedures
- Manage Team
- Administrative Team
- Employee Contact Lists
- Primary and Secondary Locations

### Policies Needed

- Contingency Planning Policy
- Data Backup Policy
- Testing and Revision Policy
- Training and Awareness Policy

### Recovery Site Options

- Cold Site
- Warm Site
- Hot Site
- Mobile Site
- Redundant Site

MYA's program provides  
all of this for you!!!



## The True Story of a Disaster

- 3 out of 4 school districts get a failing grade for disaster recovery preparedness.
- 40% of schools rated their organization's ability to recover their operations in the event of a disaster as fair or poor.
- 36% of schools want comprehensive disaster recovery but don't think they can afford it.
- The average cost of 1 hour of downtime at a school is \$8000.
- 18.5 hours is the average time it takes a business or school to recovery after a disaster.
- 95% of businesses and schools experienced outages for reasons unrelated to natural disasters.
- 45% of downtime is a result of operational disasters.
- 35% of downtime is a result of natural disasters.
- 19% of downtime is a result of human error.



### End to End Customizable Scope

**Business Impact Analysis (BIA)** should include representatives from all Departments within the school district. This should include all campuses as well.

**Facilities Risk Assessment (RA)** should be conducted on all buildings within the district.

**Application Data and Criticality Analysis (ADCA)** should start with the top 5 applications needed by the various department staff. The plan should be to expand this list each year with the ultimate objective of having all applications represented in the Disaster Recovery Plan.

### Deliverables

**Business Impact Analysis District Report** – a comprehensive view of all critical business processes in each department and/or on each campus. All necessary applications are identified by the Recovery Point Objective and Recovery Time Objectives.

**Business Impact Analysis Department Report** – a summary of the BIA template provided by each Department with recommendations.

**Facility Risk Assessment District Report** – a comprehensive view of all district facilities with risk to business continuity defined. Recommendations for improvement are included.

**Facility Risk Assessment Building Report** – a detailed view of each individual building with recommendations for improvement.

**Application Recovery Plans** – a detailed analysis of the steps required to recover application functionality of critical district applications. This includes restoring the application and data as well as any dependencies. Emphasis placed upon the corporate components of the applications, databases needed to operate, hardware needed to operate, and the network required to deliver services.

**Policies and Procedures** – A review of the required policies that should be in place for proper disaster recovery and business recovery.

**Testing Procedures** – the steps needed to provide a tabletop and/or component test for each application recovery plan.

**Disaster Recovery Plan** – A detailed document outlining Roles and Responsibilities, Team membership and Application Recovery plans with policies and testing procedures.

### Contact Information

Martin Yarborough & Associates LLC  
8451 Deerwood Forest Drive  
Fort Worth, TX 76126  
(817)408-5725  
[myarb@martinyarborough.com](mailto:myarb@martinyarborough.com)  
<https://www.martinyarborough.com>