



DIVISION OF ADMINISTRATION *Angele Davis, Commissioner*
STATE OF LOUISIANA

Division of Administration's Disaster Recovery Plan

July 24, 2008



DOA Disaster Recovery Plan

- Who to Call
- What to Do
- How to Do It



DOA Disaster Recovery Plan

- Designed around worst-case scenario
- Essentially three actionable plans that result in three phases of disaster recovery
 - Crisis Management (analyze and initiate plan)
 - Disaster Recovery (recover critical processes)
 - Business Continuity (recover rest of DOA)
- Tested annually
 - DOA Mock Disaster scheduled annually
- Distributed on encrypted USB thumb drives



Crisis Management

- Composed of high-level personnel and decision makers (Management and Logistics Recovery Teams)
- Analyze the situation and determine if activation of disaster plan is necessary (or what scope of plan to activate)
- Utilize call list to notify team personnel to meet at the command center for delegation of tasks to begin recovery



Disaster Recovery

- Technical Recovery Teams (Network, Systems, Applications, and Help Desk)
- Call lists of plan essential personnel to begin recovery of DOA critical business processes
- Selective team assembly (determined by severity of event) for delegation of team tasks to recover critical processes
- Minimum required facilities to begin recovery tasks



Business Continuity

- Business Unit Recovery Team
- Disaster essential staff from each DOA section
 - Approximately 30% of DOA staff
- Objective is to enable recovery that would allow the DOA sections to recover to the pre-disaster level of services



Statewide Agency Disaster Planning

- Policy requires each agency to develop, test, and maintain a disaster recovery/business continuity plan
- Policy requires use of planning software hosted by OIT to facilitate plan development and regular maintenance
- Plans must be submitted to OIT annually



Statewide Agencies DRP Status

- Attorney General
- **Agriculture and Forestry**
- Dept. of Health & Hospitals
- Office of Public Health
- Dept. of Civil Service
- **Dept. of Corrections**
- Dept. of Culture, Rec., Tourism
- Dept. of Education
- Dept. of Environmental Quality
- Dept. of Insurance
- Dept. of Labor
- Dept. of Natural Resources
- Dept. of Public Safety
- Office of Student Fin. Assistance
- Dept. of Revenue
- **Secretary of State**
- Dept. of Social Services
- Dept. of Trans. & Development
- **Dept. of Treasury**
- **Dept. of Veterans Affairs**
- Dept. of Wildlife & Fisheries
- Div. of Administration
- DOA - OTM
- DOA - OGB
- **GOHSEP**
- Economic Development
- Public Service Commission

PLAN ON FILE WITH OIT
PLAN IN PROGRESS



DOA's Role in State Emergency Operations Plan

Primary Functions

- None





DOA's Role in State Emergency Operations Plan

Support Functions

- ESF 2 – Communications
- ESF 3 – Public Works and Engineering
- ESF 5 – Emergency Management
- ESF 7 – Resource Support
- ESF 13 – Public Safety and Security
- ESF 14 – Community Recovery, Mitigation, and Economic Stabilization
- ESF 15 – Emergency Public Information



DOA's Role in State Emergency Operations Plan

Required Actions

- **Primary Functions:** None.
- **Support Functions:** Coordinate with each department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.