State of Louisiana Living Disaster Recovery Planning System (LDRPS) Compliance Guidelines

The Strohl Systems Living Disaster Recovery Planning System (LDRPS) has been selected as the Louisiana State standard for Disaster Recovery/Business Continuity Plan (DR/BCP) storage and maintenance. Although not required for DR/BCP development, it is a necessary tool for maintaining DR/BCP backup, statewide asset rollup, and DR/BCP dispersal. Since LDRPS is a specialized database management system, it needs a minimum amount of Business Impact Analysis (BIA) data to function properly and comply with state DR/BCP requirements. These BIA data elements individually reside in the LDRPS dictionaries and comprise elements such as employee contact data, critical business processes, and recovery team tasks. Managing these individual elements within their dictionaries is not only essential to generating the system reports that make up the agency DR/BCP, but is crucial for long term plan maintenance and regional plan rollups. Proper dictionary management also eliminates the need for large amounts of document storage. Document Storage in LDRPS will be limited to plan support documents such as mission statements or glossaries, indexes to more detailed procedural documents, and pointers to vital records not stored within the system itself.

The standard hierarchy for Louisiana State DR/BCP naming and rollup is as follows:

State – Parish – City – Location/Address – Agency – Plan Type – Business Unit

The Plan Names section of the LDRPS interface will be inaccessible to agency users and will be established according to the state DR/BCP LDRPS naming conventions to assure efficient regional plan rollups.

The following headings comprise the minimum LDRPS data dictionaries used to support regular DR/BCP testing, maintenance and regional plan rollup:

- Critical Business Processes
- Response Team Rosters
- Response Team Tasks
- Plan Essential Employee Call Lists
- Minimum Software Required for Maximum Process Outage Deadlines
- Minimum Equipment Required for Maximum Process Outage Deadlines
- Vital Records

The Division of Administration will regularly update the LDRPS employee dictionary through a system automated data import. The employee dictionary will be inaccessible to manual changes and updates but will be selectable for team rosters and plan call lists. All dictionary elements will be tagged and filtered to specific agency user and administrator LDRPS security packages to maintain agency plan integrity and privacy.

Completion of the user and administrator flash movie series of LDRPS online training courses is recommended for state LDRPS users, administrators, and third party vendors engaging in DR/BCP for Louisiana State Agencies. These courses are located at the following link: **https://www.mystrohl.com/Education/TakeNow/default.asp**. Login accounts can be acquired at this link, **https://www.mystrohl.com/Login/NewUser.asp**, with a valid "la.gov" domain return email address. Otherwise please contact OIT Security at 225.219.9470.