

Office of Financial Institutions
DISASTER RECOVERY/CONTINUITY OF OPERATIONS PLAN

I. Purpose:

To ensure that OFI develops and maintains disaster recovery and continuity of operations plan (DR/COOP) and procedures to ensure continued delivery of essential business functions despite damage, loss or disruption of information technology systems due to the unexpected occurrence of a natural or man-made emergency or disaster.

II. Policy:

OFI will develop, test and maintain disaster recovery/continuity of operations plans designed to ensure the availability of mission-critical services and functions in the event of a disaster or unscheduled event that would impact the agency's information technology and telecommunications systems.

III. Scope:

This policy is applicable under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., which provide mission-critical services to the public, local government, federal government and other state agencies.

IV. Responsibilities:

- A. OFI will develop and regularly update disaster recovery/continuity of operations plans using the guidelines noted below. Additionally, a copy of the most recent DR/COOP will be printed and sent to the Monroe District Office for storage.
- B. *Risk Assessment* - Assess risks and their potential impacts to the agency. With each risk, an analysis of the likelihood of event should be determined and prioritized in such a manner so that methods of mitigation can be explored.
- C. *Business Impact Analysis* - Evaluate the potential impact of each type of disaster or event. Understand the effect that a business interruption will have on the agency's ability to deliver services. Long and short term interruptions should be considered in this analysis.
- D. *Alignment to Business Strategy* – Business Continuity Plans should be created to support the agency's business objectives and priorities.
- E. *Alignment of Business Continuity Strategy* - Develop business unit consensus within the agency. This ensures that the agency's business units are aligned under one unified plan and strategy.

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- F. *Testing and Updating the Plan* - Plans must be tested to verify they are effective. Schedules and times should be based upon changes to the environment and training needs for the staff involved. Updates to the plans are necessary to keep information and processes accurate.
- G. *Management of the Plan* - OFI leadership sponsors and supports the plan. Responsibilities for the plan will be distributed across the agency organization and require support from all levels of management.

APPROVED BY:



John Ducrest, CPA
Commissioner

May 9, 2008

Date

This information was extracted in part from the Office of Information Technology Policy IT-POL-011 Disaster Recovery/Business Continuity Planning and the Governor's Office of Homeland Security and Emergency preparedness.