

DISASTER RECOVERY PLAN

LOUISIANA LEGISLATIVE AUDITOR REQUIREMENTS

Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

POLICY

MAJOR GOALS OF THIS PLAN

The major goals of French Quarter Management District's (FQMD) plan are the following:

- To minimize interruptions to the normal operations.
- To limit the extent of disruption and damage.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for smooth and rapid restoration of service.

PERSONNEL

The Executive Director will have contact information available on each employee and commissioner. All employees will notify the Executive Director to any changes in this information. The list will be updated with any changes and with every new hire.

All employees and commissioners will be prepared for weather disasters by being apprised of all emergency exits, codes for locks, and safe spaces. All will also be aware of the designated meeting place in the event a disaster occurs in our building.

INFORMATION SERVICES BACKUP PROCEDURES

Administrative and financial data are subject to FQMD's Disaster Recovery Plan.

1. All critical administrative data is backed up daily. Data is backed up to an offsite service provided by Google Workspace. Additionally, QuickBooks financial data is backed up to the offsite service provided by Intuit.
 - a. For duplicity file sharing will be limited to the following staff and personnel:
 - i. Administrative files will be shared by the Executive Director with the Board Chair, and Board Secretary as read only files
 - ii. Financial Files will be shared by the Executive Director, Accountant with the Board Chair, and Board Treasurer as read only files
 - b. Passwords for shared files will be updated with the election of new Board Officers.
2. Restoration testing of backed up data occurs on a quarterly basis.
3. McAfee antivirus software is used on all systems.

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4. Security updates / patches are applied automatically, and the update system is inspected on an as needed basis.
5. Due to a limited staff, FQMD does not have an IT manager. FQMD uses the services of Google Workspace for all its IT needs. FQMD would use the services of Google Workspace to recover operations after a critical event. In the event of a disaster, the employees of FQMD have the ability to communicate and to work with each other via email, cell phones, and text messages. Both the Executive Director and the Accountant can communicate with the FQMD's Executive Officers and other Board Members as may be required via email, cell phones, and text messages.

BOARD MEETINGS

In order to ensure continuity of operational procedures, Board of Commissioners meetings shall be conducted via electronic means when and if an in-person quorum cannot be established. Notifications of any and all board meetings will be posted according to state laws and timelines. State proclamations will be monitor for any guidelines on conducting board meetings via electronic means.

PREPARATIONS

When notice of the potential of a disaster is available, all employees will assist in preparations such as removing all items from the floor, covering, securing, and unplugging office equipment as well as any other preparations to minimize loss.