

South Molton Community College

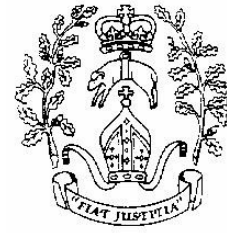
ICT Disaster Recovery Plan

Created: August 2009

Amended: June 2012



SOUTH MOLTON COMMUNITY COLLEGE ICT DISASTER RECOVERY PLAN



Academic Server

On the system the following procedures will take place:

- A backup of the data on the servers will take place daily by the retrospect server. This data will be users workspaces and X drive data only and library data
- One backup of system state data on the server will be taken each half term and a copy taken off site by the Network Manager
- One backup of automated system recovery on the server will be taken each half term and a copy taken off site by the Network Manager
- Individual PC's documents and settings folder backed up to Retrospect server

Library Eclipse Server

- A backup of the data will take place daily by the retrospect server
- A backup will be taken each half term to an external hard drive and the copy held off site by the Network Manager

Retrospect Server

- Ensure on a regular basis that the backup system has enough available disk space
- Ensure each partition of retrospect (admin, academic and laptops) are groomed and files tidied up

Software

- All software required to get the servers operational in the event of a disaster are stored in a box held in the safe and a copy held off site
- License codes for the server software held with the relevant server software
- All other software is held in Room 7 in a secure filing cabinet
- All software license keys are held in a secure place (with Network Manager) and a copy kept in the secure filing cabinet

Hardware

- All hardware should be security marked and secured (if appropriate)
- All hardware should be recorded in the ICT inventory and updated regularly
- All hardware should be electrically tested and visually checked at regular intervals by an authorised trained member of staff

ICT DISASTER RECOVERY BOX

1 Box held in SMCC safe

1 Box held off site by Network Manager

Contents

- Server software
 - Server 2008 CD
 - Server 2003 CD
 - Anti-Virus software
 - Blackmoon FTP software
 - SQL 2008
 - Office 2003 CD
 - Office 2010 CD
- Server software license keys
- Server Identification information
 - Domain Name
 - Name of server
 - Disk Sizes
 - Partition Sizes
 - Installed software
 - Critical Passwords
- Network information
 - IP address range
 - DHCP exclusions and reservations
 - IP address of servers
 - Network printer addresses
 - Switch addresses
- Contact details of any third party contractors eg ScoMIS
- Any other useful information
 - Product keys
 - Installation guides
- Image of key machines in each ICT suite archived on External HDD
- List of software keys and license numbers of curricular software
- List of network hardware
 - Switch locations
 - UPS locations
 - Wireless AP locations
 - Wireless controller location
- Print off security templates