

 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 09/18	Revision Date:	Page: 1 of 1
				Classification Code: 10-12
		Section: INFORMATION TECHNOLOGY		
		Subject: INFORMATION TECHNOLOGY EMERGENCY OPERATIONS PLAN		

GENERAL STATEMENT OF POLICY

This policy reflects the University’s commitment to effectively prepare for and respond to emergencies or disasters in order to protect the confidentiality, integrity and availability of its information systems. The University disaster and emergency response process must reduce the disruption to University information systems to an acceptable level through a combination of preventive and recovery controls and processes. Such controls and processes must identify and reduce risks to University information systems, limit damage caused by disasters and emergencies and ensure the timely resumption of significant information systems and processes. Such controls and processes must be commensurate with the value of the information systems being protected or recovered.

1. The University shall maintain a formal process for both preparing for and effectively responding to emergencies and disasters that damage the confidentiality, integrity or availability of its information systems.
2. The University shall maintain a formal emergency mode operation plan for protecting its information systems during a crisis situation. The plan must be reviewed periodically and revised as necessary.
3. The University shall maintain a disaster recovery plan to recover its information systems if they are impacted by a disaster. The plan must be reviewed periodically and revised as necessary.
4. The University shall maintain a documented and tested backup system plan in place for systems deemed critical. The plan must be reviewed periodically and revised as necessary.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.