

Metropolitan Education Council Data Center  
Disaster Recovery Plan

By

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Revised July 1, 2006

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MEC DATA CENTER DISASTER RECOVERY PLAN  
EFFECTIVE July 1, 2005

I. MEC DATA CENTER RESPONSIBILITIES

The following information outlines the responsibilities of the Metropolitan Education Council Data Center (MECDC) in case of a disaster either at MECDC or at the C-Sites.

A. OFF SITE STORAGE OF DATA AND SYSTEM MEDIA

MECDC provides off site storage of data and system media at Iron Mountain Offices in Dublin, Ohio. Information stored in the form of magnetic 8 mm tapes consists of the following:

1. System (VMS, executables, and utilities) tape copy.
2. Image copies of all data disk storage devices including, but not limited to, fiscal, student, and EMIS data files.
3. All tapes contained at this sight are from the week previous to the current work week, generally a full Friday night backup tape set.
4. Monthly backup tapes of all files are stored at the off site backup location.

B. DISASTER RECIPROCITY AGREEMENT: ("HOT SITE")

MECDC has agreements with the Dublin City Schools located at 7030 Coffman Road, Dublin, Ohio. These agreements stipulate, in the case of a disaster where the computer equipment at MECDC is out of service for an extended period of time, that the non-functioning user districts may have access to the computer resources located at the aforementioned sites so necessary data processing can be performed.

NOTE

THIS ARRANGEMENT OF A HOT SITE, WHERE DATA PROCESSING FUNCTIONS CAN BE RESUMED IN THE CASE OF A DISASTER, IS NOT INTENDED FOR DAILY USE BY THE NON-FUNCTIONING USERS. THE SERVICES PROVIDED WILL BE ASSIGNED ON A PRIORITY BASIS AS OUTLINED IN SECTION IV.

MECDC will make all necessary arrangements in order to schedule sites requesting services.

II. USER SITE RESPONSIBILITIES

- A. User must meet the specifications as outlined in SECTION IV before contacting the MECDC office.
- B. User is responsible to bring the district's records up to date from the date of the latest backup used in restoring the district's records (See Example 1).
- C. Transportation to and from the hot site.
- D. All forms (i.e. paper, checks, purchase orders) must be brought to the hot site by the user.

#### EXAMPLE 1: USER RESPONSIBILITY - GATHERING YOUR DATA

If the latest backup available was from the beginning of the work week (Friday), and the disaster took place on a Thursday, then all user activity that took place between Friday evening's backup and Thursday's disaster would need to be re-entered by the district's personnel.

In the event the Friday evening backup was destroyed in the disaster prior to leaving the premises, then the make-up work would have to be done from the previous Friday's backup.

- E. In the event of a C-Site disaster that renders the C-Site equipment unusable, all C-Sites agree to allow any C-Site suffering a disaster to utilize their equipment for processing at their convenience.

#### III. RECOVERY PLAN

The following recovery plan will be implemented and followed until computer services normally provided by MECDC are restored.

- A. MECDC users notified of the current situation, and advised to follow SECTION II.
- B. One of the hot sites is notified of the current situation, and advised to follow SECTION II.
- C. All data media containing necessary files be gathered from the off site storage location by MECDC personnel.
- D. Those users requesting services, as outlined in SECTION IV, notify the MECDC office of their needs. MECDC will make arrangements with the nearest hot site to see the requesting user has an account established and all data files are loaded onto the hot site system.
- E. MECDC will maintain a staff member at the hot site to help the non-functioning district.
- F. Necessary insurance and vendor companies are notified per SECTION V.
- G. Backup tapes are run at the hot site for those districts that have been utilizing the system. These tapes are then stored per SECTION I-A.
- H. Once the MECDC operation has been restored, then all user files are brought up to date with the latest backup tapes.
- I. Users are notified of the accessibility to the restored MECDC operation.

#### IV. PRIORITY USAGE LIST OF HOT SITE ACCESS

- A. Those districts required to meet their payroll will be given priority over all other districts.
- B. Normal daily operations, such as P.O.'s, receipts, and check processing will be allowed access to the hot site on a bi-weekly basis.

- C. Buildings required to process their student grade reporting or scheduling, respectively, will be given access to the hot site over all others.
- D. Student attendance and other report processing users will be given access to the hot site on a bi-weekly basis.
- E. All other non-essential operations will cease (SECIMS, OCIS, EMIS, ETC.) until normal operations are restored at MECDC.

V. CONTACT LIST

The following agencies/individuals will be contacted as soon as possible as per the need of their services.

Hewlett-Packard:	(800) 354-9000
Communications Equipments Needs	
Cisco Systems	(614) 718-2400
SBC Inc.:	(614) 223-4364
State Department of Education:	(614) 466-7000

APPENDIX A

LIST OF USER SITES AND COPIES OF HOT SITE RECIPROCITY AGREEMENT.

I. MECDC USER SITES

SCHOOL DISTRICT

Amanda-Clearcreek LSD  
328 East Main Street  
Amanda, Ohio 43102  
(740) 969-7250

Berne Union LSD  
506 North Main Street  
Sugar Grove, Ohio 43155  
(740) 746-8341

Bloom Carroll LSD  
69 Beaver Street  
Carroll, Ohio 43112  
(614) 837-6560

Canal Winchester LSD  
290 Washington Street  
Canal Winchester, Ohio 43110  
(614) 837-4533

Central Ohio JVSD  
7877 Route 42 NE  
Plain City, Ohio 43064  
(614) 873-4666

Dublin City Schools  
7030 Coffman Road  
Dublin, Ohio 43017  
(614) 764-5913

Eastland Career Center  
4300 Amalgamated Place  
Suite 150  
Groveport, Ohio 43125  
(614) 836-4530

Fairbanks LSD  
11158 SR 38  
Milford Center, Ohio 43045  
(937) 349-3731

Fairfield County BOE  
955 Liberty Drive  
Lancaster, Ohio 43130  
(740) 653-3193

Fairfield Union LSD  
7698 Main Street  
West Rushville, Ohio 43163  
(740) 536-7384

Franklin County BOE  
2080 Citygate Drive  
Columbus, Ohio 43219  
(614) 445-3750

Gahanna City Schools  
160 Hamilton Road  
Gahanna, Ohio 43230  
(614) 471-7065

Groveport Madison Local Schools  
5055 South Hamilton Road  
Groveport, Ohio 43125  
(614) 836-5371

Grandview Heights City Schools  
1587 West 3rd Avenue  
Columbus, Ohio 43212  
(614) 481-3600

Hamilton LSD  
4999 Lockbourne Road  
Columbus, Ohio 43207  
(614) 491-1552

Hilliard City Schools  
5323 Cemetery Road  
Hilliard, Ohio 43026  
(614) 771-4273

Jackson City Schools  
450 Vaughn Street  
Jackson, Ohio 45640  
(740) 286-6442

Jefferson LSD  
906 West Main Street  
West Jefferson, Ohio 43162  
(614) 879-7654

Jonathan Alder LSD  
6440 Kilbury Huber Road  
Plain City, Ohio 43064  
(614) 873-8685

Lancaster City Schools  
111 South Broad Street  
Lancaster, Ohio 43130  
(740) 687-7300

Liberty Union LSD  
621 Washington Street  
Baltimore, Ohio 43105  
(740) 862-4171

London City Schools  
60 South Walnut Street  
London, Ohio 43140  
(740) 852-5700

North Union Local Schools  
12920 State Route 739  
Richwood, Ohio 43344  
(740) 943-2509

Pickerington Local Schools  
777 Long Road  
Pickerington, Ohio 43147  
(614) 833-2110

Plain LSD  
6425 New Albany-Condit  
New Albany, Ohio 43054  
(614) 855-2040

Reynoldsburg City Schools  
6549 East Livingston Avenue  
Reynoldsburg, Ohio 43068  
(614) 866-2815

Teays Valley LSD  
385 Circleville Avenue  
Ashville, Ohio 43103  
(740) 983-4111

Upper Arlington City Schools  
1950 North Mallway  
Upper Arlington, Ohio 43221  
(614) 487-5000

Walnut Township LSD  
11850 South Lancaster Street  
Millersport, Ohio 43046  
(740) 467-2802

Whitehall City Schools  
625 S. Yearling Road  
Whitehall, Ohio 43213  
(614) 417-5000

Worthington City Schools  
200 East Wilson Bridge Road  
Worthington, Ohio 43085  
(614) 883-3000

RECIPROCAL DISASTER SERVICES AGREEMENT - Dublin City Schools

This is an Agreement of Convenience entered into between Dublin City Schools and the Metropolitan Education Council Data Center, hereinafter referred to as MECDC, for the period commencing upon the acceptance of the Agreement by both parties.

WHEREAS Dublin City Schools is an Ohio Public School and MECDC is an A-Site in the Ohio Educational Computer Network providing time-critical data processing services to Dublin City Schools and other public school districts of Ohio, and

WHEREAS both Dublin City Schools and MECDC operate compatible equipment manufactured and maintained by Digital Equipment Corporation, and

WHEREAS Dublin City Schools and MECDC locations are reasonably convenient to one another;

THEREFORE BE IT RESOLVED by the Board of Education of Dublin City Schools and the Governing Board of MECDC that they do hereby agree to provide reciprocal services outlined below in the event a disaster should disable the data processing equipment of one of the sites:

- A.) Access to computer facility of the functioning site by personnel from the non-functioning site.
- B.) Computer time, personnel assistance, and all other assistance that can reasonably be made to the non-functioning site by the functioning site without placing an unreasonable burden upon the staff and other resources of the functioning site.
- C.) Costs for services provided to the non-functioning site would not exceed the actual additional operating cost incurred by the functioning site due to the additional workload processed for the non-functioning site under this agreement.
- D.) Other services as mutually agreed upon by the parties of this Agreement.

This Agreement shall be considered perpetual and may be modified any time by the written mutual consent of the involved parties. Cancellation of this Agreement may be effected by either party upon a sixty-day (60) written notification to the other party.

This Agreement becomes effective on the later of the dates shown below.

Dublin City Schools

Metropolitan Education Council

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
Director

07/01/06  
Date

07/01/06  
Date