

# DISASTER RECOVERY POLICY

## Objectives

The principal objective of the disaster recovery policy is to develop, test and document a well-structured and easily understood plan, which will help the town recover as quickly and effectively as possible from an unforeseen disaster or emergency that interrupts information systems and business operations.

## Disaster Recovery Team:

When an incident occurs, the Disaster Recovery Team (DRT) must be activated. The DRT will consist of the Town Administrative Assistant, the Chair of the Select Board, and a representative of Expenet. Responsibilities of the DRT are to:

- Administrative assistant shall immediately shut down all computer systems;
- Administrative Assistant shall immediately notify technical support and Chair of Select Board;
- The DRT shall assess the extent of the disaster and its impact on the Town;
- The DRT shall notify appropriate parties;
- The DRT shall take corrective action.

## Contact with Employees

The Administrative Assistant shall notify staff of the incident.

## Messages / Updates

- Residents will be directed to the Town's Facebook and Web pages for updated information.
- A greeting will be created and recorded on the Town's telephone system for the duration of the incident. Included in messages will be data on the nature of the disaster and updates on work resumption.

## Media Contact

- The Administrative Assistant will coordinate with and advise the media.

**TOWN OF LIVERMORE**  
**DISASTER RECOVERY POLICY – ADOPTION**

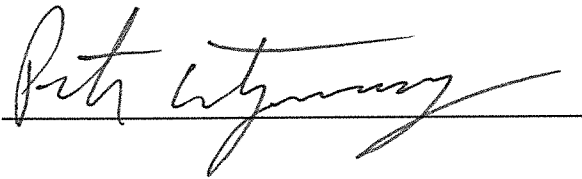
By their signatures below this policy is hereby adopted by the Board of Selectpersons.

Date: 3/23/15

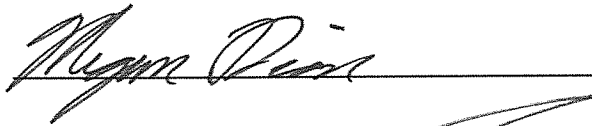
**BOARD OF SELECTPERSONS**



**MARK CHRETIEN, CHAIR**



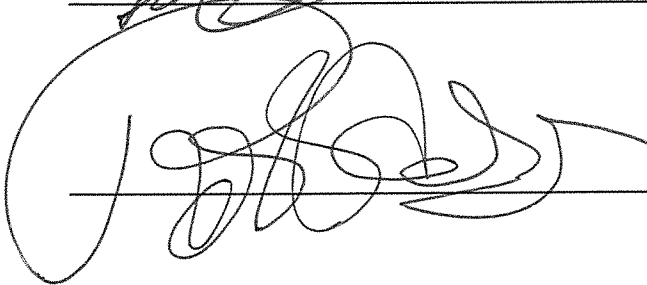
**PETER CASTONGUAY**



**MEGAN DION**



**TIMOTHY KACHNOVICH**



**RODNEY NEWMAN**