Tier 1 Control Standards (State-Wide)

Disaster Declaration and Communication

Standard ID
IOT-CS-SEC-136

Published Date
7/28/2008

Effective Date
7/28/2008

Last Updated
5/17/2017

Next Review Date
5/17/2018

Policy
20.0 Recovery Planning (RC.RP)
   20.1 RC.RP-1
      20.1.1 Recovery Plan Execution

Purpose
To define the circumstances leading to a disaster declaration and communication to the agencies

Scope
IOT Supported Entities

Statement
The declaration of a disaster may be partial or full depending on the nature of the event prohibiting normal operation in the primary facility. Below are the criteria that IOT will consider when facility damage merits such a decision:

- Extent of the damage to the primary facility
- Time and labor required to enable operations at the secondary facility
- Expected time to repair the primary facility
- Time and effort required to restore operations at the primary facility

IOT will confer with agencies as required in the determination process. The authority to declare a disaster proceeds in consideration of the following chain:

1. Chief Information Officer
2. Director, Infrastructure Services
3. Director, Delivery Services
4. Computer Operations Manager
5. Systems Administration Manager

Below is the appropriate communication plan:
- Declaration Authority listed above communicates to Agency Chief Information Officers and IT Directors regarding the disaster declaration.
- Agency IT Directors communicates Disaster Declaration and also activate COOP if the Disaster Declaration warrants it to their respective Agency Senior IT Support Team.
- IOT Customer Service 317-234-HELP would serve as a hotline with recorded disaster declaration message with IN.gov website information and instructions.
IN.gov website provides current updates to recovery status on agency systems that bought in to IOT DR Plan.
- IOT DR documentation would include communication information of IOT support, agency contacts, and vendor contacts for agency systems that have been DR tested with agency signed off on completion.
- Agency is responsible for any public relation communications to the media regarding their system availability and operation recovery status

**Roles**

All Personnel

**Responsibilities**

All personnel are responsible for understanding the requirements of this standard and performing their job in accordance with the requirements written within it

**Management Commitment**

Management is responsible for ensuring their agency is meeting the requirements written within this standard

**Coordination Among Organizational Entities**

Agencies shall coordinate with IOT in a disaster situation and should be in contact with the representatives listed in this Standard.

**Compliance**

Not applicable

**Exceptions**

No exceptions.