

KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

Policy: 105 Business Contingency Plan

Issue/Rev: 10-26-2022

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Issuing Authority: Executive Director Doug Schroeder

- I. **Purpose:** To provide KSCPOST employees with direction during events that interrupt business operations.
- II. **Policy Statement:** When events occur that interfere with KSCPOST business processes, particularly computer systems, employees of KSCPOST shall take the necessary actions to protect equipment and data storage that will best permit an efficient and timely resumption of the interrupted business operations.
- III. **Scope:** This policy applies to all employees of the Kansas Commission on Peace Officers' Standards and Training.
- IV. **Definitions:**

KSCPOST – Kansas Commission on Peace Officers' Standards and Training
- V. **Procedures:**
 - A. Severe Weather: KSCPOST personnel who are present in the office shall completely shut down their office desktop computers at the end of the day when there is a tornado or severe thunderstorm warning in effect for the office. KSCPOST personnel who are working remotely shall completely shut down their KSCPOST computers at the end of the day when there is a tornado or severe thunderstorm warning in effect for their location. Computers shall only be plugged into protected power sources. In the case of a tornado warning, employees shall get to the lowest level of the building in an interior area away from windows. Employees shall prioritize their physical safety above computer shutdown.
 - B. Fire or Other Catastrophe: In the case of an uncontained fire or other catastrophe, employees shall evacuate the building. Data is regularly backed up on an outside source. Data can be restored, and hardware is replaceable. KSCPOST employees shall not try to retrieve hardware in the middle of an emergency. Employee safety is more important than physical property.
 - C. Losing Power During Office Hours: If power is lost during office hours, impacted KSCPOST personnel shall shut off all computer hardware to save the battery backups and to be sure that the data kept on the computer is not corrupted. KSCPOST personnel who are present in the office shall contact the designated provider to initiate a server shutdown process. An impacted employee in the office is not required to initiate the server shutdown process if personally notified by other KSCPOST personnel that the process has already been initiated.

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- D. Servers Offline: If a server is offline, impacted KSCPOST employees shall notify the Executive Director and KSCPOST IT designee. The impacted KSCPOST employee shall create a ticket with the designated provider to diagnose and correct the problem. An impacted employee is not required to complete this process if personally notified by other KSCPOST personnel that this process has already been completed.

- E. Email Outage: If email is offline, impacted KSCPOST personnel shall notify the Executive Director and KSCPOST IT designee. The impacted KSCPOST employee shall create a ticket with the designated provider. An impacted employee is not required to complete this process if personally notified by other KSCPOST personnel that this process has already been completed.

- F. Online Database: If the online database is offline, impacted KSCPOST personnel shall notify the Executive Director and KSCPOST IT designee.

VI. References and related policies/forms

Confidential contact information for designated KSCPOST personnel and designated providers

End