Overview:

- Develop a contingency plan that outlines recovery objectives, restoration priorities and metrics, addresses roles and responsibilities, and identifies essential missions and business functions.

- Manage the contingency plan by distributing it to key contingency personnel and protect the contingency plan from unauthorized disclosure and modification.

- As part of a comprehensive contingency plan, an alternate storage site and alternate processing site shall be established to house the storage and recovery of information system backup. The alternative storage site shall be easily accessible and will be separate from the primary site.

- Priority-of-services provisions shall be established for the alternate processing site to transfer and resume state information system operations. Priority-of-service provisions shall also be established for all telecommunications services used for national or state security emergency preparedness.

- Backup information shall be tested for reliability and integrity at least annually to provide for the recovery and reconstitution of the state information system in the event of a disruption, compromise or failure.