

# Business Continuity and Disaster Recovery (BCDR)

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## 1. Purpose

Defines service continuity and recovery approach for critical school-facing operations.

## 2. Objectives

Set and maintain target recovery objectives:

- RTO (Recovery Time Objective): [target]
- RPO (Recovery Point Objective): [target]

## 3. Scope

Includes:

- application platform
- authentication dependencies
- data storage dependencies
- operational support channels

## 4. Continuity Controls

- Managed hosting with redundancy and monitoring
- Regular backups and verified restore procedures
- Incident escalation runbook and communication plan
- Dependency risk review and failover planning where feasible

## 5. Disaster Recovery Process

1. Declare incident and assign incident lead.
2. Assess impact and prioritize critical services.
3. Recover core platform components.
4. Validate data integrity and access controls.
5. Restore normal operations and monitor stability.

6. Complete post-incident review and improvements.

## 6. School Communications

For major incidents affecting availability or data:

- provide initial status update,
- provide periodic progress updates,
- provide closure summary and corrective actions.

## 7. Testing and Review

- Conduct periodic recovery tests.
- Track outcomes and remedial actions.
- Review BCDR plan at least annually.