

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on the Cree School Board I.T. response procedure in the event of a natural disaster</h2>	
	<p><b>Department responsible:</b> Information and Technologies  <b>Effective date:</b> July 1, 2012  <b>Amended on:</b> December 1, 2013 and February 4, 2016  <b>Approved by:</b> Resolution # EC 2016-038</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual</p> <ul style="list-style-type: none"> <li>▪ EL – General Executive Constraints</li> <li>▪ EL 2 – Treatment of Employees</li> <li>▪ EL 5 – Asset Protection</li> </ul>
<p><u>Other Policies</u></p>		

### 1) Purpose

Purpose

**1.1.** The Cree School Board shall take all necessary measures to preserve the integrity of its network and the protection of computer equipment located at the Cree School Board’s head office in Mistissini in the event of a natural disaster resulting in an evacuation of all staff at the administrative centre.

### 2) Evacuation involving a power outage for an extended period

In the case of a natural disaster in or near Mistissini resulting in both an evacuation of the population and a general power outage for an extended period, the following procedure is to be followed:

Accountability

**2.1** The Director of Information & Technologies Services (ITS) will be responsible for taking all necessary actions in response to the natural disaster (e.g. a fire affecting the I.T. related CSB operations).

Migration of hardware

**2.2** The Director of ITS or his delegate will determine the safest place to move the hardware necessary for ensuring the proper functioning of the activities of the CSB (e.g. servers and backup devices). Prioritization will be given to locations in close proximity to Mistissini to ensure the earliest possible re-commissioning.

### **3) Evacuation not involving an extended power outage**

In the case of a natural disaster (ex: fire in or near Mistissini requiring an evacuation of the population for safety reasons but not causing an interruption of local electrical service, and where an ongoing interruption of power is not considered to be imminent), the following procedure is to be followed:

[Migration of hardware \(not required\)](#)

**3.1** The relocation of hardware equipment (e.g. servers) is not necessary considering they are still - and are expected to remain - available 24 hours / 7 days from Mistissini.

[Employee reassignment](#)

**3.2** The Director of ITS or his delegate will assess the nearest and safest location for the reassignment of Administrative Centre employees. The following option is the priority one to be considered:

### **4) Application of this Policy**

[Previous provisions](#)

**4.1.** This Policy replaces all other policies of the Board pertaining to this subject while respecting the policies/Ends adopted by the Council of Commissioners where applicable.

[Official version](#)

**4.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

**4.3.** Any person referred to in this Policy must abide by all its provisions. All managers of the School Board are responsible to ensure that all of its provisions are applied and respected.

The Director of Information and Technologies is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.