



Policy Number and Title:	500.101 Bay Mills Community College Disaster Recovery Plan		
Approval Authority:	President	Date Effective:	06/23/2009
Responsible Office:	Administration	Responsible Office Contact:	Administration

1. POLICY STATEMENT

Disasters are difficult to predict, but by anticipating their effects and putting in place a carefully prepared Recovery Plan, the damage and disruption can be minimized. This Plan describes the manner in which Bay Mills Community College (BMCC) will respond to disasters affecting not only the premises e.g. fire, flood and explosion, but also those resulting in injury to staff, students and visitors.

2. ENTITIES AFFECTED BY THIS POLICY

All Bay Mills Community College faculty, staff, students and properties.

3. WHO SHOULD READ THIS POLICY

All Bay Mills Community College faculty, staff, students and properties.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:
<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Amended: June 16, 2016
-Next Review Date: June 6, 2019
-BMCC reserves the right to revise policies at any time.

7. THE POLICY

BAY MILLS COMMUNITY COLLEGE DISASTER RECOVERY PLAN INDEX

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BAY MILLS COMMUNITY COLLEGE DISASTER RECOVERY PLAN

OVERVIEW

This Disaster Recovery Plan is a comprehensive document containing the necessary instruction, policies, organization, and information required for the college to be prepared for an emergency that would affect our student and computer services. The Plan consists of seven major sections:

- Section 1 – The Purpose of the Disaster Recovery Plan
- Section 2 – Key College Information
- Section 3 – How the Disaster Recovery will be Managed
- Section 4 – Disaster Recovery Team
- Section 5 – Actions to be Taken to Recover from a Disaster
- Section 6 – In Case of Sudden Death in the college community
- Section 7 – Appendices

The following seven sections comprise the plan with addendum of the Plan:

SECTION 1 - THE PURPOSE OF THE DISASTER RECOVERY PLAN

Disasters are difficult to predict, but by anticipating their effects and putting in place a carefully prepared Recovery Plan, the damage and disruption can be minimized.

This Plan describes the manner in which Bay Mills Community College (BMCC) will respond to disasters affecting not only the premises e.g. fire, flood and explosion, but also those resulting in injury to staff, students and visitors.

The plan provides a framework for taking the College through the process of:

- Implementing immediate action to ensure the safety of students, staff and visitors, including evaluation and treatment of casualties, liaison with emergency services, notification to families of individuals injured and the protection of assets.
- Establishing temporary arrangements to ensure that normal college activities are recommenced as soon as possible, which actions will include:
 - o Finding safe, secure teaching environments
 - o Minimizing the inconvenience to students, staff and visitors
 - o Enabling finance and administrative procedures to be resumed with minimal delay
- Undertaking the planning and management of the actions required to establish the mid to long-term return to operational normality e.g. new buildings.
- Central to the process is the Disaster Recovery Team, led by the Disaster Recovery Manager, for coordinating and managing the College's recovery.

SECTION 2 – KEY COLLEGE INFORMATION

Main College Site	Bay Mills Community College 12214 W. Lakeshore Drive Brimley, MI 49715
Telephone Number	(906) 248-3354
Facsimile Number	(906) 248-2011
Status of College	Bay Mills Community College is a Tribally Controlled College chartered in 1984 by the Bay Mills Indian Community (BMIC) and accredited by the Higher Learning Commission since 1995.
Student Numbers	+/- 300 on-campus +/- 700 total
Staff Numbers	43 Support/Administrative Staff. 12 Full-time Faculty, Adjunct Faculty 28
Site Details	<p>BMCC is separated into three distinct sites, which are all located on BMIC Tribal property. The main campus, located at 12214 W. Lakeshore Drive, Brimley, MI, has three buildings that consist of the administrative, facility, library and Mikanuk Hall. Mikanuk Hall houses our six primary classrooms and the science lab, while the Biology Lab, located in the Administration Building, is also used for some math instruction.</p> <p>The West site, located at 1895 S. Iroquois Row, Brimley, MI, is the center for culture and language programming, which is in Migizi Hall and the Building Trades Program held in Amik Hall.</p> <p>The East site located at 2736 M-28, Dafter, MI is the Composite Research Facility and has been used for various evening classes.</p>

<p>Anticipated requirement for staff offices in the event of an incident affecting the college</p>	<p>The details below offer suggestions as to what office accommodations are likely to be required following a major incident, which affect the administrative operation of the college:</p> <ul style="list-style-type: none"> • President • Vice President of Academics • Vice President for Business and Finance • Registrar/Institutional Information Systems Manager • Dean of Student Services • Director of Charter Schools • Virtual College • Disaster Recovery Manager <p>Note: The Disaster Recovery Team will also have to give consideration to office requirements for general staff use subject to the nature and effect of the incident.</p>
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<p>Contingency sites within a reasonable distance that could provide facilities on a temporary basis</p>	<p>The support that could be offered by colleges and schools within a reasonable radius of BMCC would be minimal. They have to meet their normal instruction load during the same time frame as BMCC, so they would only have minimal space available. We do have the ability to relocate more classes to the east and west sites should the need arise and these facilities are operational. See Appendix 2.</p>
<p>The maximum period of disruption for which alternative facilities would be needed</p>	<p>The college feels that the maximum period for which disruption could be accepted before the operations and facilities provided to students were reorganized would be five days.</p>
<p>Previous significant disruptions to the college and action taken at that</p>	<p>None.</p>
<p>College I.T. Recovery Plan</p>	<p>See Appendix 3.</p>
<p>Possible building or planning control consent difficulties that may arise with any building repairs or replacement</p>	<p>The three sites occupied by BMCC are all located on Bay Mills Indian Community property, two sites of which are in trust. The west site would be the only site on which we would be required to have a building permit and state or county inspections during construction. Any construction on trust property is inspected by the tribally contracted inspector, thus planning or control difficulties with building repairs are minimal.</p>
<p>Buildings representing the largest potential disruption</p>	<p>The loss of Mikanuk Hall would have the greatest impact on academics and the loss of the Administration Building would impact financial and administrative operations most severely. The loss of the computer systems would adversely impact everyone.</p>
<p>Extent to which there is spare capacity around the college in terms of teaching space.</p>	<p>Migizi Hall on the west site would provide the most teaching space should Mikanuk become unavailable and with the space available in Amik we could continue all of our classes with a little rescheduling. The only drawback is the additional distance students would have to drive.</p>

SECTION 3 - HOW THE DISASTER RECOVERY WILL BE MANAGED

The College has appointed a Disaster Recovery Manager and a Disaster Recovery Team, details of which are given in Section 4.

The Disaster Recovery Manager will have full responsibility for ensuring that all the necessary actions are taken to:

- Secure the immediate safety of individuals
- Protect the College's site, buildings, and contents
- Arrange as soon as possible, temporary facilities to enable activities/operations to continue
- Coordinate mid to long term plans to reestablish operations, procedures and premises to at least the standard prior to the disaster occurring
- There is an overriding principle that family will take priority over the College.

In the event of a disaster, the Disaster Recovery Manager will be responsible for assessing the scale of the disaster and deciding whether or not to implement the full recovery procedures and involve the entire Disaster Recovery Team.

If the manager decides not to implement the full recovery procedures, the manager may utilize those members of the Recovery Team whose responsibilities are most suited to the recovery. Those within the Disaster Recovery Team have been given specific responsibilities; however, in the event that any individual is unavailable, due to illness, holiday, etc., their duties will be transferred to another of the existing team or to an alternative person who will be added to the Team. This will be the decision of the Disaster Recovery Manager or in their absence the President.

SECTION 4 – DISASTER RECOVERY TEAM MEMBERS

Disaster Recovery Team Members

Disaster Recovery Manager	Wade Teeple
President	Michael C. Parish
Vice President of Academics	Samantha Cameron
Vice President for Business and Finance	Laura Postma
Special Assistant to the President	
Dean of Student Services	Debra Wilson
Director of Charter Schools	Michael C. Parish
Director of Development	Kathy Adair
Director of Technology	Chet Kasper
Registrar/Institute Informational Systems Manager	Sherri Schofield

SECTION 5–ACTIONS TO BE TAKEN TO RECOVER FROM A DISASTER

From the first notification of the incident, there will be a pressing need for urgent information along the following lines:

- **What has happened and how serious is it?**
- **Have there been any casualties (student, staff or others)?**
- **What facilities have been affected and is their loss a short, medium or long term prospect?**
- **What access is there to the premises and when will this be possible?**

The Disaster Recovery Manager, who should be the first to be informed of the disaster, will gather this information. Having obtained this information, they will:

- **Contact the Disaster Recovery Team, if appropriate.**
- **Contact the emergency services, if not already on site.**
- **Decide where the Team will meet, and when.**
- **Issue any immediate instructions to staff, students, or others that are required to protect them, the site, and the College's assets.**

The Disaster Recovery Team will then meet, discuss the disaster, and decide on the actions required over the first two/three days. The actions will then be delegated to the relevant team member's in line with their area of expertise.

During these first two/three days a considerable amount of activity is likely to take place and therefore the Disaster Recovery Team will need to meet and communicate on a regular basis throughout that time. Towards the end of the second/third day, the strategy for the mid to long term should be identified and the frequency of team meetings and the form of communication going forward should be formalized.

SECTION 6 – IN CASE OF A SUDDEN DEATH IN THE COLLEGE COMMUNITY

In the case of a sudden death of a member of the College community, the President should immediately convene a meeting with staff or students whose advice is needed. Together this group should devise a communication strategy taking into account the following constituencies:

1. The Deceased's friends
2. Members of the College community closely linked to the Deceased
3. Staff in general
4. Students in general
5. Parents who may have had a specific connection with the Deceased
6. Parents in general
7. The Press.

In all public statements, ensure that priority and emphasis are as others would expect. Get someone who is relatively remote – at the least, remote from the drafting process – to cast their eye over what is proposed.

SUDDEN DEATH STRATEGY (2)

Context	Who had died? Circumstances of death? Wider consequences? Any unusual factors?
College Approach	Sensitive Sympathetic Supporting Who the President will be working with?
The Media	Very Important Radio/TV/Newspapers The need for a prepared statement
Communication by President	Board of Regents Parents of deceased student = letters from President and Board of Regents //phone call // visit // Parents of injured student // letter with students // with staff contact with and support for staff involved in incident

Action by President	Visit to injured student Visit to parents of deceased student Attendance at funeral Visit with staff directly involved in incident
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SECTION 7 - APPENDICES

APPENDIX 1: General Guidance Notes

In preparation for a potential disaster affecting Bay Mills Community College, the following processes need to be provided for:

Disaster Recovery Manager

A senior staff member should be pre-identified to take charge of the disaster. This individual should have sufficient seniority to act on his or her initiative, and also to be released from normal duties to oversee the disaster recovery/response. Usually, it would not be recommended that the President be selected for this role as the President should be free to deal with general matters; however, when staff numbers are limited, this may be unavoidable.

Information

From the first notification of the incident, there will be a pressing need for urgent information along the following lines:

- What has happened and how serious is it?
- What facilities have been affected and is their loss a short, medium or long term prospect?
- Have there been any casualties (staff, student or others)?
- What access is there to the premises and when will this be possible?

A suitable member of staff should be designated with the responsibility to establish this information and relay this to the Disaster Recovery Manager.

Communications

A line of communication to notify the Disaster Recovery Manager of an incident should be the first priority. There should be a small team assembled to respond to the incident and the functions covered should be:

- Media Liaison
- Education Authority
- Staff Liaison
- Student / Parent Liaison
- IT Recovery Systems
- Recovery Financing / Insurance Claim
- Premises and Equipment Resources
- Curriculum Issues (course materials, examinations etc.)

Planning Measures

The Disaster Recovery Manager should establish a location for the team to meet, and an emergency meeting should be convened. The initial information should be given to all team members and a 3-day strategy agreed for each function.

Media Liaison

A press release or press conference should be arranged. The press will immediately swamp the College for details and an organized response should save a lot of time. Designating an individual to deal with the press will free the rest of the team to deal with the disaster recovery issues. It is recommended that a frank approach be taken with the press to keep them informed.

In the event of a major disaster, it is recommended that a meeting area for the press is identified and allocated and the provision of some basic refreshment is arranged.

Good press coverage may be helpful – e.g., local assistance and support may be generated, and the long term standing of the College should not be affected.

The fact that the College has taken a positive step by writing a Disaster Recovery Plan will result in less aggressive handling of the incident by the Media.

Operations Liaison

Plans for temporary facilities, major curriculum interruption and continuation of funding will be important aspects of the disaster recovery. In the first 3 days, detail will be short and basic contact only will probably suffice.

Staff Liaison

A staff contact list should be arranged. Staff contact data should be kept off site. Staff not involved in the recovery should stay at home. Counseling may be required if the incident is traumatic. A provider of such services should be pre-identified.

Student / Parent Liaison

As per staff liaison, parents/students should be kept fully apprised of developments to avoid mass queries hampering the process.

IT Systems Recovery

Replacement hardware (the minimum required operationally) should be sourced, and backup software / data reinstated at the earliest opportunity. The Disaster Manager and team will probably need access to the information. Pre-planning (and periodic testing) for back-up/recovery of systems is essential. An arrangement for offsite storage of critical software and data back-up should be maintained.

Insurance Claim/Recovery Financing

If there is property damage, the College's insurance agent should be contacted immediately. The insurance agent should meet with the Disaster Team at the earliest opportunity and should be apprised of measures being taken. The agent should be viewed as a source of help and guidance, and not as an administrative burden. Sources of funding to finance continuing College functions and the disaster recovery are critical early day issues to cover. Essential paper records and documents should be copied and kept off site.

Premises and Equipment Resources

Early measures should include damage mitigation, equipment salvage and protection and isolation of the damaged area for safety purposes. Temporary telephone facilities and power are a priority, as is a location for the disaster team to meet.

The next phase will entail planning and sourcing temporary buildings and equipment, as necessary. Pre-identification of suppliers will help. Access, location and services for temporary structures should be considered.

Curriculum Issues (course material, examinations, etc.)

A plan should be prepared to establish the needs and problems in this area. Early measures here are mainly on the identification side, so that a more detailed strategy can be prepared for the next phase of the recovery.

Subsequent Phase

It is difficult to pre-plan too much for the follow-up stages of the disaster recovery, as this will be largely dictated by the individual circumstances. There should, however, be a continual monitoring and reviewing of progress and the formulation of a longer term strategy. Planning here should not be rigid, and should be adapted in the event of changing circumstances.

Items to be considered when planning for a disaster:

1. Improve both computer and paper back-up procedures.
2. Establish timescale for emergency replacement of critical equipment and supplies.
3. Identify key functions (which cannot be suspended) and non-key functions (which can). List the lengths of time for which some activities could be temporarily suspended in the short term.
4. Prepare skeleton emergency cash flow requirement spreadsheet – leaving space for unknown
 - a. costs (such as temporary buildings and equipment replacement). This will provide a framework for interim payment requests.
 - b. Review current proposed Disaster Team members to ensure the duties have been apportioned satisfactorily.
5. Ensure, where possible, that duplicate copies of all course materials are kept in separate buildings.
6. Plan information cascade systems and provide telephone numbers to all staff involved.
7. Identify administration PC and software requirements.
8. Program in testing of the IT recovery plan, and identify funding to purchase test server and terminals.
9. Plan telephone hotline arrangement and identify emergency telephone requirements.

APPENDIX 2: Contingency Sites

BMCC has three buildings on the main campus, any of which we can quickly restore computer and internet service within. We would have a little more difficulty with scheduling classes if Mikanuk, which is our main classroom building, is destroyed. We would have the ability to move classes to the West Campus that has at least eight (8) classrooms and the East Campus could accommodate two more classes. This could be supplemented with an increase in hybrid classes, which are a combination of online one week and on campus the next. This allows two classes to be scheduled in one-time slot using the one classroom on alternating weeks.

Finally, we could move any or all of the administrative functions to any of the facilities to which internet service is restored. It would not be too difficult to restore our accounting and student record systems from the backups, which are performed on a daily basis at three separate on campus sites.

APPENDIX 3: College I.T. Recovery Plan

In the event of disaster at the main campus site, either of the east or west campuses can be used to restore computer services. Site number one is located 10 miles to the south-east of our main campus. This site has sufficient internet connectivity to conduct BMCC internet business if needed. Ten classroom computers have sufficient capacity to be converted to servers in the unlikely event of a widespread multi-building disaster at our main campus. If needed, additional computers can be utilized from site number two, located 5 miles west of our main campus.

A second recovery plan consists of performing the same procedures as stated above at our second site located five miles west of the main campus. Twelve computers are located at this site with sufficient capacity to act as servers in the event of a disaster. The web server can either be located at this site or relocated inside the office of our internet service provider.

A third recovery plan consists of utilizing BMCC laptops issued to faculty and staff to act as servers. All laptops purchased in the last three years for faculty and staff have sufficient resources to act as servers in an emergency. Our local internet service provider is owned by one of our local power companies (Cloverland Electric Co-Operative) with offices and backhaul internet connections located in multiple sites 300 miles in circumference. The gymnasium, local charter school, or other local site could be used as makeshift classrooms with portable blackboards. Internet courses would be unaffected after its services are recovered.

A fourth option consists of funding our internet service provider to host files on their own in-house servers. With a secure virtual private network connection (VPN) loaded onto all BMCC client computers we can access our servers from remote locations, including the homes of employees with high-speed internet connections. Internet courses would be restored first. An agreement with the local intermediate school district (ISO) could be made to offer campus courses at local high schools in the evenings using their TV systems that exist at every local school district in the area. Daytime courses could be rescheduled to evenings and multiple school district sites could be utilized if needed.