

*Alpha Kappa Alpha Sorority, Incorporated®*

*Mid-Atlantic Region*

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Regional Director



**Eta Omicron Omega Chapter**

**Technology Disaster Recovery Plan**

Modified: [December 07, 2023](#)



# Table of Contents

## Contents

Revision .....	3
Purpose: .....	4
Plan Objectives: .....	4
Exclusion:.....	4
Chapter Member Contact Information: .....	4
External Contacts: .....	4
Online Presence Account Information .....	5
Plan Overview: .....	5
Disaster Activation .....	6
<b>Disaster Recovery Plan .....</b>	<b>6</b>



## Revision

The Technical Disaster Recovery Plan (TDRP) will be maintained and updated by the Technology Chairman. In the table below, all updates will be documented to maintain document history.

Date	Version	Name	Notes/Comments
12/27/2023		Eta Omicron Omega Chapter	



## Purpose:

The Technical Disaster Recovery document outlines the process in which the [Eta Omicron Omega Chapter](#) online presence will be recovered in case of an unforeseen disaster or emergency. This document is meant to outline a disaster recovery program that is well documented and easily understood by the chapter’s technology committee and its leadership.

## Plan Objectives:

To assist the [Eta Omicron Omega Chapter](#) chapter in recovering its website and social media content quickly. Additional objectives include, but not limited to, the following:

- Minimize website downtime and restore functionality as quickly as possible.
- Protect website content, data integrity, and member information.
- Document all chapter social presence for continuity.
- Maintain effective communication channels during the recovery process.
- Document roles, responsibilities, and procedures for the website’s disaster recovery.

## Exclusion:

Since neither the region nor any of its chapter hosts their website on their own hardware (servers), this document does not attempt to function as a disaster recovery plan for hosting facilities nor does it cover the protection or restoration of hardware.

## Chapter Member Contact Information:

*Note: At minimum, list the Basileus and Technology Chairman contact information*

Name & Title	Contact Info (email/phone)
Tanesha Roberts Lowe, Basileus	<a href="mailto:taneshalowePh.D.EtaOmicronOmega@gmail.com">taneshalowePh.D.EtaOmicronOmega@gmail.com</a> 1(614)562-9560
Cynthia Carlton Thompson, Technology Chair	<a href="mailto:cynthiacarltonthompson@yahoo.com">cynthiacarltonthompson@yahoo.com</a> 1(336)324-8895

## External Contacts:

Website Hosting Service	Ipower (www.ipower.com)
Website Hosting Technical Support	<a href="https://www.ipower.com">https://www.ipower.com</a> >help



Domain Customer Service	888-511-4678 <a href="http://www.ipowerweb.com">www.ipowerweb.com</a> IPOWER; 10 Corporate Drive, Suite #300 Burlington, MA 01803
Website designer (if applicable)	<a href="mailto:cynthiacarltonthompson@yahoo.com">cynthiacarltonthompson@yahoo.com</a> Cynthia Carlton Thompson

## Online Presence Account Information

Website/Social Media	URL	Login	Password
Website	<a href="http://www.etaomicronomega.com">www.etaomicronomega.com</a>	Etaomicron1	Z6%EwQp\$N5RTc#8c
Instagram	Etaomicronomega_aka	etaomicronomega	#EOO1961#

## Plan Overview:

### ROLE OF THE WEBMASTER AND REGIONAL AND CHAPTER OFFICERS

The webmaster or technology committee chairman is responsible for properly activating and administering the disaster plan with the assistance of the Regional or Chapter Technology Committee. Her primary role is the preservation of data, the recovery of loss data, and the restoration of the website. If there is no webmaster, then the responsibility lies with the technology committee chairman.

### ELECTRONIC DATA PROCESSING AND VITAL RECORDS PRESERVATION PLAN:

This section of the disaster recovery plan is designed for the protection and preservation of all vital information and critical data, both in electronic and hard copy forms. This would include any important papers and/or files, as well as any vital information that is saved on removable media. Removable media includes CDs, DVDs, Blu-Ray disks and USB drives.

These operations should be coordinated by the webmaster with the assistance of the technology committee once a disaster is eminent and the disaster recovery plan has been activated. The following procedures should be initiated and completed:

### ELECTRONIC DATA PROCESSING

- Everyone should be notified that all data stored on personal computers should be backed-up.
- The technology committee should be informed of the situation and immediately begin the data transfer process to removable media.
- All removable media should be prepared and secured.



### **VITAL PAPER FILES**

- Chapter officers are responsible for securing all vital paper files associated with their position. This would include all important files that are important to the organization's history and current operations.
- Determination of documents that are vital and/or irreplaceable to the chapter should be identified in advance. Extra care should be taken in the storage of these as they may be used to restore electronic files.

### **SECURE STORAGE LOCATIONS**

Copies of the plan will be stored in secure physical and digital locations. These locations should have controlled access and safeguards against unauthorized disclosure or tampering.

### **ELECTRONIC DISTRIBUTION**

The Basileus and chapter technology chairman will be issued an electronic copy of the plan. This ensures that all relevant chapter members have easy access to the plan when needed. A copy may be provided to the chapter grammateus to include with the chapter documents.

## **Disaster Activation**

The Technical Disaster Recovery Plan (TDRP) will rely principally on the *Technology* committee, who will provide the technical and management skills needed to achieve a quick recovery of the website and/or social media sites. During the disaster recovery process, the website and social media sites will be temporarily unavailable. *The Eta Omicron Omega* will work with their hosting service on all disaster recovery plans. This plan will need to be updated on a regular basis. All actions that occur during this phase will be documented.

### **Disaster Recovery**

In the event the *Eta Omicron Omega* website or social media sites are hacked, corrupted, or removed for some reason, the technology committee or webmaster will contact the hosting company to begin a restoration procedure. The committee will also perform the following tasks:

- Change all passwords immediately!
- Limit the website/social media access to a limited number chapter sorors.
- Update the TDRP with updated passwords.

***[Only include the following statement if it pertains to your website. If not, you may delete this paragraph]***

*Ipover* is the hosting site, and they will be responsible for backing up all information and data, periodically, related to the website. In addition, a backup of the pages can be created using a .zip file, but they cannot be used to migrate back into [www.etaomicronomega.com](http://www.etaomicronomega.com). If needed, the .zip files can be used to create a new hosting site.