I. PURPOSE

This standard reflects East Carolina University’s commitment to implement a Disaster Recovery Plan to recover its healthcare computing systems if they are impacted by a disaster.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

ECU Health Care Components must create, document, and maintain a Disaster Recovery Plan to recover its information systems if they are impacted by a disaster. ECU Health Care Component workforce members with disaster recovery responsibilities must receive annual training on the Disaster Recovery Plan. All appropriate ECU workforce members must have access to a current copy of the plan.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.
V. PROCEDURE

1. ECU Health Care Components must create and document a Disaster Recovery Plan to recover its information systems if they are impacted by a disaster. The plan must be reviewed and revised on an annual basis or more frequently as needed.

2. The Disaster Recovery Plan must include at a minimum:
   - Identification and definition of workforce member responsibilities
   - Conditions for activating the plan
   - Location of data backups
   - Restoration procedures

3. Workforce members with disaster recovery responsibilities must receive annual training on the disaster recovery plan.

4. All appropriate ECU workforce members must have access to a current copy of the Disaster Recovery Plan.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.