

Executive Summary

In many businesses or organizations, the Chief Information Officer and IT Managers traditionally protect an agency's information by implementing and managing a plan for recovery from a disaster or crisis. The loss of records, information, or business processes will ruin some organizations in a matter of weeks, maybe days. The Personnel Cabinet is a critical state government agency with responsibility for the Commonwealth's human resources services including the state payroll and the Kentucky Employees' Health Plan. Therefore, a Business Continuity Plan (The Plan) is essential to lessen the negative impact of an extended business disruption.

The objective of The Plan is to protect the mission critical functions of the Personnel Cabinet. The intention is to have a functional plan, not one designed around particular hazards and risks. The intent is to minimize the need for last minute decision-making.

The Plan contains information identifying Department, Office, and Division programs and hardware, software, staff, equipment, and telephone/communication needs and serves as a guide to the strategies necessary for the recovery of essential business operations and information resources. It documents critical program needs and the steps necessary for the recovery of the Kentucky Human Resources Information System (KHRIS), the Commonwealth's primary HR system. The Plan identifies resources to initiate communication, contact essential personnel, connect with other agencies, and obtain necessary equipment. In short, it establishes the preparedness actions to be taken by the Personnel Cabinet in the event of a major disruption of business operations.

If confronted with an emergency, the Secretary, Executive Director of the Office of Administrative Services, Cabinet CIO, and/or designee will defer to The Plan for further instruction for Personnel Cabinet employees.

