

Resolution
Village of Highland Falls Board of Trustees
Disaster Recovery Plan

WHEREAS, the Village of Highland Falls Board of Trustees acknowledges the possibility of a disaster affecting business operations; and

WHEREAS, the following precautions will be implemented to mitigate the effects of a disaster:

1. The Highland Falls Fire House, located at 9 Mountain Avenue, Highland Falls, NY will serve as the alternate site to run daily operations if the Village Hall at 303 Main Street should become uninhabitable.
2. Computer Systems are backed up daily to tape and stored onsite in a fireproof safe. Computer Systems are also backed up offsite on a daily basis through Firthcliffe Technology, 198 Willow Ave, Cornwall, NY.
3. Networked computers have virus protection and firewalls.
4. Computers will be secured by passwords that are changed periodically.
5. The Village Hall is powered by a backup generator in the event of a power failure.
6. Documents are boxed and stored in mold free storage rooms, on metal shelves, and destroyed periodically according to the schedule of the New York State Archives Rules and Regulations.
7. The Plan will be reviewed annually and updated as needed.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Highland Falls adopt this Disaster Recovery Plan and consider it to be a “working” plan that will continue to be developed as time and critical events pass.

On a motion by Trustee DiSalvo, seconded by Trustee Brown,

The resolution was adopted on a roll call vote of Ayes, Noes

The Mayor declared this resolution adopted
Dated: September 4, 2012