

## **Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures**

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State Standard Number	<b>4.7.0</b>	
Standard Title	<b>Software Location</b>	
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### **1. Purpose or Objective**

The purpose of this standard is to define the locations and responsibilities of the master, archive software copies, and configuration backups for the ARMER System.

### **2. Technical Background**

#### **▪ Capabilities**

Having current software and data backups located on and off site protects against a site disaster and the damage of an archive set. Having multiple backups will ensure the software is available when needed.

#### **▪ Constraints**

Having a large number of software archive locations increases the amount of personnel time required to keep those archives updated.

### **3. Operational Context**

Master copies will be kept at the Minnesota Department of Transportation (MnDOT) facility located at Water's Edge in Roseville, Minnesota, and at a secure off-site facility with the location known by Regional Administrators. The following software will have master copies kept secure at the zone controller locations.

- Backups of infrastructure and subscriber database
- Infrastructure equipment software
- System server software
- Shared services software and backups, such as "Contact List, System Log, etc."
- System documentation

For the following software, managing it will be the responsibility of individual system administrators.

- Radio programming software and templates
- Console software
- Subsystem equipment software
- Client workstation software

The Radio Support Software system key sharing process will be defined in Section 1, "Management of System."

#### **4. Recommended Protocol/ Standard**

This is an ongoing process. Configuration backups will be brought to the archive locations as they are made. Software changes will also be reflected in the source and archive locations.

#### **5. Recommended Procedure**

As software changes occur, the master copies of the infrastructure and server software will be kept at the closest MnDOT facility housing a zone controller. Archive copies will be kept at the MnDOT facility located at Water's Edge in Roseville, Minnesota.

As infrastructure database, subscriber database, and shared resource backups are made, the current backups will be located at the closest MnDOT facility housing a zone controller. Archive copies will be kept at the MnDOT facility located at Water's Edge in Roseville, Minnesota. Previous backups will be located at an off-site facility.

#### **6. Management**

The Statewide System Administrator is responsible for software involving the system infrastructure and servers, infrastructure database backups, and shared resources, such as "Contact List, System Log, etc." The System Administrators are responsible for software supporting their subsystem equipment, consoles, client workstations, and radio programming software and templates.