

Website Procedure

8/12/11

Title: **Outages/non-functioning**

This procedure sets guidelines for what to do when the Sault Tribe website is down or non-functional due to an outside or inside breakdown. There are no exceptions to this procedure unless authorized by the Chief Financial Officer.

1. When it is noticed that the Sault Tribe website is down or non-functional, the team member will contact the Communications Department.
2. The Communications Department will then send an Email notice to all team members with a copy to the Chief Financial Officer explaining the situation.
3. The Communications Department will then work with MIS to determine and fix the problem.
4. Once the problem is solved and the website is back on line and functional, the Communications Department will send out another Email notice to all team members with a copy to the Chief Financial Officer stating that the web is functional.

Approved By

Date