Business Continuity Planning

Overview

What is Business Continuity Planning?

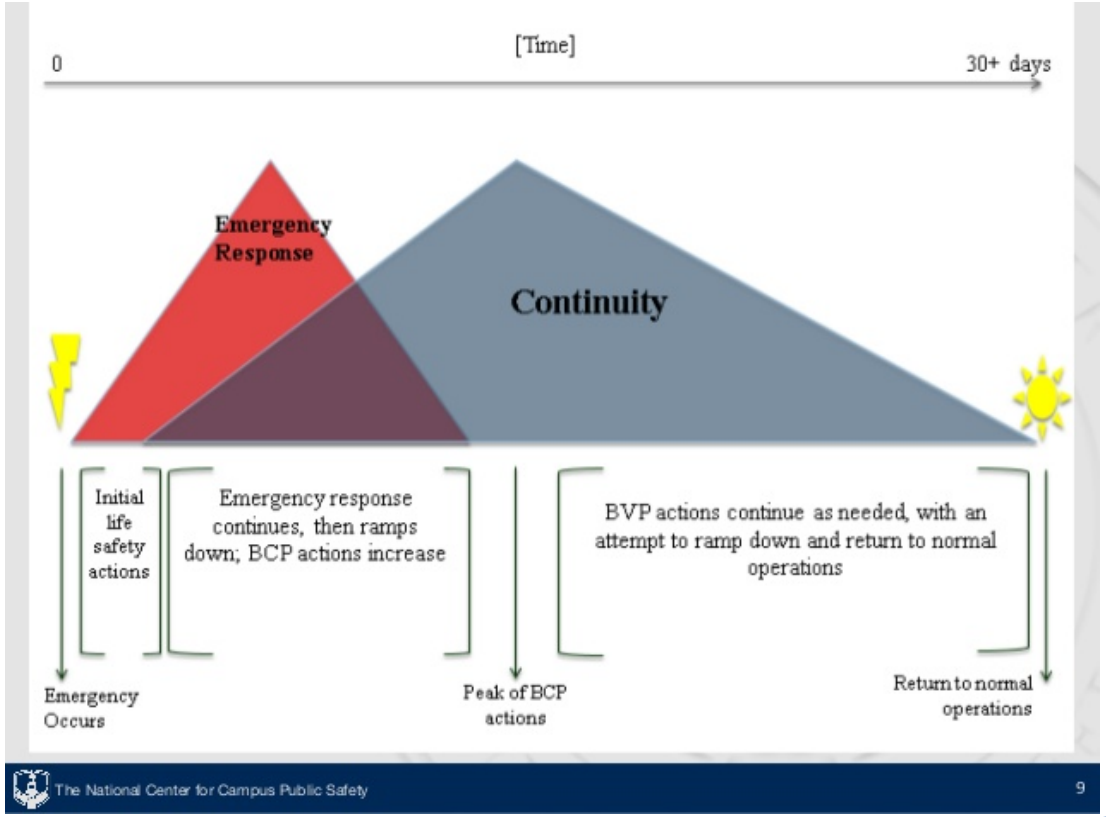
Business Continuity Planning (BCP) is a collection of resources, actions, procedures, and information that is developed, tested, and held in readiness for use in the event of a major disruption of operations.

BCP Purpose & Importance

- Allow continuation of department / division / university business functions
- Identifies succession of Key Personnel
- Reduces disruptions to operations
- Allow us to resume services to the campus community
- Achieve a timely recovery
- Minimizes financial losses
- Mandated by the University Board of Trustees as a part of Best Practices

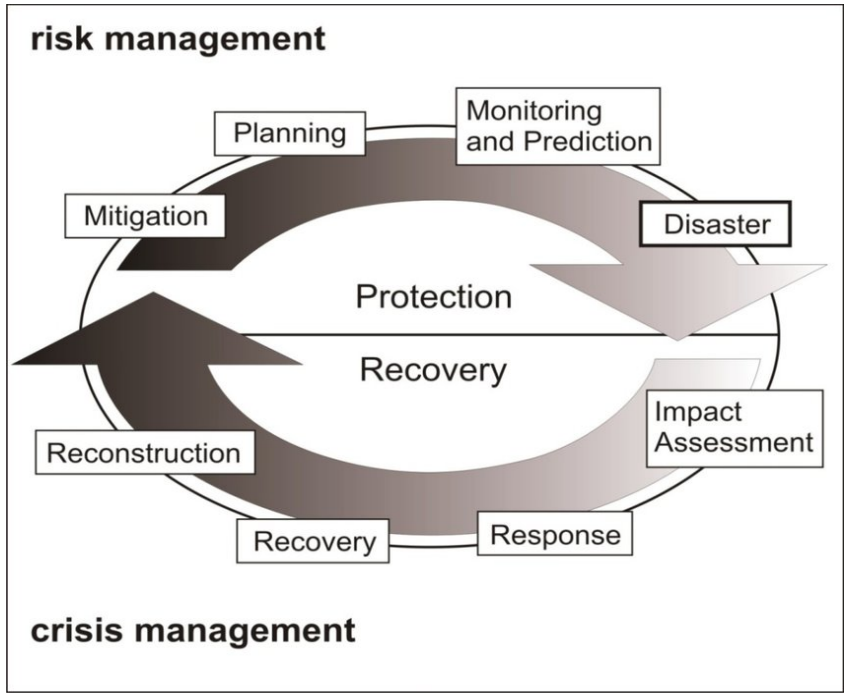
BCP vs. EOP, ERP & Crisis Management

- **Emergency and Crisis Plans Focus on Life Safety Issues**
  - ✓ Fire & Hazardous Materials Event
  - ✓ Severe Weather
  - ✓ Evacuation e.g., Civil Disturbance
- **Continuity Planning Focuses on how to Resume Operations**
  - ✓ Identifies succession of Key Personnel
  - ✓ Reduces disruptions to operations
  - ✓ Achieve a timely recovery
  - ✓ Minimizes financial losses



BC Planning Considerations

1. **Single or Multiple Facilities Affected**
   - Fire, Explosion, Severe Weather, Loss of Utilities
2. **Loss of Personnel**
   - Infectious Disease
3. **Loss of IT or Data**
   - Power Outage
   - Act of Terrorism
   - Equipment Failure
4. **Additional Disruptions**
   - Communications (Cell)
   - Logistics Support



Critical Function Principles

Four Defining Principles:

1. All university functions are necessary: ***some*** **are critical**

2. A critical function is a unit activity or service, not a unit name, not an object

3. A critical function is comprised of several—perhaps many—processes and almost never is comprised of a single process

4. A critical function is a high-value activity, or an activity set that is normally performed by your unit and must be available at a sufficient level within 30 days or less if a negative event affects the campus

Levels of Critical Functions

1. **Critical :**
   A function that must be restored to a minimum level of service, preferably within 4 hours of an incident. Must continue at a normal or increased level. Pausing for more than 24 hours may cause significant consequences or serious harm. (Possible examples: police services, provide back-up facilities or housing, food/meals to University residents, maintain campus emergency web presence, email services, conduct hazardous waste materials response, etc.)

2. **Priority:**
   Must continue, perhaps in a reduced mode. Stopping for more than one week may cause major disruptions. (Possible examples: manage payroll, conduct purchasing of campus goods or services)

3. **Important :**
   May be temporarily suspended but must resume normal operations within a maximum time of 30 days. (Possible examples: research, administer course scheduling/room assignments, student advising, etc.)

4. **Deferrable :**
   May pause; resume when conditions permit. (Possible examples: routine building maintenance, training, marketing.)

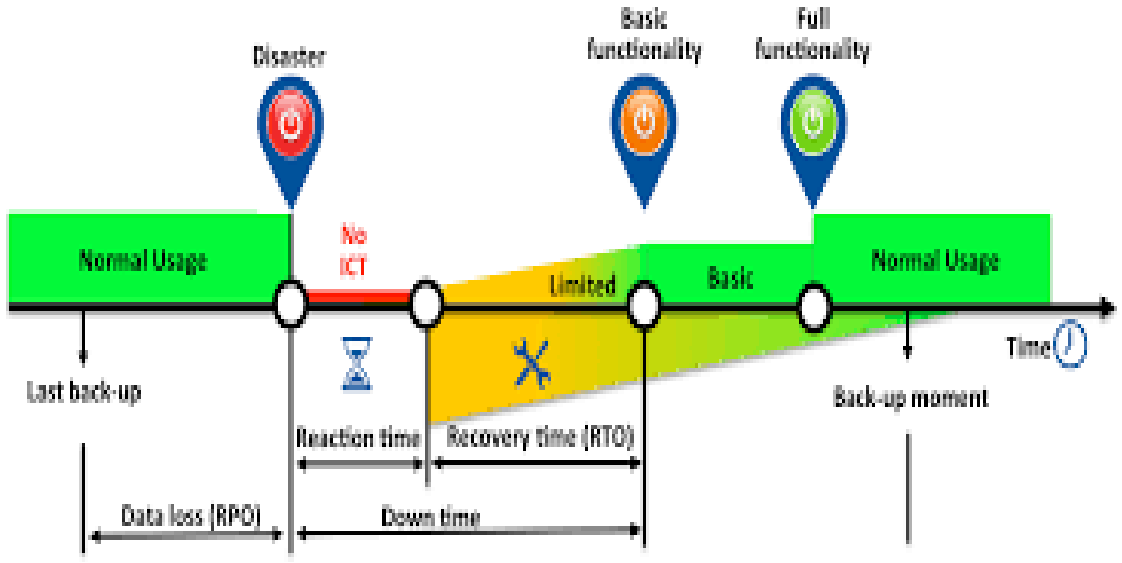
Critical Function Determination

A function is critical if it:

- Preserves life, prevents injury, or protects property
- Provides indispensable support for provision of other critical functions
- Is required by law or regulatory authority
- It must be continued under all circumstances/cannot suffer a significant interruption
- Directs or controls instruction or research—be sparing about tagging a function as directing or controlling these services.
- It provides vital support to another department, unit, or organization (with critical functions)

Recovery Time Objectives

- Critical
  Duration: Less than 4 hours and up to 8 hours
- Priority
  Duration: Less than 24 hours and up to 72 hours
- Important
  Duration: 4 to 7 days as a target but less than 30 days max
- Deferrable
  Duration: Greater than 30 days



Dependencies

- *Upstream Dependencies*

Are the departments (WITHIN the University) whose reduced functioning would seriously impair your own department's ability to perform a Critical Function

- *Downstream Dependencies*

Are the departments that would be seriously impacted if YOUR department could not perform a particular Critical Function

- Dependencies can be external as well

NOTE: Do not name IT systems as dependencies. IT systems are treated separately.

Business Impact Analysis

(Consequences)

Nine Key Areas of Concern

- How to Cope
- Working at Home
- Risk
- Action Items
- Additional Vulnerabilities
- Unique Skills
- Showstoppers
- Policy Exceptions
- Campus Closure

Additional Areas

Key Resources

Staff, Teams, Equipment and Supplies, Inventories, Facilities, Transportation, Utilities or other unique Resources

Information Technology

The Information Technology section is designed to be to be completed on-screen with assistance by your ITS LSP

Faculty Preparedness

Applies to Academic/Instructional Units Only.


Questions?