



AY 18-19

# Department Business Continuity Plan








In addition to listing the major functions performed, departments are also asked to identify the levels of criticality following a disaster. Levels include:

- x **Critical 1:** must be continued at normal or increased service load. **Cannot pause.** Necessary to life42q12.3(d)2.2(e)-3(:)]T

**Key Resource:** addresses key resources for your department. Envision your department 1 – 3 days after a major disaster. You are calling together a group to plan how to resume operations. Who are the key people (staff or faculty) whose positions or knowledge might place them in that group?

- x Every unit is asked to keep its own list of home contact information for faculty and staff. Your list should be:
  - o In a format of your choosing
  - o Held by enough people to be useful
  - o Treated as confidential
  - o Kept securely at home and at work
  - o Reviewed and updated at least twice a year
  
- x Resist the temptation to list all your staff under “Key People”. The staff you should list here are the ones you would call upon first in time of crisis – who have the experience, skills, or authority to help “sort things out” and plan the next steps.
  
- x A **leadership successor** is a person who would be an appropriate substitute if the head of the unit is absent. In most cases, this will not be an officially-designated position.
  
- x A **formal delegation of authority** is an assignment of authority andt ws.

Use the Essential / Critical Function Summary Table to outline and classify your Department or Division specific essential and critical functions.

Essential / Critical Function Summary Table		
ID#	Function Name or Title	Definition Classification
1		
2		
3		
4		
5		

Essential / Critical Function Definition Classification		
Class	Description	Example
1	Must be continued at normal or increase service load. Cannot pause. Necessary to life safety, security.	Police Services
2	Must be continued if at all possible. Resume in reduced or alternative mode. Pausing completely will have significant to grave consequences	USCG Licensing requirements
3	May be paused but must resume within 30-days or sooner	Classroom instruction
4	May be paused and resumed when conditions permit	Routine building maintenance







# BUSINESS CONTINUITY PLAN







Document each plan review and any updates here.

Business Continuity Plan – [DEPARTMENT]		
Date	Action	Reviewed By

This Business Continuity Plan has been reviewed and approved by:

\_\_\_\_\_  
**Name, Title** **Date**

\_\_\_\_\_  
**Business Continuity Coordinator** **Date**

Maintain the original version of this Plan at the Department or Division level and submit a current copy to the Department of Safety and Risk Management. This Plan shall be reviewed at least annually or as personnel change or following an incident that requires the use of the Plan.