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| Business Continuity Plan  (Template – Abridged) |
| Your Organization Name |
|  |
| **Lead Author** |
| **Revision Date** |

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| Your next revision date: |

**DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS CONTINUITY PLAN**

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# GENERAL INFORMATION

* Departmental overview including organizational structure, personnel, and location(s)
* Identification and classification of departments primary business/research functions
* Contact information for the Continuity Plan coordinators

# ACTION ITEMS TO INCREASE OUR READINESS

The most effective way to handle a major disaster is to act ahead of time to reduce the potential impacts. Our business continuity plan identifies a number of such mitigation actions.

**Action Items**

* May be doable now
* May require additional resources
* May be within the province of another unit, or of the campus as a whole

Taken together, Action Items are one of the most important outcome of business continuity planning – a “To Do List” for disaster readiness.

Areas Action Items may address included, but are not limited to:

1. Plan for alternate space
2. Academic course delivery
3. Data and information archival, backup, and storage
4. Information technology redundancy/recovery strategies
5. Remote business and/or home operations
6. Mutual aid agreements/contracts
7. Cross training of staff for critical operational functions
8. Resource/supplies acquisition and purchasing
9. Development of crisis activities checklists / priorities

# INFORMATION & STRATEGIES FOR OPERATING DURING CRISIS

How to continue or resume our critical functions

## CRITICAL FUNCTIONS

**Critical Function:**

* Description of the function
* Upstream and downstream dependencies – what/ who depends on this function and what/ who depends on this function
* Peak periods and/or Critical Timeframes
* Contingency plans if the usual space, equipment, people, technology, etc. is not available
* Show Stoppers (resources, records, data , etc.) that cannot be replaced, substituted, or done without)
* Risks generated by using alternate procedures
* Recovery Time Objective: when must this function restart, to enable the campus to meet its 30-day goal for restarting teaching and research
* Recovery Point Objective: how far back in time can transactions and data associated with this function be restored to avoid unacceptable loss
* Duration based impact assessment if function is not able to be performed

## INFORMATION TECHNOLOGY

### Recovery Details for Applications:

(Use the outline below for each identified application)

**Application:**

* Description of application; name, type, vendor, version, etc.
* Stakeholder information (departments, owners, users, etc.)
* Identification of systems, services, vendors etc. through which information/data is transferred to/from
* Application backup strategy
* Application recovery information
* Peak periods and/or Critical Timeframes
* Recovery Time Objective: when must this application restart, to enable the campus to meet its 30-day goal for restarting teaching and research
* Recovery Point Objective: how far back in time can systems and data be restored to avoid unacceptable data loss

### Recovery Details for Servers:

**Server:**

* Description of server; name, type, vendor, version, etc.
* Stakeholder information (departments, owners, users, etc.)
* Identification of applications, functions, departments, services, vendors etc. impacted by server failure
* Server backup strategy
* Server recovery information
* Peak periods and/or Critical Timeframes
* Recovery Time Objective: when must this server restart, to enable the campus to meet its 30-day goal for restarting teaching and research
* Recovery Point Objective: how far back in time can systems and data be restored to avoid unacceptable data loss

### Backup of Workstations:

* PC backup and support information

### IT Strategies:

* Procurement and recovery information
* Environmental requirements
* Identification of risks, obstacles, and accommodations specific to information technology environment recovery

## UNIT PREPAREDNESS

Unit plan to promote preparedness:

### Plan Distribution Policy:

### Unit Communication Procedure:

### Disaster Recovery/Business Continuity Assessment Teams:

* **Core Disaster Recovery/Business Continuity Team:** (oversee the overall disaster recovery and business continuity efforts)
* **Damage Assessment Team:**  (determine the extent of damage and salvageable items**)**
* **Continuity/Resumption Team:** (carry out alternate business continuity activities during an outage)
* **Other Teams:** (i.e. Emergency Response Team, Recovery Team, Restoration Team, etc.)

## KEY PEOPLE & RESOURCES

### Communication Resources:

### Working from Home:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Home computer adequate?** | **Broadband Connection?** | **Currently uses campus fileservers from home?** | **Currently uses campus enterprise applications from home?** | **Comment** |
|  |  |  |  |  |  |  |

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### Critical or Key Staff:

### Key Staff of Other Campus Units:

### Key Off-Campus Partners:

### Key Vendors:

### Key Others: donors, stakeholders, clients, customers

### Office & IT Equipment:

Identification of minimum supplies and equipment necessary to establish temporary operating environment

### Operating Requirements:

Configuration information relating to common workspace, telephones, computers, etc.

### Other Equipment:

### Supplies:

Identification of minimum supplies, on hand inventory, and procurement

### Facilities:

Special space or facilities needed i.e. loading dock or bulk/heavy equipment for your operations

## TESTING

Proposed exercise schedule