



Business Continuity Planning Guide

April 2013

Introduction

Departments can do much to prepare for the impact of the many hazards faced in today's world including natural hazards like floods, tornadoes, earthquakes and widespread serious illness such as a flu virus pandemic. Human-caused hazards include accidents, acts of violence by people and acts of terrorism. Examples of technology-related hazards are the failure of malfunction of systems, equipment or software.

To be better prepared to respond to these hazards, all UNL departments and units are asked to use this form to describe how your department or unit will operate during an emergency, and recover afterwards to be fully operational.

This is your Plan; feel free to augment this template to meet your needs. The process of planning for an emergency is very valuable. Be collaborative when drafting this, and seek comments from your staff and leadership. For detailed instructions and more information, call University Police at 402-472-7632.

Planning Assumptions

- Emergencies or threatened emergencies can adversely impact the University's ability to continue essential functions and provide support to the day-to-day operations
- There will be a sufficient number of surviving and available senior managers with adequate supporting personnel to continue the essential functions of the University
- When an emergency incident occurs that impacts essential University functions, the University will implement the Emergency Management/Business Continuity Plan and activate an Emergency Operations Center
- Communications capabilities, transportation, and other infrastructures will be sufficiently intact to allow implementation of this plan
- University personnel and outside resources will be available as necessary to continue essential functions
- Recovery of a critical subset of the University's functions and application systems will occur and allow essential operations to continue
- A disaster may require student, faculty, staff, and the public to function with limited support services and some degradation of service, until a full recovery is made
- Departmental Business Continuity Plans will assist in the development of objectives for response and recovery from an emergency



A: Your Department's Leadership Succession

List the people who can make operational decisions if the head of your department or unit is absent.

	Name	Phone Number	Alt Phone Number
Dean/Director			
First Successor			
Second Successor			
Third Successor			

B: Your Department's Essential Functions

List below your department's functions that are essential to operational continuity and/or recovery, and who is responsible for them. Make sure that alternates are sufficiently cross-trained to assume responsibilities.

Essential Function:	Example: Provide classroom technology support		
	Primary	Alternate	Second Alternate
People Responsible	Joe Smith	Mary Taylor	Steven Jones
Phone Numbers			
Essential Function:			
	Primary	Alternate	Second Alternate
People Responsible			
Phone Numbers			
Essential Function:			
	Primary	Alternate	Second Alternate
People Responsible			
Phone Numbers			
Essential Function:			
	Primary	Alternate	Second Alternate



People Responsible			
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Phone Numbers			
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Essential Function:			
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	Primary	Alternate	Second Alternate
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People Responsible			
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Phone Numbers			
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Essential Function:			
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	Primary	Alternate	Second Alternate
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People Responsible			
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Phone Numbers			
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Essential Function:			
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	Primary	Alternate	Second Alternate
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People Responsible			
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Phone Numbers			
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Essential Function:			
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	Primary	Alternate	Second Alternate
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People Responsible			
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Phone Numbers			
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C: Emergency Communication Systems

All UNL employees are responsible for keeping informed of emergencies by registering for UNL Alert, monitoring news media reports and UNL's home page. To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain a call tree.

Note below the system(s) you might use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

- Phone
- Call Tree
- Instant Messaging
- Email
- Department Website
- Direct Connect
- Pager
- Other (describe):

D: Emergency Access to Information and Systems

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash



drives, hard copies, smart phones or use of alternate email systems (e.g., Yahoo).

E: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe the steps you can take now to minimize the incident’s impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions. (Include this information as “Attachment E” on a separate document).

F: Recovery after the Incident

Describe your Plan to fully resume operations as soon as possible after the wave has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs. (Include this information as “Attachment F” on a separate document).

G: Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in an incident. (Include this information as “Attachment G” on a separate document).

H: Key Internal (Within UNL) Dependencies

List below the products and services upon which your department depends and the internal (UNL) departments that provide them. (Include this information as “Attachment H” on a separate document).

Dependency (product or service) : Provider (UNL department):	
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Dependency (product or service) :	
Provider (UNL department):	
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Dependency (product or service) :	
Provider (UNL department):	
Dependency (product or service) :	
Provider (UNL department):	

I: Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare a continuity of operations plan.

Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		



Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		

J: More Information About Your Department

Please note below information for your department's contact.

Name	Phone Number	Email

K: Business Continuity Submission

Thank you for completing your department's Business Continuity Plan. Please submit an electronic copy of this Plan (with the information from Attachments "F", "G", and "H" on a separate document) to University Police: preparedness@unl.edu