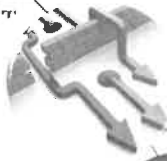




Business Continuity Planning for Colleges / Universities



Buy-In from Executive Administration



Creating A Policy



Letter from the Chancellor /
President / Provost



What constitutes a good plan



Target groups to begin plan development



Training on your tool



Exercise development



Buy-in from Executive Administration

- How do you get the buy-in?

- ✓ Research & identify risk and assess vulnerabilities
- ✓ Cost benefit analysis
- ✓ Best interest of
 - the institution
 - its sponsors



Research & Identify risk and assess vulnerabilities

Cost benefit analysis

- Monetary losses
- Disruption in teaching, research, and public service
- Departure by faculty & students
- Decreases in research funding
- Increases in insurance premiums

Best interest of the institution and its sponsors to identify the hazards they face and develop a plan for mitigating consequences.

Create a Business Continuity Policy

What Does a Policy Provide?

RATIONAL

POLICY
A policy described government, private "Statement of Intent" important organization

RESPONSIBILITY

Support

What does a policy provide?-It ensures the continuation of critical operations and services.

1. Rationale-Mission critical entities develop the understanding of their core business processes and interdependencies required for prevention of and response to operational disruptions.
2. What are the tools, forms, or on-line process.
3. What are the departments/units responsibilities in developing a plan (due dates, fill in all the blanks, etc.)
4. What departments/offices supports the business continuity

planning process



1. Procedures of preparing a plan, where to go, and how to fill in the information
2. Define words that are unfamiliar to most: e.g., Critical functions, interdependencies, action items
3. List relevant federal and state statutes, policies
4. Who should know about the plan, who is responsible, who approves, and how do I contact the POC of all the plans.

Letter from the Chancellor/President/Provost

- Letter Content?

The collage features several elements: a document snippet in the top left; a grey box with the word 'DEDICATED' in the center; a house icon surrounded by smaller icons in the top right; two circular images in the bottom center showing a dog and a damaged building; and a sign with the text 'WHO DOES WHAT?' in the bottom right.

Who creates the letter?

What does the letter contain?

- What you are dedicated to
- BCP is essential
- Who should create a BCP
- Identify recent “disasters on campus”

Letter from the Chancellor/President/Provost

- Letter Content?

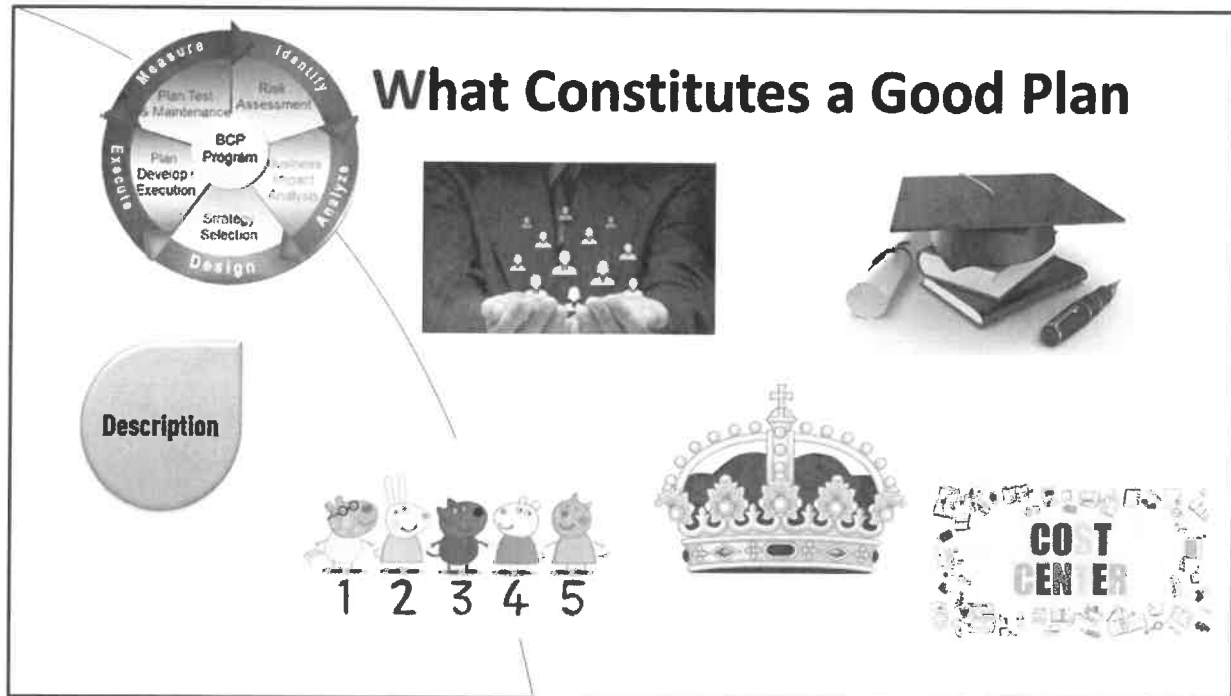
The collage contains several elements: a document snippet in the top left, a 'Continue...' arrow pointing right in the center, a school of fish swimming right in the top right, a network diagram of people in the bottom center, and five speech bubbles with the words 'WHERE?', 'WHAT?', 'HOW?', 'WHY?', and 'WHEN?' in the bottom right.

Who creates the letter? Draft by EMC or let the person in charge create the letter.

What can be in the letter?

Letter should contain:

- Question asked, "If your department experienced... can you continue both during and after....?"
- Engaged in BCP initiatives
- Target groups to complete
- If any questions, who can you reach out to

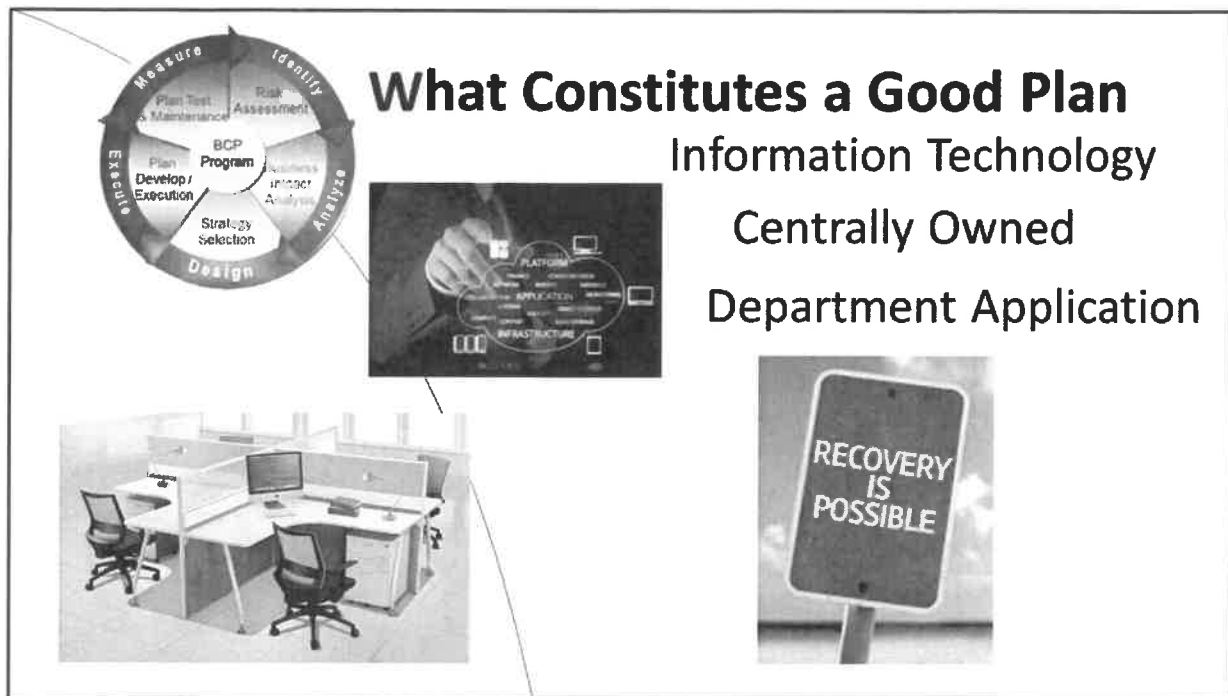


1. General Information about the department/unit
 - Department name
 - a. Description/Major Division
 - b. Type of unit-academic, business functions, health services?
 - c. Personnel count
 - d. Head of unit
 - e. Cost center



2. Critical Functions

- a. The department identifies daily task that must be done
- b. Prioritize them –Critical-life threatening (4 hour recovery time), essential (48 hour recovery time), delayed (3 day recovery time), suspended (7 days or longer).
- c. Description

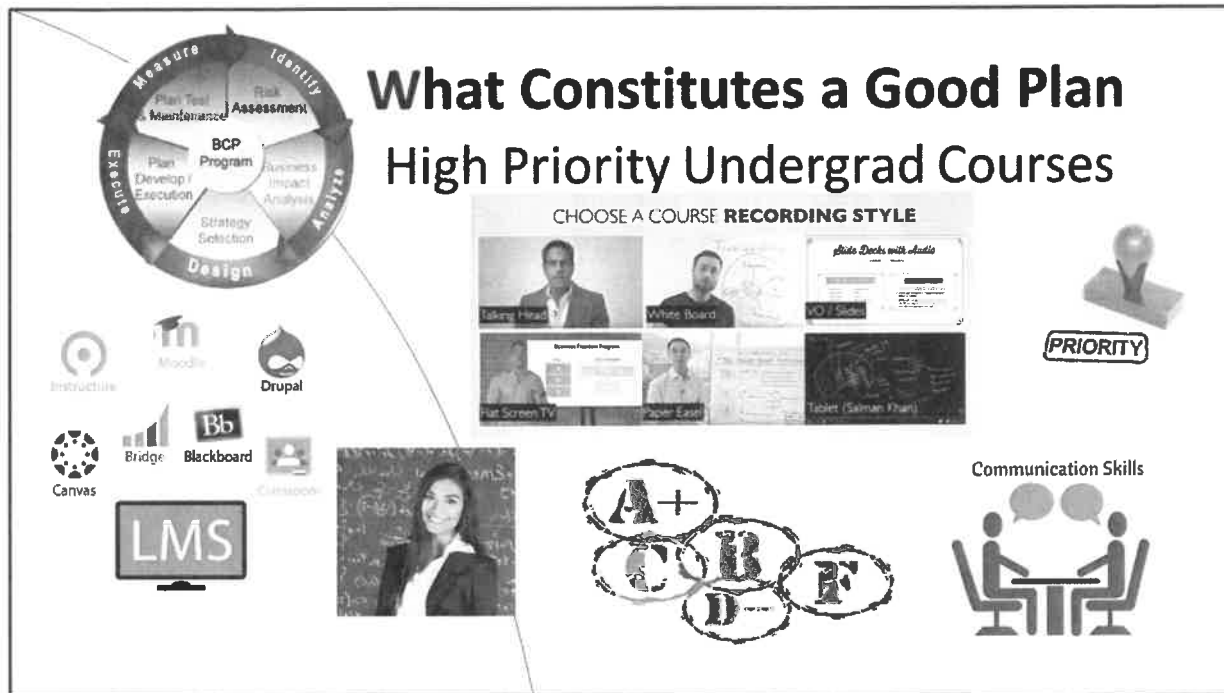


What Constitutes a Good Plan
Information Technology
Centrally Owned
Department Application

The composite image includes:

- A circular diagram for a Business Continuity Plan (BCP) Program with stages: Identify (Risk Assessment), Analyze (Business Impact Analysis), Design (Strategy Selection), Execute (Plan Develop/Execution), and Measure (Plan Test & Maintenance).
- A hand holding a tablet displaying icons for Platform, Application, and Infrastructure.
- A modern office workstation with a computer and chair.
- A sign that reads "RECOVERY IS POSSIBLE".

3. Information Technology
 - a. Centrally-owned applications
 - b. Department applications
 - c. Department servers
 - d. Workstations
 - e. Recovery strategies for information technology



4. Instruction-Recommended practices for high priority courses (undergraduate courses only)
 - a. Course recording
 - b. Learning Management System (LMS)-e.g., Blackboard
 - c. Alternative instructor
 - d. Grades current on LMS tool
 - e. Good communication among

graduate student instructors

What Constitutes a Good Plan

Recall

The collage features several key elements:

- BCP Program Cycle:** A circular diagram with five segments: Identify (Risk Assessment), Analyze (Assess Impact Analysis), Design (Strategy Selection), Execute (Plan Develop / Execution), and Measure (Plan Test & Maintenance).
- COMMON CORE:** A dark rounded square containing the words 'COMMON' and 'CORE' vertically, with mathematical symbols (+, -, ÷, ×) in the center.
- Dilbert:** A cartoon illustration of Dilbert holding a sign that says 'HELP! HELP!'.
- Disaster Scenario:** A black and white photograph of people in a chaotic environment, with a sign that says 'HUMAN RESOURCES'.
- The Pedagogy Wheel:** A large, complex circular diagram with many small icons and text, representing various pedagogical approaches.

4. (Continued)

- f. Common course materials
- g. Strategy for disaster communications
- h. Back-up plan for academic personnel
- i. Faculty leaves-(possible recall)
- j. Innovative pedagogy-(alternate and creative ways to teach) experiment

with teaching tools before disaster strikes and share with colleagues



Key Resources

- a. Staff basic
- b. Key people in your unit
- c. Work from home
- d. Teams
- e. Skills
- f. Staffing requirements
- g. Staff of other units
- h. Stakeholders

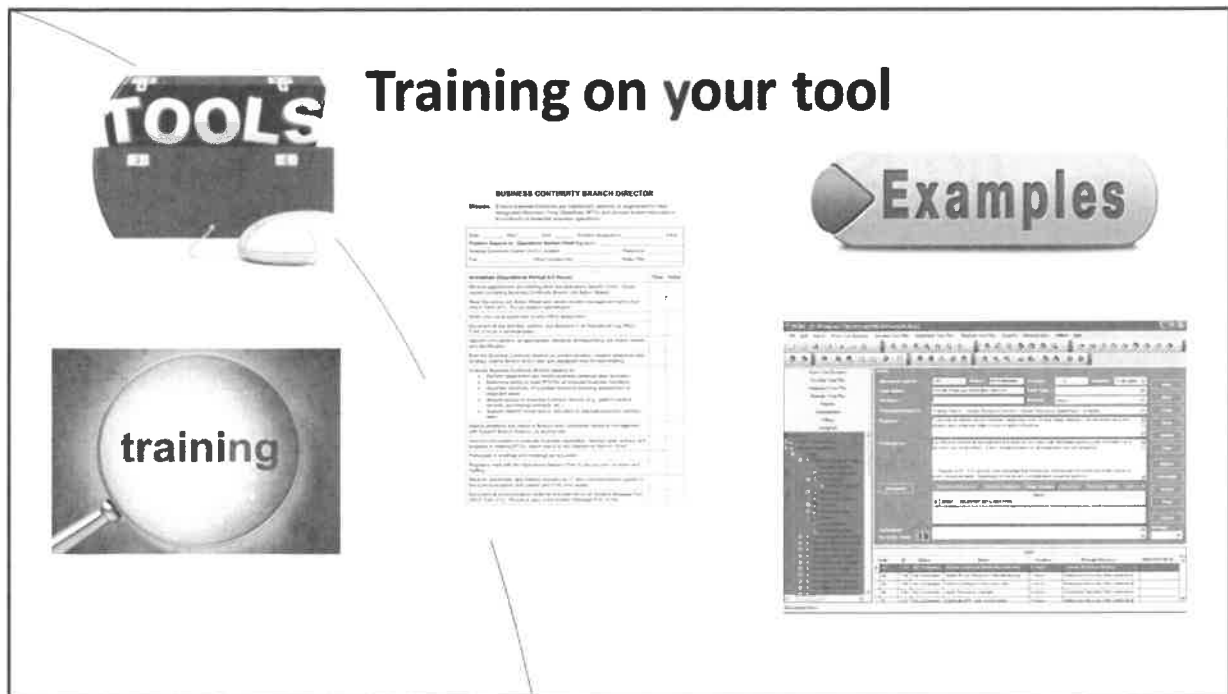
- i. Documents
- j. Equipment and supplies
- k. Office facilities and transportation



- Develop strategy for a five year plan
- Map the plan
- Begin with your business processes
 - ✓ Could be business affairs,

communication, human
resources, health services,
housing, etc.

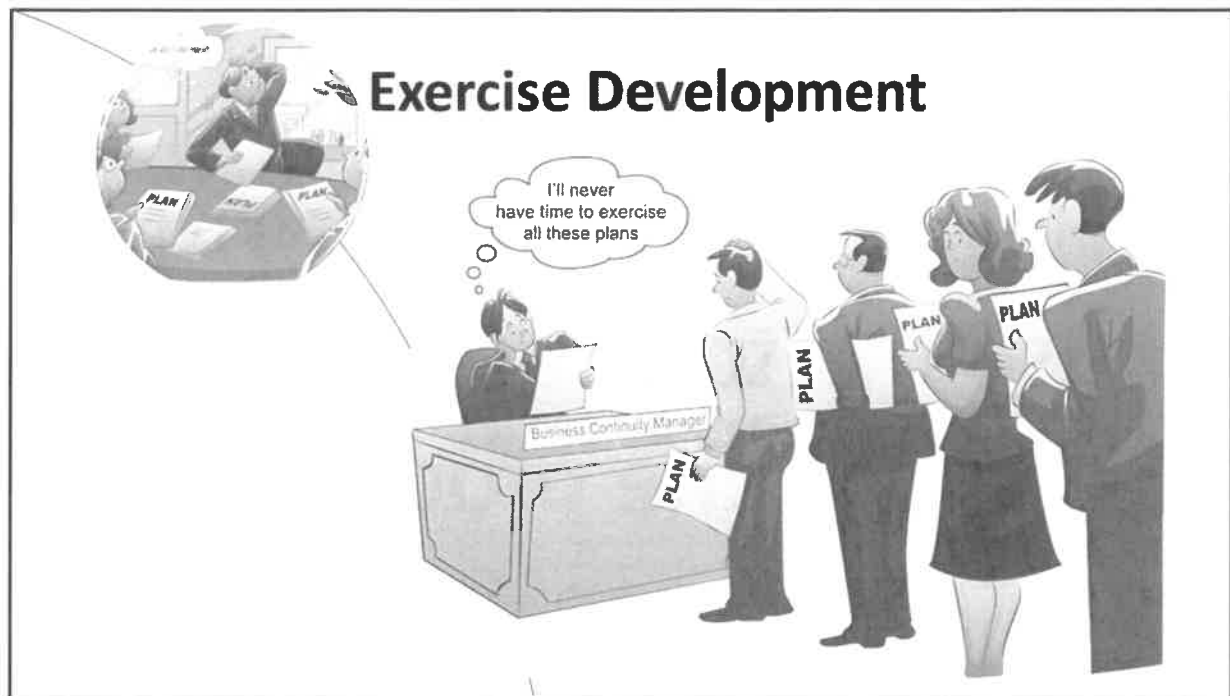
- Target academics
- Ancillary departments



- Provide an orientation
 - ✓ Offer several times and dates
 - ✓ Southern hospitality pays off (feed them snacks-homemade)

the best)

- Have examples of forms, use the tool, and walk through the process
- Provide tips and tricks
- When necessary, go the extra mile



- Determine type of exercise
 - ✓ Discussion, drill, tabletop, functional, full-scale
- Start small

- Presentation of the exercise
 - ✓ Live performance
 - Vs.
 - ✓ Virtual
- Rope real events
 - ✓ Visit affected departments/units
 - ✓ Review plan-what went well, what didn't go well

**BUILD
A
PLAN**

?????

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