SUBMITTED BY JEANNE GREIER – ACADEMIC SENATE MEETING 10-24-2017

**Business Continuity Planning and the BCP Committee**

**Who comprises the Business Continuity Planning Committee?**

The committee a staff group, with membership drawn from upper and middle managers and supervisors, including deans, directors, HR managers, IT managers, key functional managers, department coordinators.  This group has a deep and collective understanding of how the organization operates.

**What does the committee do?**The committee meets quarterly to discuss relevant continuity issues, achieve compliance with EO 1014, monitor continuity plans for completion, and facilitate the required plan testing, usually in the form of table top exercises.

**Who should do continuity planning?**

All divisions, departments, units, that conduct teaching, research, or public service should have a continuity plan.  Other units that provide essential support or infrastructure, such as food service and public safety, should also do continuity planning.

**Role of the department continuity plan manager:**

Typically the department business continuity manager is a senior administrator.  They serve as the contact person for continuity issues.  They are ultimately for responsible for the annual review and approval of the department’s BC plan.

**How often should the department’s continuity plan be reviewed?**

In accordance with EO 1014, plans should be reviewed no less often than annually.  Plans should be updated as departmental changes occur, such as staffing changes and programmatic changes.

**How detailed does our plan need to be?**

The CI Ready tool will prompt you for the appropriate level of detail, and most of those details will be things that your group easily knows or can figure out.  It is best to be brief, as most questions can be answered a few sentences or bullet points.

**Questions about BCP and the CI Ready (Kuali) tool should be directed to Katharine Hullinger or Caroline Doll.  They can provide viewer, editor or manager access to the planning tool, and are happy to meet with you and discuss your department’s Business Continuity Plan.**