



DIVISION OF FINANCE
& ADMINISTRATION
Emergency Management
& Safety Services

Continuity Planning

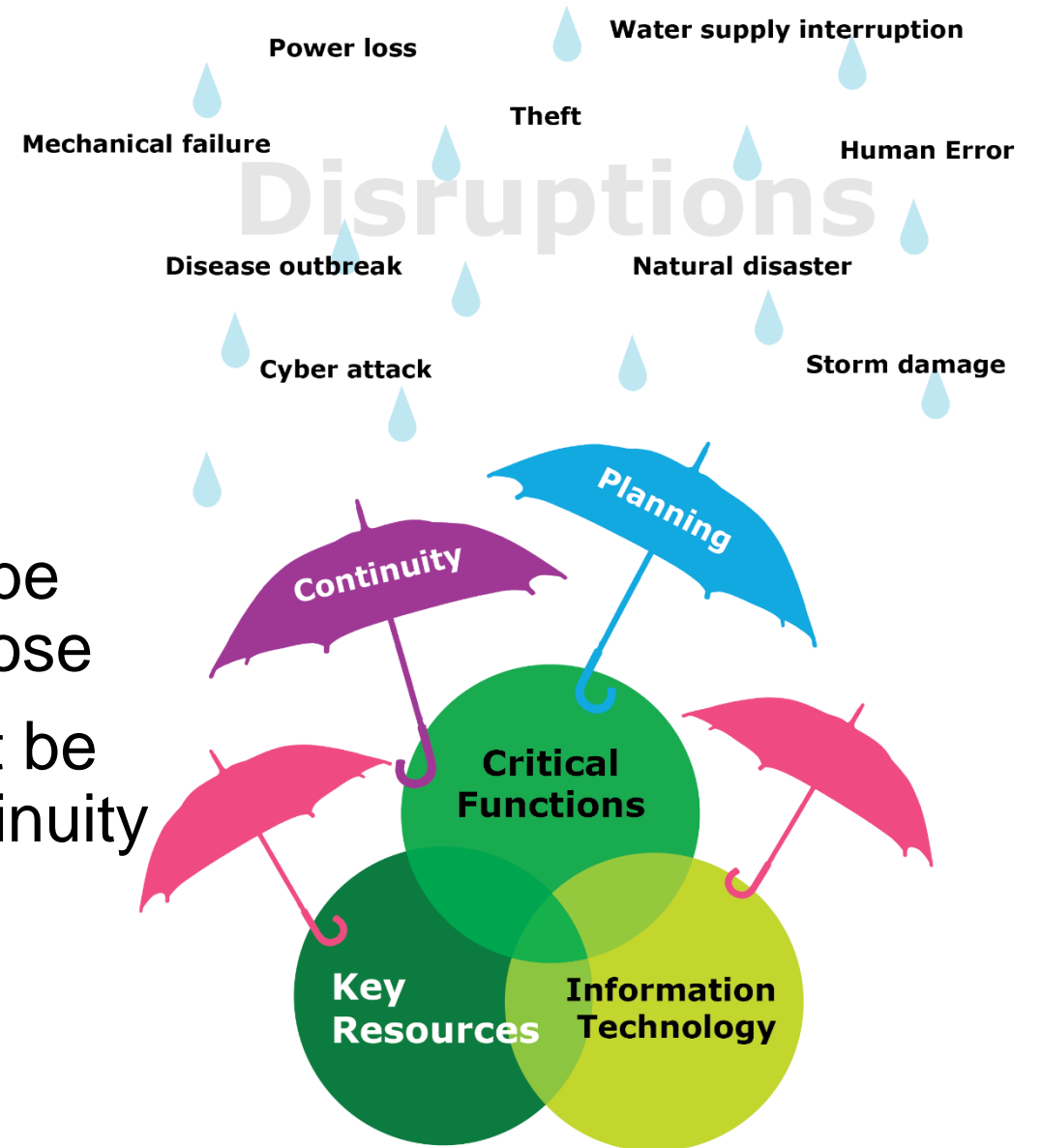
Building institutional resiliency





What is Continuity Planning?

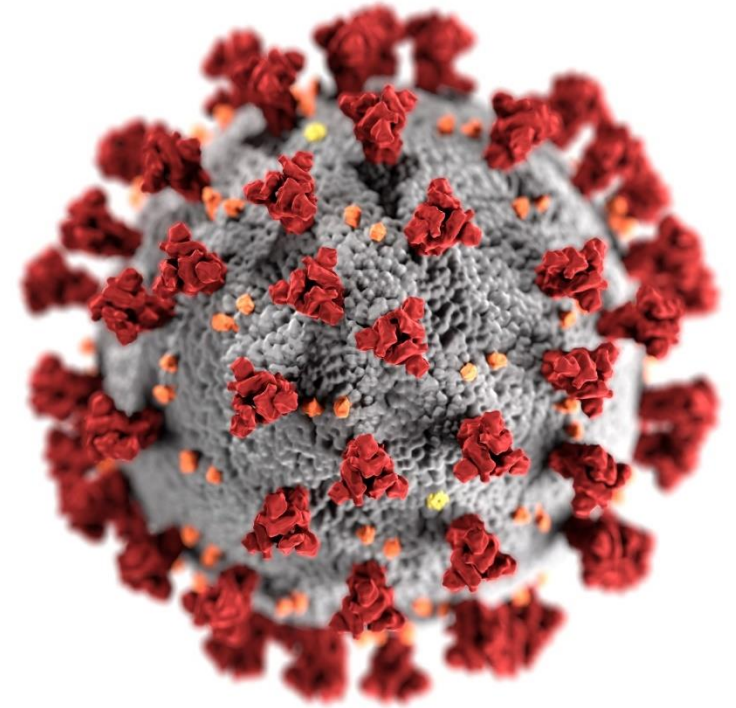
- Identifying critical functions that must be performed to fulfill unit mission and purpose
- Planning for how those functions must be performed during a disruption (or continuity event)
- **The goal: Reduce or eliminate the impact of disruptions**





Past Disruptions

- **COVID-19 Pandemic (2020 → present)**
- Winter Storm Uri (February 2021)
- Chilton Hall Flood (April 2018)
- Icepocalypse (December 2013)





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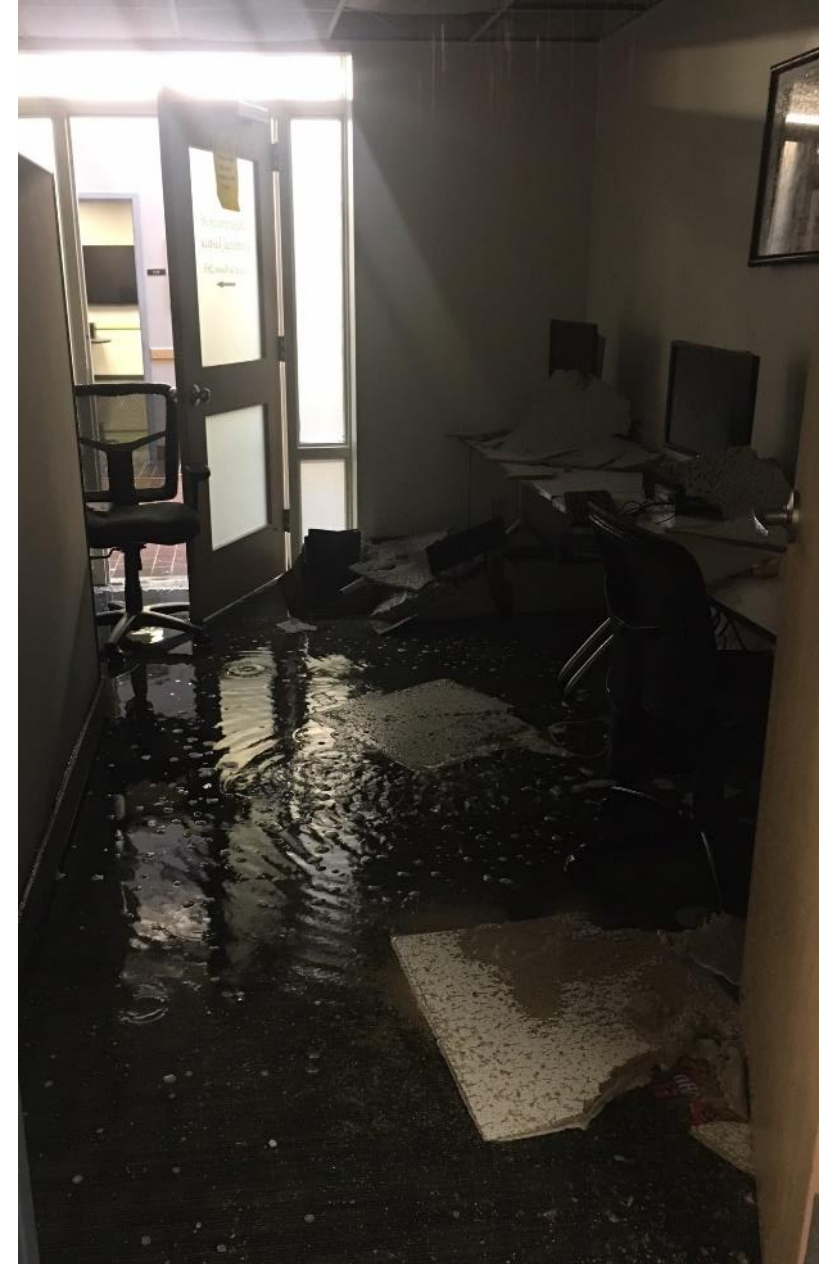




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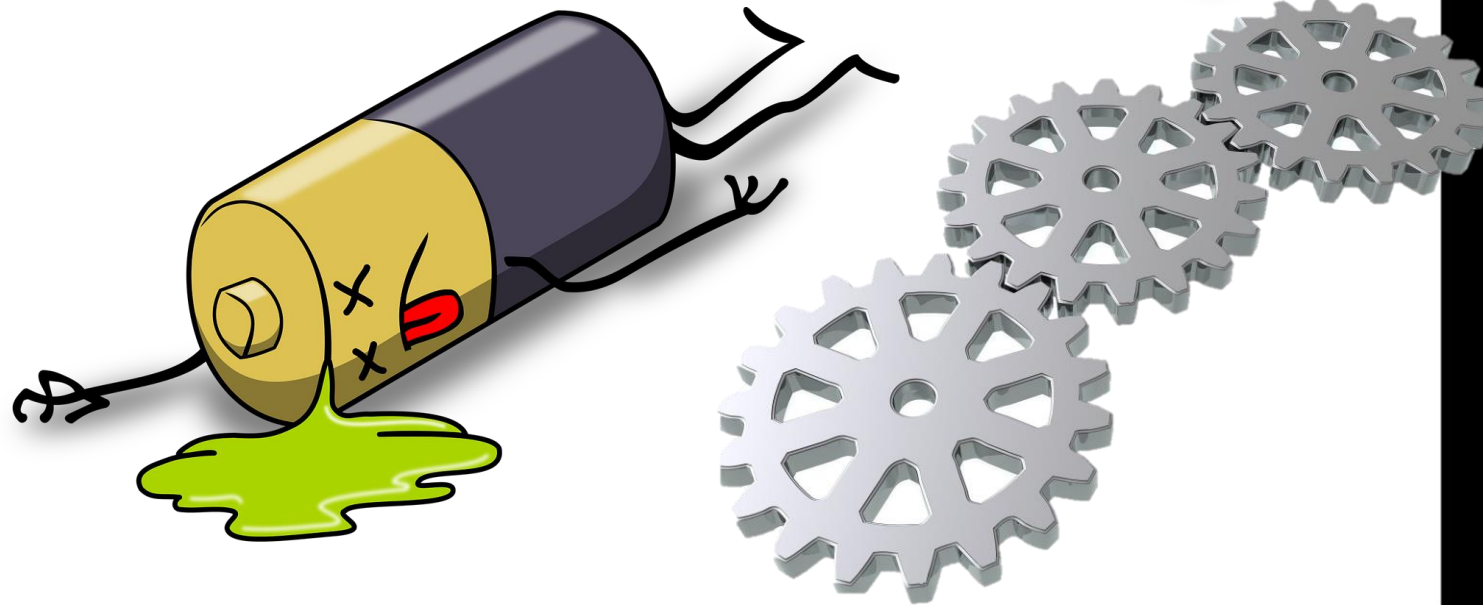




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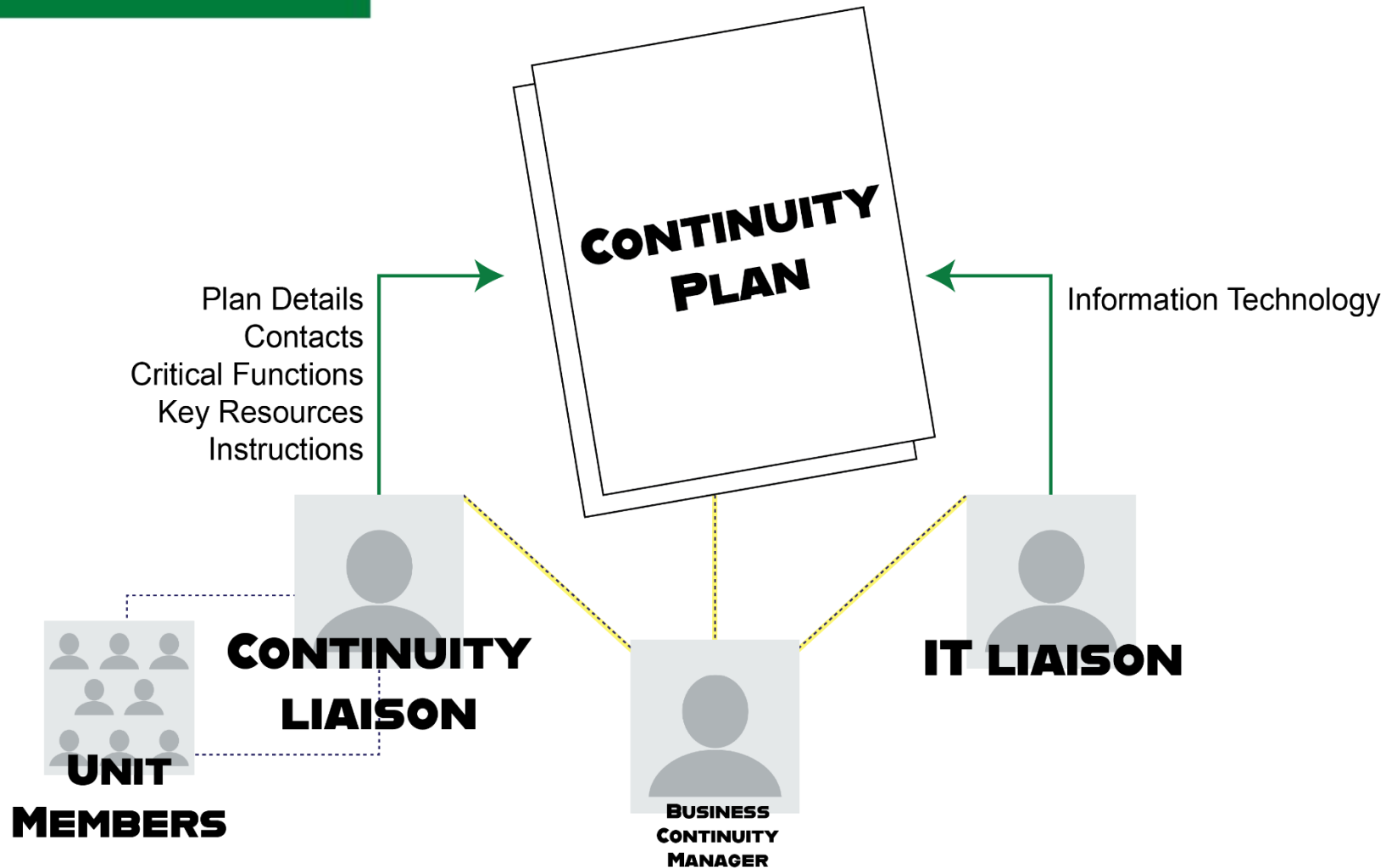
Day-to-day Disruptions

- Power outages
- Equipment malfunctions
- Construction





Continuity Planning Model





Major Sections

- Plan Details
- Contacts
- Critical Functions
- Key Resources
- Information Technology
- Instruction

Business Continuity Training Test Plan | In Progress

Plan Details Contacts Critical Functions Key Resources Information Technology Instruction

Major Sections

Sub-Sections

Department Information

- Action Items Summary
- Department Documents
- Manage Plan Access
- Update Plan Status

* Department name
Business Continuity Training Test Plan

Department description

* Major division
TEST

Acronym
TEST

Head of unit
Select a user
Enter a name or email to search +

Selected Unit Head
emergency management - emergency.manag

Clear Unit Head

Number of personnel (approximately)

| Faculty and other academic appointees | Staff (part-time, excluding students) | Guests |
|---------------------------------------|---------------------------------------|--------|
| | | |

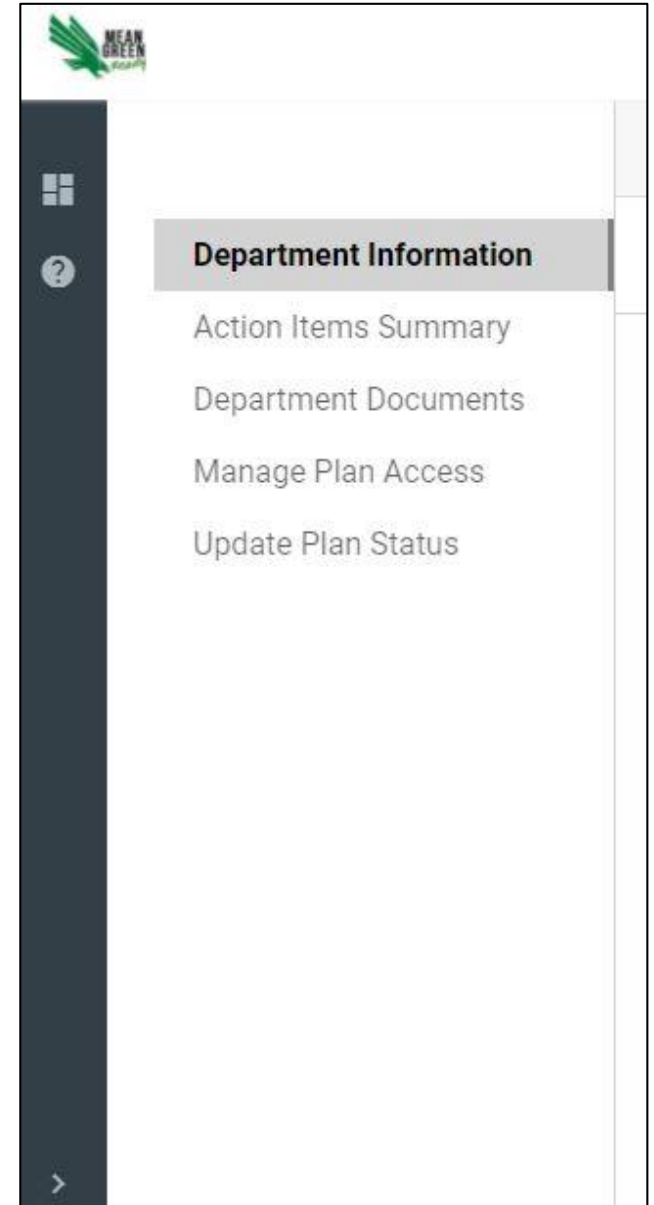
Guidance

- The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:
 - professor
 - lecturer
 - librarian
 - curator
 - teaching assistant



Plan Details

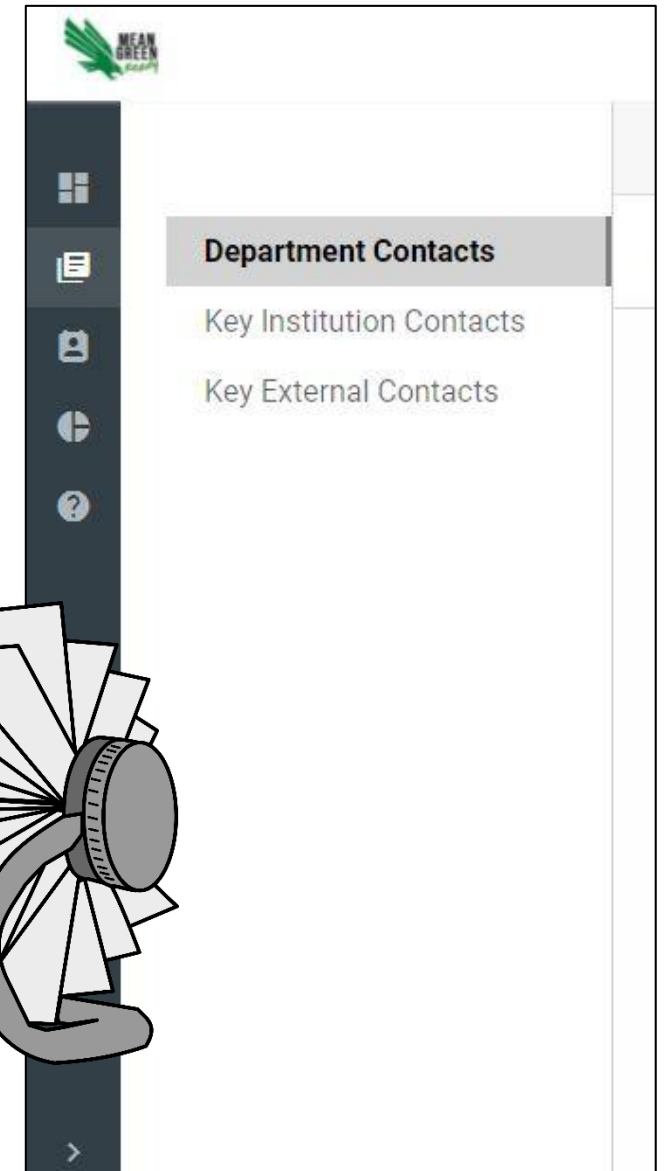
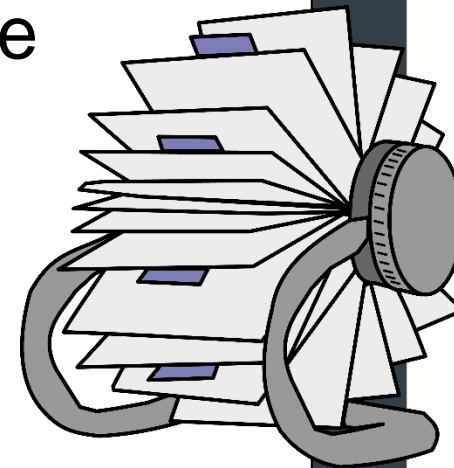
- Basic information about your unit (name, head of unit, number of personnel, etc.)
- Summary of action items
- All documents uploaded
- Plan access information
- Page for managing plan status





Contacts

- Who do you need to contact to complete your unit's critical functions?
- How would you contact them if Teams/Outlook when down?
- ***Mean Green Ready!*** can act as a redundant system for saving important contact information





Critical Functions

- A critical function is an activity your office must perform to fulfill its purpose and mission
- Critical functions may be classified with a level of criticality:
 - **Critical 1:** Must be continued at normal or increased service load during a disruption. Cannot be paused
 - **Critical 2:** Must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences.
 - **Critical 3:** May pause if forced to do so, but must resume in 30 days or sooner.
 - **Deferrable:** May pause; resume when conditions permit.



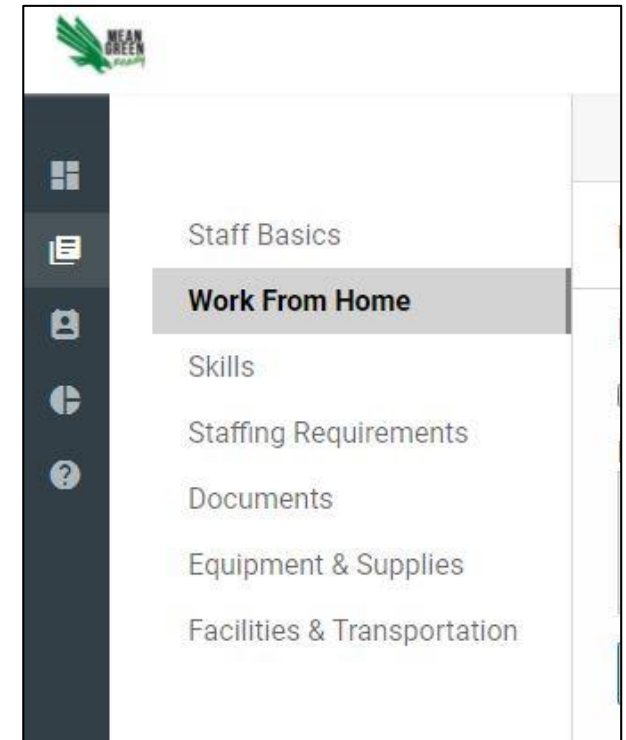
Critical Functions

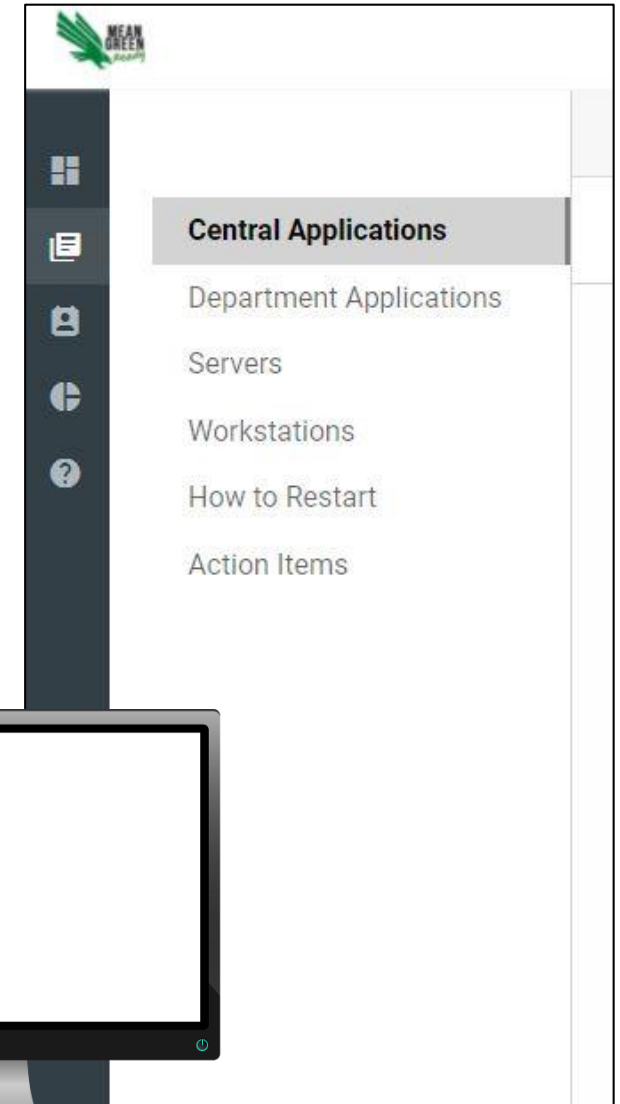
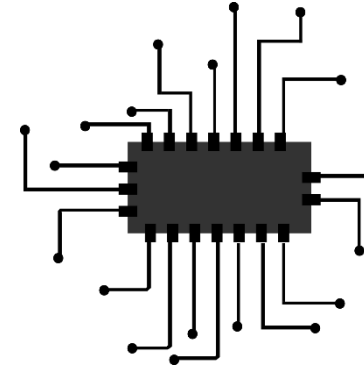
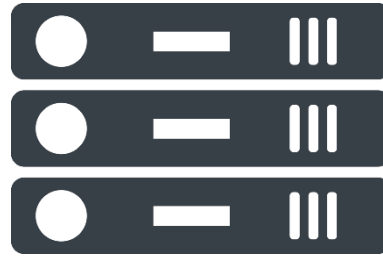
- ***Mean Green Ready!*** will prompt you to provide information about your identified critical functions, including:
 - The level of criticality
 - Peak periods
 - Documents pertaining to the critical function
 - Upstream dependencies and downstream dependencies
 - Consequences
 - How your unit would cope with a disruption to this critical function



Key Resources

- The people, skills, equipment, supplies, facilities, documents, and transportation you need to complete critical functions
- In this section, you will provide information about:
 - How basic functions are performed
 - Can staff work from home? (if so, who?)
 - Special skills needed to complete critical functions
 - Staffing requirements during crises
 - Equipment, supplies, facility needs, and transportation requirements for your unit





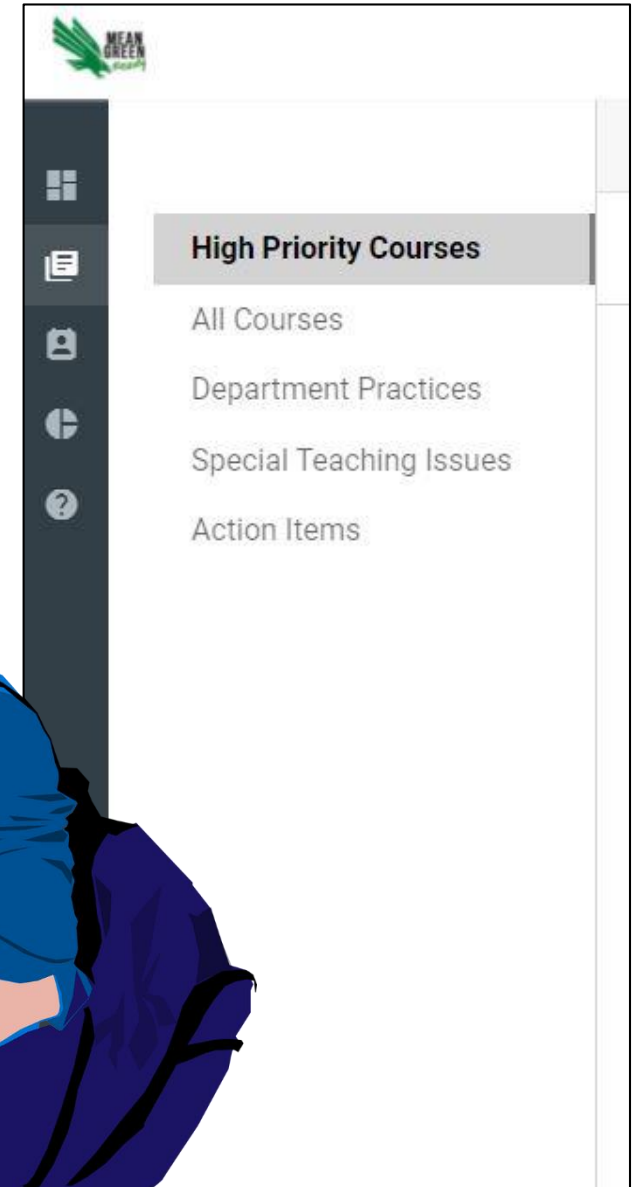
Information Technology

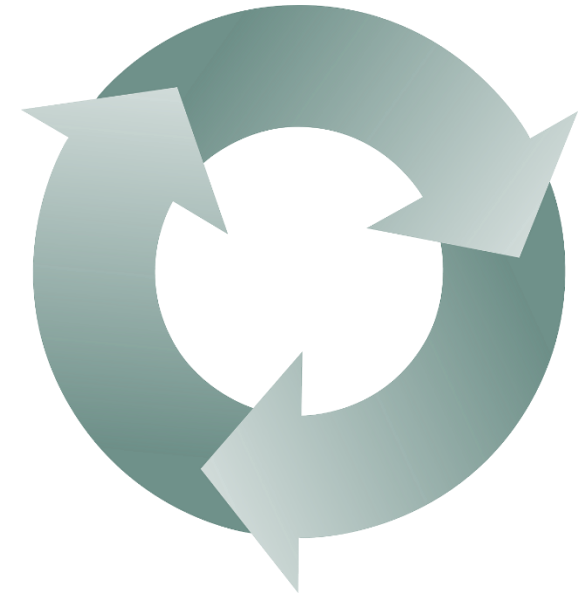
- Technology has become completely intertwined with our work
- It is important we plan for how disruption to our IT systems may impact completion of our critical functions
- This section should be completed by a designated IT Liaison



Instruction

- If your unit provides instruction to students (of any classification), this section will apply to your unit
- In this section, you will be asked to:
 - Identify high priority courses
 - Notate if disaster-readiness best-practices are being performed with all classes and departmental activities
 - Identify any special teaching issues





The Truth about Planning

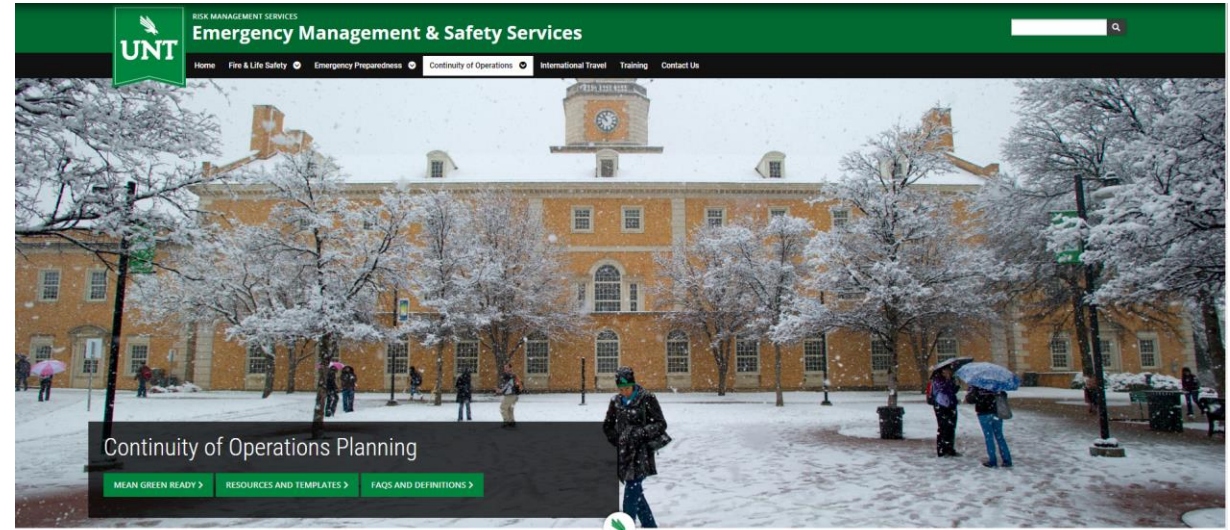
- Planning is a never-ending process
- A written plan is a living document and by-product of planning
- A written plan is NOT the end goal
- Planning helps you build relationships and a deeper understanding of your department
- Plans should be constantly revisited, revised, and updated



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Resources

- ***Mean Green Ready! Continuity Planner Training*** (via UNT Bridge)
- Our website: **emergency.unt.edu/coop**
 - [Information about Mean Green Ready](#)
 - [Resources and templates](#)
 - [FAQs and definitions](#)
- Our team! We are here and happy to assist however we can.



You've been invited to take the following course:



Mean Green Ready! Continuity Planning

NO, THANKS

ENROLL