Business Continuity Plan

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What is Business Continuity?

- Business Continuity is a well developed preparatory and planning method which allows an organization to continue its operations in the event of any natural disaster or event which can lead to the loss of facilities and utilities, unavailability of personnel, or accessibility to other resources necessary to the organization’s operations.

<table>
<thead>
<tr>
<th>Events Leading to Business Disruptions</th>
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<tbody>
<tr>
<td>Natural Disasters</td>
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<tr>
<td>Hurricanes, Tornadoes, Storms, Flooding</td>
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<tr>
<td>Loss of Utilities</td>
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<td>Water, Gas, Electricity</td>
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Purpose

- Business Continuity planning enables a department to formulate and establish procedures aimed at minimizing the impact of a business disruption. Departmental continuity planning procedures aim at identifying and evaluating risks, threats, events, and various scenarios. Examples include fire, flood, storms, etc. that cause the interruption of research, teaching, and/or business operations. The department then identifies required resources and detailed procedures for the resumption of departmental services. A business continuity plan developed based upon this checklist is not intended to substitute for existing University emergency protocols. The developed plan complements and provides a means for coordination with University protocols.
BCP Checklist

- Getting Started
- Developing the Plan
- Maintaining the Plan
### Getting Started

#### Assign departmental business continuity responsibilities
- Assign a Business Continuity Coordinator to act as a liaison between emergency operations center & department recovery team leads.
- Assign a Business Continuity Coordinator alternative to serve as a backup.
- Consider assembling a departmental continuity committee by seeking faculty and staff representation.

#### Identify mission and business processes
- List in order of priority critical business processes relative to your department’s mission.
- Determine the impact for the loss of critical processes & the maximum amount of time processes can discontinue before impact occurs.
- List internal & external dependencies (i.e. vital records, IT applications, transportation, vendors, utilities).

#### Evaluate risks, events, and threats
- Determine the internal & external events that could disrupt operations of your department.
- Determine the activities the department has in place to reduce the likelihood or impact of those events, and evaluate the sufficiency of existing mitigating activities.
- Determine disaster recovery options for each event, identifying & evaluating options to address impacts and related costs with respect to likelihood and impact of events.
Developing the Plan

Document recovery plans to recover critical functions for each scenario

Provide final alternatives based upon the identified internal and external dependencies (i.e. vital records, IT applications, transportation, vendors, utilities).

List high level recovery tasks to be taken to restore each of the critical departmental functions to an acceptable level of service. Provide the details necessary to carry out that task. Assign team lead and determine timeframe for each task (event +1 day, +2 days, etc).

List assumptions made in building the plan. Assumptions are a set of basic premises that eliminate the need to consider planning for certain elements.

List contact information

Create employee notification list, including the contact’s name, email address, phone number, etc.

University service contact information and forms (facilities, telecommunications, etc).

Vendor lists (third party services, suppliers) and Customer lists (grantors, donors, etc).

List necessary resources and reference materials.

Facility & infrastructure requirements (data connections, wattage requirements, space) & Equipment list (hardware, software, phones, faxes, etc.)

Minimum supplies list (office, lab, production materials, etc), Specialized/custom forms, & Off-site storage materials.

Vital records list- Lists should include the name/type of document, person responsible and location, in addition to records necessary to support resumption of services & disaster recovery documentation.
## Maintaining the Plan

**Train personnel on the plan**

Provide access to the plan (paper and electronic) to appropriate personnel.

Inform team leaders of responsibilities.

Inform employees of existing University protocols including emergency response, evacuation, and shelter-in-place procedures.

**Test (validate) the plan**

Test the newly developed plan upon completion & on an annual basis.

Validation provides training & the best assessment of the plans viability (i.e tabletops, notification drills, simulations, full rehearsal, etc).

Evaluate test outcomes and incorporate “lessons learned.”

**Maintain the plan**

Keep the plan current through periodic review and updates. Assign responsibility for periodic review.

Ensure appropriate personnel review and approve plan updates. Communicate plan changes to affected personnel.

Store plans in a manner that allows access by BCP Coordinators, alternate and other key personnel if the department’s facility or network is not available. The manner in which BCP plans are stored should reflect the sensitivity of the data the plans contain (location of vital records, personal data, etc).
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