



Continuity *for Staff*

The goal of continuity planning is to reduce or eliminate the impact of a disruption. **What is a disruption?** A disruption is any event that inhibits the normal operations of the university. Some examples of disruptions include the COVID-19 pandemic and the February 2021 Winter Storm. Disruptions may occur on a smaller scale as well, such as a localized flood, construction, equipment malfunction, or a flu outbreak amongst your team. **Continuity planning can help reduce or eliminate the impacts of these disruptions and ensure you are prepared for any scenario you may encounter.**

This checklist provides a series of actions you can take now (as staff) to help ensure continuity of instruction, regardless of the incident.

- Update your contact information at my.untsystem.edu to ensure you will receive Eagle Alert notifications.
- Make an emergency plan for your work area. In this plan, notate the nearest shelters, exits, evacuation assembly areas, AEDs, and other emergency equipment for your area. You can locate much of this information on emergency.unt.edu.
- Keep both a hardcopy and digital copy of an emergency contact list for your department. Ensure this information is kept secure.
- Make sure all your work is backed-up on a secure, cloud-based system, in case of a computer crash. Make sure documents you may need during an Internet outage would still be accessible.
- Keep your phone, laptop, and other devices charged so you have ability to use them during an outage.
- Participate in and encourage cross-training among your team. This ensures someone is able to perform critical functions even if the main point-of-contact may be inaccessible.
- Document how you perform your job, especially tasks that are highly technical.