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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Day-to-day Disruptions

- Power outages
- Equipment malfunctions
- Construction
Major Sections

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

• **Mean Green Ready! Continuity Planner Training** (via UNT Bridge)
• Our website: [emergency.unt.edu/coop](http://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.