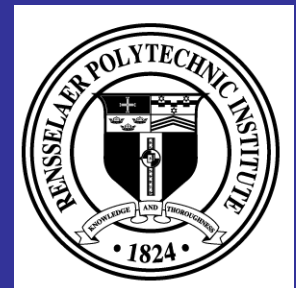


Business Continuity Plan Presentation

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Agenda

- Business Continuity Plan Purpose
- Business Continuity vs. Pandemic Event
- Building a Business Continuity Plan (Toolkit)
- Events Requiring Plan Implementation
- Communication Plan



Business Continuity Plan Purpose

- Protection of faculty/staff/student life-safety and, Institute property and facilities
- Continuation of academic programs
- Protection of sources of revenue and reputation of the Institute



Business Continuity Plan VS. Pandemic Event Plan



Business Continuity vs. Pandemic Event

Business Continuity Plan:

- Guidelines which enable a business to respond to accidents, disasters, emergencies and/or threats without any stoppage or hindrance in its key operations



Pandemic Event Plan:

- A Pandemic Event Plan is a response to a global disease outbreak. A Pandemic Event Plan requires implementing appropriate Business Unit(s) Business Continuity Plan

Building a Business Continuity Plan



Step # 1 - Define Continuity Plan Purpose

- Identify critical functions of the Portfolio in specific, realistic terms

Example:

“The Division of Human Resources will ensure the continuation of critical functions, including payroll, Environmental Health and Safety, Human Resources Information System maintenance, benefits continuation; employee/management consultations, recruitment and selection for essential positions, policy interpretation and communication to employees of available Human Resources related internal and external resources.”

“The Division of Human Resources will also collaborate with external resources (NYS Department of Labor, Federal and State Governments, etc.) for necessary updates and/or supplements to current policies and procedures.”

Step # 2 – Identify Portfolio Continuity Plan Coordinator

- The purpose of selecting a Business Continuity Coordinator is to designate a single person who will act as a liaison to the Portfolio Owner for the coordination of all activities related to the implementation of the Business Continuity Plan



Step #3 - Identify Critical Functions

- Business activities, practices or processes that cannot be interrupted or unavailable for a designated period without having a significant negative impact on the Institute
- Additional functions and/or services that may be required of a Portfolio during an event

Note: *The identification of Essential Employees is required for each critical function*



Step #4 - Identify Critical IT Applications

- Critical IT Applications are systems that support the Portfolio's critical functions
- For each application, the following must be identified:
 - Portfolio systems administrator
 - Internal or external systems owner
 - Server type
 - Back-up method/source
 - Back-up automatic or manual
 - On-site storage
 - Off-site storage
 - Other as determined by DotCIO



Step #5 – Identify Vital Records

- Manual and/or electronic documents that will be required within 24 hours after an event in order to restore a Portfolio's operations
- Records that if lost or destroyed, would be both costly and time consuming to recreate
- Active records (currently used by the Portfolio) or inactive records (in storage)



Step #6 - Identify Critical Vendors

- Outside Service Providers that support Critical Functions of the Portfolio
- Outside Service Providers that must be contacted within 24-72 hours following an event



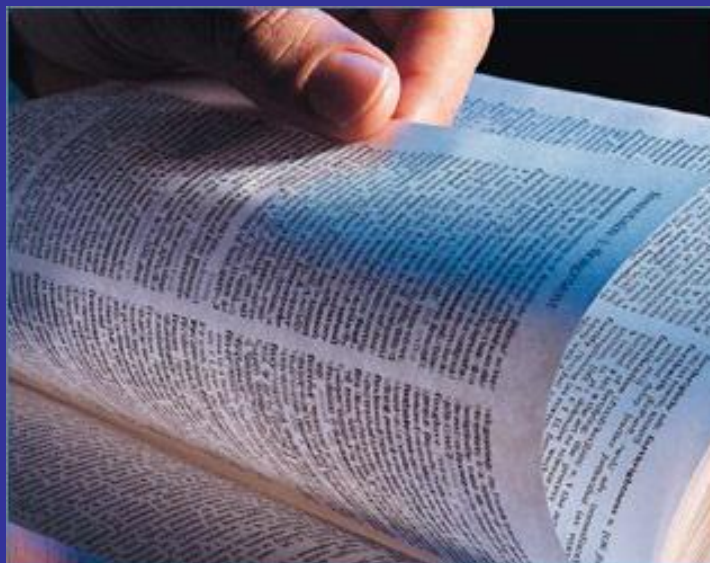
Step #7 – Identify Alternate Facilities

- Primary, Secondary and Tertiary facilities that will be used if the primary building or facility housing the Portfolio/Department is not available or uninhabitable



Terminology

- *See Toolkit – Tab #8*



Events Requiring Plan Implementation

Events Requiring Plan Implementation

- Earthquake
- Power Failure
- Fire
- Blizzard
- Hurricane
- Flood - Related
- Bombing - Threat
- NBC* Attack at Site
- NBC* Attack within 50 miles
- Cyber Attack
- Kidnapping
- Sabotage
- Hazmat Accident
- Public Health / Pandemic



**Nuclear/Biological/Chemical (NBC)*



Communication Plan



Communication Plan

- Implement Institute-wide communication plan
 - Portfolio Owner
 - Academic and Administrative Deans
 - Vice Provosts
 - Department Heads
 - Business Managers
 - Building Coordinators
 - Local, State and regional agencies



Q&A

*“Unplanned business interruptions account for \$588 billion in lost revenue each year.”**

*PR Newswire Association LLC, September 8, 2005