Business Continuity Program

1. PURPOSE
   1.1. The purpose of this Business Continuity Program is to define the overall organizational responsibility for managing the University's return to an operational status after an incident. The Business Continuity Program includes a detailed process governing how University businesses are restored after a disaster.

   1.2. Business Continuity Plans contain a collection of resources, procedures, actions and information that have been developed, tested, and are held ready to use in the event of a disaster or major disruption of operations.

   1.3. The Business Continuity Plan (BCP) is executed after life, health, and safety issues are addressed. The following principles guide responsible authorities for the development and deployment of the BCP.
      - Continuity of student learning, teaching and research
      - Health and well-being of employees
      - Protection and preservation of University assets

2. SCOPE
   2.1. Business continuity planning requires both a university-wide plan and individual plans for units that are responsible for functions critical to University operations.

   2.2. Not every department or unit is immediately mission critical. However, those not covered by this program should develop and maintain a business continuity plan within their respective department or unit.

3. DEFINITIONS
   3.1. **Mission Critical Function**: Processes that are essential to ensure loss to the organization is minimized, constituents continue to be served, and administrative operations are resumed safely and effectively.

   3.2. **Business Continuity Plan**: Processes, procedures, decisions and activities to ensure that an organization can continue to function through an operational interruption.

4. RESPONSIBILITIES
   4.1. Campus Safety and University Operations (CSUO) shall:
      4.1.1. Collect and store department business continuity plans.
      4.1.2. Support departments with their exercises and drills as requested.
      4.1.3. Coordinate the University's annual drill and report program gaps to senior leadership.

4.2. Departments identified as requiring a plan (Appendix A) shall:

    4.2.1. Develop and maintain a business continuity plan.

    4.2.2. Update departmental plan as needed but at least annually.

    4.2.3. Test the plan at least annually.

    4.2.4. Train affected personnel on business continuity planning.

5. REQUIREMENTS

5.1. Departments listed in Appendix A shall utilize the Business Continuity Plan template (Appendix B) or similar document to create their plan. Finalized Plans shall be forwarded to Risk Management and Safety (RMS) for central storage.

5.2. Divisions and departments shall focus their Plans on critical functions rather than incident causation. The unit specific plans shall be maintained by each area in addition to the centralized storage location maintained by Risk Management and Safety.

5.3. Business Continuity Plan Annual Review and Exercise

    5.3.1. Each area required to have a business continuity plan shall review it annually for thoroughness and update it as needed. Department leaders shall evaluate the impact of changes within the unit, make appropriate plan updates, and communicate changes to persons holding copies of the plan. In particular, leadership should assure that:

- Critical functions have been identified
- Continuity and recovery strategies are in place
- Plan documentation is current
- Minimum operational levels and recovery time frames have been set
- The plan has been tested during the previous twelve months

    5.3.2. Business Continuity Plans shall be exercised by each area at least annually to test their Plan. This can be a tabletop exercise or part of the larger University annual drill. This exercise shall include the following:

- Identifying exercise objectives
- Validating the viability of the plan
- Making appropriate changes to the plan

6. TRAINING

6.1. All employees affected by the business continuity plan shall be trained on the Plan and their responsibilities. This training shall be documented.

7. PROGRAM EVALUATION

7.1. RMS and Emergency Management shall review the Business Continuity Program annually and update this document or the program as necessary.

8. RECORD RETENTION
   8.1. Departments shall maintain a copy of their written business continuity plan.
   8.2. Risk Management and Safety shall maintain copies of the business continuity plans for each division and department required to maintain/develop one.

Revision Log

History	Effective Date
Creation of the Business Continuity written program	August 2021

Approval Date: August 2021
Review Date: Page 3 of 7

Business Continuity Program SAFE028
Owners: RMS/Director
NDPD / Director
Emergency Mgt

UNIVERSITY OF NOTRE DAME

Appendix A
List of Divisions and Departments Requiring Business Continuity Plans

Divisions and departments requiring a business continuity plan:

A. Building Service (CSUO)
B. Finance
C. Fire Department (CSUO)
D. Health Services (SAO)
E. Human Resources
F. Landscape Services (FD&O)
G. ND Research (Provost)
H. Office of Information Technologies
I. Police Department (CSUO)
J. Residence Halls (SAO)
K. University Enterprises and Events
    a. Campus Dining
    b. St. Michael's Laundry
    c. Cedar Grove
L. Utilities and Maintenance (FD&O)
M. Warehouse, Delivery and Transportation (CSUO)

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Appendix B
Business Continuity Plan Template

University of Notre Dame

DEPARTMENT NAME

BUSINESS CONTINUITY PLAN

Created – Date the Plan was developed

Revised – Date the Plan was modified

1. **Preamble / Purpose** – Provide direction and reasoning for doing this.

2. **Scope**
    2.1. Describe what this plan covers and how it supports the mission of teaching and research. Include a description of the operations covered by the plan.
    2.2. Assumptions – identify assumptions, examples:
        2.2.1. How is your business challenged?
        2.2.2. Explanation that the Plan does not identify the event causing outage and only   essential functions are included

3. **Definitions** – if needed include explanation of terms, example – define the term "essential"

4. **List of Essential Functions, Job Classes and Infrastructure Needs (Appendix A)**
    4.1. Functions
    4.2. Job classes or positions. If necessary for your plan include number of required people per position
    4.3. Infrastructure (Utilities, Buildings, Equipment and Vehicles)
        4.3.1. Identify essential systems required to operate. Examples: Utilities such as electricity, natural gas, steam and other items such as vehicles
    4.4. IT Infrastructure Requirements

5. **Continuity of Operations (Appendix A)**
    5.1. Communications Plan
        5.1.1. Plan to inform staff and internal ND stakeholders.
        5.1.2. Plan to inform external stakeholders and suppliers.
    5.2. Infrastructure Needs and Response – Response if key elements are not available infrastructure, staff/volunteers, equipment, suppliers, etc.
    5.3. Essential Financial Processes
        5.3.1. Identify financial processes – examples: payroll, payments to suppliers, etc.
    5.4. Suppliers/Contractors – Identify suppliers of services, materials, parts etc.
        5.4.1. List suppliers / services; why these are essential; memo of understanding (MOU) or open PO to continue services during a crisis

6. **Outsource Options** (If applicable) – Describes outsource options for essential functions.

7. **Annual Plan Review and Testing** – Describe the frequency and how the plan is tested, consider table top exercises. Testing must be documented.

Appendix A
Optional Tables

Table of Essential Functions					
Function	**Infrastructure Element Needs**	**Dependencies power, IT, people, etc.**	**Communication Internal & External**	**Maximum Time to go without Essential Function**	**Response to Get Infrastructure Back Online**
Produce at least 7,500 meals per day	*CCE North or South Dining Hall*	*XX Number of Trained personnel* *XX Number of Trucks* *IT Needs*	*Internal Contact: List who must be contacted to execute this plan* *External to Dept but internal to ND: Notification of leadership, stakeholders, supporting groups* *External to ND: Notification of response needs*	*2 days*	*Buy food from another company – list vendor* *Reallocate resources from Dining Halls*
Provide fire protection services with at least 2 staffed fire apparatus and 1 officer	*2 fire apparatus*	*XX number of trained firefighters*	*See above*	*0 days*	*On Call Staff* *Mutual aid from surrounding departments*

Supplier Table			
Supplier & Contact Information	**Service or materials provided**	**Why this is Essential**	**MOU or Open PO**