What is Business Continuity Planning?

- An on-going, coordinated program of strategies, plans and procedures that guides recovery from a disruptive event.
- Identifies weak links in the flow of critical processes.
- Establishes strategies to minimize downtime.
- Ensures critical resources are available.
- Changes as critical processes change.

The Recovery Cycle

What are the Goals of Business Continuity?

- Minimize negative impact due to a disruptive event
  - Health and Safety – protect people first
  - Maintain core functions of the organization
    - Business functions, i.e. operations, administration
    - Provision of services to internal and external customers, education, research
    - Limit loss; financial, legal, reputation, productivity
- Maintain confidence within and outside of the university
- Satisfy internal audit findings

Other Benefits

Continuity Planning can provide other important benefits:

- Quality/Process Improvements
  - Closer alignment of processes with unit goals
  - Improved customer service
  - Identify cost savings
  - Better budget planning and expense justification
- Team Building
  - Engagement helps build better teams
- Increased Credibility
  - A completed plan builds reputational currency

Business Continuity Planning Software

- LDRPS = “Living Disaster Recovery Planning System” by SunGard
- Server located in King of Prussia, PA
- Used by over half of Fortune 500 companies
- Used by BCP Federation of Ohio Universities and state of Ohio agencies
- LDRPS administered by Ohio State University

Current Industry Drivers

- Federal Legislation
  - Sarbanes-Oxley
  - HIPAA
  - USA Patriot Act
  - Federal Grant / Endowment Regulations
- Terrorism / Natural Disasters
  - 9/11, Oklahoma City, Virginia Tech
  - East coast power outage, storms
  - West coast forest fires, earthquakes, mud slides
  - Hurricane Katrina, Gulf oil spill
- Business strategy and audit requirements

Other benefits from Business Continuity Planning can include:

- Quality/Process Improvements
  - Closer alignment of processes with unit goals
  - Improved customer service
  - Identify cost savings
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3 Planning Phases

3 Initial Planning Phases
1. Business Impact Analysis
   i. Identify and prioritize critical business functions
2. Continuity Strategy Creation
   i. Create continuity strategies for each critical business function
   ii. Identify Asset Requirements and Dependencies
3. Site Event Management
   i. Call Tree, Contact List, Contact and Continuity Teams
   ii. Alternate Locations
4. Once initial planning is complete, test and update plans on an annual basis

Who Should Attend?

Participants needed
• Business Impact Analysis
  — Persons familiar with the unit’s business operations
• Continuity Strategy development:
  — Persons familiar with people and processes within the unit and how they may interface with people and processes outside of the unit.
• Initial Site Event Management Plan
  — Persons that oversee entire units

Required Resources

What resources are required to complete a plan?
• Initial Business Continuity Plan
  — Business Impact Analysis:
    – 2-4 facilitated sessions of 1.5 hours each
  — Continuity Strategy Development:
    – 2-6 facilitated and independent sessions 1.5 hours each
• Initial Site Event Management Plan
  — 1-2 facilitated sessions of 1.5 hours each
  — Independent departmental plan review as needed
• On-going plan maintenance and plan exercise
  — LDAP system training to do departmental updates
  — Department liaison periodically updates plan info
  — Annual (ideally) plan testing via facilitated exercises