**SAMPLE**

(Department Name) **BUSINESS CONTINUITY PLANNING FORM**

For the purposes of Business Continuity Planning, an emergency is any abnormal situation that results in the loss of life, property or university infrastructure. The information you provide in this plan will assist the Emergency Operations Control Group (EOCG) in making strategic decisions and allocating resources to restore Trent’s essential and core operations as expeditiously as possible after an emergency. The Risk Management Department is available to assist you in completing this form.

**Primary Contact:** (title, name) **Number of employees:** (FT/PT/Student)

**Alternate(s):** (title, name)

**Locations:** (buildings) **Main Office Phone Number:** (ext.)

**1. Contact List.** To be completed in call in order, starting with primary contact (normally department or program head) and alternate. In an emergency situation, the primary contact is responsible to contact all department employees if requested by the EOCG. This list is to be updated and forwarded to the Risk Management Department by September 15th of each year. The next of kin (NOK) name and number is voluntary information and would only be contacted in the event the employee is dead, seriously injured or missing.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Title/function** | **Office/Lab****Bldg/room #** | **Home #** | **Cell #**  | **NOK Name****(optional)** | **Relationship** | **Phone #** |
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1. **Major Department Operations**. List major departmental operations in each category by order of operational and/or strategic priority. Maximum Acceptable Downtime (MAD) is the time an operation can be down before negative consequence occur. Indicate MAD and the negative consequence(s) if the MAD is exceeded for each operation. Egs: a particular academic course may be able to miss 5 classes (one week) before the semester is lost. During the winter, pipes may start bursting in a particular building after 10 hours without heat.

**Essential Operations:** Failure to sustain these operations would pose a health or safety risk to persons or property. eg. Life safety systems such as fire alarms, food services if students continue to remain in residence, telephones, electrical power, maintaining hazardous materials and pathogens in a secure environment etc.

|  |  |  |
| --- | --- | --- |
| Operation | MAD | Impact if MAD exceeded |
| E1 |  |  |
| E2 |  |  |

**Core Operations:** are core to the mission and strategic priorities of the university, such as teaching and research, but their disruption would not jeopardize health and safety.

|  |  |  |
| --- | --- | --- |
| Operation | MAD | Impact if MAD exceeded |
| C1 |  |  |
| C2 |  |  |

**Routine Operations:** support core operations and may have longer MADs before strategic goals are compromised. Eg. Some deferred maintenance, employee training, athletic and special events etc

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| --- | --- | --- |
| Operation | MAD | Impact if MAD exceeded |
| R1 |  |  |
| R2 |  |  |

**Off Campus Operations:** Operations such as research and study abroad programs that are conducted off campus should be specially identified in the case of an emergency in that location.

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| --- | --- | --- |
| Operation | MAD | Impact if MAD exceeded |
| OC1 |  |  |
| OC2 |  |  |

1. **Response Procedures:**

|  |  |
| --- | --- |
| **Procedure** | **Designated Personnel** |
|  |  |
|  |  |

1. **Business Continuity Measures:**

|  |  |
| --- | --- |
| **Operation** | **Business Continuity Measure** |
|  |  |
|  |  |

**5. Resources and Personnel.** For each operation listed above, indicate the **minimum** amount of the following resources that the operation requires to continue. Quantify resources as follows:

Office, lab and classroom space - square footage (SF) or number of occupants (students and employees)

Vehicles and equipment – type and quantity

IT (telephones, computers, network access) – quantity for each

Employees – specialization and number eg. 3 history instructors, 2 boiler mechanics etc.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operation** | **Office Space** | **Classroom Sp.** | **Lab space** | **Computers** | **Network Acc** | **Vehicles** | **Equipment** | **Employees** |
| E1 |  |  |  |  |  |  |  |  |
| C1 |  |  |  |  |  |  |  |  |

1. **Review and Training plan.**