

BUSINESS CONTINUITY PLAN

VERSION HISTORY				
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1. SCHOOL, COLLEGE, OR UNIVERSITY RECOVERY PRIORITIES

Used to recover essential school operations at an alternate or remote location site. This is an offsite strategy that is put into effect by the Disaster Recovery Teams.

2. RELOCATION STRATEGY

3. ALTERNATE BUSINESS SITE

The alternate school site and relocation strategy will be used in the event of a disaster or disruption that inhibits the continuation of the school processes at the original school site. This strategy should include both short-term and long-term relocation sites, in the case of both types of disruptions.

4. RECOVERY PLAN

5. RECOVERY PHASES

These are the activities most needed for the school to continue, and the recovery plan should target these essential school functions. The recovery plan should proceed as follows:

A. DISASTER OCCURRENCE

B. PLAN ACTIVATION

C. ALTERNATE SITE OPERATION

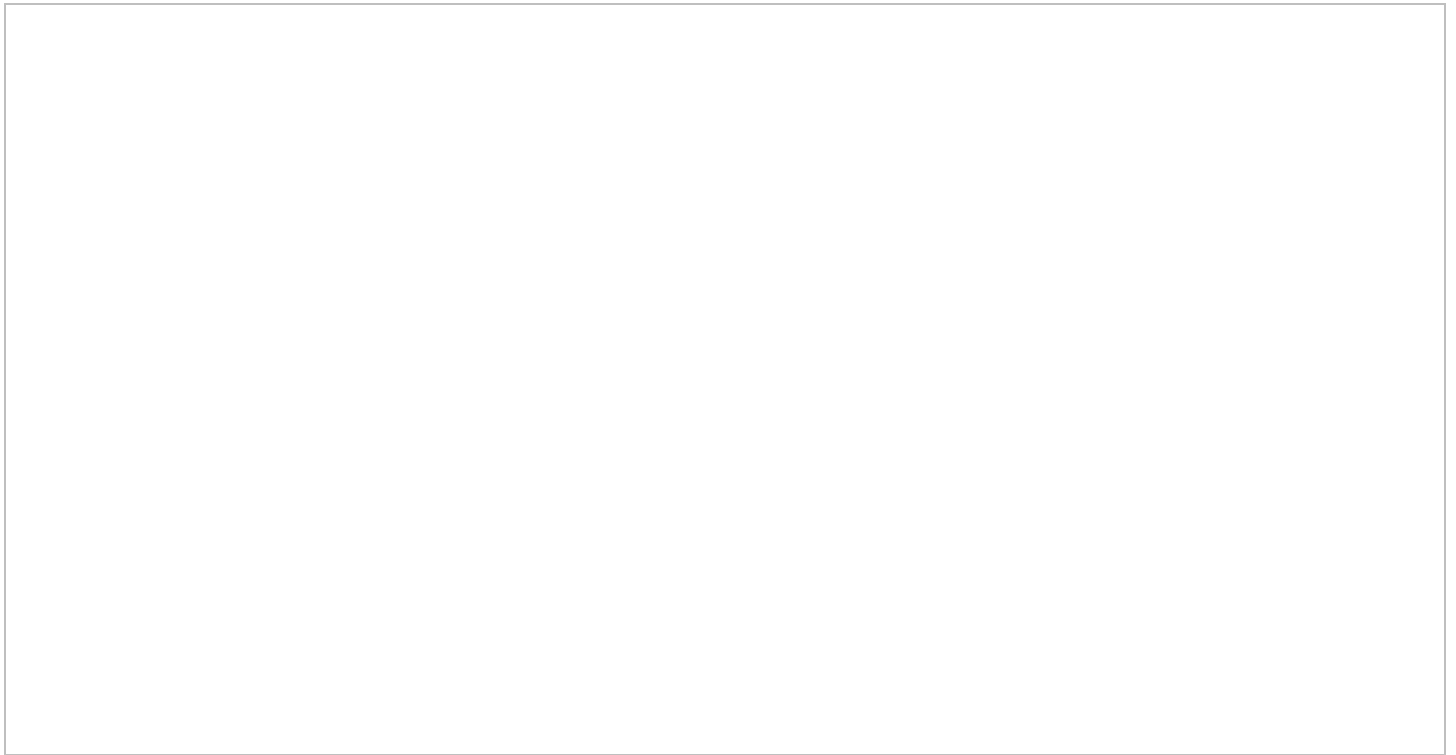
D. TRANSITION TO PRIMARY SITE

6. RECORDS BACKUP



7. RESTORATION PLAN

All important records that are vital to the continuation of school operations, and that would be affected by a facility's disruptions or disasters, are maintained, controlled, and periodically checked on by Disaster Recovery / IT teams. The most critical files are periodically backed up and stored at an offsite location.



8. RECOVERY TEAMS

Recovery teams are established and participants are divided into the appropriate teams, based on job function and title. Each team is given a designated team leader and all other team members are assigned to a specific role or duty among the team.

A. TEAM ROLES

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B. TEAM CONTACTS

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C. TEAM RESPONSIBILITIES

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D. DEPARTMENTAL RECOVERY TEAMS

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9. RECOVERY PROCEDURES

Specific activities or tasks that should be carried out to recovery normal and critical school operations are detailed. Each strategy is described through a specific set of action activities and tasks to recover appropriately.



A. POTENTIAL RECOVERY PROCEDURE

- i. Disaster Occurrence
- ii. Notification of Management
- iii. Preliminary Damage Assessment
- iv. Declaration of Disaster
- v. Plan Activation
- vi. Relocation to Alternate Site
- vii. Implementation of Temporary Procedure
- viii. Establishment of Communications
- ix. Restoration of Data Process and Communication with Backup Location
- x. Begin Alternate Site Operations
- xi. Manage Work
- xii. Transition Back to Primary Operations
- xiii. End Alternate Site Procedures
- xiv. Relocate Resources Back to Primary Site

10. APPENDICES

This section lists all the appendices needed to carry out a BCP. These appendices include the following:

- A. EMPLOYEE CONTACT LIST
- B. RECOVERY PRIORITIES
- C. ALTERNATE SITE RESOURCES
- D. EMERGENCY OPERATIONS CENTER (EOC) LOCATIONS
- E. VITAL RECORDS
- F. VENDOR LISTS
- G. IT SYSTEM REPORTS AND RESOURCES
- H. ALTERNATE SITE TRANSPORTATION INFORMATION
- I. IMPACT AND RISK ASSESSMENTS
- J. BUSINESS IMPACT ANALYSIS
- K. RECOVERY TASK LISTS
- L. RECOVERY PLAN

SCHOOL BUSINESS CONTINUITY PLAN TEMPLATE

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