

**San Diego State University
Business Continuity Plan**

Department: _____

Purpose

The purpose of CSU Executive Order 1014 is to maintain an ongoing program on each campus that ensures the continuity of essential functions or operations following a catastrophic event or disruption of services. A business continuity plan (BCP) is a process of developing and documenting arrangements and procedures that enable an organization to respond to an event and return to performing its essential functions as quickly as possible.

Since developing specific plans for every possible disruption scenario is nearly impossible, this plan should focus on the most workable procedures following a disruption of services.

Scope and Assumptions

- The BCP will be activated once health, life, and safety issues are addressed. This information is referenced in the University's 'Emergency Preparedness Guidelines' which is administered by Business and Financial Affairs, Office of the Vice President. It is available at <http://bfa.sdsu.edu/emergency/>.
- The disaster recovery plans for the University's network and servers are outside the scope of this document.

Plan Maintenance

Per Executive Order 1014, the BCP will be maintained as follow:

- The BCP will be reviewed annually and updated whenever changes occur in operating processes, procedures or key personnel. A review log will be maintained and updated (Appendix D).
- Testing of some parts of the BCP will be conducted annually and all parts will be tested every seven years to identify plan deficiencies.
- Initial training will be provided to all individuals responsible for developing and implementing the plan to familiarize them with their roles and responsibilities during a disruption. Additional training will be provided as necessary.

Procedures

(1) **Identify the department’s essential functions.** Per Federal Preparedness Circular 65, an essential function is a function that enables an organization to:

- 1. Provide vital or mission critical services;
- 2. Exercise civil authority;
- 3. Maintain the safety of the general public; or
- 4. Sustain the industrial or economic base during an emergency.

Although there may be functions that are deemed important, only functions that are mission and time critical should be identified as essential and be included in the BCP.

(2) **Complete the Essential Functions Worksheet for each essential function identified.** The Essential Functions Worksheet documents the resource requirements and the brief step by step processes to facilitate continued performance of essential functions in the event of a disruption.

(3) **Complete the appendices.** The following appendices are included in this template. These are summary of information from the Essential Functions Worksheet.

- Appendix A-1. Key Personnel Contact Information - [DEPARTMENT]
- Appendix A-2. Key Personnel Contact Information – Other Departments
- Appendix B. Vendor Information
- Appendix C. Systems and Programs – Description and Backup Methods
- Appendix D. Review Log

This Business Continuity Plan has been reviewed and approved by:

Name, Title **Date**

Business Continuity Coordinator **Date**

Essential Function Worksheet

Essential Function	
Brief Description of Function	
Estimated max. amount of time this function can be down (If this varies depending on the time of the year, make a note under comments.)	<input type="checkbox"/> Must be continuous <input type="checkbox"/> 2-5 days <input type="checkbox"/> 2 weeks <input type="checkbox"/> 30 days Comments:
Key Personnel and Alternates	Lead Name/Title: Alternate Name/Title: Alternate Name/Title:
Other Depts. and Vendors critical to this function	
RESOURCE REQUIREMENTS to perform this function in non-emergency condition	
Vital Systems and Programs	
Network Requirements (e.g. campus network for e-mail, Internet, etc.)	
Facilities and Equipment	
Vital Records and Information	

STEP BY STEP PROCESSES

Instructions: Document step by step processes to continue this essential function below. Give only enough details so that staff will know exactly what to do during an actual disruption. If no processes can be identified, document as such. **Limit this section to less than one page, if possible.**

[ENTER PROCESSES HERE]

Appendix A-1. Key Personnel Contact Information – [DEPARTMENT]

List all “Key Personnel and Alternates” from the worksheet and their contact information.

Contact List – [DEPARTMENT]			
Essential Function	Lead	Alternates	
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:
	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:	Name: Title: Office: Cell: Home:

Appendix A-2. Key Personnel Contact Information – Other Departments

List key personnel and their contact information of other departments that is under “Other Depts. and Vendors critical to this function” of the worksheet.

Contact List – Other Departments			
Essential Function	Name	Department & Title	Phone Numbers
			Office: Cell: Home:
			Office: Cell: Home:
			Office: Cell: Home:
			Office: Cell: Home:
			Office: Cell: Home:
			Office: Cell: Home:

Appendix B. Vendor Information

List names and contact information of the vendors from “Other Depts. and Vendors critical to this function” of the worksheet. Document the description of each vendor.

Vendor Name	Description	Contact Information
		Contact Person: Phone: Fax: email:
		Contact Person: Phone: Fax: email:
		Contact Person: Phone: Fax: email:
		Contact Person: Phone: Fax: email:
		Contact Person: Phone: Fax: email:
		Contact Person: Phone: Fax: email:
		Contact Person: Phone: Fax: email:

Appendix C. Systems and Programs – Description and Backup Methods

List all “Vital Systems and Programs” from the worksheet. Document the description and the backup methods for each system/program.

System or Program	Description	Backup Methods

Appendix D. Review Log

Document each plan review and any updates here.

Business Continuity Plan – [DEPARTMENT]		
Date	Action	Reviewed By