

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
<i>Produce at least 7,500 meals per day</i>	<i>CCE North or South Dining Hall</i>	<i>XX Number of Trained personnel XX Number of Trucks IT Needs</i>	<i>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</i>	<i>2 days</i>	<i>Buy food from another company – list vendor Reallocate resources from Dining Halls</i>
<i>Provide fire protection services with at least 2 staffed fire apparatus and 1 officer</i>	<i>2 fire apparatus</i>	<i>XX number of trained firefighters</i>	<i>See above</i>	<i>0 days</i>	<i>On Call Staff Mutual aid from surrounding departments</i>

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