

Business Continuity Planning for Academic Institutes



UNIVERSITY

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Why is Business continuity Planning important?



As many as **3** in every **4** organizations without a business continuity plan fail within **3** years of a disaster



Why is Business continuity Planning important



Every organization is at risk of potential disasters that include:

- ❖ natural disasters such as tornadoes, floods, blizzards, earthquakes and fire;
- ❖ accidents;
- ❖ sabotage;
- ❖ power and energy disruptions;
- ❖ communications, transportation, safety and service sector failure;
- ❖ environmental disasters such as pollution and hazardous materials spills; or
- ❖ cyber attacks and hacker activity.

Why is Business continuity Planning important



Risks to human life or significant harm to campus infrastructure and services includes:

- **Workforce Disruption**
- **Workplace Disruption**
- **Disruption of IT Services**
- **Supply Chain Disruption**



What is Business Continuity Planning



The objective of continuity planning is to **ensure the continuation** of critical university services including teaching and research for an extended duration of time following an emergency or threat.

Business Continuity Planning is a proactive planning process that ensures critical services or products are delivered during a disruption.

A Business Continuity Plan includes:

Plans, measures and arrangements to ensure the continuous delivery of critical services and/or products, which permits the organization to recover its facility, data and assets.

Some necessary resources to support business continuity includes personnel, information, equipment, financial allocations, legal counsel, infrastructure protection and accommodations.

Steps for Developing a Continuity Plan



Business Continuity Planning Cycle

Risk Assessment

Business Impact Analysis

Continuity Plan Development

Developing Continuity Strategies

Plan Testing and Maintenance

Document and Review Activities



Required Data

Data of hazards

Documents of the past experienced incidents and disasters in the institute

Current continuity plan if any

Existing Procedures, SOPs, frameworks, Guidelines etc

Functions and Services

Resources including human, hard and software, facilities, assets, equipment, etc.

Any additional concern and considerations

Methods of Data Acquisition

Gap Analysis

Interview

Questionnaire

Surveying

Meetings

Existing documents

Technical methods

Tools and templates

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Farhad Banizaman

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Operational Continuity

Typically, UBC operations depend on specialized equipment, supplies, support services, and of course, highly skilled people. A breakdown or disruption in any one of these elements can cause serious harm to on-going campus services. Prolonged failures in some of these areas (i.e., workforce disruption such that sufficient, trained, and skilled personnel are not available, or supply disruption where the movement of critical products and/or services of an external supplier, service provider, or utility stops) may cause risks to human life or significant harm to campus infrastructure and services.

Objective

The objective of continuity planning is to ensure the continuation of critical university services including teaching and research for an extended duration of time following the initial emergency or threat. The duration of time may range from a few hours to many days or even months. Under UBC Policy SC10, *Disaster Management*, service units are charged with conducting or delivering critical services to the university under the following conditions:

- Workforce Disruption—disruption involving personnel such that sufficient, trained and skilled personnel are not available.
- Workplace Disruption—any disruption of a business entity (office, teaching facilities, utilities).
- Disruption of IT Services—any disruption affecting access to IT Services.
- Supply Chain Disruption—any external supplier, service provider, utility or logistic disruption that stops the movement of critical products and/or services.

Minimizing Exposure Risks

Contingency planning seeks to minimize certain exposures to risks that may impact the recovery and resumption process, including:

- The number of decisions that must be made following a disaster or severe disruption.
- Single point of failure conditions in the unit.
- Dependence on the participation of any specific person, or group of people, in the recovery process.
- The lack of available staff with suitable skills to affect the recovery.
- The need to develop, test, or debug new procedures, programs or systems during recovery.
- The adverse impact of lost data, recognizing that the loss of some transactions may be inevitable.

Intro Business Unit Info Critical Services Unit Level Continuity Strategy Appendix A

Ready

Conclusion



1

In order to ensure every department and faculty endures during disruptions, It is of great essential to develop a **continuity plan** addressing multi hazards.

2

It is highly recommended for every university component to contribute to **Continuity Plan** development in terms of informed representative, data, information and time

3

The more accurate data provided the more to the point plan would be provided.