Business Continuity Planning for Academic Institutes

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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.

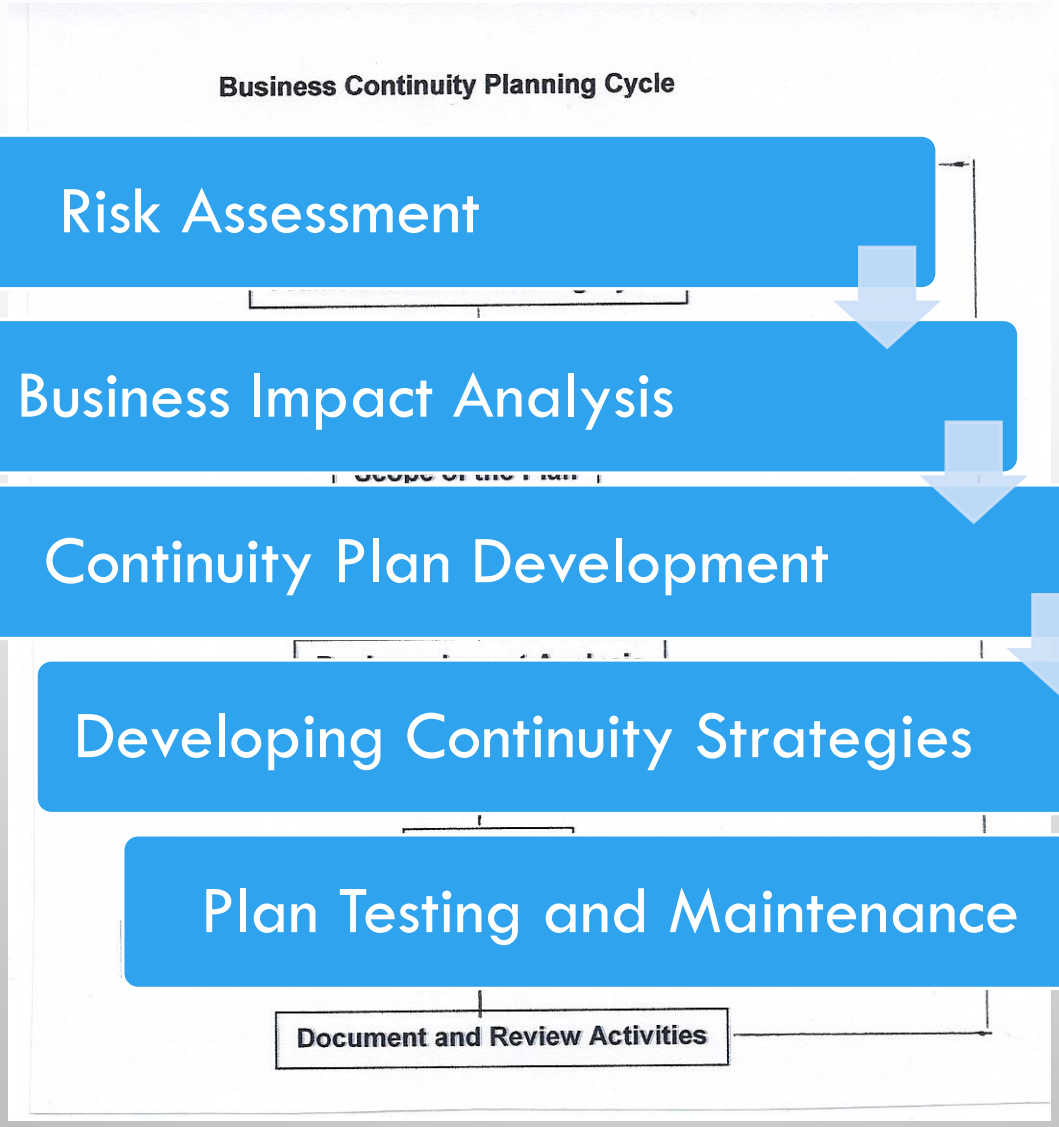
Business Continuity Planning is a proactive planning process that ensures critical services or products are delivered during a disruption.

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



- Risk Assessment
- Business Impact Analysis
- Continuity Plan Development
- Developing Continuity Strategies
- Plan Testing and Maintenance

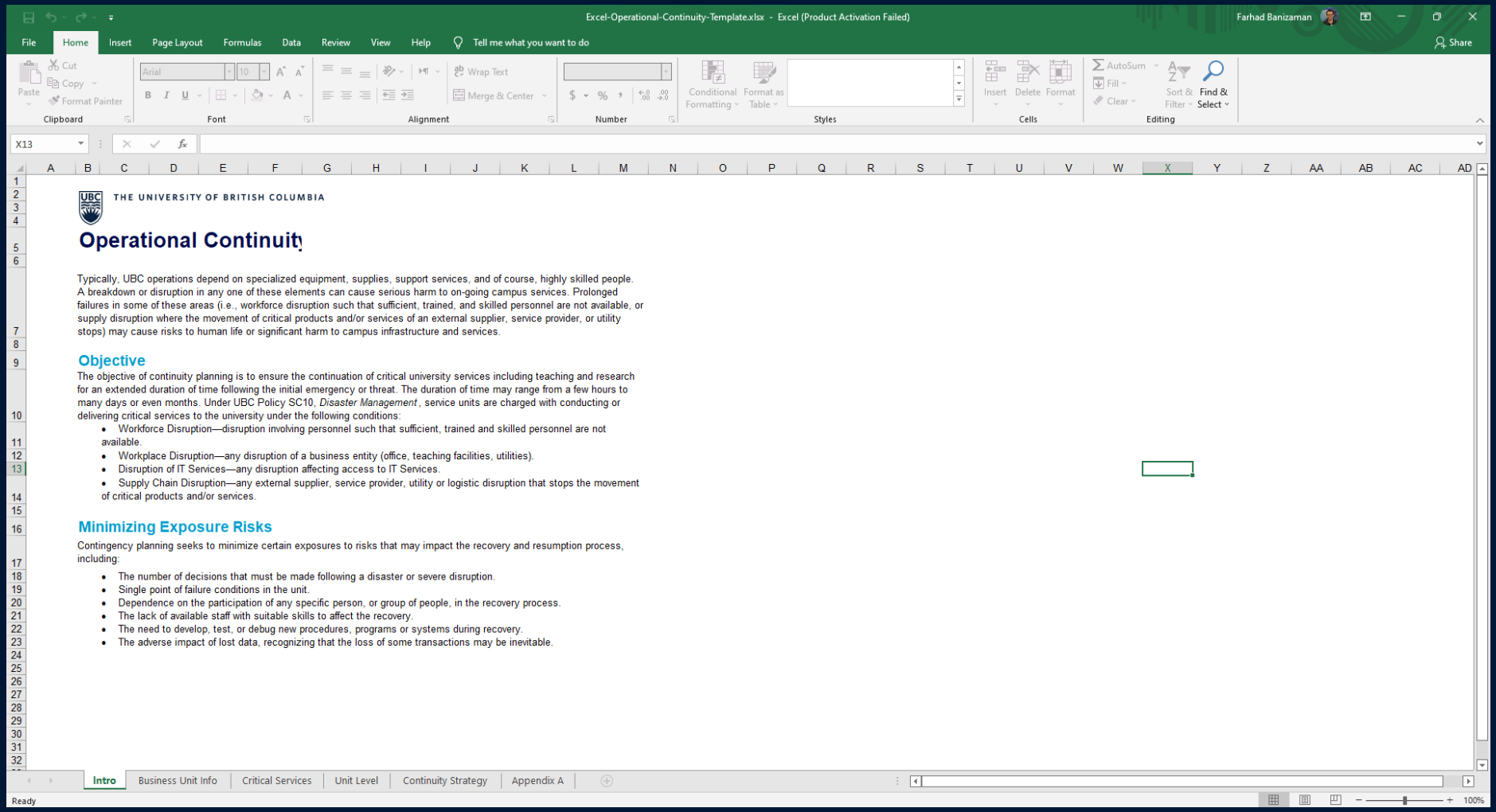
Required Data

- 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



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.