

# Executive Summary

## The Professional Practices for Mission Continuity Management Objectives

### 1. Program Initiation and Management

- Establish the need for a business continuity program.
- Obtain support and funding for the business continuity program.
- Build the organizational framework to support the business continuity program.
- Introduce key concepts, such as program management, risk awareness, identification of critical functions/processes, recovery strategies, training and awareness, and exercising/testing.

### 2. Risk Assessment

- Identify risks that can adversely affect an entity's resources or image.
- Assess risks to determine the potential impacts to the entity, enabling the entity to determine the most effective use of resources to reduce these potential impacts.

### 3. Business Impact Analysis

- Identify and prioritize the entity's functions and processes in order to ascertain which ones will have the greatest impact should they not be available.
- Assess the resources required to support the business impact analysis process.
- Analyze the findings to ascertain any gaps between the entity's requirements and its ability to deliver those requirements.

### 4. Business Continuity Strategies

- Select cost-effective strategies to reduce deficiencies as identified during the risk assessment and business impact analysis processes.

### 5. Incident Response

- Develop and assist with the implementation of an incident management system that defines organizational roles, lines of authority and succession of authority.
- Define requirements to develop and implement the entity's incident response plan.
- Ensure that incident response is coordinated with outside organizations in a timely and effective manner when appropriate.

### 6. Plan Development and Implementation

- Document plans to be used during an incident that will enable the entity to continue to function.

### 7. Awareness and Training Programs

- Establish and maintain training and awareness programs that result in personnel being able to respond to incidents in a calm and efficient manner.

### 8. Business Continuity Plan Exercise, Assessment, and Maintenance

- Establish an exercise, assessment and maintenance program to maintain a state of readiness.

### 9. Crisis Communications

- Provide a framework for developing a crisis communications plan.
- Ensure that the crisis communications plan will provide for timely, effective communication with internal and external parties.

### 10. Coordination with External Agencies

- Establish policies and procedures to coordinate incident response activities with public entities.

(Highlight indicates an area of strength)

# Roles and Responsibilities

## The Professional Practices for Mission Continuity Management Objectives

### 1. Program Initiation and Management

- Board of Trustees
- Cabinet
- Office of Internal Audit
- Executive Director, Mission Continuity

### 2. Risk Assessment

- Executive Leadership
- Crisis Management Team
- Emergency Management, Insurance & Risk Management & Mission Continuity Team

### 3. Business Impact Analysis

- Martin Yarborough and Associates
- BIA Project Team: Emergency Management, Information Services, Office of Internal Audit, Mission Continuity
- Campus Departments (44 Departments Participated in First Round)

### 4. Business Continuity Strategies

- Campus Departments
- Executive Director, Mission Continuity
- Executive Leadership

### 5. Incident Response

- Director, Emergency Management
- Police Department
- Building Emergency Leaders (BELs)
- Crisis Management Team / Executive Policy Group

### 6. Plan Development and Implementation

- DR Project Team: Emergency Management, Information Services, Office of Internal Audit, Mission Continuity
- Mission Continuity, Emergency Management, CE / SBDC Team
- Campus Departments

### 7. Awareness and Training Programs

- Director, Emergency Preparedness
- Executive Director, Mission Continuity
- Police Department
- Campus Departments

### 8. Business Continuity Plan Exercise, Assessment, and Maintenance

- DR Project Team: Emergency Management, Information Services, Office of Internal Audit, Mission Continuity
- Project Team: Emergency Preparedness, Information Services, Office of Internal Audit, Mission Continuity
- Campus Departments

### 9. Crisis Communications

- Director, Emergency Management
- Strategic Communications and Marketing / Legal
- FH Consulting
- Executive Leadership

### 10. Coordination with External Agencies

- Director, Emergency Management
- Police Department
- Behavior Intervention Team