

## WHY PLAN

- The University has faced several unexpected events, such as building flood, system outages, and property damage.
- As a result, departments were forced to relocate operations, halt services, and suffer permanent data loss. These types of events call for business continuity plans to be put in place so that we may continue our most important responsibilities: teaching, research, business, and public service functions with as little interruption as possible.
- In preparation for future unexpected disruptions and as part of a systemwide initiative, UC Merced has been developing business continuity plans using the online tool, UC Ready.



**For assistance with your business  
continuity planning, contact:**

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When the Unexpected Happens

## UC MERCED BUSINESS CONTINUITY



# CREATE A PLAN IN 3 STEPS

## Why Continuity?

Day to day, the whole community works together to provide essential functions, capabilities, and services to each other.

An event can disrupt the performance of essential functions, capabilities, and services at all levels.



1

As the department's continuity plan coordinator, we will ask you questions about your priorities (essential functions).

We want to know what parts of the University must be recovered first, how long a disruption can be sustained, and what could happen as a result (impacts).

We do this by measuring:

- The types of impacts and the severity
- Identifying your business critical IT Apps and Systems
- The types and quantities of business critical equipment and supplies to continue functioning
- The maximum tolerable down time (MTD) that a function or key resources can be unavailable

2

Once your department has identified and prioritized its essential functions, we'll identify contingency strategies as appropriate. Some strategies that other departments have selected have included:

- Working from an alternate office location
- Working remotely (telecommuting)
- Reciprocal agreements
- Cross-training staff
- Implementing manual or paper workarounds

3

The documentation of your department's operations gathered in Steps 1& 2 will form the basis of your plan and will be a reference guide should you need to continue or recover your department's operations. Creation of your plans may also require developing standard operating procedures or making arrangements in advance to protect your department's operations. Remember to print copies of your plans and store copies (including attachments and contact lists) in some secure place off site. This also includes training staff about the availability of plans and contact lists.