

# Drawing Up A Business Continuity Plan

## Things to consider

### VULNERABILITIES/RISKS

#### Where are we vulnerable?

People / Knowledge

Documents / files

Tasks

Work cycles / times of year

#### Why are we vulnerable?

#### Can we resolve vulnerabilities/risks?

#### If not, can we mitigate effects?

Can we put in back up processes?

Can we put in work arounds?

Can we train staff to do crossovers?

Can we share specialist knowledge?

What planning can we do?

Can other departments help?

#### How long could we manage without?

#### What happens if we can't manage?

#### What are our worst case scenarios?

### RECOVERY

#### What is critical to the School's ops?

#### What is critical for department ops?

#### What can wait?

How long?

#### What CANNOT wait?

Are there work arounds?

#### What do I need working first?

#### How long can we get by for?

#### Who can help me?

How do I contact them?

Will they be available if I need them?

#### Whom do I rely on for tasks, IT etc?

How do I contact them?

If they're not available what do I do?

#### If someone can't do their bit, what is affected?

Within the department

Within the School

External to the School

#### What needed to resume business as usual?

### PEOPLE

#### Who is key to what we do?

What if they're not there?

Could we manage without them?

Do I know what they do?

Could someone else fill in?

#### How do I contact staff?

Where is my contact list?

Can I access it if I'm not in the office?

Who else needs access if I'm not there?

#### How do I contact students?

#### Who can work from home?

#### Expectations during an emergency

What is expected of staff?

What do staff expect?

What can we expect School to do?

What do students expect?

What is realistic/likely?

#### What if I'm not there?

Who else knows what I do?

what if I'm not there during an emergency?

### DOCUMENTS, FILES & TASKS

#### What can we do without?

For how long?

#### What can we NOT do without?

How do we safeguard it?

How do we back it up?

How do we access in an emergency?

Who needs access in an emergency?

#### Do I know what is coming up?

Can we manage?

How long for?

Is 'specialist' knowledge needed?

What if 'specialist' not there?

#### Do I have a critical business timeline?

#### Do we have a procedures manual?

Who for and what for?

Is 'specialist' knowledge covered?

Who covers for me?

#### What are the key tasks?

How long can we manage without them?

Is there a work around?