

THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

BUSINESS CONTINUITY PLANNER



PREPARED BY ...
DEPARTMENT OF ...
PHONE NUMBER ...

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Section I

Persons in Charge, Mission and Functions

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Name of Operating Unit:

Unit Manager:

Name:

Campus Address:

Campus Phone:

Title:

Cellular Phone:

Pager:

Home Address:

Home Phone:

Business Continuity Coordinator:

Name:

Campus Address:

Campus Phone:

Title:

Cellular Phone:

Pager:

Home Address:

Home Phone:

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Mission Statement:

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Section II

Risk/Hazard Analysis, Preventive Measures, Evacuation Plan

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Evacuation Plan

How are personnel and visitors notified of a fire or similar emergency requiring evacuation?

How are the police and fire departments notified of fire or similar emergency?

Where should evacuees meet?

What special activities are required for the protection of handicapped persons in the event of fire or similar emergency requiring evacuation?

What special processes must be undertaken for the protection of data and/or equipment in the event of fire or similar emergency requiring evacuation (e.g. special shutdown procedures)?

How will evacuated personnel and incoming personnel be notified that the facility is or is not safe to re-occupy?

When was this evacuation plan disseminated to all staff members?

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Section III

Mission Impact Analysis (MIA) And Minimum Levels of Operation

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Minimum level of operations

As a result of a disaster, this Operating Unit will only carry out the functions minimally necessary to meet our critical needs as follows:

Identify which services and functions will be carried out during the recovery phase. Identify the approximate time after the disaster occurs that each will begin to be offered. (Note: These times will be determined in Section VIII of this document. Transfer the times to this Section).

Function	Approximate Time After Disaster
Decision to declare disaster	
Notification of Recovery Teams	
Response of Recovery Teams to EOC or marshalling point	
Set up of EOC if needed	
Set up of alternate workspaces if needed (multiple processes)	

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Section IV

Recovery Teams

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Who can declare a disaster and activate this plan?

**Primary:
Name**

**Campus Address:
Campus Phone:**

Title:

Cellular Phone: Pager: Home Address: Home Phone:

**Alternate:
Name:**

**Campus Address:
Campus Phone:**

Title:

Cellular Phone: Pager: Home Address: Home Phone:

Identify the chain of command for your Operating Unit. Reflect this in the flow chart(s) on the following pages.

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[ENTER ORGANIZATIONAL CHART HERE.]

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Who is responsible for notifying unit personnel?

**Primary:
Name:**

**Campus Address:
Campus Phone:**

Title:

**Cellular Phone:
Pager:
Home Address:

Home Phone:**

**Alternate:
Name:**

**Campus Address:
Campus Phone:**

Title:

**Cellular Phone:
Pager:
Home Address:

Home Phone:**

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Other Recovery Team Staff (Note: These are persons with specific roles in carrying out this plan. Other staff personnel are only expected to perform their regular duties. Trust your staff to do their jobs.)

IMPORTANT – The following persons should be assigned by name and their position/job title (e.g. Junior Lab Assistant). This is done to ensure that new employees can be plugged in to the plan as they are hired and to clarify roles should a disaster occur before the names of individuals are changed in this plan.

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Management Group (Perform oversight and work on Plan development. May also be sent to be a liaison with University-wide or “parent department” Emergency Operating Centers):

Administration and Logistics Group (Coordinate support functions such as transportation, child care, etc.):

Liaison Group (Answer phones, supply information to Communications Group, work with other affected Operating Units):

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Communications Group (Provide information regarding the disaster to your staff and to outside parties. NOTE: contact with the media is):

Restoration/Security Group (Ensures that sensitive processes and information are protected during the disaster and oversees the reinstallation of these items during the recovery):

Software/Systems Group (Specify and obtain needed hardware and software and installation of the same):

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Disaster Site Group (Personnel who will report to the scene to cope with and report about activities there):

Recovery Site Group (People who will establish and maintain operations at the location from which your Operating Unit will function during the disaster and the recovery):

Salvage and Procurement Group (Experts who will evaluate damage, salvage and repair equipment and other office essentials. Some or all of these may be Service Bureau personnel):

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Mitigation Group (Members of your Management Group's planning efforts, who will work to implement the preventive measure outlined in Section II of this document before a disaster, and who will be tasked with incorporating risk reduction into your Operating Unit as it recovers from a disaster so as to reduce risk in the future):

Other with a formal role in disaster recovery efforts (explain):

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Section V

Identification of Lost Resources and Information

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Describe the procedure by which this Operating Unit will determine which resources (personnel, hardware, software, data, etc.) have been lost or made unavailable by the emergency.

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Section VI

Strategic Needs

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Section VII

Interdependencies

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Section VIII

Recovery Time Line / Priorities

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Section IX

Steps for Disaster Declaration

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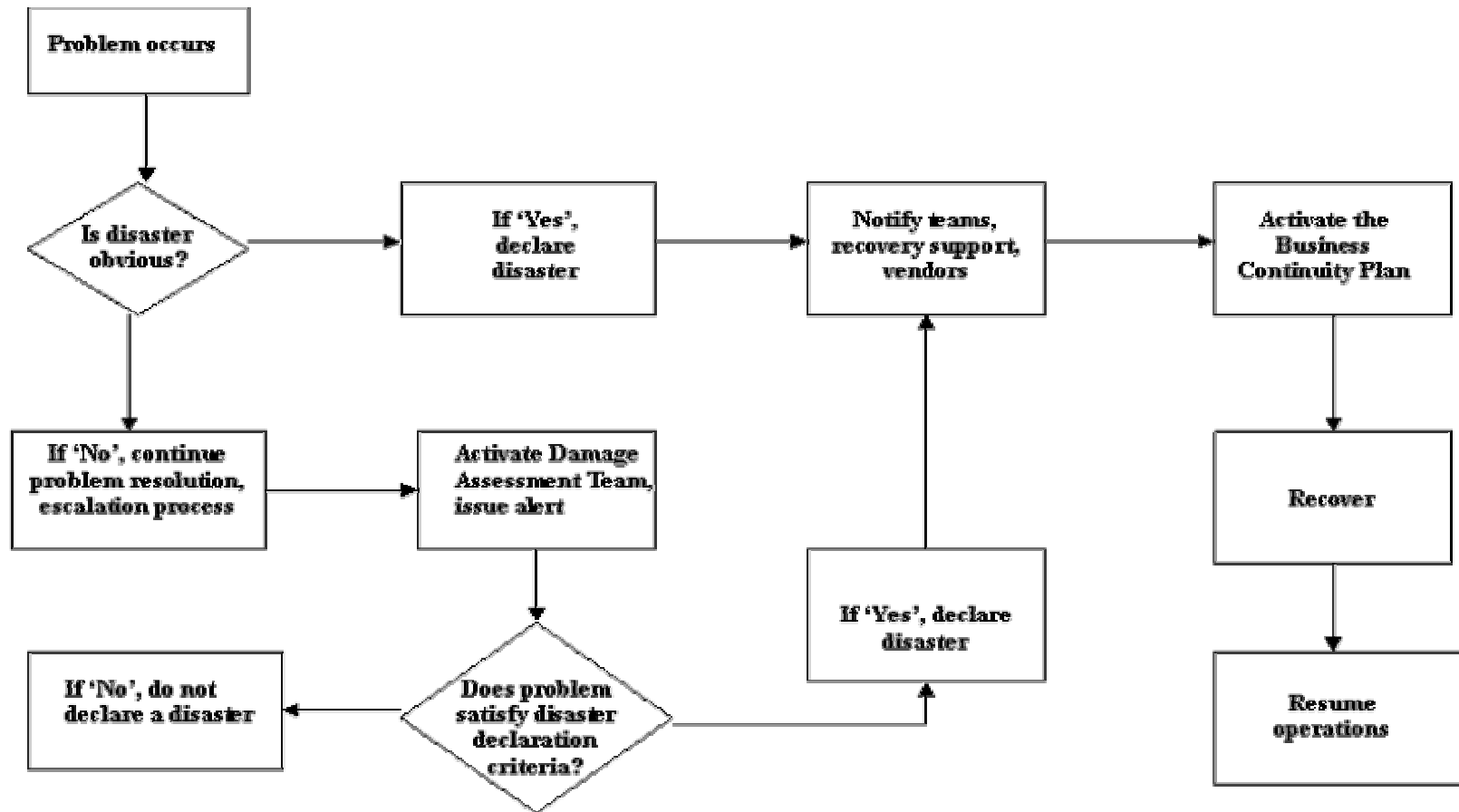


Figure: Plan Activation Flowchart

The flowchart illustrates the decision-making process that each unit will follow in the event that it is necessary to evaluate whether or not a disaster should be declared.

Following are the steps to be followed in the event it becomes necessary for this Operating Unit to activate its Business Continuity Plan (Attach check lists and telephone lists if appropriate):

Location of our Emergency Operations Center (EOC):

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Section X

Resource List / Directory

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Section XI

Unique Needs

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Appendix A

**Agreements with UNC Charlotte Operating Units and
Service Bureaus**

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Insert copies of agreements here.

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Appendix B

**Agreements with Non-UNC Charlotte Units and Service
Bureaus & Verification of Their Continuity Plans**

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Insert copies of agreements with non-UNC Charlotte operating units and service bureaus. Also include verification of their business plans.

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Appendix C

Record of Persons with Copies of This Plan

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Appendix D

Critical Process Timeline

