

## Living Disaster Recovery Planning System (LDRPS)

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Business Continuity Plans are developed through software called LDRPS. This system is web-based and can be accessed from any location using a browser, user name, and password. LDRPS includes templates to help business units identify what their critical services or functions are and explain how alternatively they could perform them in the event of a business disruption.

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To find out more about this software or for training, Call 513-7474.

**NC State University**  
*Business Continuity & Disaster Recovery*



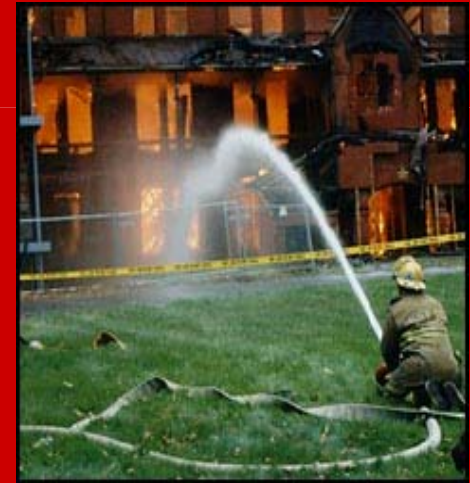
Environmental  
**Health & Public Safety**  
Division

For additional information about Business Continuity and Disaster Recovery Planning contact us at 515-5201 or 513-7474

**Visit our website:**  
<http://www.ncsu.edu/ehs/BCP/>

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**NC STATE UNIVERSITY**



***Business Continuity  
and  
Disaster Recovery  
For  
New Employees***

## WHAT IS BUSINESS CONTINUITY?

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### **BUSINESS CONTINUITY PLAN (BCP):**

Process of developing and documenting arrangements and procedures that enable an organization to respond to an event that lasts for an unacceptable period of time and return to performing its critical functions after an interruption.

### **WHY PLAN?**

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- Protection of Human Life and University Assets
- University requirement (REG 04.00.7)
- Due Diligence
- Better prepared in the event of a business disruption
- Risk Mitigation

**DISASTER RECOVERY PLANNING (DRP):** The technological aspect of business continuity planning. The advance planning and preparation that is necessary to minimize loss and ensure continuity of the critical business functions of an organization in the event of disaster, agreement, or replacement resources.

### **IT DISASTER RECOVERY**

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The recovery of the administrative critical information technology infrastructure is handled through the ETSS Disaster Recovery Office. To find out more information about Disaster Recovery, call 515-9228. or visit <http://www.fis.ncsu.edu/dr/>.

- For academic computing recovery, call 515-5421.

## BUSINESS CONTINUITY COHORTS

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Business Continuity Planning efforts at NC State University have been grouped in Cohorts. An Associate Vice Chancellor has responsibility over each of the following cohorts. Business units are grouped into one of the cohorts:

- Student Affairs
- Teaching & Academic Programs
- Extension & Engagement
- Research Programs
- Administrative IT
- Academic IT
- Business Administration
- Environmental Health & Public Safety
- Space and Facilities

## NC STATE UNIVERSITY PLAN

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The University Plan is designed around the National Incident Management System (NIMS) framework and follows the structure of the State of North Carolina Multi-Hazard Plan. The plan was authored by Environmental Health and Safety Management and includes response, resumption, recovery, and restoration procedures for hazards that are more likely to interrupt critical services of the university. To view this plan, visit the Environmental Health and Safety website.

## UNIVERSITY CLOSING STATUS

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**Status 1: UNIVERSITY CLOSED** (Essential personnel report)

**Status 2: UNIVERSITY OPENING LATE** (Essential personnel report)

**Status 3: CLASSES CANCELLED** (Univ open under advisory)

**Status 4: CLASSES IN SESSION** (Univ open under advisory)

**Status 5: NORMAL OPERATIONS** (Univ open, no advisory)

## IN YOUR DEPARTMENT...

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- Locate the Business Continuity Coordinator for your department. This is the person who will work with the Department of Business Continuity in Plan Development and Maintenance.
- Review the departments Business Continuity Plan.
- Ensure your name is included in the Call Tree or Emergency Contact List of your department.
- Find out if you will have an active role in business continuity or disaster recovery planning in your department
- Find out if you will need access to the Business Continuity Software – LDRPS. If so, sign up for training by calling 513-7474.

## NC STATE EMERGENCY PHONE NUMBERS

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Campus Emergency Assistance	911
Emergency Conditions Hotline	513-8888
Facilities Customer Service	515-2991
Campus Switchboard	515-2011
Student and Faculty Directory	515-3138
Human Resource Inquiries	515-2135
ETSS Disaster Recovery Hotline	513-1156
ETSS Help Desk	515-3110
ComTech (Network/Telephone)	515-7099
Dept. of Business Continuity	515-5201 795-1110

**Campus emergency response information can be found on the internet at**

**[http://www.ncsu.edu/ncsu/public\\_safety/Protection/EmergencyProcedures.html#report](http://www.ncsu.edu/ncsu/public_safety/Protection/EmergencyProcedures.html#report)**