

## Business Continuity Planning Checklist for Universities

	Questions	Y	N	Needs Improvement
1	Has a University Contingency Planner or Emergency Preparedness Coordinator been designated?	___	___	___
2	If so, is this a full-time position?	___	___	___
3	Is there an operational Emergency Preparedness Committee?	___	___	___
4	Does the committee meet on a regular schedule?	___	___	___
5	Has the Coordinator completed disaster exercise courses?	___	___	___
6	Does the Coordinator belong to and attend seminars and workshops?	___	___	___
7	Has the University's disaster vulnerability been determined for mission critical services?	___	___	___
8	Have arrangements been made for the receipt and dissemination of emergency warnings?	___	___	___
9	Has the University established an emergency operations center and control system?	___	___	___
10	Does the University have crisis communications control procedures?	___	___	___
11	Is the Crisis communications plan periodically tested?	___	___	___
12	Have plans for the mass movement of student residents to a shelter or other suitable location been developed?	___	___	___
13	Are management and employees organized into special groups for self-help activities?	___	___	___
14	Has the University formed partnerships with local area organizations to discuss and resolve common problems (fire,	___	___	___
15	Has the University established training programs to detect; report and take appropriate action against sabotage, explosive, or unconventional weapons?	___	___	___
16	Have definite succession lines of administrative authority been established to insure prompt executive response in the event	___	___	___
17	Are University policies and regulations required to facilitate disaster recovery kept to date?	___	___	___
18	Have procedures been established to protect essential records?	___	___	___
19	Have emergency duties been assigned to management, staff, and other employees for incidents that may occur during other	___	___	___
20	Does the University have post-disaster recovery financial procedures?	___	___	___

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21	Does the University have a training program designed to prepare personnel to assess and report damage quickly and to effect necessary repairs of university facilities?	___	___	___
22	Have necessary steps been taken to provide all employees a guide in disaster preparedness?	___	___	___
23	Is the University disaster plan comprehensive and does it include recovery procedures?	___	___	___
24	Are programs complete for testing your disaster recovery plan?	___	___	___
25	Are disaster plans and drills discussed at staff meetings?	___	___	___
26	Has a schedule been established for submission of required reports on the status of recovery plans?	___	___	___
27	Are plans of mission critical units revised and tested?	___	___	___
29	Has your University reconciled the value of critical facilities against North Carolina Department of Insurance values for	___	___	___
30	Do you require that extended coverage, business income interruption or other insurance be purchased?	___	___	___
31	Is insurance adequate and commensurate with the assessed risk?	___	___	___
32	Does your University disaster recovery plan have a goal statement?	___	___	___
33	Does the goal statement identify mission critical units?	___	___	___
34	Is each mission critical unit required to have its own written disaster recovery plan?	___	___	___
35	Do all mission critical unit recovery plans have a goal statement?	___	___	___
36	Do written plans define exposure risk?	___	___	___
37	Are risks from "realistic worst case scenarios" defined for each mission critical unit?	___	___	___
38	Are risks that merit specific action plans specified and are mission critical plans developed in response to specific risks?	___	___	___
39	Do all mission critical units have a formally designated Contingency Planner or Emergency Preparedness Coordinator?	___	___	___
40	Are all mission critical units required to regularly test and update their respective plans?	___	___	___
41	Do disaster recovery plans identify phases of implementation for the plan (first hours, days, weeks, etc.)?	___	___	___
42	Do disaster recovery plans establish who makes immediate decisions in an emergency and establish a backup chain of	___	___	___

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43	Does the plan assign specific responsibilities?	___	___	___
44	Do critical unit plans identify pre-arranged contractors, manpower or resource availability?	___	___	___
45	Does the plan identify required resources to compensate for the loss of critical business unit functions?	___	___	___
46	Are all plans shared so that units know the goals of other unit plans?	___	___	___
47	Critical Unit Staff have specific emergency assignments as part of their written job description in the event of an emergency or disaster?	___	___	___