

Appendix 1

Unit Continuity Plan Considerations

The following questions will aid the University's Colleges and Divisions in providing specific guidance for continuity planning in their constituent departments:

- 1) What are your department's business interdependencies? What do you need from other departments to perform essential functions? What departments depend on you to perform critical functions?
- 2) Are there days of the week or month, or months of the year, when a major emergency would be even more disruptive than at other times?
- 3) Is your essential data backed up regularly? Would the information be accessible if your building was closed, or if the University network was down?
- 4) Does your College/Division and its constituent Departments annually update the Texas State Ready continuity planning tool?
- 5) Have you developed planning documents for continuing operations in the event of disaster?
- 6) Is there a process for tracking the cost of business recovery (including funds spent on overtime, special materials/supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?
 - a) Are special vendor/contractor arrangements necessary for your department(s) to insure continuity of services?
 - b) Does your College/Division have a method to make emergency purchases?
- 7) What human resources would you need to restore your most critical functions?
 - a) Do your employees have personal emergency preparedness plans for their households?
 - b) If only 50% of your staff/faculty could return to work, could you continue your essential functions?
 - c) Can some employees telecommute during a disaster? What can you do now to plan for that?
 - d) If the University had volunteer workers available after a disaster, what skills would be needed in your department?
- 8) What equipment is necessary for the department to perform its functions?
- 9) Have precautions been taken to secure essential equipment in the event of most likely emergencies?
- 10) How would you replace equipment within hours or days to be able to resume normal business?
- 11) If your department couldn't use its office space to operate, how much space would you need to relocate? What kinds of equipment are essential for performing your unit's critical functions?

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