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?