

# Essential Checklist for Department Continuity Planners

*Begin Collecting This Information Before Your Continuity Meeting...*



## **Count Personnel**

- How many people, including *Faculty, Staff, Students*, and others, are part of your department or unit?



## **Identify Key Contacts**

- Who is your *Continuity Plan Approver, Departmental Continuity Planner, and Continuity Plan Implementation Manager*? See the “Glossary” on the next page for definitions of these roles.



## **Confirm Leadership Succession**

- Who is the *Primary Leader* of your Department/Unit, and who would the *Secondary and Tertiary Successors* be?



## **Determine your Essential Functions**

- Identify what must be performed/resumed within 30 days of a disruption to “normal” operations. Additionally, brainstorm what *People, Places, and Things* are essential to maintain each function.

*What would trigger a successor to assume responsibility?*



## **Create a Contact Roster**

- What *internal and external contacts* are critical to the implementation of your continuity strategies?



## **Gather any Additional Information**

- Are there any *electronic files (plans, documents, spreadsheets, etc.)* that could be used as attachments to supplement your Continuity Plan?

# Resources

## Glossary

**Continuity Plan Approver:** The person responsible for approving your Continuity Plan.

**Continuity Plan Implementation Manager:** Someone within your department or unit who has the authority to activate and carry out the continuity strategies outlined in your Continuity Plan. This individual could be the Plan Approver or someone else.

**Department Continuity Planner:** The person gathering information for and completing your Continuity Plan. When there are questions related to continuity, they should be directed to this person.

**Leadership Succession:** The pre-determined chain of command that communicates who has the authority when the Primary Leader is absent. Identifying a secondary or tertiary successor keeps senior decision making intact.

**Essential Function:** Important, urgent, and time-sensitive activities or functions, that must be continued through disruption, or rapidly resumed within 30 days of disruption.

- **People** - An inclusive term that denotes the individuals needed to perform an essential function. This can include a delegation of authority that identifies personnel who are authorized to perform the essential function.
- **Places** - A term that represents where the essential function is primarily performed, as well as backups in the event the primary location is unavailable.
- **Things** - A collection of IT systems, applications, software, equipment, and communications resources used to perform an essential function.

## UMB's Top Hazards

