

# SAC STATE *Ready* Business Continuity Planning



# SAC STATE *Ready* Business Continuity Planning

SAC STATE *Ready* is a more robust, user friendly, web-based Business Continuity software program.

- Built in guidance/assistance for each step.
- Easy to update plan with minimal effort.



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# Training Objectives

- What is a Business Continuity Plan (BCP)?
- Why are we creating a BCP?
- When to activate your BCP?
  - Major incidents
  - Minor incidents (**we will focus on a minor incident**)



# What is a Business Continuity Plan?



## **Your BCP is a Roadmap to Recovery**

It is not necessarily a turn-by-turn direction but a roadmap to help us do tomorrow what we were doing yesterday no matter what happens today.



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## What is a Business Continuity Plan (BCP)?

A business continuity plan (BCP) is a document that outlines how a business will continue operating during an unplanned disruption in service. It contains contingencies for business processes, assets, human resources and business partners – every aspect of the business that might be affected.

Plans typically contain lists of needed software applications, data backups and backup site locations. Plans can also identify plan administrators and include contact information for key personnel and backup site providers. Plans may provide detailed strategies on how business operations can be maintained for both short-term and long-term outages.





# Why We Need a Business Continuity Plan?

## Business Continuity Planning Process



- **Prevent** or mitigate risks before an event
- **Respond** to the event
- **Recover** business operations during an event
- **Resume** business as usual after the event



## Why are we creating a BCP?

You can't predict the next crisis, but you can be prepared for it. Business disruptions can impact organizations of any size in any location. From weather, to power outages, political events or even virus outbreaks.

When business is disrupted, add risk to our students, staff and faculty, cause harm to the reputation of the university and it can cost money. Insurance does not cover all costs and cannot replace customers that defect to the competition. A critical component of a business continuity plan is to ensure that critical functions of the university remain in place while maintaining the necessary level of normalcy when our normal may not exist.



## When to activate your BCP?

**ACTIVATE**

The Business Continuity Plan (BCP) may be activated in response to any disruption to normal operations. The disruption could be caused by lack of access to the facility (damage from a leaking pipe, power outage, or fire), or loss of people (e.g. pandemic) or a multitude of other events.

Events large or small, the BCP is a vital plan to help guide your department in procedures that are essential/critical to maintain the integrity of the department and the campus as a whole.





# Training Goals

- Identify your plan manager/editor
- Identify at least one Essential/Critical Function within your department
- Introduce you to the entire plan so you can start creating your BCP
- For this session, we will focus on the **SMALLER** picture
  - Scenario: Over night, a pipe bursts within the wall of your department causing a flood and making your office(s) inaccessible. This includes your computer equipment and other essential equipment and documents.



# How do You Create a Business Continuity Plan?



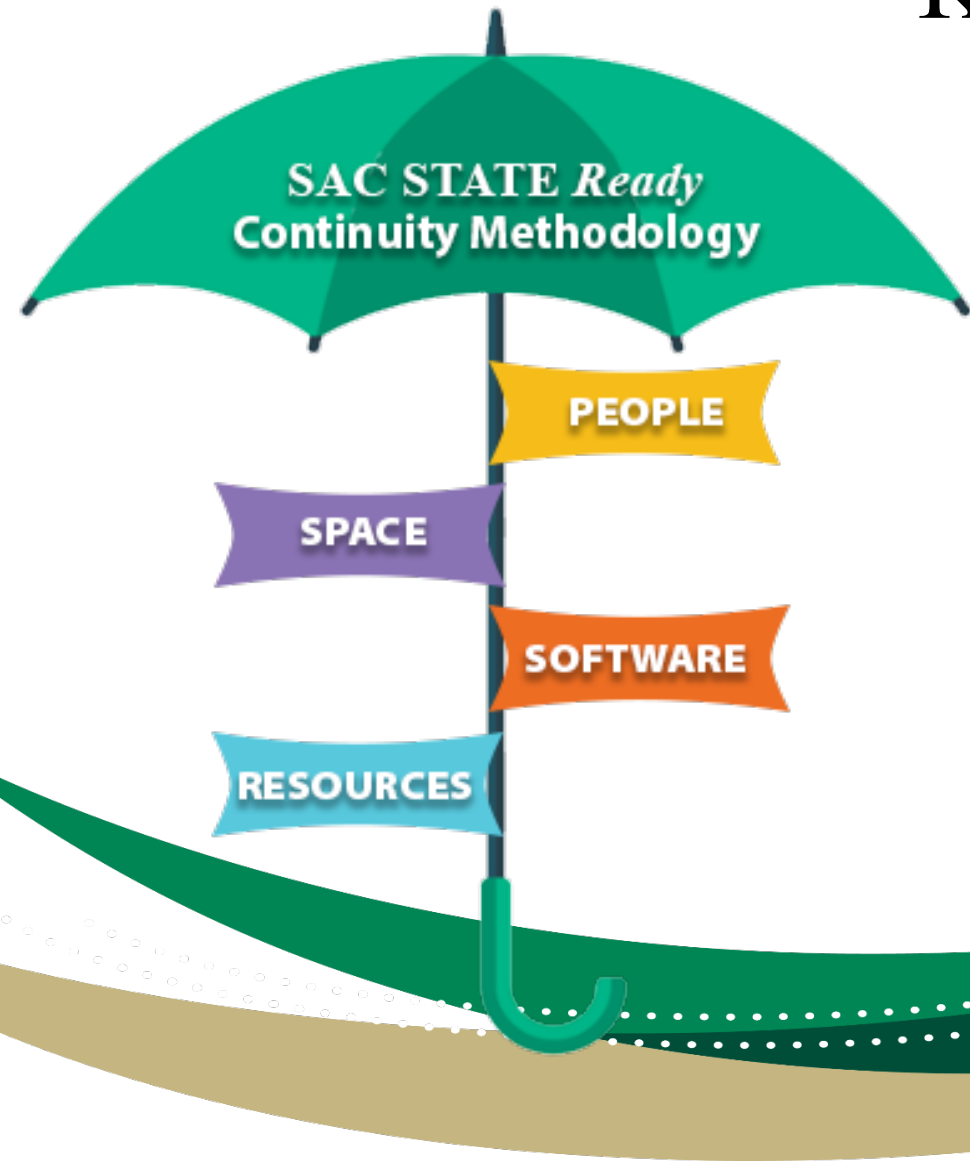
## **Start by Gathering Information**

Who, What, Where and Why  
of your Department operations



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# Know your Risks



## Think Small

Prepare for what you know  
but don't try to over think every  
event that could potentially  
happen.



# Know your Essential/Critical Functions

*Essential/Critical functions are the functions your department normally perform throughout the year.*

Identify at least 3 Department Essential/Critical Functions that are essential to the University's reputation.

Today we will focus on one.



# Know Who to Contact

*It is important to list all department staff who will have a role during a recovery effort.*

- ✓ Identify your Department Contacts
- ✓ Identify your Key Institutional Contacts (report to)
- ✓ Identify your Key External Contacts (those who could be effected if you have to close your office for an extended period of time.



# Know How to Cope

*It is important to know how to cope if your work conditions are disrupted for a period of time.*

- ✓ Identify your “Work Around” space
- ✓ Identify your staff’s ability to “Work from Home”
- ✓ Identify any “Risks” this disruption could have on the University
- ✓ Identify any “Show Stoppers”





# What This Presentation Covers

- Accessing Continuity Planning
  - Creating New Plan
  - Contacts
  - Key Resources
  - Information Technology
  - Software Applications
  - Critical Functions
- Instruction
  - Action Items
  - Department Documents
  - Manage Plan Access
  - Update Plan Status
  - Printing Your Plan
  - SAC STATE Ready Resources



# Risk Management Services

Administration & Business Affairs

Administration & Business Affairs ➤ Risk Management Services ➤ Business Continuity Planning

## Business Continuity Planning

The CSU Chancellor's Office, in Executive Order #1014, delegates each campus the responsibility for implementing and maintaining an ongoing business continuity program to ensure the continuity of essential functions or operations following or during the recovery phase of a catastrophic event.

Sacramento State has a web-based Business Continuity Planning (BCP) system, created solely for this purpose.

The Business Continuity Planner is a database which creates a centralized location for all campus departments to enter, store, and update their business continuity plans. The person designated by the department, division, or college to write the organization's continuity plan should take some time and use the resources listed below to become familiar with the BCP. After reviewing the materials provided, you will find the BCP easy and intuitive to use.



[SAC STATE Ready Login](#)

[Manual Desktop Procedures](#)

[Annual Review Checklist](#)

[Annual Testing And Review Form](#)

[BCP Step-By-Step - User Manual \(PDF\)](#)

[Training Presentation \(PDF\)](#)



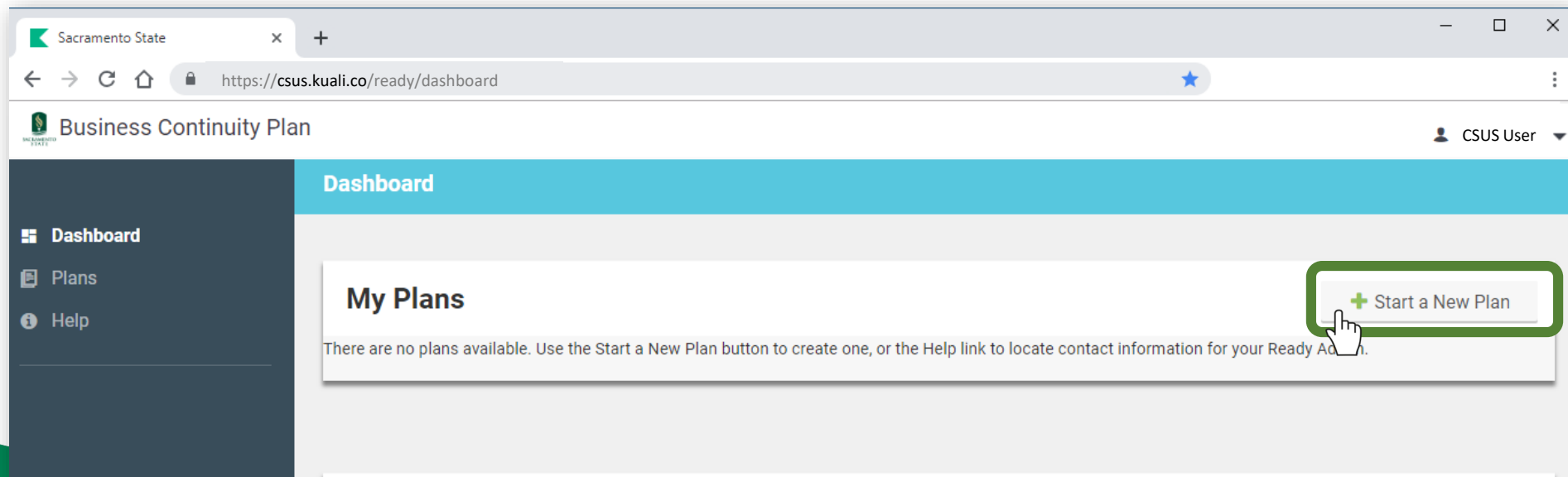
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# Let's Get Started



# Dashboard View

- After logging in, you will be directed to your Dashboard
- If you have not started a plan, select “Start a New Plan”



# Guidance Panel

The image shows a screenshot of a web application interface for managing department information. A central 'Guidance' panel is overlaid on the form, providing instructions on how to use the 'Department Type' field. The panel lists examples of academic appointees and explains the difference between academic and administrative roles. A yellow arrow points from the 'Guidance' panel to the 'Department Type' field in the form.

**Department Information**

\* Department name

Department description

\* Major division

Head of unit  
Select a user

Enter a name or email to search

Number of personnel (approximately)  
Faculty and other academic appointees

Residents/Fellows

Staff (full-time)

Department Type (check all that apply)  
☐ Academics  
☐ Administrative

**Guidance**

- The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:
  - professor
  - lecturer
  - librarian
  - curator
  - teaching assistant
  - graduate student instructor
  - graduate student researcher
- Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.
- If building ownership is listed as Special Status, use the Help link to access the Contacts screen and contact the Ready Administrator.

Save  
+ New Action Item  
View Page  
Print PDF

**Guidance**

- The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:
  - professor
  - lecturer
  - librarian
  - curator
  - teaching assistant
  - graduate student instructor
  - graduate student researcher
- Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.
- If building ownership is listed as Special Status, use the Help link to access the Contacts screen and contact the Ready Administrator.

# Creating New Plan

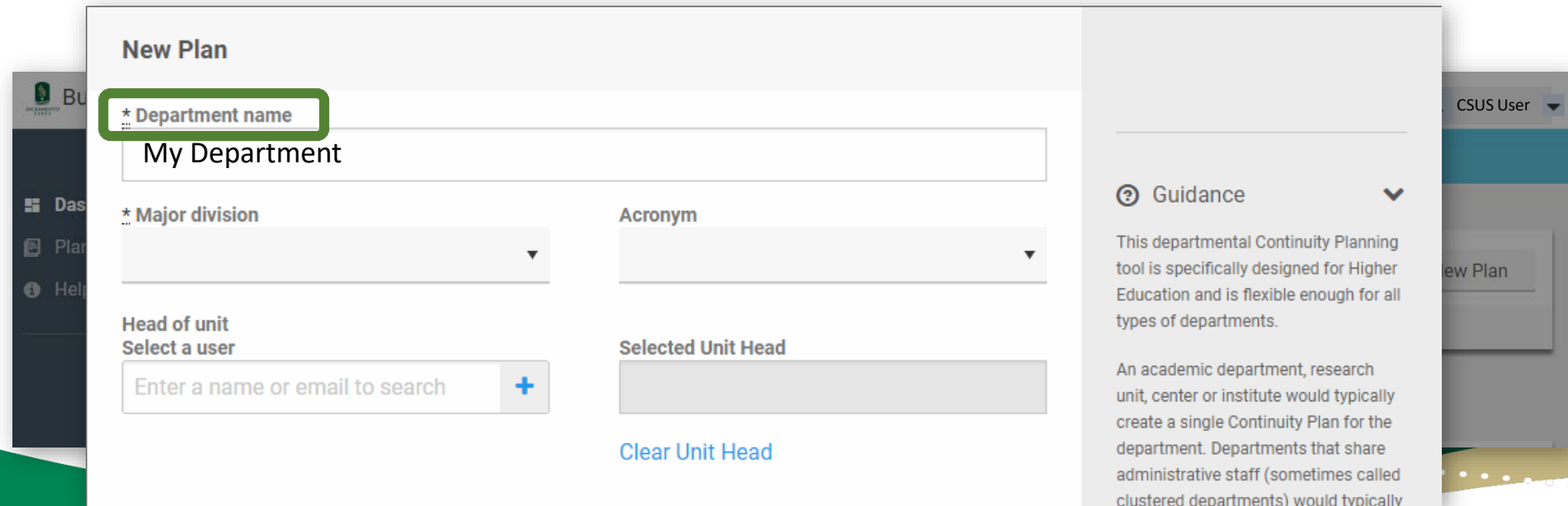
## SAC STATE *Ready*





# Creating a New Plan - Department Information

- Once you open the New Plan window enter your Department name



The screenshot displays the 'New Plan' window with the following fields and elements:

- Department name:** A text input field containing 'My Department', highlighted with a green border.
- Major division:** A dropdown menu.
- Acronym:** A text input field.
- Head of unit:** A section with a 'Select a user' dropdown and a search bar containing 'Enter a name or email to search' and a blue '+' button.
- Selected Unit Head:** A text input field.
- Clear Unit Head:** A blue link below the 'Selected Unit Head' field.
- Guidance:** A panel on the right with a question mark icon and a dropdown arrow, containing text about the tool's purpose and typical users.
- CSUS User:** A dropdown menu at the top right.
- New Plan:** A button at the bottom right.

**Guidance**

This departmental Continuity Planning tool is specifically designed for Higher Education and is flexible enough for all types of departments.

An academic department, research unit, center or institute would typically create a single Continuity Plan for the department. Departments that share administrative staff (sometimes called clustered departments) would typically

# Department Information - Division

- Select the Major division and Acronym

The screenshot shows a web form titled "New Plan" with the following fields:

- \* Department name**: A text input field containing "My Department".
- \* Major division**: A dropdown menu with a list of options: Academic Affairs, Administration & Business Affairs, Human Resources, Information Resources & Technology, President's Office, Public Affairs & Advocacy, Student Affairs, Union WELL Inc., University Advancement, University Enterprises, Inc., and University Union. This field is highlighted with a green box.
- Acronym**: A dropdown menu with a list of options: AA, ABA, HR, IRT, PO, SA, UA, UEI, UU, and UWI. This field is also highlighted with a green box.

To the right of the form is a "Guidance" section with a question mark icon and a dropdown arrow. It contains two paragraphs of text:

**Guidance**

This departmental Continuity Planning tool is specifically designed for Higher Education and is flexible enough for all types of departments.

An academic department, research unit, center or institute would typically create a single Continuity Plan for the department. Departments that share administrative staff (sometimes called clustered departments) would typically

# Department Information – Head of Unit

- Enter the name or email of the Head of Unit (Department head)

**New Plan**

\* **Department name**  
My Department

\* **Major division**  
My Division

**Acronym**  
My Div

**Head of unit**  
Select a user

Enter a name or email to search +

[Clear Unit Head](#)

**Guidance**

This departmental Continuity Planning tool is specifically designed for Higher Education and is flexible enough for all types of departments.

An academic department, research unit, center or institute would typically create a single Continuity Plan for the department. Departments that share administrative staff (sometimes called clustered departments) would typically

# Department Information – Head of Unit cont.

- If the name appears in the box bellow, select it and the name and email will populate in the Selected Unit Head

The screenshot shows a 'New Plan' form with the following fields:

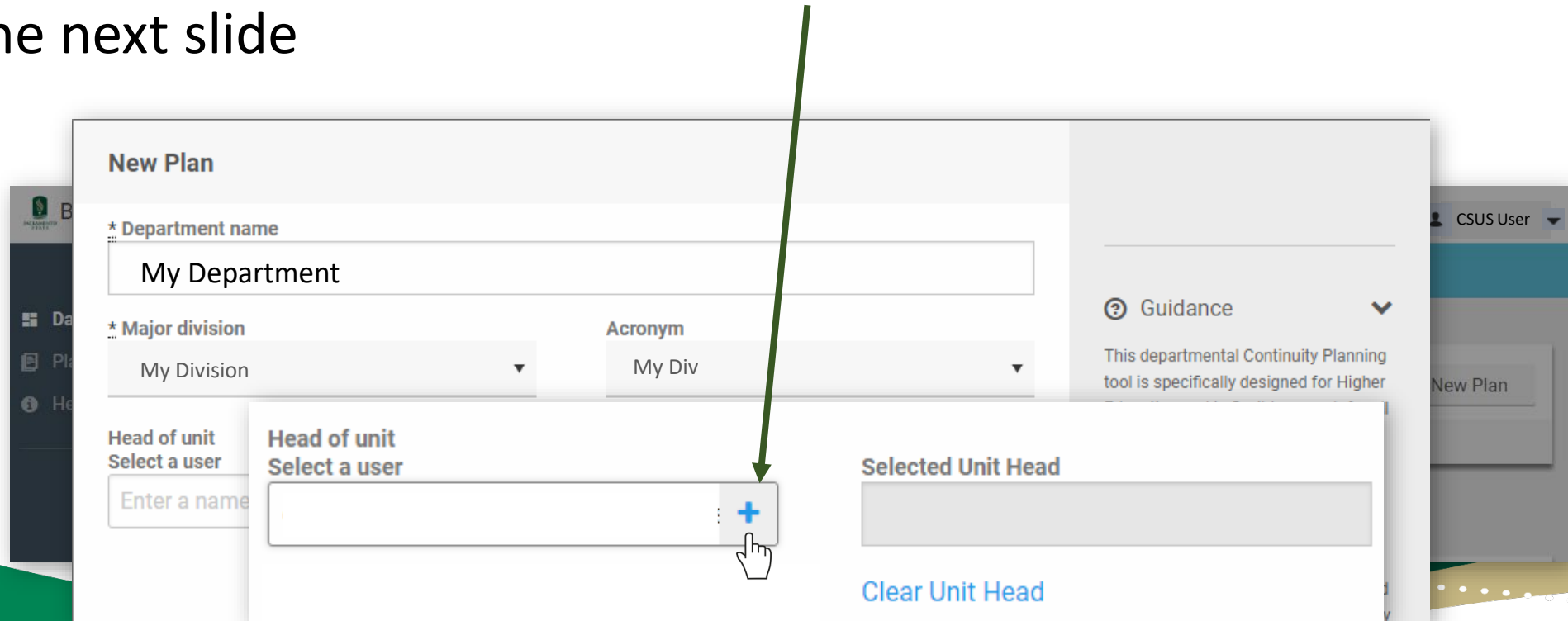
- \* Department name**: Text input with 'My Department' entered.
- \* Major division**: Dropdown menu with 'My Division' selected.
- Acronym**: Text input with 'My Div' entered.
- Head of unit**: Section with a 'Select a user' dropdown menu. The dropdown is open, showing a list of users. The first option, 'CSUS User – herkey@csus.edu', is highlighted with a green box. Below the dropdown is a text input field containing 'CSUS User – herkey@csus.edu'.
- Selected Unit Head**: Text input field containing 'CSUS User – herkey@csus.edu'.
- Clear Unit Head**: A blue link below the 'Selected Unit Head' field.

On the right side of the form, there is a 'Guidance' section with a dropdown arrow and the text: 'This departmental Continuity Planning tool is specifically designed for Higher'.

If there is an option for @sacklink.csus.edu DO NOT USE IT.  
That extension is not recognized in the system.

# Department Information – Head of Unit cont.

- If the name does not, click the “Plus” graphic and proceed to the next slide



The screenshot shows a web form titled "New Plan". It contains several input fields and dropdown menus. A green arrow points to a plus icon in the "Head of unit" dropdown menu. The form includes the following elements:

- Department name:** A text input field containing "My Department".
- Major division:** A dropdown menu with "My Division" selected.
- Acronym:** A dropdown menu with "My Div" selected.
- Head of unit:** A dropdown menu with "Select a user" and "Enter a name" options. A plus icon is visible on the right side of the dropdown.
- Selected Unit Head:** A text input field.
- Clear Unit Head:** A blue link below the "Selected Unit Head" field.
- Guidance:** A section with a question mark icon and a dropdown arrow, containing the text: "This departmental Continuity Planning tool is specifically designed for Higher".

# Department Information – Head of Unit cont.

- Enter the First and Last Name as well as the campus email
- Click “Add User”.

The screenshot shows a 'New Plan' dialog box with three input fields: '\* First name' containing 'CSUS', '\* Last name' containing 'User', and '\* Email' containing 'herkey@csus.edu'. The email field has a red squiggly line under the '@' symbol. Below the fields is the text 'An email invitation will be sent to this user.' and two buttons: 'Cancel' and 'Add User'. A mouse cursor is pointing at the 'Add User' button. The dialog box is overlaid on a background interface that includes a search bar with the placeholder 'Enter a name or email to search', a '+', and a 'Clear Unit Head' link. A dropdown menu on the right shows 'CSUS User' and 'New Plan'. A text box on the right contains information about creating a single Continuity Plan for the department.

New Plan

\* First name CSUS

\* Last name User

\* Email herkey@csus.edu

An email invitation will be sent to this user.

Cancel Add User

Enter a name or email to search +

Clear Unit Head

CSUS User

New Plan

...tal Continuity Planning  
...ally designed for Higher  
...is flexible enough for all  
...ments.

An academic department, research unit, center or institute would typically create a single Continuity Plan for the department. Departments that share administrative staff (sometimes called clustered departments) would typically



# Department Information - cont.

- Click **Save** to continue to Editing

**New Plan**

\* **Department name**  
My Department

\* **Major division**  
My Division

**Acronym**  
My Div

**Head of unit**  
Select a user  
Enter a name or email to search +

**Selected Unit Head**  
CSUS User – herkey@csus.edu  
[Clear Unit Head](#)

**Buttons:** [Cancel](#) **Save** [Save and New](#)

**Guidance**

This departmental Continuity Planning tool is specifically designed for Higher Education and is flexible enough for all types of departments.

An academic department, research unit, center or institute would typically create a single Continuity Plan for the department. Departments that share administrative staff (sometimes called clustered departments) would typically create a single plan encompassing all departments in the cluster.

If your unit is large and complex, it may be better to create separate plans for your major subunits, rather than a single plan for the entire organization.

Use the **Help** link at the top right to access resources to help with creating plans.

# Department Information - Description

- In this screen, you will enter information enter a brief **Department description**.

The screenshot shows a web application interface for managing department information. The title bar at the top reads "Department | In Review". Below it is a navigation bar with tabs: "Plan Details" (selected), "Critical Functions", "Key Resources", "Information Technology", and "Instruction". On the left is a sidebar menu with options: "Department Information" (selected), "Action Items Summary", "Department Documents", "Manage Plan Access", and "Update Plan Status". The main content area is titled "Department Information" and contains several form fields: "Department name" with the value "My Department", "Department description" (highlighted with a green box) containing placeholder text, "Major division" with a dropdown menu showing "My Division", "Acronym" with a dropdown menu showing "My Div", "Head of unit" with a search box and a "+" button, and "Selected Unit Head" with the value "CSUS User – herkey@csus.edu" and a "Clear Unit Head" link. On the right side of the form are buttons for "Save", "New Action Item", "View Page", and "Print PDF". At the bottom right is a "Guidance" section with a dropdown arrow and a list of examples, including "professor".

# Department Information- Department Type

- Department Type
  - Check all that apply.

The screenshot displays a web form for department information. It includes several input fields for personnel counts: 'Faculty and other academic appointees', 'Residents/Fellows', 'Staff (full-time)', 'Staff (part-time, excluding students)', 'Student Staff', 'Volunteers', 'Guests', and 'Other'. A 'Clear Unit Head' link is visible at the top right. A dropdown menu for 'Department Type (check all that apply)' is open, showing options: Administrative, Academics, Operations, Financial, and Auxiliary. To the right, a list of roles is provided, including professor, lecturer, librarian, curator, teaching assistant, graduate student instructor, and graduate student researcher. A note explains that 'Student-staff' refers to work-study students and other employed undergraduates, and advises using the 'Special Status' link for building ownership information.

Number of personnel (approximately)

Faculty and other academic appointees

Residents/Fellows

Staff (full-time)

Staff (part-time, excluding students)

Student Staff

Volunteers

Guests

Other

Clear Unit Head

Department Type (check all that apply)

- ☐ Administrative
- ☐ Academics
- ☐ Operations
- ☐ Financial
- ☐ Auxiliary

- professor
- lecturer
- librarian
- curator
- teaching assistant
- graduate student instructor
- graduate student researcher
- Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.
- If building ownership is listed as Special Status, use the Help link to access the Contacts screen and contact the Ready Administrator.

# Building and Office Location

- Select your Building name from the drop-down list
- Enter your room or suite and floor in the Comments

**Location(s) occupied**  
Click on a building to add it to your list. Please indicate all space used, including storage space. If a building does not appear on the list, use the Help link to access the Contacts screen and contact the Ready Administrator to add it to the list.

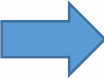
**\* Building**

- University Union
- Academic Information Resource Center
- Alpine
- Alumni Center
- Amador
- American River Courtyard
- Aquatic Center
- Art Sculpture Lab
- Athletic Center
- Baseball Stadium
- Benicia**
- Bookstore
- Brighton
- Broad Field House
- Calaveras
- Capistrano
- Capital Public Radio
- Central Plant

**Comments**

Suite 220

**Add a building**



# Building Evacuation

- Select the appropriate answer regarding Building Evacuation Plans

**Location(s) occupied**  
Click on a building to add it to your list. Please indicate all space used, including storage space. If a building does not appear on the list, use the Help link to access the Contacts screen and contact the Ready Administrator to add it to the list.

**Add a building**

**\* Building**  
Riverfront Center ▼

**Comments**  
Suite 220

**Evacuation Plans: Do all your buildings have evacuation plans?**

Yes  
No  
Some, not all  
Don't know

Upload your Building Emergency Action Plan in the later steps:  
**Key Resources > Documents > Add Document**

**Comments**

# Action Items

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# Action Items

- Action Items are OPTIONAL things that could be done now (or anytime before disaster strikes) to make your unit more prepared.

The screenshot displays a web interface for the Sacramento State Continuity Planning system. At the top, the header reads "Department | In Review" with a user profile icon on the right. Below the header is a navigation bar with tabs: "Back to Dashboard", "Plan Details" (which is underlined), "Critical Functions", "Key Resources", "Information Technology", and "Instruction". On the left side, there is a sidebar menu with the following items: "Department Information", "Action Items Summary" (highlighted with a grey bar), "Department Documents", "Manage Plan Access", and "Update Plan Status". The main content area is titled "Action Items" and contains two dropdown menus: "Display Status" set to "All Active" and "Sort By" set to "Critical Function". A green-bordered button labeled "+ New Action Item" is located in the top right of the main content area. On the far right, there is a vertical sidebar with buttons for "View Page" and "Print PDF", and a "Guidance" section with a question mark icon and a downward arrow. Below the "Guidance" section, there is a text snippet: "Action Items are the most important part of Continuity Planning. The".

# New Action Item

- Enter the title of your Action Item
- Select the Critical Function that the Action Item pertains to (if any)

**New Action Item**

\* Action Item

Critical Function: Not part of a Critical F ▼

Cost: Please select... ▼

Cost Frequency: Please select... ▼

Assigned To: Enter a name or email to search +

Due Date: [Calendar Icon]

Within Whose Scope: Please select... ▼

Status: Please select... ▼

Details

**Guidance**

Action Items are the most important part of Continuity Planning. The process of thinking through the steps you need to take to prepare, is critical to developing a culture of preparedness.

- Action Items are things that could be done now (or anytime before disaster strikes) to make your unit more prepared.
- The typical Action Item begins with a verb and can be stated in one sentence.
- Action Items are ideas, not commitments to act.
- Some of your Action Items may be beyond the scope of your unit to

# New Action Item

- Select the Cost of the Action Item (If any)

**New Action Item**

\* Action Item

Critical Function: Not part of a Critical F ▼

Assigned To: Enter a name or email to search

Within Whose Scope: Please select...

Details

**Cost**

Please select...  
less than \$100  
\$100 - \$1000  
\$1000 - \$10,000  
\$10,000 - \$100,000  
more than \$100,000  
Don't know

**Cost Frequency**

Please select...  
One-time  
Annual  
Both one-time and annual  
Other  
Not sure

**Guidance**

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# New Action Item

- Enter the person to whom the Action Item is assigned to
- Enter the date due

Department Information

**Action Items Summary**

Department Documentation

Manage Plan Accounts

Update Plan Status

Critical Function  
Not part of a Critical Function

Cost  
Please select...

Cost Frequency  
Please select...

**Assigned To**  
Enter a name or email to search

**Due Date**

Within Whose Scope  
Please select...

Status  
Please select...

Details

Action Items are the most important part of Continuity Planning. The process of thinking through the steps you need to take to prepare, is critical to developing a culture of preparedness.

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- Action Items are ideas, not commitments to act.
- Some of your Action Items may be beyond the scope of your unit to

View Page

Print PDF

Guidance

Action Items are the most important part of Continuity Planning. The process of thinking through the steps you need to take to prepare, is critical to developing a culture of preparedness.

Action Items are things that could be done now (or anytime before disaster strikes) to make your unit more prepared.

# New Action Item

- Select Within Whose Scope this action Item fits
- Select the Status of the Action Item (this can be continually updated)

The screenshot shows a web form for creating a new action item. On the left is a sidebar with navigation links: 'Department Information', 'Action Items Summary', 'Department Document', 'Manage Plan Account', and 'Update Plan Status'. The main form area contains several fields: 'Critical Function' (a dropdown menu currently showing 'Not part of a Critical F'), 'Cost' (a dropdown menu showing 'Please select...'), 'Cost Frequency' (a dropdown menu showing 'Please select...'), 'Assigned To' (a text input field with a search icon and a plus sign), and 'Due Date' (a date picker icon). Below these are two dropdown menus: 'Within Whose Scope' and 'Status'. Both are highlighted with green boxes. The 'Within Whose Scope' dropdown is open, showing options: 'Please select...', 'My unit itself', 'My unit together with other units on campus', 'My larger dept, division or control unit', 'The campus', 'The multi-campus system (if any)', 'Other', and 'Not sure'. The 'Status' dropdown is also open, showing options: 'Please select...', 'Not Yet Begun', 'In Progress', 'Completed', and 'Needs Further Discussion'. To the right of the form is a sidebar with a 'View Page' button, a 'Print PDF' button, and a 'Share' button. Below these is a text box with the following text: 'Action Items are the most important part of Continuity Planning. The process of thinking through the steps you need to take to prepare, is critical to developing a culture of preparedness.' Below this text box are three bullet points: 'Action Items are things that could be done now (or anytime before disaster strikes) to make your unit more prepared.', 'The typical Action Item begins with a verb and can be stated in one sentence.', and 'Action Items are ideas, not commitments to act.' Below the bullet points is another text box: 'Some of your Action Items may be beyond the scope of your unit to'.

Department Information

**Action Items Summary**

Department Document

Manage Plan Account

Update Plan Status

Critical Function

Not part of a Critical F

Cost

Please select...

Cost Frequency

Please select...

Assigned To

Enter a name or email to search

Due Date

Within Whose Scope

Please select...

Please select...

My unit itself

My unit together with other units on campus

My larger dept, division or control unit

The campus

The multi-campus system (if any)

Other

Not sure

Status

Please select...

Please select...

Not Yet Begun

In Progress

Completed

Needs Further Discussion

Action Items are the most important part of Continuity Planning. The process of thinking through the steps you need to take to prepare, is critical to developing a culture of preparedness.

- Action Items are things that could be done now (or anytime before disaster strikes) to make your unit more prepared.
- The typical Action Item begins with a verb and can be stated in one sentence.
- Action Items are ideas, not commitments to act.
- Some of your Action Items may be beyond the scope of your unit to

View Page

Print PDF

Share

# New Action Item

- Enter the **Details** (brief but descriptive) of the Action Item.
- Click **Save** when completed or **Save and New** to start a new Action Item.

Department Information

**Action Items Summary**

Department Document

Manage Plan Account

Update Plan Status

Critical Function  
Not part of a Critical Function

Cost  
Please select...

Cost Frequency  
Please select...

Assigned To  
Enter a name or email to search

Due Date

Within Whose Scope  
Please select...

Status  
Please select...

**Details**

Cancel Save Save and New

Action Items are the most important part of Continuity Planning. The process of thinking through the steps you need to take to prepare, is critical to developing a culture of preparedness.

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View Page

Print PDF

...ance

...ms are the most important continuity Planning. The of thinking through the steps to take to prepare, is critical ping a culture of ness.

...n Items are things that could ne now (or anytime before for strikes) to make your unit

# Plan Details: Manage Plan Access

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# Manage Plan Access

- In this window, you are able to **Manage Plan Access** allowing you to add a **User** or modify the **Access** of a **User**.

The screenshot displays the 'Manage Plan Access' interface. On the left is a sidebar with links: 'Department Information', 'Action Items Summary', 'Department Documents', 'Manage Plan Access' (highlighted), and 'Update Plan Status'. The top navigation bar contains tabs: 'Back to Dashboard', 'Plan Details' (active), 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. The main content area is titled 'Manage Plan Access' and features a search bar labeled 'Select a user' with the placeholder 'Enter a name or email to search'. Below the search bar is a table with columns: 'First name', 'Last name', 'Email', 'Phone', and 'Access'. The table lists three users: 'Risk Management Services' (Plan manager), 'Don Nahhas' (Plan manager), and 'Meysee Vang' (Plan editor). Each user row has 'edit' and 'delete' icons. To the right of the table is an 'Add User to Plan' button. The right sidebar contains buttons for '+ New Action Item', 'View Page', and 'Print PDF', followed by a 'Guidance' section titled 'Who Can Access Your Plan?' with explanatory text and a bullet point about Plan Managers.

First name	Last name	Email	Phone	Access
Risk Management Services	Information	rms@csus.edu		Plan manager
Don	Nahhas	nahhasd@csus.edu		Plan manager
Meysee	Vang	meyseevang@csus.edu		Plan editor



# Manage Plan Access-Add New User

- To add a **New User**; **Select a User**, type in their email and click on the name bellow.
- Select **Access** (Plan Manager, Plan Editor, or Plan Viewer)
- Click the **Send an email invitation to this user** and click **Add User**.

The screenshot displays the 'Manage Plan Access' interface. On the left, under the heading 'Select a user', there is a text input field containing 'Meysee Vang - meyseevang@csus.edu' and a blue plus icon to its right. Below this is a list of the same user name, with a mouse cursor pointing at it. On the right, under the heading 'Access', there is a dropdown menu. The dropdown is open, showing three options: 'Plan manager' (highlighted in blue), 'Plan editor', and 'Plan viewer'. A mouse cursor is pointing at the 'Plan editor' option.

# Manage Plan Access-Add New User

- Click **Add User to Plan** to send the invitation and add them to the user list.

Back to Dashboard

Plan Details

Critical Functions

Key Resources

Information Technology

Instruction

Manage Plan Access

Department Information

Action Items Summary

Department Documents

Manage Plan Access

Select a user

Meysee Vang - meyseevang@csus.edu

+

Access

Plan manager

▼

Add User to Plan

edit

First name	Last name	Email	Phone	Access
Don	Nahhas	nahhasd@csus.edu		Plan manager

+ New Action Item

View Page

Print PDF

# Manage Plan Access-Edit User

- To edit **User Access**, click on the **Edit** icon.

The screenshot displays the 'Manage Plan Access' interface. On the left is a sidebar with navigation links: 'Department Information', 'Action Items Summary', 'Department Documents', 'Manage Plan Access' (highlighted), and 'Update Plan Status'. The main content area is titled 'Manage Plan Access' and includes a search bar 'Select a user' with the placeholder 'Enter a name or email to search' and a blue plus icon. Below the search bar is a table with columns: 'First name', 'Last name', 'Email', 'Phone', and 'Access'. The table contains three rows of user data. The first row is for 'Risk Management Services' with email 'rms@csus.edu' and role 'Plan manager'. The 'edit' icon (pencil) for this user is highlighted with a green box and a hand cursor. The second row is for 'Don Nahhas' with email 'nahhasd@csus.edu' and role 'Plan manager'. The third row is for 'Meysee Vang' with email 'meyseevang@csus.edu' and role 'Plan editor'. To the right of the table is a sidebar with buttons: '+ New Action Item', 'View Page', and 'Print PDF'. Below these buttons is a 'Guidance' section titled 'Who Can Access Your Plan?' with a dropdown arrow. The guidance text states: 'Access to your department's continuity plan is controlled by adding users and assigning roles on this screen.' and lists 'Plan Managers' as users who can control plan access.

First name	Last name	Email	Phone	Access
Risk Management Services	Information	rms@csus.edu		Plan manager
Don	Nahhas	nahhasd@csus.edu		Plan manager
Meysee	Vang	meyseevang@csus.edu		Plan editor

# Manage Plan Access-Edit User

- From the **Access** drop-down list, select the new **Access** role for the user.
- Click **Save** when completed or **Save and New** to add a **New User**.

Manage Plan Access

First name  
New

Last name  
User

Access  
Plan manager  
Plan editor  
Plan viewer

Email  
new.user@csus.edu

Phone

Cancel Save Save and New

Guidance  
Who Can Access Your Plan?  
Access to your department's continuity

New Action Item  
View Page



# Contacts

SAC STATE  
*Ready*



# Contacts: Department Contacts

- **Add Department Contact** – this should be the ones you would call upon first in time of a crisis.

<a href="#">Back to Dashboard</a>	<a href="#">Plan Details</a>	<a href="#">Contacts</a>	<a href="#">Critical Functions</a>	<a href="#">Key Resources</a>	<a href="#">Information Technology</a>	<a href="#">Instruction</a>
	<b>Contacts: Department Contacts</b>			<a href="#">+ Add Department Contact</a>		
<b>Department Contacts</b>						<a href="#">+ New Action Item</a>
<a href="#">Key Institution Contacts</a>						<a href="#">View Page</a>
<a href="#">Key External Contacts</a>						<a href="#">Print PDF</a>



# Contacts: Department Contact

- Enter the person's **information**. This should be all of your staff that you call in the event of a crisis. Note: You may skip this section and upload a staff contact list under Key Resources > Documents.

**Contacts: New Department Contact**

First name

Last name

Title or Function

Phone

Alternate Phone

Office Email

Alternate Email

Special skill

If any of these apply, please check:

**Successorship**

☒ Not a successor

☐ First leadership successor

☐ Second leadership successor

☐ Third leadership successor

☐ Holds formal delegation(s) of authority

(describe below)  
Additional comment

**Guidance**

- It is important to list all staff members of your department. If an emergency occurs all staff will need to be contacted to determine the state of their well-being, and if they are not at the site of the emergency, they will need to be informed of the emergency, and given direction on next steps.
- If a current department staff listing with all contact information exists, attach it as a document at the plan level. Otherwise, ensure that key staff members have a list, which is always current, or have a current group listing set up in their cell phones.
- A leadership successor is a person who would be an appropriate substitute if the head of the unit is unavailable. In most cases, this will not be an officially-designated position. However, during an

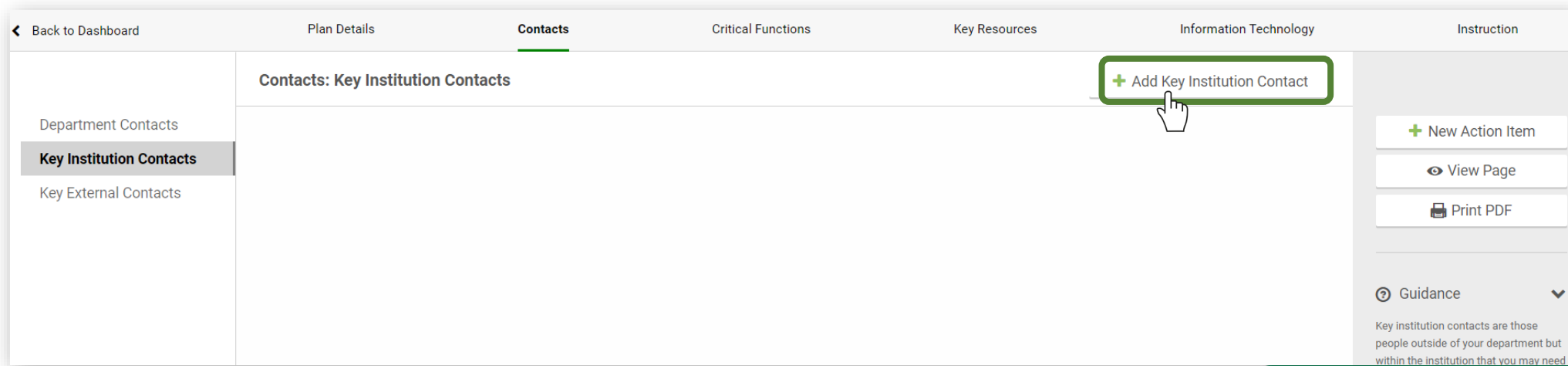
**Navigation:**

**Note:** If the Leadership Successor position is an officially-designated position, a written confirmation by the division leader may be required.

**SACRAMENTO STATE**

# Contacts: Key Institution Contacts

- Key institution contacts are those people outside of your department but within the institution that you may need to contact during an emergency.





# Contacts: Key Institution Contacts

Key institution contacts are those people outside of your department but within the institution that you may need to contact **during an emergency**.

**Contacts: New Key Institution Contact**

First name: Nancy

Last name: White

Email: n.white@csus.edu

Dept/Organization: Communications

Address:

Work phone: 916-278-6119

Mobile phone: 916-555-7890

Fax:

Comment: Contact with campus incidents that need public media awareness

**Guidance**

Key institution contacts are those people outside of your department but within the institution that you may need to contact **during an emergency**. Here are some examples:

- Student Residential may need to contact the Procurement or Vender Management departments to get an emergency delivery of food to the residential halls.
- Public Safety may need to contact HR to quickly hire some temporary staff to control the parking lots.
- The Communications department may need to contact the Legal department to ensure they are distributing the correct message to the public.

If you prefer, existing lists can be uploaded on the Document Summary page.

# Contacts: Key External Contacts

Key External Contacts are those outside of the institution. These include vendors, clients, grantors/donors, sponsors, etc., that you may need to contact during an emergency.

Risk Management-BCP | In Progress

Contacts: New Key External Contact

Back to Dashboard

Plan D

Department Contacts

Key Institution Contacts

**Key External Contacts**

Contacts: K

There are no

First Name

Billy

Last Name

Smith

Email

bsmith@thyssenkrupp.com

Dept/Organization

Elevator Repairs

Address

Comment

Call in case of elevator failure

Work Phone

916-555-3256

Mobile Phone

Fax

This is a

Please select...

Please select...

Client

Donor

Sponsor

**Vendor**

Project partner

Other stakeholder

Other

Products/services supplied (if vendor)

Repairs and service of all elevator

Alternate vendors: (If vendor, name one)

n/a

Cancel

Save

Save and New

on Technology

Instruction

+ New Action Item

View Page

Print PDF

acts are those

stitution. These include

grantors/donors,

you may need to

emergency. For

Calling a vendor to notify them to

deliver to a different address or to

cancel a delivery.

Contacting a grantor to notify them

of the emergency and to inform

them of the impact to the project.

If you prefer, existing lists can be

uploaded on the Document Summary

page.

SACRAMENTO STATE

# Key Resources

## SAC STATE *Ready*



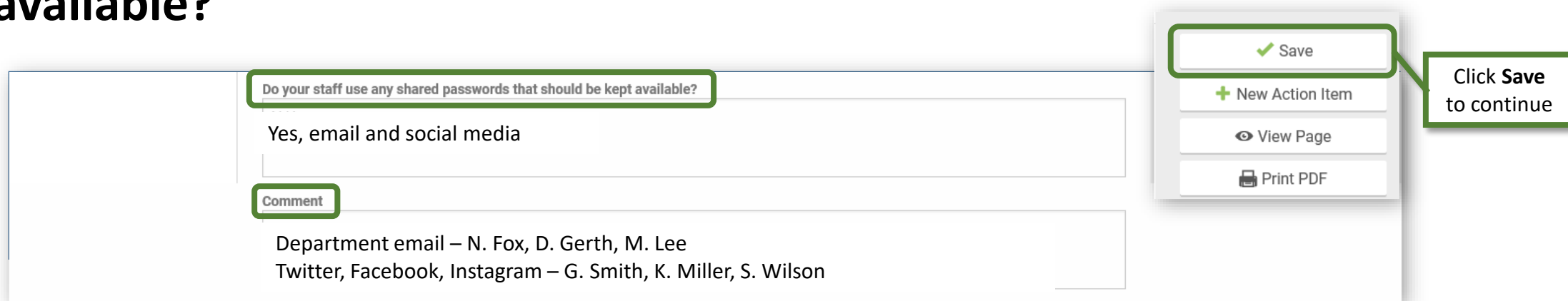
# Key Resources – Staff Basics

- Enter **Who holds copies of the emergency contact list, Who updates the list, Who knows how to check department messages, Records outgoing message and Post messages on department's web site.**

	<b>Key Resources: Staff Basics</b>	
<b>Staff Basics</b>	<b>Does your unit have a (printed) emergency contact list for faculty &amp; staff?</b>	<input checked="" type="checkbox"/> Save
Key People	Yes	+ New Action Item
Work From Home	<b>Who holds copies of the emergency contact list? (Be specific)</b>	View Page
Staff of Other Units	Richie Risk and uploaded in BCP	Print PDF
Stakeholders	<b>Who updates the emergency contact list?</b>	
Documents	Sally Risk	<b>Guidance</b>
Equipment & Supplies	<b>Who knows how to check messages on your department's main phone line?</b>	Every unit is asked to keep its own list of home contact information for faculty & staff. Your list should be
Facilities & Transportation	Richie Risk and Sally Risk	<ul style="list-style-type: none"><li>• in a format of your choosing</li><li>• held by enough people to be useful</li><li>• treated as confidential</li><li>• kept securely at home and at work</li><li>• updated at least twice a year</li></ul>
	<b>Who knows how to record a greeting on your department's main phone line?</b>	
	Richie Risk	

# Key Resources – Staff Basics

- Enter **Do your staff use any shared passwords that should be kept available?**



The screenshot shows a web form with several elements highlighted by green boxes and a callout. The form has a title field containing "Do your staff use any shared passwords that should be kept available?", a text input field with "Yes, email and social media", and a "Comment" section with a text area containing "Department email – N. Fox, D. Gerth, M. Lee" and "Twitter, Facebook, Instagram – G. Smith, K. Miller, S. Wilson". To the right of the form is a sidebar with four buttons: "Save" (with a green checkmark), "New Action Item" (with a green plus), "View Page" (with an eye icon), and "Print PDF" (with a printer icon). A callout box points to the "Save" button with the text "Click **Save** to continue".

Do your staff use any shared passwords that should be kept available?

Yes, email and social media

Comment

Department email – N. Fox, D. Gerth, M. Lee  
Twitter, Facebook, Instagram – G. Smith, K. Miller, S. Wilson

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

Click **Save** to continue

# Key Resources – Work from Home

- If no one is able to **Work from Home**, check 'Not applicable' and enter an explanation.

**Key Resources: Work From Home**

If no one is able to work from home, check 'Not applicable' and enter an explanation.

☒ Not Applicable

Please Explain

Work assignments are strictly on campus with no ability to do their job duties remotely.

Save

+ New Action Item

View Page

Print PDF

# Key Resources – Documents

- Click **Add Document** to upload supporting documents

The screenshot displays a web application interface with the following components:

- Top Navigation Bar:** Includes links for 'Back to Dashboard', 'Plan Details', 'Critical Functions', 'Key Resources' (active), 'Information Technology', and 'Instruction'.
- Left Sidebar:** Contains navigation links: 'Description', 'Peak Periods', 'Documents' (highlighted), 'Dependencies', 'Consequences', 'How to Cope', and 'Action Items'.
- Main Content Area:**
  - Title:** 'Hazardous Waste Handling : Documents'
  - Text:** 'No documents have been added here yet.'
  - Action:** A green box highlights the '+ Add Document' button, with a hand cursor pointing to it.
- Right Sidebar:**
  - Actions:** '+ New Action Item', 'View Page' (with an eye icon), and 'Print PDF' (with a printer icon).
  - Guidance:** A section titled 'Guidance' with a dropdown arrow, containing the text: 'Please identify any documents that are very important to this function – whether they are individual documents'.

# Key Resources – Document Information

- Enter the Name of **Document or Record**
- Select the **Medium** type from dropdown menu.

Back to Dashboard Plan Details Critical Functions Key Resources Information Technology Instruction

### New Document

\* Name of Document or Record  
Hazardous Cleanup Vendors

Owner (department)

Medium

- Paper
- Electronic (computer)
- Electronic (online storage)
- Microfiche
- Microfilm
- More than one (explain in comments)
- Other (explain in comments)

https://

PDF or MS Office files

Guidance

Please identify any documents that are very important to this function – whether they are individual documents (such as policy manuals) or sets of records (such as patient files, research files, vendor invoices, etc.).

The documents listed here may be

New Action Item

View Page

Print PDF



# Key Resources – Document Information

- Enter URL for web storage.

**New Document**

\* Name of Document or Record  
Hazardous Cleanup Vendors

Owner (department)

Medium  
Electronic (online storage)

Location Where Stored (Physical)

Location Where Stored (URL)  
<https://dropbox.com/wefek3101a>

Dropbox, SharePoint, others.

Guidance  
Please identify any documents that are important to this function – they are individual documents or sets of records (such as patient files, research files, vendor invoices, etc.).  
The documents listed here may be

Back to Dashboard  
Description  
Peak Period  
**Documents**  
Dependencies  
Instruction  
Action Item  
New Page  
Print PDF

# Key Resources – Document Information

- Enter the following information pertaining to the document added.
- **Owner, Location Stored, Description, Contact Person, Backup, Comments**

**New Document**

◀ Back to Dashboard

Description  
Peak Periods  
**Documents**  
Dependencies  
Consequences  
How to Cope  
Action Items

\* Name of Document or Record  
Hazardous Cleanup Vendors

Medium  
Electronic (computer)

Owner (department)  
Enviromental Health & Safety

Location Where Stored (Physical)  
EHS Proceedure Manual

Location Where Stored (URL)  
N/A

Description of Document (brief)  
Contact list of Hazardous Waste vendors on contract.

Principal Contact Person(s)  
Bob Dylan

Backup or Loss-Prevention Measures (be specific)  
N/A

Comment (if needed)  
All Purchase Orders shall be up to date.

Guidance  
Please identify any documents that are very important to this function – whether they are individual documents (such as policy manuals) or sets of records (such as patient files, research files, vendor invoices, etc.).

The documents listed here may be paper or electronic.

Do not include records that are stored within a database application such as a financial system, an HR system, a medical records system, etc. These will be treated elsewhere.

- Documents uploaded via this screen are copied to a secure server, for access by authorized people only. They also remain in their current location on your own

Instruction

New Action Item

View Page

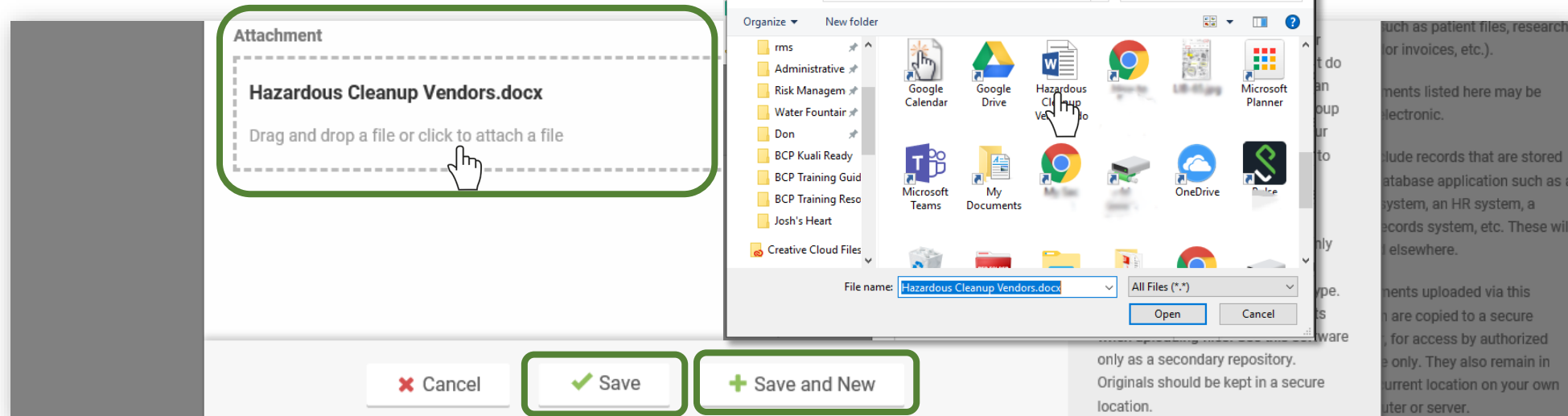
Print PDF

Guidance  
Please identify any documents that are very important to this function – whether they are individual documents (such as policy manuals) or sets of records (such as patient files, research files, vendor invoices, etc.).

The documents listed here may be paper or electronic.

# Key Resources – Attachment

- Drag and drop a file or click to attach a file to add
- Click **Save** or **Save and New**



# Plan Details: Department Documents

- The links below allow you to download documents that have been uploaded for this plan.

Department Documents

The links below allow you to download documents that have been uploaded for this plan.

Document name	Description	Step	Associated function	Uploaded On
<a href="#">FACILITIES MANAGEMENT BUILDING EMERGENCY ACTION PLAN</a>	BUILDING EMERGENCY ACTION PLAN - LAST EDITED 1/23/2020			03/14/20
<a href="#">FACILITIES MANAGEMENT EMERGENCY CALL LIST</a>	FM EMERGENCY CALL LIST			03/14/20
<a href="#">FACILITIES MANAGEMENT EMERGENCY RESPONSE TRAILER INVENTORY</a>	CONTENTS OF EMERGENCY RESPONSE TRAILER STORED IN FM CORP YARD - FIRST RESPONSE SITUATIONS			03/16/20
<a href="#">FM AUTO SHOP - CAMPUS FLEET VEHICLES</a>	Inventory of all campus vehicles as of March 2020	Critical Function	AUTO SHOP - Vehicle maintenance and	03/14/20

✓ Saved

+ New Action Item

👁 View Page

🖨 Print PDF

# Key Resources – Equipment & Supplies

- Indicate the **MINIMUM** equipment you will need to perform ALL the critical functions that you listed earlier.

Staff Basics

Key People

Work From Home

Skills

Staffing Requirements

Staff of Other Units

Stakeholders

Documents

**Equipment & Supplies**

Facilities & Transportation

Key Resources: Equipment & Supplies

Office Equipment

Item	Minimum Required	Comment
Workstation (includes desktop computer, network connection, table, chair)	<input type="text" value="2"/>	Needed to work on site
Laptop Computer (car charger advised)	<input type="text" value="3"/>	Work from off location, home, etc.
Telephone (hard-wired)	<input type="text" value="1"/>	Incase cell towers are damaged or over inundated
Printer	<input type="text" value="1"/>	
Fax	<input type="text" value="1"/>	

Click **Save** to continue

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

🔍 Guidance

Please indicate on this screen the MINIMUM equipment you will need to perform ALL the critical functions that you listed earlier. Estimate, don't agonize. Guess if you need to.

- "Just-in-time procurement" can be excellent management practice - but your vendor's crisis can quickly become your crisis. Do you have enough crucial supplies on hand?
- If you prefer, existing lists can be uploaded on the Document Summary page.

# Key Resources –Facilities & Transportation

- Enter the **Facilities, Transportation, Other Resources** and select the **Utilities** needed to resume your critical functions.

The screenshot shows a web form titled "Key Resources: Facilities & Transportation". On the left is a sidebar menu with options: Staff Basics, Key People, Work From Home, Skills, Staffing Requirements, Staff of Other Units, Stakeholders, Documents, Equipment & Supplies, and Facilities & Transportation (which is highlighted). The main form area has four sections: "Facilities" with a text input containing "A secure place to store and handle hazardous waste"; "Utilities" with a dropdown menu open showing options like Electricity, Phone, Internet, etc., with "Electricity" selected; "Transportation" with a text input containing "Golf Cart"; and "Other Resources" with a text input containing "Trained chemical handlers to properly dispose of chemical and hazardous waste". To the right of the form are buttons for "Save", "New Action Item", "View Page", and "Print PDF". A green box with an arrow points to the "Save" button with the text "Click Save to continue". Below the form, a "Guidance" section lists examples of special space or facilities needs: parking for vehicles, secure space for cash-handling, 5 surgical suites, and licensable space for child care. It also notes that existing lists can be uploaded on the Document Summary page.

**Key Resources: Facilities & Transportation**

**Facilities:** List any special space or facilities needs that are IN ADDITION TO your office/classroom/lab needs. Be brief. Explain if necessary.

A secure place to store and handle hazardous waste

**Utilities:** Please indicate, using this drop-down list, the utilities that are very important to the functioning of your department.

Add a Utility

Please select...  
Electricity  
Phone (land-line)  
Internet  
Hot Water  
Cold Water  
Natural Gas  
Heat  
Air Conditioning  
Cable (TV)

**Comments**

Vent chemical fumes

Delete

**Comments**

To control room temperature

Delete

**Transportation:** List any special transportation needs.

Golf Cart

**Other Resources:** Are there any OTHER resources you will need to continue/resume your critical functions?

- Do not list funds.
- List staff ONLY IF you will need temporary staff - for recovery - in addition to your current staff.

Trained chemical handlers to properly dispose of chemical and hazardous waste

Click **Save** to continue

Save

+ New Action Item

View Page

Print PDF

**Guidance**

Some examples of "special space or facilities needs":

- parking for vehicles
- secure space for cash-handling
- 5 surgical suites
- licensable space for child care.

If you prefer, existing lists can be uploaded on the Document Summary page.

# Information Technology

SAC STATE  
*Ready*



# Information Technology-Applications

- It is important that you have an **in-depth knowledge** of the software applications your department uses, where they are stored; CSUS IRT-Server, CSU-Chancellor's Office-Cloud, your work station or a vendor's cloud service.
- **Central Applications** are owned and maintained by Sac State's Information Resources and Technology (IRT)
- **Department Applications** are owned and maintained by your department or contracted through a vendor which provides the service via the cloud.





# Information Technology-Central Applications

- Select **Add Central Application** (owned by IRT/CSU) to identify an application needed for recovery or critical function.

Central Applications

+ Add Central Application

Central Applications

Department Applications

Servers

Workstations

How to Restart

Action Items

+ New Action Item

View Page

Print PDF

Guidance

List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be for your

# Information Technology-Central Applications

- Select a **Central Application** (owned by IRT/CSU) to identify an application needed for recovery or critical function.

**Add Central Application**

Select an existing application from the list or add a custom one.

**Central Application** Custom Application

- Common Finance Services (CFS) - Cloud
- CFS-Purchasing - Cloud
- CFS-Accounts Payable - Cloud
- CFS-Suppliers - Cloud
- Financial Data Warehouse (FDW) - Cloud
- PeopleAdmin - Cloud**
- Common Management System Human Capital Management (HR) - Cloud
- CMS Campus Solutions (SA)
- CMS-Report & View Absences - Cloud
- CMS-Rapid Time - Time Keepers - Cloud
- CMS-Approval Time - Time Reporters - Cloud
- CMS-CSU ID Search - Cloud
- CMS Campus Solutions (SA) - Cloud
- CMS-(SA)-Delegation of Authority - Cloud
- CMS-(SA)-Sac State Visitor Parking - Cloud
- CashNET - Cloud
- OneCard JSA - Cloud
- SharePoint - Cloud
- OnBase - IRT
- SacSend - IRT
- SacFiles - IRT
- Cognos - IRT
- Astra - Cloud

**Guidance**

List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be **for your department** while you are recovering from an adverse event. The levels of criticality are similar to the levels that you used to classify your critical functions. See the Guidance below for expanded definitions.

- **Functional Owner:** the unit that authorizes any modifications.
- **Technical Owner:** the unit that has system administrator or programming access and implements any modifications.

Levels of Criticality of IT systems

- **Critical 1** - Cannot pause. Necessary to life, health, security.

**Instruction**

+ New Action Item

View Page

Print PDF

**Guidance**

List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be **for your department** while you are recovering from an adverse event. The levels of criticality are similar to the levels that you used to classify your critical functions. See the Guidance below for

# Information Technology-Central Applications

- If the **Central Application** is not listed, enter the application name in the **Custom Application** field.

**Add Central Application**

Select an existing application from the list or add a custom one.

**Central Application**

**Level of Criticality**

**How quickly will you need this application recovered?**

**Custom Application**

**Comment**

**Guidance**

List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be for your department while you are recovering from an adverse event. The levels of criticality are similar to the levels that you used to classify your critical functions. See the Guidance below for expanded definitions.

- **Functional Owner:** the unit that authorizes any modifications.
- **Technical Owner:** the unit that has system administrator or

**Central Applications**

Department Applications

Servers

Workstations

How to Restart

Action Items

**Instruction**

**+ New Action Item**

**View Page**

**Print PDF**

**Guidance**

List the applications owned by the central IT department. For each, please indicate how critical the availability of

# Information Technology-Central Applications

- Select **Add Central Application** (owned by IRT/CSU) to identify an application needed for recovery or critical function.

**Add Central Application**

Select an existing application from the list or add a custom one.

Central Application  
PeopleAdmin - Cloud

Custom Application

**Level of Criticality**

- Not important to our dept
- Critical 1: must continue (life, health, security)
- Critical 2: must continue, perhaps in reduced mode**
- Critical 3: must resume if forced, but must resume in 30 days or sooner
- Deferrable: resume when conditions permit

**Guidance**

List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be **for your department** while you are recovering from an adverse event. The levels of criticality are similar to the levels that you used to classify your critical functions. See the Guidance below for expanded definitions.

- **Functional Owner:** the unit that **authorizes** any modifications.
- **Technical Owner:** the unit that has system administrator or programming access and **implements** any modifications.

**Instruction**

+ New Action Item

View Page

Print PDF

**Guidance**

List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be **for your department** while you are recovering

# Information Technology-Central Applications

- Select **How quickly you will need this application recovered.**
- Enter any **Comments** to help with describing the urgency of recovery.

**Add Central Application**

Select an existing application from the list or add a custom one.

**Central Application**  
PeopleAdmin - Cloud

**Level of Criticality**  
Critical 2: must continue, perhaps in re

**How quickly will you need this application recovered?**

- Please select...
- < 24 hours
- 24 to 48 hours
- 48 to 72 hours**
- 72 hours to 1 week
- 1 week to 2 weeks
- > 2 weeks

**Comment**  
Must be able to connect if temporary employee hire is needed.

**Guidance**  
List the applications owned by the central IT department. For each, please indicate how critical the availability of that application would be **for your department** while you are recovering from an adverse event. The levels of criticality are similar to the levels that you used to classify your critical functions. See the Guidance below for expanded definitions.

- **Functional Owner:** the unit that authorizes any modifications.
- **Technical Owner:** the unit that has system administrator or

**Buttons:** Cancel, Save, Save and New

# Information Technology-Department Applications

- Enter to following information: **Application name**, **Technical expert(s)**, **Functional owner**, **Person(s) responsible for recovery**, **Technical owner**, **Location of onsite storage**, select-**Application type**, and **Location of offsite storage**.

**New Department Application**

\* **Application name**  
Kuali Ready

**Functional owner**  
Risk Management

**Technical owner**  
Risk Management

**Application type**  
Please select...  
Web application  
Mainframe application  
Client/Server application  
Desktop  
Other (please explain)

**Technical expert(s) for this application**  
Don Nahhas and Meysee Vang

**Person(s) responsible for recovery**  
Don Nahhas and Meysee Vang

**Location of onsite storage (if any)**  
N/A

**Location of offsite storage (if any)**  
Kuali Ready

**Guidance**  
The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.

In the Critical Functions of this questionnaire, the following were identified as **critical functions**:

- Rinse and drain rice grains
- Cook rice
- Hazardous Waste Handling

Please enter here the IT applications or systems that support these critical functions. You, as IT person, may want to consult with the functional managers to identify these applications.

**Guidance**  
The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.

In the Critical Functions of this questionnaire, the following were identified as **critical functions**:

- Rinse and drain rice grains
- Cook rice

# Information Technology-Department Applications

- Answer the following questions: Backup frequency, Backup media, Frequency of offsite storage, Is backup auto or manual?, Locations of installation disks & documentation, Is this a database application?, Does this application move data to-or-from any core campus systems?, and Has a successful recovery been done?

Application type: Client/Server application

Backup frequency: Daily

Backup media: Other

Is backup auto or manual?: Automatic

Is this a database application?: Yes

Does this application move data to-or-from any core campus systems?: No

Location of offsite storage (if any): N/A

Frequency of offsite storage: Daily

Locations of installation disks & documentation: N/A

Has a successful recovery been done?: N/A

Explanation or comment for any of the above: not available. A hardcopy should

Cancel Save Save and New

functions. You, as IT person, may want to consult with the functional managers to identify these applications.

DO NOT include applications whose technical owner is the central IT department. These are listed on the previous screen (Centrally-Owned Applications), are under central stewardship, and are not your concern. Also do not list servers - they will be treated later.

The applications to list here are those whose technical owner is your department or another department (but not central IT). Then go to the Detail Screens.

To the IT person: Practically no research is needed or expected. You will be able to answer most of

Instruction

+ New Action Item

View Page

Print PDF

Guidance

The Information Technology Section should be completed by someone

systems that support these critical functions. You, as IT person, may want to consult with the functional managers to identify these applications. DO NOT include applications whose

# Information Technology-Servers

- **Does your unit (department) own any servers?** If no, click the check box for **We own no servers** and then click **Save**, otherwise click **Add Server**.
- If you are not that IT/tech support person: please skip this section.

The screenshot displays a web application interface for managing Information Technology resources. The top navigation bar includes links for 'Back to Dashboard', 'Plan Details', 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. The left sidebar lists various application categories, with 'Servers' currently selected. The main content area is titled 'Servers' and contains a form with the question 'Does your unit own any servers?'. Below this question is a checkbox labeled 'We own no servers', which is currently checked. A 'Save' button is positioned to the right of the checkbox. To the right of the main content area, there is a 'Guidance' dropdown menu. The interface is designed to help users report on their unit's server ownership.



# Information Technology-New Server

- Enter the **Server Name**, **Technical expert(s)**, **Person(s) responsible for recover**, **Sever Type** (from drop-down list)

The screenshot shows the 'Edit Server' form within the 'Information Technology' section of a system. The form is divided into several sections:

- Left Sidebar:** Contains navigation links: 'Back to Dashboard', 'Central Applications', 'Department Applications', 'Servers' (highlighted), 'Workstations', 'How to Restart', and 'Action Items'.
- Form Fields:**
  - \* Server Name:** A text input field containing 'Data Cruncher'.
  - Server Type:** A dropdown menu with options: 'File server', 'Application server', 'Database server', 'Web server', 'Backup server' (highlighted with a blue bar and a mouse cursor), 'Mainframe', and 'Other (please explain)'.
  - Technical expert(s) for this application:** A text input field containing 'Bill Gates and Steve Jobs'.
  - Person(s) responsible for recovery:** A text input field containing 'Steve Wozniak'.
  - Server Software (be specific):** A text input field containing 'WinServe 10 v. 2.45'.
  - Explanation or comment for any of the above:** A text input field containing 'N/A'.
- Bottom Buttons:** Three buttons are visible: 'Cancel' (with a red X icon), 'Save' (with a green checkmark icon), and 'Save and New' (with a green plus icon). A mouse cursor is pointing at the 'Save' button.
- Right Sidebar:** Contains links: '+ New Action Item', 'View Page', 'Print PDF', and a 'Guidance' section with a dropdown arrow.

# Information Technology-Work Stations

- Describe the current Workstation backup procedures for this department. Enter the estimated percent of users who back up data as questioned.

Back to Dashboard Plan Details Critical Functions Key Resources **Information Technology** Instruction

**Workstations**

Backup Method for Workstations	% of users in your unit who back up their files this way	Comment, if needed
Files are stored on dept. server, which gets backed up	60%	
Automated backup by central IT (via network)	75%	
Local backup of workstation by user (automatic)	25%	
Local backup of workstation by user (manual)	25%	

Central Applications  
Department Applications  
Servers  
**Workstations**  
How to Restart  
Action Items

✓ Save  
+ New Action Item  
👁 View Page  
🖨 Print PDF

🔍 Guidance ▼  
The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.  
Please describe the current Workstation backup procedures for this department. Estimates are fine.  
• The intent here is to get your

# Information Technology-Work Stations

- Who provides your workstation support? **Check** all that apply and enter the name of the person, group or organization. Comment if needed.

Who provides your workstation support? Give name of group or organization. Comment if needed.

<input checked="" type="checkbox"/> Technicians employed by department	Donald Duck
<input checked="" type="checkbox"/> Technicians from another department	IRT Desk Support
<input type="checkbox"/> External vendor	
<input type="checkbox"/> Other (describe)	

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

Click **Save** to continue

# Information Technology-Lost Data

- It is **highly suggested** that you create a document titled, “**LostData.docx**” or “**LostData.pdf**”, which you can upload mapping out the following:
  - This document should outline the process to recover data or re-create lost data for essential business functions in an event of:
    - a. A disaster wipes out server
    - b. Server is down and does not collect or back-up data
    - c. Data entered by user but not captured by server and no notification on user end



# Information Technology-How to Restart

- What will you need to restart your IT? Consider this scenario: the department's normal workplace is destroyed or inaccessible. New space, furniture and internet access have been provided by others.



# Information Technology-How to Restart

- Answer the **Recovery Strategies** questions to the best of your ability.
- How would you handle the following:

<ul style="list-style-type: none"><li>Central Applications</li><li>Department Applications</li><li>Servers</li><li>Workstations</li><li><b>How to Restart</b></li><li>Action Items</li></ul>	<h3>Recovery Strategies</h3> <p>What will you need to restart your IT? Consider this scenario: the department's normal workplace is destroyed or inaccessible. New space, furniture and internet access have been provided by others. How would you handle the following:</p> <p>Where will you quickly purchase new workstations, servers, or other hardware?</p> <div>Dell, Granite Data Solutions, Staples</div> <p>When your support technicians rebuild your workstations or servers in the new location (on the new hardware), where will they find the systems software, applications software, and related documentation that they will need?</p> <div>Not sure</div> <p>Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)</p> <div>N/A</div> <p>Will your technical support staff be adequate in numbers &amp; skills to rebuild your systems quickly? Will they be available? Do they have other clients to serve?</p> <div>Yes</div>	<div><div>✓ Save</div><div>+ New Action Item</div><div>👁 View Page</div><div>🖨 Print PDF</div></div> <div><div>🔍 Guidance</div><div>The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.</div><ul style="list-style-type: none"><li>• Accept this challenge: We will continue (or rapidly restart) our teaching, research, patient care, and necessary support functions, no matter what the conditions.</li><li>• Be brief.</li><li>• If your suggestions require pre-disaster preparations, that's fine. Later you will be asked to identify such "Action Items."</li></ul></div>
--	---	---

# Information Technology-How to Restart

- Continue to answer the questions to the best of your ability.
- Click **Save** to continue to the next step.

The screenshot shows a web form with three questions and a 'Save' button. The first question is 'Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?' with the answer 'No'. The second question is 'Visualize now a flu pandemic. If all staff were requested to work from home (where possible) for a couple of months to minimize contagion, what would you have to do to enable & support their IT? (Presume the users all have adequate computers at home, plus broadband connections.) Be specific, and estimate how long it would take to get them set up & running.' with the answer 'N/A'. The third question is 'When IT systems become unavailable for an extended time, people use workarounds – paper forms to gather data, snail-mail, chalkboard instead of PowerPoint. In the collection of IT applications & systems that you support, are there any that could not somehow be “worked around” for a few weeks or months? Explain.' with the answer 'Yes, manual time sheets'. To the right of the form is a sidebar with four buttons: 'Save' (with a green checkmark), 'New Action Item' (with a green plus icon), 'View Page' (with an eye icon), and 'Print PDF' (with a printer icon). A green box with a white arrow points to the 'Save' button, containing the text 'Click **Save** to continue'.

Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?

No

Visualize now a flu pandemic. If all staff were requested to work from home (where possible) for a couple of months to minimize contagion, what would you have to do to enable & support their IT? (Presume the users all have adequate computers at home, plus broadband connections.) Be specific, and estimate how long it would take to get them set up & running.

N/A

When IT systems become unavailable for an extended time, people use workarounds – paper forms to gather data, snail-mail, chalkboard instead of PowerPoint. In the collection of IT applications & systems that you support, are there any that could not somehow be “worked around” for a few weeks or months? Explain.

Yes, manual time sheets

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

Click **Save** to continue

# Critical Functions

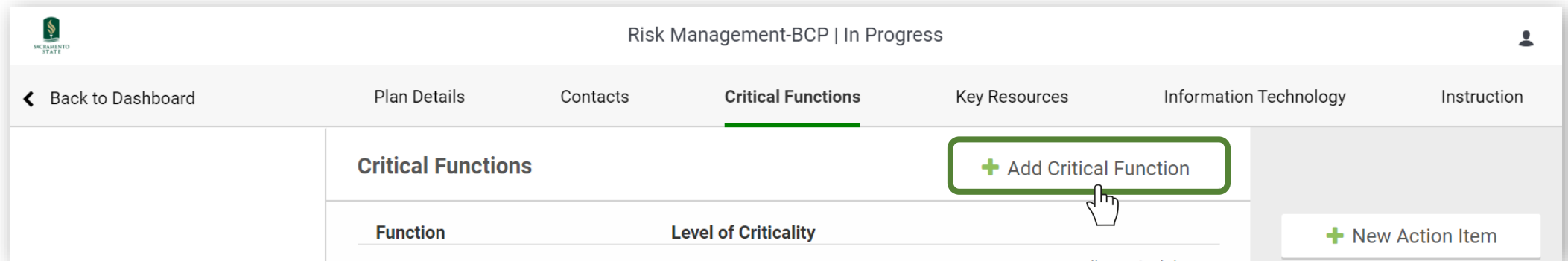
SAC STATE  
*Ready*





# Critical Functions – Add

- Click **Add Critical Function** to post each of the functions of your unit/department.



The screenshot displays a web application interface for "Risk Management-BCP | In Progress". The top navigation bar includes a "Back to Dashboard" link and several tabs: "Plan Details", "Contacts", "Critical Functions" (which is the active tab), "Key Resources", "Information Technology", and "Instruction". Below the tabs, the "Critical Functions" section is visible, featuring a table with columns for "Function" and "Level of Criticality". A green-bordered button labeled "+ Add Critical Function" is prominently displayed and highlighted with a hand cursor. To the right of the table, there is a button labeled "+ New Action Item". The Sacramento State logo is visible in the top left corner of the interface.

# Critical Functions – Description

- Enter the **Function Name**
- Assign the **Critical Level** in which this function falls into (see Guidance)

**New Critical Function**

\* Function  
Hazardous Waste Handling

\* Level of Criticality

- Critical 1: must continue (life, health, security)
- Critical 2: must continue, perhaps in reduced mode
- Critical 3: must continue if forced, but must resume in 30 days or sooner
- Deferrable: resume when conditions permit

Cancel Save Save and New

Use the **Help** link at the top right to access resources to help with creating plans.

# Critical Functions – Description

- Enter the **Function Name**
- Assign the **Critical Level** in which this function falls into (see Guidance)

← Back to Dashboard   Plan Details   **Critical Functions**   Key Resources   Information Technology   Instruction

### Hazardous Waste On-Site Holding: Description

**Description**

Peak Periods

Documents

Dependencies

Consequences

How to Cope

Action Items

**\* Critical Function Name**

Hazardous Waste On-Site Holding

**\* Level of Criticality**

Critical 2: must continue, perhaps in reduced ▼

**Brief Description of This Function**

Classification and proper storage of hazardous materials and e-waste.

**Name of Section or Unit That Performs This Function (if applicable)**

EHS

**Responsible People (give names unless this is a generic group)**

Bob Dylan, Steve Winwood, Kevin Nealon

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

📖 Guidance ▼

Remember to use the **Save** button after entering or editing information on this page.

# Critical Functions – Peak Periods

- Select the **Peak Periods** of your functions
- Enter **Explanation** of your Peak Periods

The screenshot displays a web application interface for managing critical functions. The top navigation bar includes links for 'Back to Dashboard', 'Plan Details', 'Critical Functions' (which is the active tab), 'Key Resources', 'Information Technology', and 'Instruction'. On the left, a sidebar menu lists various function categories: 'Description', 'Peak Periods' (highlighted), 'Documents', 'Dependencies', 'Consequences', 'How to Cope', and 'Action Items'. The main content area is titled 'Hazardous Waste Handling : Peak Periods'. It features a 'Peak periods' section with a grid of checkboxes for each month from January to December. A hand cursor is shown clicking the 'January' checkbox. Below this is an 'Explanation (if needed)' text area. On the right side of the interface, there is a sidebar with a green 'Saved' button, a '+ New Action Item' button, and buttons for 'View Page' and 'Print PDF'. At the bottom right, a 'Guidance' section provides instructions: 'Please indicate any months when you would expect there to be especially high activity involved in accomplishing'.

Hazardous Waste Handling : Peak Periods				
<input checked="" type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August	
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December	

Explanation (if needed)

✓ Saved

+ New Action Item

View Page

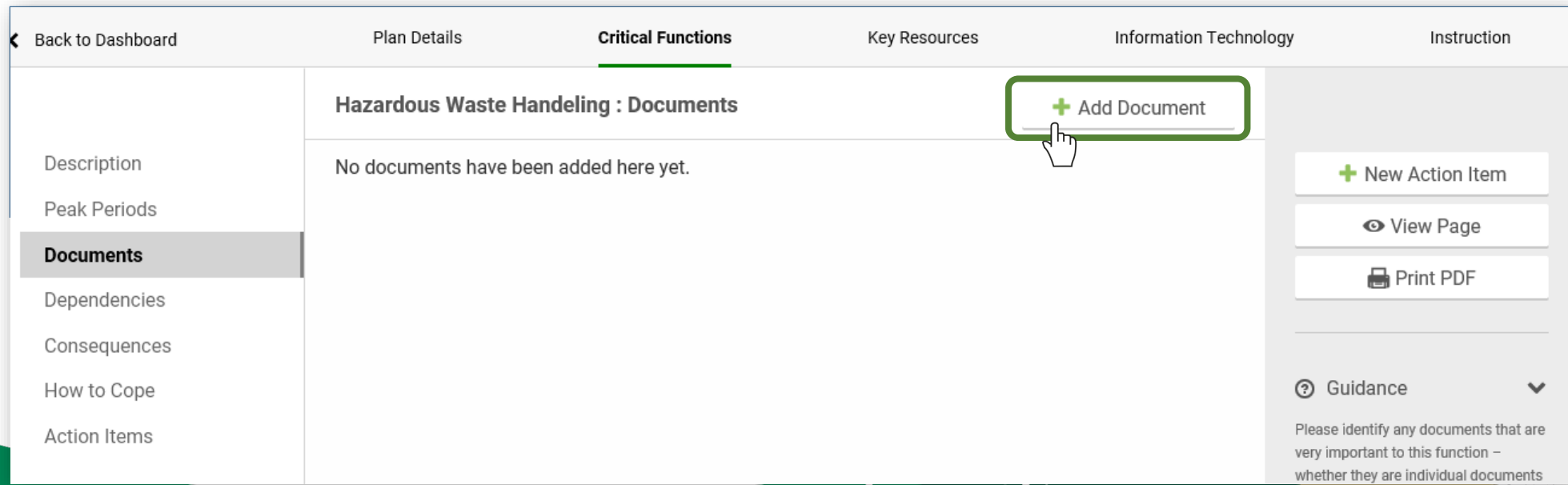
Print PDF

Guidance

Please indicate any months when you would expect there to be especially high activity involved in accomplishing

# Critical Functions – Documents

- Click **Add Document** to upload supporting documents



The screenshot shows a web application interface for managing critical functions. The top navigation bar includes links for 'Back to Dashboard', 'Plan Details', 'Critical Functions' (which is the active tab), 'Key Resources', 'Information Technology', and 'Instruction'. On the left side, there is a sidebar menu with options: 'Description', 'Peak Periods', 'Documents' (highlighted), 'Dependencies', 'Consequences', 'How to Cope', and 'Action Items'. The main content area is titled 'Hazardous Waste Handling : Documents' and displays the message 'No documents have been added here yet.' A green-bordered button labeled '+ Add Document' is positioned in the top right of this section, with a hand cursor icon pointing at it. On the right side of the interface, there is a vertical sidebar containing three buttons: '+ New Action Item', 'View Page' (with an eye icon), and 'Print PDF' (with a printer icon). Below these buttons is a 'Guidance' section, indicated by a question mark icon and a dropdown arrow, which contains the text: 'Please identify any documents that are very important to this function – whether they are individual documents'.

# Plan Details: Department Documents

- The links below allow you to download documents that have been uploaded for this plan.

Department Documents

The links below allow you to download documents that have been uploaded for this plan.

Document name	Description	Step	Associated function	Uploaded On
<a href="#">Foreign Travel</a>	Contains cell phone and home phone numbers	Critical Function	Department Information	01/22/19
<a href="#">Injury/Accident/Disaster Response</a>	Contains cell phone and office phone numbers	Critical Function	Department Information	01/22/19

✓ Saved

+ New Action Item

👁 View Page

🖨 Print PDF



# Critical Functions – Dependencies

## **Upstream Dependencies**

are the departments (WITHIN our campus or other agencies) whose reduced functioning would seriously impair your own department's ability to perform this Critical Function.



## **Your Critical Function**

consider who produces what you need (upstream) and who needs what you produce (downstream).



## **Downstream Dependencies**

are the departments that would be seriously impacted if YOUR department could not perform this Critical Function.

NOTE: If there are no specified Dependencies for this Critical Function, move to Consequences.

# Critical Functions – Dependencies

- **Add Upstream Dependencies** (people/departments we depend on to perform this specific Critical Function).

**Hazardous Waste Handling : Dependencies**

**Quick Entry:** If your Dependencies are similar to those assigned to a Critical Function you have already completed, you can use this shortcut to add them. Select the related Critical Function from the drop-down menu, and click the **Populate Dependencies** button. You can edit them after you add them.

Please select... ▼ Populate Dependencies

**Upstream Dependencies**

**Comments**

+ Add Upstream Dependency

+ New Action Item

View Page

Print PDF

Guidance ▼

Upstream Dependencies are the departments (WITHIN your campus, medical center, or other institution)



# Critical Functions – Dependencies

- Enter the **Custom Dependency** (Upstream or Downstream).
- Click **Save** or **Save and New** if you need to add another Dependency.

[← Back to Dashboard](#)

## Add Dependency

Choose a dependency from the list or add a custom one.

Dependency  
Please select... ▼

**Custom Dependency**  
North State Environmental ✕

[✕ Cancel](#) [✓ Save](#) [+ Save and New](#)

### Guidance

Upstream Dependencies are the departments (WITHIN your campus, medical center, or other institution) whose reduced functioning would seriously impair your own department's ability to perform this Critical Function.

Downstream Dependencies are the departments that would be seriously impacted if YOUR department could not perform this Critical Function.

- Consider who produces what you need (upstream) and who needs what you produce (downstream).
- Dependencies are primarily departments, although occasionally you might name a process (e.g. instruction) or a group of people (e.g. students).
- Please do not name IT systems as either upstream or downstream dependencies. IT systems are treated separately.
- Add comments to clarify selections.

### Instruction

[+ New Action Item](#)

[View Page](#)


[Print PDF](#)

### Guidance

Upstream Dependencies are the departments (WITHIN your campus, medical center, or other institution) whose reduced functioning would seriously impair your own department's ability to perform this Critical Function.

Downstream Dependencies are the departments that would be seriously impacted if YOUR department could not perform this Critical Function.

Consider who produces what you need (upstream) and who needs what you produce (downstream). Dependencies are primarily



# Critical Functions – Upstream Dependencies

- Enter **Comments** to clarify Your Upstream Dependencies.
- Click **Save** when complete.

How to Cope

Action Items

Upstream Dependencies

Comments

+ Add Upstream Dependency

North State Environmental is needed to clean and remove hazardous waste (chemicals).

Save

Dependency	
North State Environmental	delete
Biologic Waste Removal	delete

Guidance

Upstream Dependencies are the departments (WITHIN your campus, medical center, or other institution) whose reduced functioning would seriously impair your own department's ability to perform this Critical Function.

Downstream Dependencies are the departments that would be seriously impacted if YOUR department could not perform this Critical Function.

- Consider who produces what you need (upstream) and who needs what you produce (downstream).
- Dependencies are primarily departments, although occasionally you might name a process (e.g.,

# Critical Functions – Downstream Dependencies

- **Add Downstream Dependencies** enter **Comments** to clarify Dependencies.
- Click **Save** when complete.

Downstream Dependencies

Comments

+ Add Downstream Dependency

The Chemistry Staff will need assistance in removing chemistry for waste deposit.

Save

Dependency

NSM Chemistry Storage	delete
-----------------------	--------

departments, although occasionally you might name a process (e.g. instruction) or a group of people (e.g. students).

- Please do not name IT systems as either upstream or downstream dependencies. IT systems are treated separately.
- Add comments to clarify selections.

# Critical Functions – Consequences of Slow Recovery

- If the **Consequences** are similar to the Critical Function already completed, select the Critical Function from drop-down menu and the Click **Populate Consequences**

Hazardous Waste Handling : Consequences of Slow Rec...

**Quick Entry:** If the Consequences are similar to those assigned to a Critical Function you have already completed, you can use this shortcut to add them. Select the related Critical Function from the drop-down menu, and click the **Populate Consequences** button. You can edit them after you add them.

Please select...

Removal of Chemical Waste

Populate consequences

✓ Saved

+ New Action Item

View Page

Print PDF

# Critical Functions – Consequences of Slow Recovery

- **The following 16 questions** show why this function is critical to your operation, answer them the best that you can. Enter **N/A** if the action will not occur. Check it this action **May occur**.

Description

Peak Periods

Documents

Dependencies

**Consequences**

How to Cope

Action Items

### Hazardous Waste Handling : Consequences of Slow Rec...

**Quick Entry:** If the Consequences are similar to those assigned to a Critical Function you have already completed, you can use this shortcut to add them. Select the related Critical Function from the drop-down menu, and click the **Populate Consequences** button. You can edit them after you add them.

Please select...

Populate consequences

<b>Disruption of teaching?</b>	<input checked="" type="checkbox"/> May occur
Chemical waste will accumulate which can pose a environmental hazard	
<b>Disruption of research?</b>	<input checked="" type="checkbox"/> May occur
Chemical waste will accumulate which can pose a environmental hazard	
<b>Disruption of patient care?</b>	<input type="checkbox"/> May occur
N/A	

✓ Save

New Action Item

View Page

Print PDF

Guidance

Suppose the function named above is not restarted quickly enough following a disaster. Which of the listed "harmful consequences" might occur?

- These questions show why this function is critical.
- Don't agonize over these questions; give your best answers and move on.

# Critical Functions – How to Cope

- **The following 11 questions** ask you to visualize the conditions that might prevail in the weeks or months following a disaster.

Description

Peak Periods

Documents

Dependencies

Consequences

**How to Cope**

Action Items

### Hazardous Waste Handling : How to Cope

**Space**  
How would you carry out this critical function if your usual space is not available?

**Staff**  
How would you carry out this critical function if, for couple of months, your average absence rate of faculty & staff were 50%? This could easily be the case in a flu pandemic.

**Disruption of phone services?**  
If your primary phone, i.e., office phone system, is unavailable what alternate method of communication will you use?

**Unique Skills**  
Does the successful performance of this critical function require the skills or knowledge of any one particular staff member (or her files)? If so, how will you deal with her absence? Cross-train a co-worker in advance? Outsource? Some other strategy?

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

🔍 Guidance

The following questions ask you to visualize the conditions that might prevail in the weeks or months following a disaster. You may be missing certain key resources, such as

- Your usual space
- Some of your staff
- Certain equipment
- A key vendor
- Power
- Phone service
- Network access
- Certain data
- etc.

Please provide brief answers to these

# Critical Functions – How to Cope

- Is it possible for your unit to simply cease doing this critical function?
- Enter any **Comments** supporting your answer.

**Campus Closure**

Campus Closure: Visualize that, during a flu pandemic, the campus officially closes, with all operations (except non-stoppable activities) to cease for at least a month. Is it possible for your unit to simply cease doing this critical function?

Please select...

- Yes
- No
- Not sure

**Comments**

Click **Save** to continue

✓ Save

+ New Action Item

View Page

Print PDF

# Instruction

## SAC STATE

# *Ready*





# Instruction

- This section is for academic departments that provide instruction – either undergraduate or graduate.
- If you provide instruction click **Save** to continue to the next step.
- If your unit does not provide instruction click the **No instruction** box and the save and click this link: [Manage Plan](#) to advance.

← Back to Dashboard   Plan Details   Critical Functions   Key Resources   Information Technology   **Instruction**

**Instruction**

This unit does not provide instruction. (If you check this box please hit Save then move forward.)

☐ No instruction   Save

+ New Action Item  
View Page  
Print PDF

# Instruction-Instruction Provided

- This section is for academic departments that provide instruction – either undergraduate or graduate.
- Click the **Add Department** to begin.

← Back to Dashboard   Plan Details   Critical Functions   Key Resources   Information Technology   **Instruction**

Instruction	
Name	
Anthropology	<a href="#">edit</a> <a href="#">delete</a>

**+ Add Department**

**+ New Action Item**

**View Page**

**Print PDF**

**Guidance** ▼

This section is for academic departments that provide instruction – either undergraduate or graduate.

# Instruction-Instructional Department

- Select the **Instructional Department** you belong to.

**New Instructional Department**

If your department does provide instruction, please pick your department from this list. If necessary, select more than one.

**Instructional department**

Please select your department...

- Anthropology
- Asian Studies
- Biological Sciences
- Business Administration-Graduate
- Business Administration-Undergraduate**
- Center for Business Analytics
- Center for Small Business
- Chemistry
- Civil Engineering
- Communication Sciences and Disorders
- Communication Studies
- Computer Engineering
- Computer Science
- Construction Management
- Continuing Education
- Criminal Justice
- Design
- Economics
- Educational Leadership Doctorate
- Electrical and Electronic Engineering
- English

**+ Save and New**

**Guidance**

This section is for academic departments that provide instruction – either undergraduate or graduate.

- The Instruction Critical Function Section addresses a core question: what can faculty and department chairs do to increase the likelihood that instruction will continue during and after a major disaster?
- It may be appropriate to select more than one department on this screen – e.g., if this continuity plan is being written for a “cluster” of departments, or for some other unit that encompasses more than one academic department.

**Instruction**

**+ New Action Item**

**View Page**

**Print PDF**

**Guidance**

This section is for academic departments that provide instruction – either undergraduate or graduate.

- The Instruction Critical Function Section addresses a core question: what can faculty and department chairs do to increase the likelihood that instruction will continue during and after a major disaster?

# Instruction

- Click **Save** when completed or **Save and New** to create a **New Instructional Department**

← Back to Dashboard

### New Instructional Department

If your department does provide instruction, please pick your department from this list. If necessary, select more than one.

Instructional department

Business Administration-Undergradua ▼

✖ Cancel   **✔ Save**   **+ Save and New**

**Guidance**

This section is for academic departments that provide instruction – either undergraduate or graduate.

- The Instruction Critical Function Section addresses a core question: what can faculty and department chairs do to increase the likelihood that instruction will continue during and after a major disaster?
- It may be appropriate to select more than one department on this screen – e.g., if this continuity plan is being written for a “cluster” of departments, or for some other unit that encompasses more than one academic department.

**Guidance**

This section is for academic departments that provide instruction – either undergraduate or graduate.

- The Instruction Critical Function Section addresses a core question: what can faculty and department chairs do to increase the likelihood that instruction will continue during and after a major disaster?
- It may be appropriate to select

**New Action Item**

**View Page**

**Print PDF**

# Instruction

- Click the **Edit** icon to continue the BCP for this course.

← Back to Dashboard   Plan Details   Critical Functions   Key Resources   Information Technology   **Instruction**

**Instruction**   + Add Department

Name	
Business Administration-Undergraduate	edit    delete

+ New Action Item

View Page

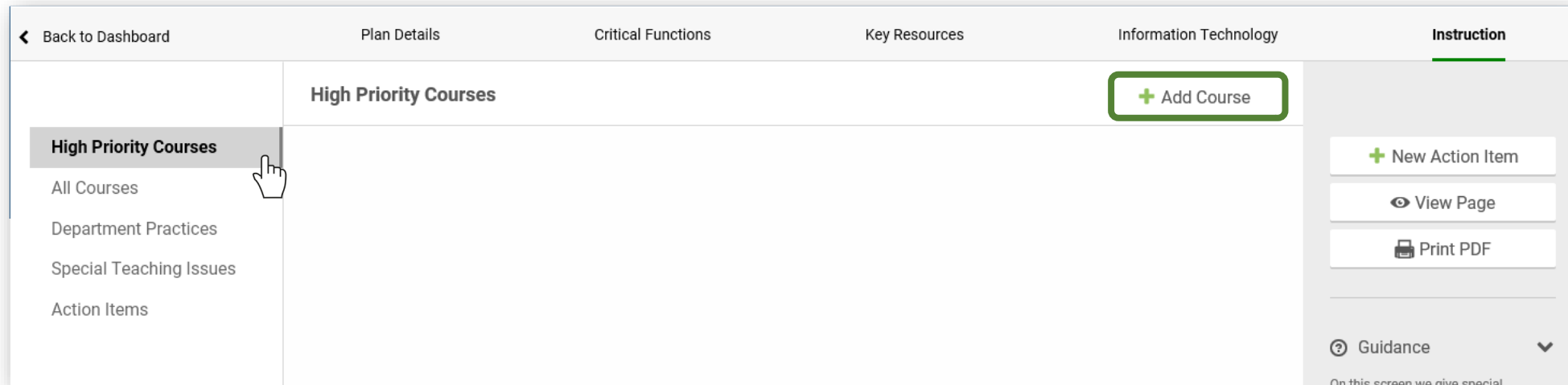
Print PDF

Guidance ▼

This section is for academic departments that provide instruction -

# Instruction-High Priority Courses

- Click the **Add Course** to if you have **High Priority Courses** (such as clinical assignments, internships, research, etc.) that you need to enter information for.



# Instruction-High Priority Courses

- Enter the **Course Number** and the **Course Title**.
- **Check** the appropriate questions.
- Add **Comments** as needed.

**Edit High Priority Course**

\* Course Number: 123456      \* Course Title: Forensic Accounting 110

☐ Course recording is available  
☐ Course recording is available, but may be outdated  
☒ Course recording is not available, but course is suitable for recording

☒ All current sections have LMS sites  
☒ There is another instructor who can teach this course, if necessary

**Comments**  
This pre-requisite course has an enrollment of over 100 students and is the first track in the Forensic Accounting major.

**Guidance**  
On this screen we give special attention to **High Priority courses**: the courses whose interruption would **most** threaten the progress of our students and the integrity of the curriculum.  
A course is considered High Priority if it meets these three criteria: it is an undergraduate course, it is a large-enrollment course, and it is a pre-requisite for a major or part of a sequence. Graduate-level courses in webcasting, podcasting, etc.  
Relevant documents can be uploaded on the Documents screen.

**High Priority Courses**  
All Courses  
Department Practices  
Special Teaching Issues  
Action Items

**Instruction**  
+ New Action Item  
View Page  
Print PDF  
Guidance

Cancel   Save   Save and New

# Instruction-All Courses

- Please estimate your department's current usage of the following practices. Select answers from the drop-down list and enter supporting **Comments**.

	All Courses		
High Priority Courses			
<b>All Courses</b>			
Department Practices			
Special Teaching Issues			
Action Items			
	<b>Recommended practice</b>	<b>Estimate your department's current usage of this practice</b>	<b>Can this practice be expanded in your department?</b>
	1. <b>LMS Sites:</b> Every course has a LMS site.	<div>Please select... None Some courses <b>Many courses</b> All courses Not sure</div>	Maybe
	Comment		Learning Management
	2. <b>Grades Current:</b> Grades are kept current at all times, using the LMS gradebook tool.	Many courses	Maybe
	Comment	Yes, most faculty use Blackboard to post their grades	

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

🔍 Guidance

The following disaster-readiness practices for instructors were developed by faculty, approved by the Academic Senate, and recommended by the Executive Vice Chancellor and Provost. Each practice will facilitate continuity of the curriculum under adverse circumstances.



# Instruction-All Courses

- Continue to estimate your department's current usage of the following practices. Select answers from the drop-down list and enter supporting **Comments**.

High Priority Courses

**All Courses**

Department Practices

Special Teaching Issues

Action Items

3. **Good Communication Among GSIs:** Consistency is achieved across discussion & lab sessions by fostering communication among GSIs. (Possible methods: regular meetings, a dedicated LMS site for GSIs, etc.)

Many courses ▼ Yes ▼

Comment

Yes, they meet on a regular basis to discuss continuity of the courses.

4. **Common Course Materials:** When instructors teach the same or similar courses, common textbooks and other course materials are used.

Many courses ▼ Maybe ▼

Comment

Some instructors are more comfortable with their course materials.

Please estimate your department's current usage of the practices on this screen; 100% accuracy is not necessary. We are requesting this information to promote discussion and to encourage adoption, not for audit purposes.

GSI = Graduate Student Instructor

Relevant documents can be uploaded on the Documents screen.

✓ Save

+ New Action Item

👁 View Page

🖨 Print PDF

Click **Save** to continue

# Instruction-Department Practices

- Answer the four questions regarding your department's best practices. Select answers from the drop-down list and enter supporting **Comments**.

High Priority Courses

All Courses

**Department Practices**

Special Teaching Issues

Action Items

**Department Practices**

	Recommended practice	Is this currently being done?	Comment
1.	<b>Strategy for Disaster Communications:</b> The department has a plan that details how it will communicate rapidly with faculty, staff & students if disaster strikes.	Yes	The plan is updated at the start of semester
2.	<b>Backup Plan for Academic Personnel:</b> The department has a plan for instructor substitution if necessary. The groundwork is laid by practices such as team-teaching, rotating instructors, or substituting "topics in" courses.	Partially	are in the process of completing it
3.	<b>Faculty Leaves:</b> When faculty leaves are approved, faculty members are informed of the possibility of recall.	Yes	
4.	<b>Innovative Pedagogy:</b> Faculty are actively encouraged to experiment with teaching tools before disaster strikes and to share experiences with colleagues.	<div>Please select... Yes No <b>Partially</b> Not sure</div>	

✓ Save

+ New Action Item

View Page

Print PDF

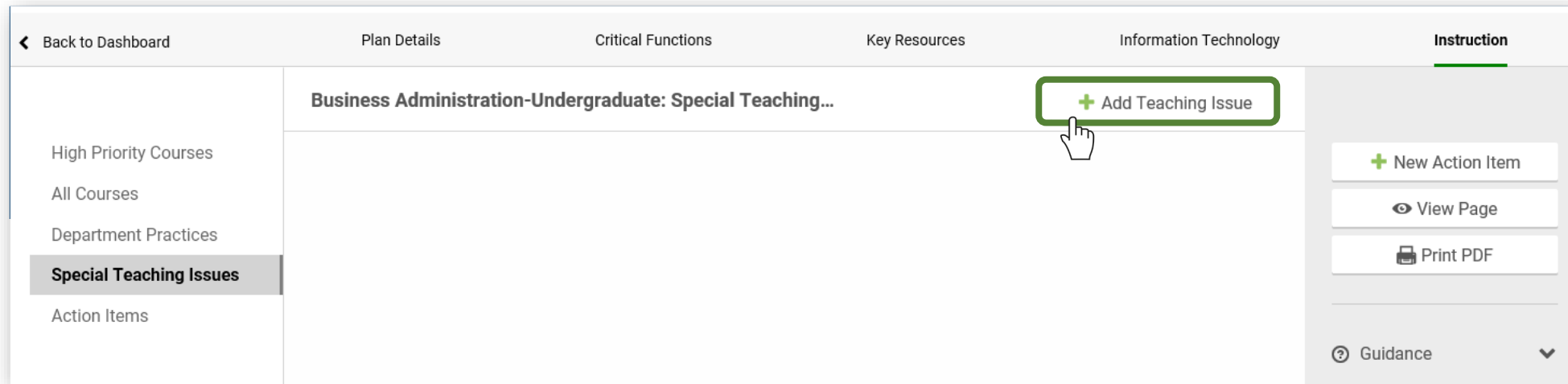
Guidance

The following disaster-readiness practices for departments were developed by faculty, approved by the Academic Senate, and recommended by the Executive Vice Chancellor and Provost. Each practice will facilitate continuity of the curriculum under adverse circumstances.

We are requesting this information to promote discussion and to encourage adoption, not for audit purposes.

# Instruction-Special Teaching Issues

- Many courses require specialized resources and logistics.
- Click the **Add Teaching Issue** to define any issues that might arise.



# Instruction-Special Teaching Issue

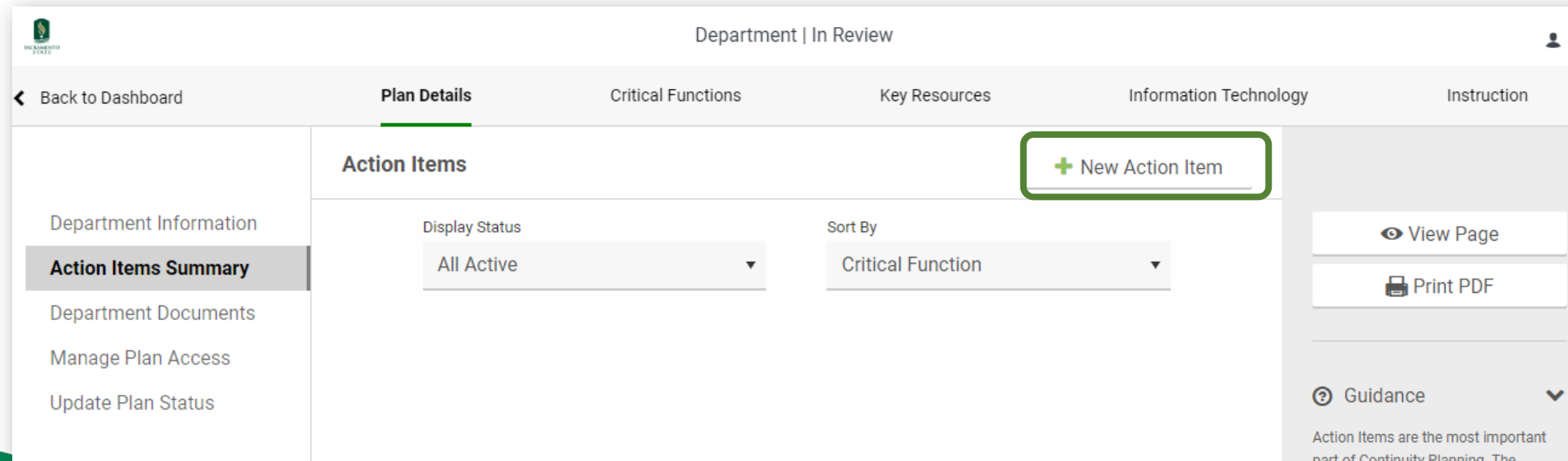
- Select an **Existing Issue** from the drop-down list or enter a **Custom Issue Name** if not on the list.
- Describe the **Potential Impact** and **Potential Alternatives**.

The screenshot shows a web application interface for adding a special teaching issue. The main content area is titled 'Add Special Teaching Issue' and contains the following elements:

- A navigation bar at the top with tabs: 'Plan Details', 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction' (which is currently selected).
- A left sidebar with a 'Back to Dashboard' link and a list of menu items: 'High Priority Courses', 'All Courses', 'Department Practices', 'Special Teaching Issues' (highlighted), and 'Action Items'.
- The main form area has a heading 'Add Special Teaching Issue' and a sub-heading 'Select an issue from the list or add a custom one.'.
- There are two input fields: '\* Existing Issue' (a dropdown menu showing 'Computer labs') and '\* Custom Issue Name' (a text input field).
- Below these are two text areas: 'Potential Impact' (containing the text 'Students will not be able to complete their assignments as required for the course') and 'Potential Alternatives' (containing the text 'Laptops and a remote location with WiFi').
- At the bottom of the form are three buttons: 'Cancel' (with a red X icon), 'Save' (with a green checkmark icon), and 'Save and New' (with a green plus icon). A hand cursor is pointing at the 'Save' button.
- On the right side of the form, there is a 'Guidance' section with a dropdown arrow. It contains the text: 'Many courses require specialized resources and logistics, for example:' followed by a bulleted list: 'Laboratories', 'Design or performance studios', 'Field work / internships / experiential learning', 'Specialized instructional software', 'Access to collections (library, museum etc.)', 'Podcasting, podcasting, YouTube, etc.', and 'Relevant documents can be uploaded on the Documents screen.'.
- Below the 'Guidance' section, there is another 'Guidance' section with a dropdown arrow. It contains the text: 'Many courses require specialized resources and logistics, for example: considered High Priority. Please list here any High Priority courses taught by your department. If a course does not meet the above'.

# Action Items

- Action Items are things that could be done now (or anytime before disaster strikes) to make your unit more prepared.



# Plan Details: Department Documents

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# Department Documents

- The links below allow you to download documents that have been uploaded for this plan.

Department Documents

The links below allow you to download documents that have been uploaded for this plan.

Document name	Description	Step	Associated function	Uploaded On
<a href="#">Foreign Travel</a>	Contains cell phone and home phone numbers	Critical Function	Department Information	01/22/19
<a href="#">Injury/Accident/Disaster Response</a>	Contains cell phone and office phone numbers	Critical Function	Department Information	01/22/19

✓ Saved

+ New Action Item

👁 View Page

🖨 Print PDF



# Plan Details: Update Plan Status

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# Update Plan Status

- Click the **Update Plan Status** to update from **In Progress** to **Complete**.
- The Business Continuity Team will review your BCP.

← Back to Dashboard

Plan Details Critical Functions Key Resources Information Technology Instruction

Manage Plan Status

+ Update Plan Status

Name	Role	Date	Status	Comment
Don Nahhas		2019-03-11	In Review	delete
Don Nahhas		2019-03-11	Complete	delete
Don Nahhas		2019-03-11	In Review	delete

Department Information  
Action Items Summary  
Department Documents  
Manage Plan Access  
**Update Plan Status**

+ New Action Item  
View Page  
Print PDF  
Guidance



# Update Plan Status

- Enter your **Name**, **Role** and any **Comments** you need to relay.
- Select the **Status** from the drop-down list.

**Update Plan Status**

\* Name: Risk Management

Role: Plan Manager

\* Date: 2019-05-17

\* Status: Complete

Comment: Our BCP is complete and ready for review.

Buttons: Cancel, Save, Save and New

**Guidance**

Use this screen to update the status of a plan.

- **In Progress:** A plan that is currently being written or edited. This is the default status for all new plans.
- **Complete:** A new plan that has been finished.
- **Due for Review:** An existing plan that needs to be reviewed as part of a regular review cycle.
- **In Review:** An existing plan that is being reviewed.
- **Current:** An existing plan that has been reviewed and is up-to-date.

The **Comment** field allows institutions to be flexible with procedures for status updates. Check with your Ready Admin for recommended or required procedures for status updates and review policies.

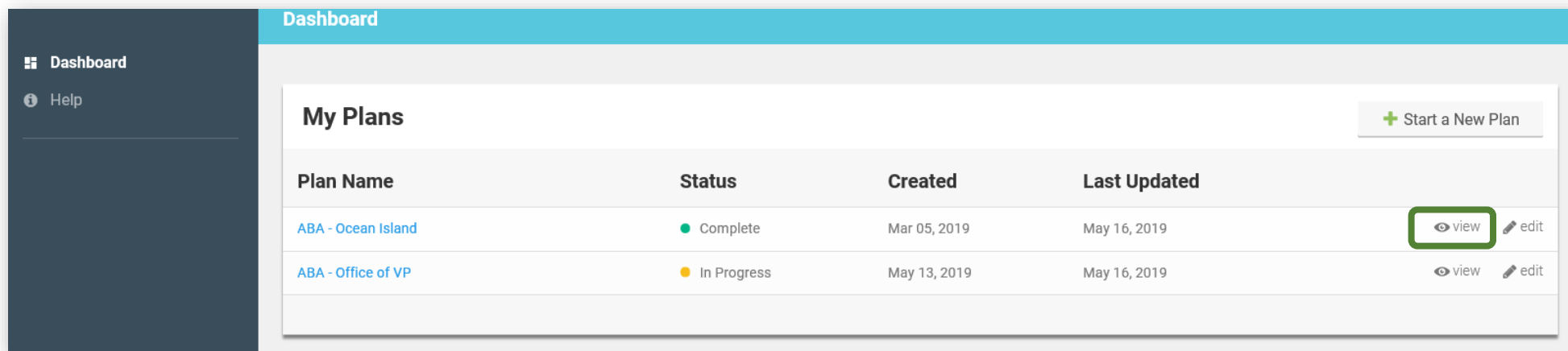
# Printing Your Plan

## SAC STATE *Ready*







# Printing your Plan

- Click the **View** icon to open the **Plan** you want to print.

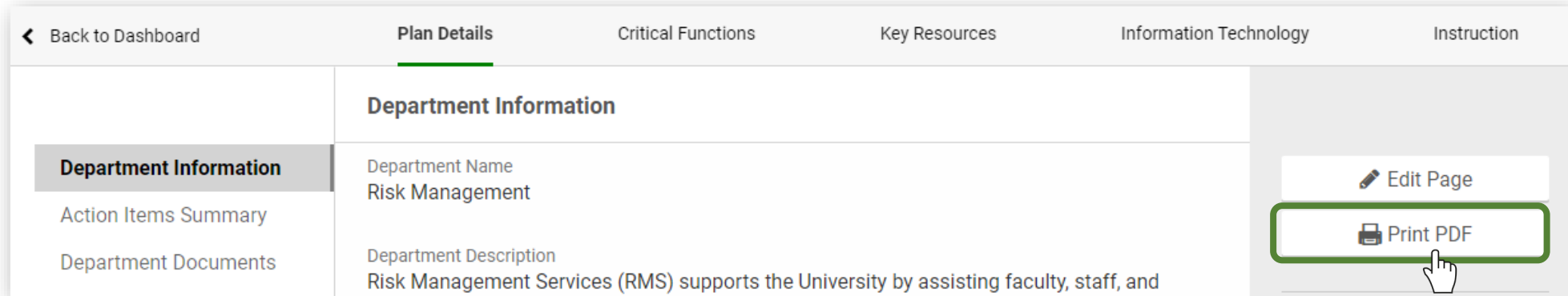


The screenshot shows a dashboard interface. On the left is a dark sidebar with 'Dashboard' and 'Help' links. The main area has a light blue header 'Dashboard' and a section titled 'My Plans' with a '+ Start a New Plan' button. Below is a table with columns: Plan Name, Status, Created, Last Updated, and actions. The first row is 'ABA - Ocean Island' (Complete, Mar 05, 2019, May 16, 2019) with a 'view' icon highlighted by a green box and an 'edit' icon. The second row is 'ABA - Office of VP' (In Progress, May 13, 2019, May 16, 2019) with 'view' and 'edit' icons.

Plan Name	Status	Created	Last Updated	
<a href="#">ABA - Ocean Island</a>	● Complete	Mar 05, 2019	May 16, 2019	 view  edit
<a href="#">ABA - Office of VP</a>	● In Progress	May 13, 2019	May 16, 2019	 view  edit

# Printing your Plan

- Click the **Print PDF** to start the process.



The screenshot shows a web interface for 'Plan Details'. At the top, there are tabs: 'Back to Dashboard', 'Plan Details' (active), 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. Below the tabs, there is a sidebar on the left with 'Department Information' (selected), 'Action Items Summary', and 'Department Documents'. The main content area shows 'Department Information' with fields for 'Department Name' (Risk Management) and 'Department Description' (Risk Management Services (RMS) supports the University by assisting faculty, staff, and...). On the right side of the main content area, there are two buttons: 'Edit Page' and 'Print PDF'. The 'Print PDF' button is highlighted with a green border and a hand cursor is pointing at it.

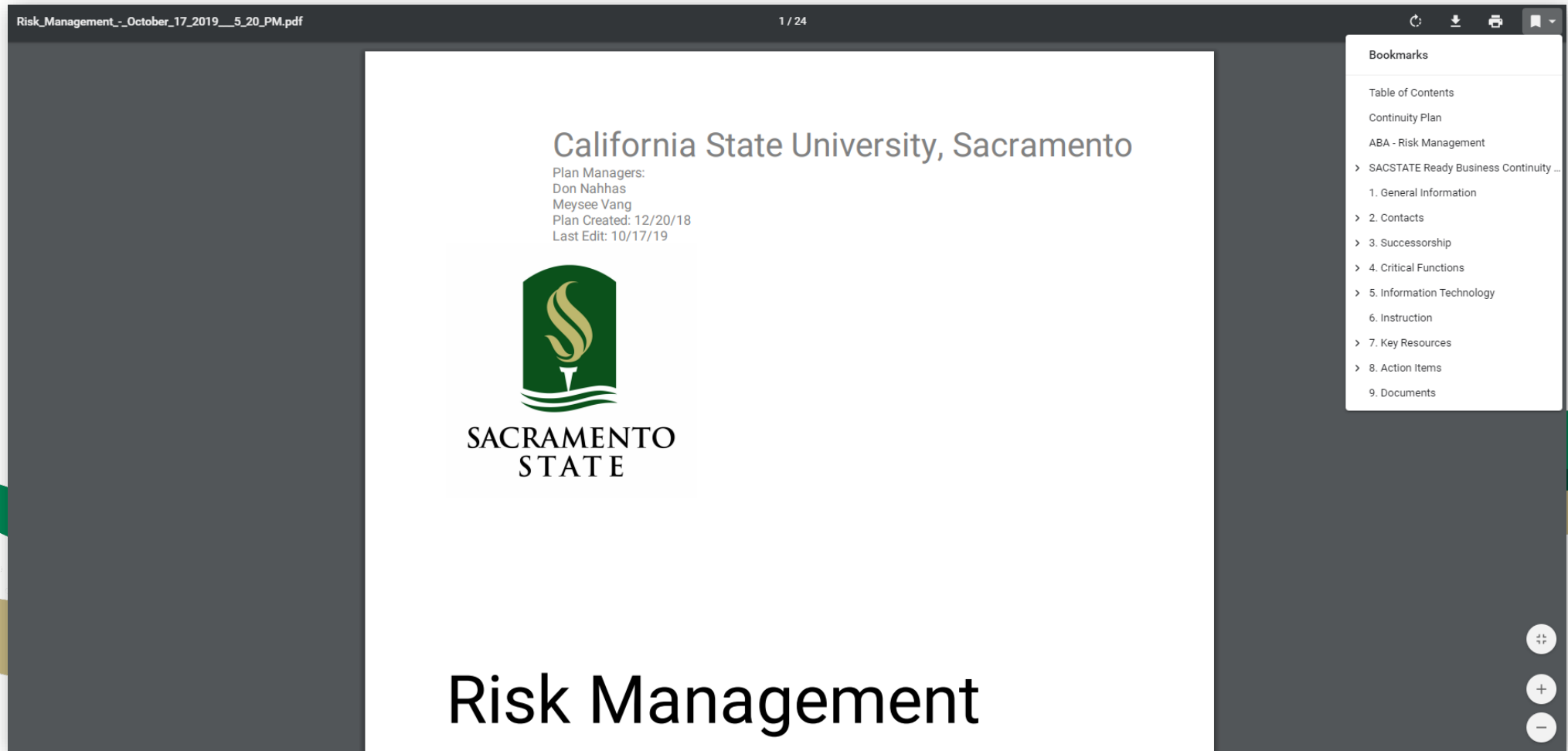
	Plan Details	Critical Functions	Key Resources	Information Technology	Instruction
	<b>Department Information</b>				
<b>Department Information</b>	Department Name Risk Management				
Action Items Summary	Department Description Risk Management Services (RMS) supports the University by assisting faculty, staff, and				
Department Documents					

Edit Page

Print PDF

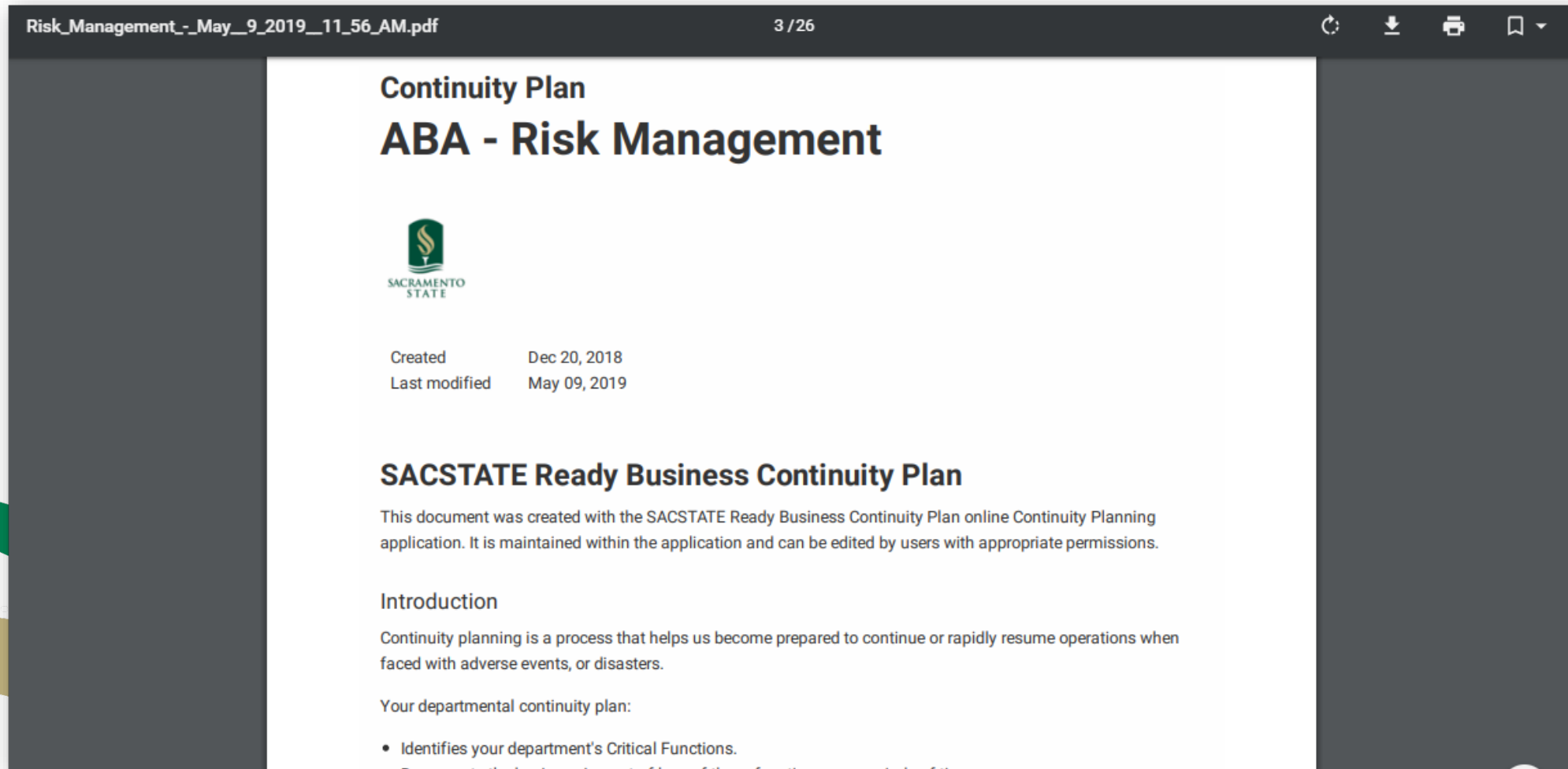
# Printing your Plan

- The **PDF** can be printed or saved to you computer or share drive.



# Printing your Plan

- Sample page of PDF page



# SACSTATE *Ready* Annual Review





## SAC STATE *Ready* Annual Review Checklist

This checklist will help guide you through reviewing and updating your SAC STATE *Ready* business continuity plan. Please login to your SAC STATE *Ready* account to complete your annual review.

### ☐ Plan Details

- Department Information
  - Is the content on the Department Information screen accurate (Faculty, Staff, Students and Volunteers)?
- Action Item Summary
  - Update action items as not yet begun, in progress, needs further discussion or complete.
  - Are any completed? If yes, have they been marked completed?
  - If action items have not been completed, does the due date need to change?
    - Note: If making a change to due date please add a comment indicating the original due date.
- Download Documents
  - Are the documents the most current and up-to-date?
  - Are there telephone numbers contained in the documents current and up-to-date?
- Manage Plan Access
  - Any new users?
  - Do the right people have the appropriate level of access to the plan?

### ☐ Critical Function

- Does your list reflect the most important functions normally performed by your unit?
  - Level of Criticality – Any changes?
  - Person responsible – review all and make updates.
  - Peak Periods – any new peaks to note?
  - Dependencies – any change in dependency across campus?
  - How to Cope
- Operating procedures the same? Should any written procedures be uploaded?

### ☐ Key Resources

- Staff Basics
  - Name and Phone numbers – Review for update.
- Stakeholders – Have names or numbers changed? Are there any new vendors that should be added?

### ☐ Information Technology

- Central and Department Applications – Any changes? Any new applications?
  - How to Restart – Are the responses to the “Recovery Strategies” section up-to-date?

### ☐ Instruction (for instructional units only)

- Are the responses to the “All Courses”, “Department Practices”, and “Special Teaching Issues” sections up-to-date?



### Annual Testing and Review Form

<b>Table Top Exercise Overview</b>	
Department Facilitating Exercise:	
Date of Exercise:	
Location of Exercise:	
Purpose of Exercise:	
Objectives for Exercise:	
Participating Organizations and Assigned Roles:	
<b>Exercise Outline</b>	
Scenario/ Outline of Exercise:	
<b>Post Exercise Evaluation</b>	
Date of evaluation:	
Person(s) Completing Evaluation:	
Strengths Identified:	
Lessons Learned:	
Gaps/Issues Identified and Area(s) Needing Improvement:	
Corrective Actions Taken:	
<b>Exercise Organized By (Head of Unit):</b>	
<b>Plan Reviewed and Approved By (Business Continuity Coordinator):</b>	
<b>Date Approved:</b>	



# Resources

- SAC STATE *Ready*, Risk Management Business Continuity Planning  
<https://www.csus.edu/administration-business-affairs/risk-management-services/business-continuity-planning.html>
- SAC STATE *Ready*, Business Continuity Login (using Saclink Credentials)  
[https://csus.kuali.co/ready/users/sign\\_in](https://csus.kuali.co/ready/users/sign_in)
- SAC STATE *Ready*, Business Continuity  
<https://www.csus.edu/administration-business-affairs/risk-management-services/internal/documents/sacstateready-guide.pdf>



# Risk Management Can Help You

with your Business Continuity Plan

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