



Business Continuity Planning Template

January 2007

Introduction

Three influenza pandemics occurred in the last century, and public health experts predict that another is likely some time in the future. No one can predict when it might happen or how severe it will be. It is prudent to plan for one, however. In the event of an influenza pandemic, UNL will have four objectives:

- Minimize the risk of pandemic influenza to students, faculty and staff.
- Support students who remain in Lincoln.
- Continue functions essential to university operations during a pandemic.
- After the pandemic, resume normal teaching, research and service operations as soon as possible.

To be better prepared to respond to a pandemic outbreak, all UNL departments and units are asked to use this form to describe how your department or unit will operate during an influenza pandemic, and recover afterwards to be fully operational. This is your Plan; feel free to augment this template to meet your needs. The *process* of planning for an emergency is very valuable. Be collaborative when drafting this, and seek comments from your staff and leadership. For detailed instructions and more information, call University Police at 472-4467.

Planning Assumptions

Although no one knows the precise characteristics of the next influenza pandemic, UNL is basing its plans on the following assumptions:

1. To reduce the risk of illness, public health officials may request that UNL take social distancing measures such as canceling public events and suspending classes. If a severe outbreak were to occur, we should expect to suspend on-campus classes for 7-10 weeks.
2. Employee absenteeism can reach 40 percent for periods of about 2 weeks at the height of a pandemic wave, with lower levels of staff absent for a few weeks on either side of the peak.
3. For planning purposes, assume that absent employees include leaders, heads and personnel with primary responsibility for essential functions.
4. Fifty percent of your supplies will not be available during the 7-10 week period of contagion.
5. For planning purposes, assume that the wave will occur during the fall or spring semester.



- 6. It is unlikely that students, faculty and staff will be subject to mandatory quarantine orders. Instead, public health officials will rely on voluntary social distancing measures.
- 7. Difficult to impossible to travel.
- 8. Disruptions and shortages of fuel, food stuffs, health care.

A: Your Department's Leadership Succession

List the people who can make operational decisions if the head of your department or unit is absent.

	Name	Phone Number	Alt Phone Number
Dean/Director			
First Successor			
Second Successor			
Third Successor			

B: Your Department's Essential Functions

List below your department's functions that are essential to operational continuity and/or recovery, and who is responsible for them. Make sure that alternates are sufficiently cross-trained to assume responsibilities.

Essential Function:			
	Primary	Alternate	Second Alternate
People Responsible			
Phone Numbers			
Essential Function:			
	Primary	Alternate	Second Alternate
People Responsible			
Phone Numbers			
Essential Function:			
	Primary	Alternate	Second Alternate
People Responsible			



Phone Numbers			
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	Primary	Alternate	Second Alternate
People Responsible			
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	Primary	Alternate	Second Alternate
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Phone Numbers			
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People Responsible			
Phone Numbers			

C: Emergency Communication Systems

All UNL employees are responsible for keeping informed of emergencies by monitoring news media reports and UNL’s home page. To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain a call tree.

Note below the system(s) you might use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

- Phone
- Call Tree
- Instant Messaging
- Email
- Department Website
- Direct Connect
- Pager
- Other (describe):



D: Emergency Access to Information and Systems

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash drives, hard copies, Blackberry/Treo or use of alternate email systems (e.g., Yahoo).

E: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the pandemic's impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.

F: Recovery After the Pandemic

Describe your Plan to fully resume operations as soon as possible after the wave has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs.

G: Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in a pandemic.



H: Key Internal (Within UNL) Dependencies

List below the products and services upon which your department depends and the internal (UNL) departments that provide them.

Dependency (product or service) : Provider (UNL department):	
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Dependency (product or service) : Provider (UNL department):	



I: Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare a pandemic influenza continuity of operations plan.

Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		
Dependency (product or service) :		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		



J: More Information About Your Department

Please note below information for your department's contact.

Name	Phone Number	Email

K: Business Continuity Submission

Thank you for completing your department's Pandemic Influenza Business Continuity Plan. Please submit an electronic copy of this Plan to University Police, Fred Gardy at fgardy2@unl.edu