

Step by Step Process for Activating

the _____ **Business Continuity Plan**
(name of your plan)

	Executive Policy Group, Head of Departments, and/or UT System will determine if Business Continuity Plans are activated. If so, you will receive notification via MavAlert or other appropriate notification methods that your department has been affected by an event and you should activate your plan.
	Triggers to plan activation may include: damage to building(s) infrastructure, damage to a facility, or limited utilities or failure, a pandemic outbreak where 20% or more of your workforce has been affected.
	Activate personnel according to plan.
	Implement your communication plan.
	Activate your critical functions as you have prioritized them.
	If you are on an Emergency Response Team and are requested to come to work, let your family know how they can contact you, and how often you will contact them.
	Activate your Family Disaster Plan and bring your 72 hour kit, hard copy of your Business Continuity Plan, which includes critical contact information, and other requested items with you when you deploy.
	Incident Command System (ICS) should be initiated. During the 1 st operational period you may receive assignments verbally. During the 2 nd operational period, you should receive an Incident Action Plan.
	Meet at your designated location to receive a briefing from a supervisor. Find out what you are doing, who you are working for, and where you will be working.
	Take precautions as to health and safety measures (personnel protection equipment, be mindful of the weather, and any other hazards).
	If your building is damaged but the infrastructure is safe, then do an assessment of your office space for records, workspace, and equipment status. Report findings to your supervisor.
	If the building is destroyed, activate your alternate site.
	If you are not an Emergency Response Team member, you will be told by your supervisor to telework, or other activities.
	All department members not working on campus are to check-in each day with their supervisor or designee for a status update.

Definitions:

Executive Policy Group-This group consists of the president of the university, provost/vice president of Student Affairs, vice president of Administration and Campus Operations, vice president for Business Affairs and Controller, vice president for Human Resources, and vice president for University Communications and others as designated by the president.

Emergency Response Team-Members of your department that are identified in your Business Continuity Plan to assess your departments work space, and over-all status of your departments physical location, and personnel. The members of the team report to the supervisor or other designee concerning the departments' status.

Incident Command System-The system that the campus uses to manage disasters. The system establishes a chain of command, command and control, and unity of command to ensure all phases of disaster efforts are addressed with clear and concise direction.

Operational period-The period designated to work in a disaster. For a long-term disaster recovery, the operational period may be an eight hour shift. For a short-term disaster, shifts may be ten to twelve hours.