Business Continuity

**Continuity** planning is the advance preparation and planning that will enable the University to resume its critical operations following an event/disruption of any size or type.

A **Business Continuity Plan** is a collection of critical information that a person stepping into a leadership role would need in order to manage effectively during the recovery process. Whether it's a wildfire, a mudslide that closes the freeway, or some other natural or human-caused disaster, our campus must be prepared to carry on our core mission of teaching, research, and public service.

**UC Ready**

This is the web-based continuity planning software tool that is utilized throughout the University of California system.

*Click to create a UC Ready account to view and update UC Davis mission continuity plans.* [1]

UCReady was created to help departments prepare for rapid resumption of the University's mission following any unexpected disruption (e.g. earthquake). The core activities of teaching, research, and public service are performed at the department level; therefore preparations to continue these activities after a disaster should begin at that level.

The UC Ready tool will guide you, step-by-step, to create a continuity plan that:

- **Identifies Priorities**: What parts of the operations must come first? This is our business impact analysis (BIA) and is created via the Essential Function and Application questions of UC Ready.

- **Outlines Recovery Strategies**: Based on the priorities and risks that we have identified, we then identify strategies for continuing our operations (e.g. working remotely, reciprocal agreements, etc.). Strategies your department may have identified previously have been transitioned over to the upgraded version of UC Ready.

**UCReady Training**
The campus's expectation is that each department will develop and maintain a mission continuity plan. To support departments, bi-weekly training is being conducted for Departmental Continuity Planners on both the basics of our UCReady mission continuity planning software, but also more advanced classes for departments to test their plans. All classes will be held in the Emergency Operations Center [2], unless otherwise stated.

**Mission Continuity Planning Basics**
This training would be particularly helpful for Departmental Continuity Planners that are:

- New to role
- Unfamiliar with the UCReady system
- Have out-of-date mission continuity plans

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<td>9 - 10 a.m.</td>
<td>Getting Started in UCReady</td>
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**Advanced Mission Continuity Planning**
This training is for Departmental Continuity Planners that are:

- Actively planning for their department(s)
- Comfortable with UCReady
- Preparing to test their mission continuity plans

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*Please note:* All training dates are subject to change or cancellation and will be updated accordingly. Please email any questions to instructor Stacey Gustafson at sgustafson@ucdavis.edu [3]

**Tabletop Exercise**
This training is for ALL Departmental Continuity Planners:
Tuesday, April 14
10 a.m. - 1 p.m.
ARC Ballrooms

Resources

- How to Change a UC Ready Type 1 Plan to a Type 2B Plan (.pdf)
- Presentations for Departmental Continuity Planners:
  - Mission Continuity Table Top Exercise Preparation
  - Planning, Training, and Exercising
  - Getting Started in UC Ready

Contact

Emergency Preparedness
prepare@ucdavis.edu

More information

External links

1. DRII-Institute for Continuity Management

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Links
[3] mailto:sgustafson@ucdavis.edu
[6] https://ucdavis.box.com/s/gdvcm0n2mh4o08zgrg5d21zm5sg9bns7