Why Should You Plan?

The University plans for unexpected events that may disrupt or halt critical campus initiatives. The resulting impacts from an emergency can be severe, departments may be forced to relocate operations, halt services, or possibly suffer permanent data loss. These types of events call for business continuity plans to be developed and maintained so that we may continue our most important responsibilities - teaching, research, business, and public service functions with as little interruption as possible.

In preparation for future unexpected disruptions and as part of a systemwide initiative, UC Davis has been developing business continuity plans using the online tool, UC Ready.

What is UC Ready?

UC Ready is a web-based software tool that provides a step-by-step process for creating a business continuity plan. This online tool is being used systemwide by all UC campuses and three medical centers.

This tool not only creates department plans, but it stores them as well. UC Ready is also a planning database that helps you prioritize campus functions and ensures that you follow campus level planning protocols.

Recently, this tool was upgraded to provide you with a more robust planning experience. Previous plans and data have been transitioned to this upgraded version of UC Ready.

Join us in being UC Ready!
### Identify Priorities

As a program manager, we will ask you questions about your priorities (essential functions). This is part of our campuswide business impact analysis (BIA).

We want to know what parts of the University must be recovered first, how long a disruption can be sustained, and what could happen as a result (impacts).

We do this by measuring:

- The types of impacts and the severity
- Identifying your business critical IT Apps and Systems
- The types and quantities of business critical equipment and supplies to continue functioning
- The maximum tolerable down time (MTD) that a function or key resources can be unavailable

### Identify Strategies

Once your department has identified and prioritized its essential functions, we’ll identify contingency strategies as appropriate. Some strategies that other departments have selected have included:

- Working from an alternate office location
- Working remotely (telecommuting)
- Reciprocal agreements
- Cross-training staff
- Implementing manual or paper workarounds

### Create Plans

The documentation of your department’s operations gathered in Steps 1 & 2 will form the basis of your plan and will be a reference guide should you need to continue or recover your department’s operations. Creation of your plans may also require developing standard operating procedures or making arrangements in advance to protect your department’s operations.

Remember to print copies of your plans and store copies (including attachments and contact lists) in some secure place off site. This also includes training staff about the availability of plans and contact lists.

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**Create a Business Continuity Plan in 3 Easy Steps**

Once you have been granted access to UC Ready, follow these three easy steps to create your department or program’s plans. Contact us today for further guidance at 530-304-8449 or prepare@ucdavis.edu