**MICHIGAN STATE UNIVERSITY**

**BUSINESS CONTINUITY PLAN**

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| --- | --- |
| Department: |  |
| College or MAU Reporting to |  |
| Department Administrator |  |
| Phone Number |  |
| Email Address |  |
| Name of Person Completing or Updating BCP |  |

**Contents**

[INSTRUCTIONS 3](#_Toc169855797)

[ESSENTIAL FUNCTIONS/SERVICES 3](#_Toc169855798)

[CRITICAL EMPLOYEES WITH ESSENTIAL FUNCTIONS & SERVICES 3](#_Toc169855799)

[COMMUNICATIONS PLAN 4](#_Toc169855800)

[ALTERNATE LOCATIONS OR REMOTE WORK 4](#_Toc169855801)

[INFORMATION 5](#_Toc169855802)

[What should I consider when developing our BCP? 5](#_Toc169855803)

[Considerations include: 5](#_Toc169855804)

[Next Steps 5](#_Toc169855805)

# INSTRUCTIONS

Emergencies and circumstances may arise that force Michigan State University to modify, interrupt, suspend, or curtail certain operations or services. However, units may have critical functions that must continue to protect human and animal safety, critical university systems, and operations.

Please refer to the Modified Operations Policy [Modified Operations](https://u.policies.msu.edu/doctract/documentportal/08DB621230EC5D1EF7C1BA9460D7A1BE).

An administrator from each MSU department must complete the following Business Continuity Plan (BCP) identifying essential functions or services and critical employees who perform these services no later than July 1 of each year. Each college and MAU is responsible for developing their respective departments’ BCP plans.

Supervisors, line managers, or designee will communicate with employees identified as critical with essential functions and should be provided clear instructions on expectations during periods of modified operations.

The completed BCP is to be emailed to the MSU DPPS Emergency Management division at [EM@dpps.msu.edu](mailto:EM@dpps.msu.edu).

# ESSENTIAL FUNCTIONS/SERVICES

Essential functions/services will always be maintained at the University, even when some operations or services are modified. Essential functions/services are required to maintain the safety and welfare of University students, faculty, staff, and visitors, key activities, and the integrity of the University’s infrastructure. Critical functions/services include those necessary to:

* Protect life and safety
* Assure campus security
* Maintain key human and animal health services
* Preserve research projects and infrastructure
* Maintain business, finance, and physical infrastructure necessary to operations and services during an emergency or to promptly restore normal operations and services

List the essential functions/services in your department.

|  |  |  |
| --- | --- | --- |
| Essential Function/Service | Personnel Requirements  (i.e., one faculty member,  two graduate assistants, etc.) | Situational Requirements (i.e., needed during flood, power outage, all situations, etc.) |
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# CRITICAL EMPLOYEES WITH ESSENTIAL FUNCTIONS & SERVICES

MSU faculty and staff who support the above essential functions/services are required to work when normal operations are modified. List the critical employees with essential functions/services in your department.

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| --- | --- | --- | --- | --- |
| Name | Position | Critical Functions & Services Supported | MSU Contact Info (phone and email) | Alternate Contact Info (home phone, cell, etc.) |
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# COMMUNICATIONS PLAN

Describe below how you will communicate to faculty, staff, and student employees when University operations are modified. Include details on how employees (both critical and non-critical) should respond to a modification and curtailment of normal operations.

Possible methods of communication include:

* Landline, cell phone or text message
* Departmental intranet, Facebook page or email
* Departmental voicemail message – have employees call in and listen to instructions.

Summarize the communication plan.

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# ALTERNATE LOCATIONS OR REMOTE WORK

A department may use alternate locations or remote work during a modification in operations. Please describe your plan for such activities below. At least one phone line from each department must be answered, so calls may need to be transferred to an off-campus number. For telecom support please connect with IT Services. <https://tech.msu.edu/network/telecommunications/>

Summarize the alternate locations and remote plan.

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# INFORMATION

## What should I consider when developing our BCP?

* Determine and designate specifically who will be the responsible party and champion(s) for developing the BCP.
* Identify the specific work that must be performed. The unit’s specific needs will determine the level of detail needed.
* Designate critical employees with essential functions and communicate their status to them.
* Provide contact information for the supervisor, faculty, line manager, or designee.
* You will ***not*** need a BCP if your unit requires a Continuity of Operations Plan (COOP) for Emergency management.
* Make updates as personnel changes, at least annually, or as directed by the MSU DPPS Emergency Management division.
* Modified Operations are typically for acute situations that will be of short duration.

## Considerations include:

* + Teaching/Instruction
  + Outreach/Performances/Public Events
  + Research
  + Infrastructure
  + Critical Business Systems and Operations
  + Animal Care
  + Human Care
  + Determine what specific work MUST continue during Modified Operations—the critical and essential work?
  + Think about the day-to-day work that must be performed regardless of the situation.
  + Usually, this is human care, animal care, some research, and infrastructure needs such as power, water, and IT.
  + If the situation goes more than 24 hours, 48 hours, or 72 hours, what impacts operations, and how will the situation be managed?
  + Units may need to direct their departments to create more detailed plans than others, including employee names, positions, successors, and contact information. Include these plans in the Unit plan.

## Next Steps

1. Communicate and verify the plan with all employees and supervisors.
2. Provide written notice to employees if they will be considered critical with essential functions. See [Modified Operations](https://u.policies.msu.edu/doctract/documentportal/08DB621230EC5D1EF7C1BA9460D7A1BE)
3. Provide contact information for the supervisor.
4. Ensure supervisors, line managers or designees are trained in Modified Operations procedures for your unit.
5. Consider including language regarding critical employees in job postings and in offer letters.
6. Include information in your onboarding plan.
7. Internal planning and exercising of the BCP is required on an annual basis
8. **Email the BCP to** [**EM@DPPS.MSU.EDU**](mailto:EM@DPPS.MSU.EDU)

**NOTE: In 2024, the BCP will be due on December 1. Thereafter, they will be due on July 1**