Business Continuity Planning

Business continuity planning is an important part of each University department's risk management planning. The objective of business continuity planning is to ensure the uninterrupted availability of all key business resources required to support essential (or critical) business activities after an emergency or disaster situation.

The difference between emergency response and recovery, and business continuity is that emergency response and recovery addresses the period immediately following the emergency or disaster. The emphasis is on bringing conditions under control, minimizing injury and property damage, and resuming functions at the minimum acceptable level. Business continuity planning deals with how critical functions can be restored to normal performance levels so full recovery can occur after an operation has sustained damage as a result of a disaster. It addresses such issues as how a department will continue to deliver its services and meet the needs of its students, employees, community, and alumni.

In a University setting, business continuity impacts student health centers, counseling centers, stadiums, mail rooms, computing facilities and networks, printing and copying operations, book publishing, libraries, student housing, utility plants, education and research clinics, day care centers, recreational facilities, bookstores, research labs, warehouse operations, and food service operations.

Business continuity plans that enable University departments to resume operations in an expedient and controlled fashion in the event of a disaster contain a series of key elements:

- A risk management program with clearly defined roles and responsibilities, including support organization functions;
- Specific incident/emergency management responses that identify assembly areas at a safe distant from the site of the incident;
- Accessible off-site storage, recovery locations, and emergency operations centers located at a safe distance;
- A process for automatically switching telephone and data lines;
- Manual processes for continuing operations until technology is repaired;
- Processes to deal with the loss of information as it is restored from backup data;
- Frequent, extensive testing of the business continuity planning process end-to-end;
- A business continuity plan awareness program; and
- A review process to keep the business continuity plan up-to-date.

To help departments learn more about developing a business continuity plan for their areas, Risk Management, in conjunction with its property insurance broker, Marsh, will be offering a Business Continuity Planning Workshop luncheon on Wednesday, November 16, 2005 at the Goldstein Alumni and Faculty Center from noon-1:30pm. To register, please contact Donna Petreva (Administrative Assistant, Risk Management) at djpetreva@syr.edu or x5334
RISK MANAGEMENT PROJECTS

Minors on Campus: Based on the results of the child risk assessment conducted in 2004, Risk Management rolled out an intense birth aware training program for identified areas during the summer. For more information contact Michael DeHart at mdehart@syr.edu.

International Travel Global Assistance: A committee has been formed to assess and review international travel global assistance services for employees traveling overseas on University business. The Committee members include Jon South (IFPA), Linda Pepperfield (Risk Management), James Jacobs (Health Services), Karen Morrissey (Human Resources), Lil O’Rourke (Development), David Pajak (Risk Management, Chief) Michael Wayjenko (Maxwell School), and Tom Wode (Health Services).

Compensation for Short Term Disability: Risk Management has concluded the project of bidding the University’s liability insurance for fiscal year 2005-06. The University was able to secure broader coverage at lower premiums. Many thanks to members of the University community who participated and helped to make this work a success.

Voluntary Long Term Disability Insurance: The Human Resources and Risk Management team-up to offer benefit eligible employees the opportunity to apply for voluntary group long term disability (LTD) insurance from The Standard Life Insurance Company of New York. Information about the voluntary LTD coverage will be described in future Human Resources announcements and during the Fall 2005 open enrollment sessions.

USEFUL RISK MANAGEMENT WEBSITE LINKS

Field Trip Guidelines: http://bfaweb.syr.edu/risk_mngd/field.htm

Internship Guidelines: http://bfaweb.syr.edu/risk_mngd/internship.htm


EMPLOYEE CORNER

Linda Gray, Dan Klaczany, and Jennifer Hyatt

Please join us in welcoming our new employees.

Linda Gray joined Risk Management in July 2005 as the Workers’ Compensation Assistant.

Dan Klaczany joined Environmental Health in May 2005 as the Hazardous Waste Operations Manager.

Jennifer Hyatt joined Environmental Health in July 2005 as a Hazardous Waste Technician.

Years of Service Recognition 2005

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Years</th>
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</thead>
<tbody>
<tr>
<td>Jim Devereaux</td>
<td>Safety</td>
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<tr>
<td>David Pajak</td>
<td>Risk</td>
<td>15 years</td>
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<tr>
<td>Rebecca Porzsa</td>
<td>EHO</td>
<td>15 years</td>
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Great News

- EHO welcomes Heidi born to Jamie Becken (Hazardous Waste Technician) and Rick Becken on July 18, 2005.
- Congratulations to Ann Meany (Radiation Safety Technician) on the birth of her grandson William Christopher Meany on August 1, 2005.
- Best wishes to Allison Rice (Office Assistant) and Jim Piccolito who will be married on September 24, 2005.
- Congratulations to Michael DeHart for attaining her Associate in Risk Management (ARM) designation.

STOP AND READ, BEFORE YOU SIGN!

Legal Contracts with External Parties

Syracuse University policy authorizes only certain University officers and other designated employees to sign, on behalf of the University, contracts with external parties.

For more information on legal contracts with external parties, please refer to the Purchasing Department’s website: https://www.syr.edu/finance/purchasement/purchasement.html

For questions regarding this publication, contact Michael DeHart, Risk Management Specialist at mdehart@syr.edu.

Mailing Label Here