# Business Continuity Plan:

# Department Information

**DEPARTMENT INFORMATION**

BCP Manager:

**EMERGENCY CONTACT(S) AND ALTERNATES**

| Name and Title | Office Address and Phone | Home Address and Phone | Cell Phone and E-mail |
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**ADDITIONAL DEPARTMENT STAFF**

| Name | Role | Office Phone | Home Phone | E-mail/Cell phone | Home Address |
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## DEPARTMENT S INTERNAL COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY

[Describe how your department's staff and other workers will communicate with one another in the event of an emergency. Methods used include a 'phone tree' (include information or file with details); e-mail; instant messaging; web pages; telephones; among others.

## DEPARTMENT S EXTERNAL COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY

[Describe how your department's staff will communicate with external stakeholders (employees, students, patients, visitors, parents, state officials, etc.) in the event of an emergency. Methods used include; Rave alert, e-mail; instant messaging; web pages; telephones; among others. Please remember that all contact with the media will be coordinated by the UAMS's Marketing & Communications department.]

# Critical Operations

| CRITICAL/ESSENTIAL DEPARMENT OPERATIONS (IN ORDER OF IMPORTANCE) | | | |
|---|---|---|---|
| Critical/Essential Operation | Person Responsible for Operation | Alternate Person #1 | Action Plan to Continue Essential Operation/Service<br>**List any SOP's, plans or procedures here and upload them to your department's SharePoint folder.** |
| **Department plans should be prepared with the goal of enabling the University's essential functions to continue regardless of whether or not systems are operational, facilities and infrastructure services are available, or other organizations are viable.** Institutional priorities include, but are not limited to the following:<br>• Health and safety of patients, students, faculty, staff, and visitors.<br>• Delivery of teaching/learning and other student-related services.<br>• Continuation of patient care, research and maintenance of research infrastructure.<br>• Security and preservation of University facilities and equipment.<br>• Maintenance of support for partnerships with the community. | | | |
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# Readiness Checklist

| PLANNING READINESS CHECKLIST   HIGH PRIORITY ACTION ITEMS | | | |
|---|---|---|---|
| Action Items | Responsible Person(s) | Due Date | Plan (How this action item will be completed) |

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|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

# Resources/Supplies

| ESSENTIAL RESOURCES/SUPPLIES REQUIRED FOR MAINTAINING DEPARTMENT S CRITICAL OPERATIONS | | | |
| --- | --- | --- | --- |
| Essential Resources/Supplies for Critical Operations | Action Plan to Stockpile Supplies | Current Supplier Name, Address, and Phone Number | Alternate Supplier Name, Address, and Phone Number |
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# Services

| ESSENTIAL SERVICES REQUIRED FOR MAINTAINING CRITICAL OPERATIONS | | |
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| Essential Services Required to Maintain Critical Operations during an Emergency | Current Provider/Contractor Name, Address, and Phone | Alternate Provider/Contractor Name, Address, and Phone |
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| SIGNATURES | | |
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| Plan Approved by Department Chair/Director | Sign: Cory Caldwell | Date: 9/18/2020 |
| Periodic Reviews: | | |
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