

Texas A&M University

Continuity Planning Quick Start Guide

Introduction

A continuity plan is a collection of resources, actions, procedures, and information that is developed, exercised, and kept ready in the event of a disruption of operations. It helps departments continue their essential functions after a disaster or major disruption. Having a continuity plan will help minimize the impact of a disruption and help your department return to normal operations as quickly as possible.

Completing a Continuity Plan

Departments are responsible for completing their own continuity plans. The process can be completed within a three month period:

1. Designate a *Continuity Planning Liaison*. This person will act as the liaison between your department and the Office of Safety and Security, be responsible for scheduling continuity planning meetings with department staff, and completing your continuity plan.
2. Email the Business Continuity Program Coordinator (jsoriano@tamu.edu) to let them know your department is completing a continuity plan.
3. Attend a continuity planning workshop. These workshops are designed to help you fill out your department's continuity plan.
4. Email stakeholders within your department & schedule planning meetings. The purpose of these meetings is for staff in your department to work on the continuity plan together.
5. Submit the completed continuity plan to the Business Continuity Program Coordinator. The Office of Safety and Security will review your continuity plan and give you the go-ahead to have your plan signed by your department head.
6. Have continuity plan approved and signed by department head.
7. Submit completed plan into Laserfiche (<https://it-lf-ecmf.tamu.edu/Forms/continuityplan>)

Contact Us

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Continuity Planning Timeline – Project Schedule

Continuity Planning Tasks	Person Responsible	Proposed Completion Date	Date Completed
I. Foundation			
Designate Continuity Planning Liaison			
Visit Continuity Planning website: tamu.edu/emergency/continuity			
Attend Continuity Planning Workshop: <i>Introduction to Continuity Planning & Essential Functions</i> (offered online & in-person)			
Attend Continuity Planning Workshop: <i>Completing Your Continuity Plan</i> (offered online & in-person)			
II. Plan Completion			
Email stakeholders & schedule continuity planning meetings (suggested frequency: once or twice a month)			
Complete Departmental Continuity Plan Template			
III. Plan Submission			
Submit continuity plan to Office of Safety & Security for review (email: jsoriano@tamu.edu)			
After plan is reviewed by Office of Safety & Security, have continuity plan approved and signed by department head			
Submit completed continuity plan into Laserfiche (https://it-lf-ecmf.tamu.edu/Forms/continuityplan)			