

The following questions will aid the University's Colleges and Departments in providing specific guidance for recovery planning in their constituent departments:

- What are your department's business interdependencies? What do you need from other departments to perform critical functions? What departments depend on you to perform critical functions?
- Are there days of the week or month, or months of the year, when a major emergency would be even more disruptive than at other times?
- Is your essential data backed up regularly? Would the information be accessible if your building was closed, or if the University network was down?
- Does your College/Division and its constituent Departments have planning documents for continuing operations in the event of disaster?
- Is there a process for tracking the cost of business recovery (including funds spent on overtime, special materials/supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?
- Are special vendor/contractor arrangements necessary for your department(s) to insure continuity of services?
- Does your College/Division have a method to make emergency purchases?
- What human resources would you need to restore your most critical functions?
- Do your employees have personal emergency preparedness plans for their households?
- If only 50% of your staff/faculty could return to work, could you open?
- Can some employees telecommute during a disaster? What can you do now to plan for that?
- If the University had volunteer workers available after a disaster, what skills would be needed in your department?
- What equipment is necessary for the department to perform its functions?
- Have precautions been taken to secure essential equipment in the event of most likely emergencies?
- How would you replace equipment within hours or days to be able to resume normal business?
- If your department couldn't use its office space to operate, how much space would you need to relocate? What kinds of equipment are essential for performing your unit's critical functions?