

Business Continuity Planning

Guiding Principles

When completing a Business Continuity Plan as a Mission Essential function (MEF), please consider:

Recovery Time Objective

Priority 1 – Critical: first 24 hours

Priority 2 – Vital: 72 hours

Priority 3 – Operational: 4-15+ days

1. After a disaster, the President, Provost or designee will assume central authority over all classroom space.
2. Facilities will identify the pool of usable instructional spaces and provide this list to the Provost.
3. Provost or designee will assign space based on need.
4. Precedence will be given to serving students based on Cal Poly's traditional scheduling priorities.

For Business Continuity Planning, the IT assumptions presented at the December 2013 BCP workshops are to be used.

Depending on the disaster, it will take time for IS and your local IT staff to restore various services.

Make sure your BCP covers how you will do business without IT for:

1-3 days [BCP assumption = NO computer access]

4-10 days [BCP assumption = Limited IS/IT access]