**INSTRUCTIONS**

Emergencies and circumstances may arise that force the Central Administration at Michigan State University to modify, interrupt, suspend or curtail certain operations or services for a period of time. The University as a whole, however, never shuts down. This means that certain functions critical to keeping the University open must always be maintained.

Please refer to the Guidelines for Maintaining Critical Functions/Services at MSU for more detail: <http://www.hr.msu.edu/documents/critical_functions_services/index.htm>

An administrator from each MSU department must submit the following Business Continuity Plan (BCP) identifying critical functions, services (as appropriate) and personnel no later than **November 1** of each year.

1. The document has been prepared in Microsoft Word. Please type your answers into the document.
2. Once completed, please save your BCP file as a **PDF** with the following title: “College/MAU\_Department – BCP Year”
	* Examples:
		+ ANR\_Packaging – BCP 2016-17
		+ General Counsel – BCP 2016-17
3. Each college and MAU is responsible for collecting their respective departments’ BCP plans and submitting all together.
4. Email or mail final BCP plan to:

For Academic and Academic Support Units: Julianne Fent, Office of the Associate Provost for Academic Human Resources, 426 Auditorium Road, Room 440, Campus. Please save the BCP in PDF format and send to: ahr@msu.edu

For Non-Academic Support Units: Amanda Goll, Office of the Executive Vice President for Administrative Services, 426 Auditorium Road, Room 412, Campus. Please save the BCP in PDF format and send to: adminsv@msu.edu

**Business Continuity Plan**

**MSU Department:**

**Reporting College or MAU:**

**MAU Representative**:

**Phone Number:**

**Email Address:**

**Name of Person Completing or Updating BCP (if different than above):**

**CRITICAL FUNCTIONS/SERVICES**

Critical functions/services will always be maintained at the University, even during periods when some operations and/or services are modified or curtailed. Critical functions/services are those functions required to maintain the safety and welfare of University students, faculty, staff and visitors, key activities, and the integrity of the University’s infrastructure. Critical functions/services include those necessary to:

* Protect life and safety;
* Assure campus security;
* Maintain key human and animal health services;
* Preserve research projects and infrastructure; and
* Maintain business, finance and physical infrastructure necessary to operations and services during an emergency or to the prompt restoration of normal operations and services.

Use the grid below to list the critical functions/services in your department:

|  |  |  |
| --- | --- | --- |
| Critical Function/Service | Personnel Requirements (i.e., one faculty member, two graduate assistants, etc.) | Situational Requirements (i.e., needed during flood, power outage, all situations, etc.) |
| *TYPE HERE* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | *(Use the tab key to add and move to a new row)* |

**CRITICAL PERSONNEL**

Critical personnel are MSU faculty and staff who support the above critical functions/services and are, therefore, required to work when a modification or curtailment of normal operations occurs. Use the grid below to list the critical personnel in your department:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Critical Functions/Services Supported | MSU Contact Info (phone and email) | Alternate Contact Info (home phone, cell, etc.) |
| *TYPE HERE* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**COMMUNICATIONS PLAN**

Please describe below how you will communicate to faculty, staff and student employees when University operations are modified or curtailed. Include details on how employees (both critical and non-critical) should respond to a modification and curtailment of normal operations.

Possible methods of communication include:

* Landline, cell phone or text message
* Departmental intranet, Facebook page or email
* Departmental voicemail message – have employees call in and listen to instructions

*SUMMARIZE COMMUNICATION PLAN*

**ALTERNATE LOCATIONS AND/OR TELECOMMUTING**

Your department may use alternate locations or telecommuting during a modification or curtailment in operations, please describe your plan for such activities below. At least one phone line from each department must be answered, so calls may need to be transferred to an off-campus number. Instructions for transferring phone lines are available at <http://ipf.msu.edu/services/emergency-resources-toolkit.html>.

*SUMMARIZE ALTERNATE LOCATIONS AND/OR TELECOMMUTING PLAN*