Boston College
Business Continuity Planning Application
User Guide

Welcome to the Boston College Business Continuity Planning Application! These instructions are intended to assist Business Continuity Planners with using and

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Worksheet #11   Essential Personnel & Cross-Training

The critical functions on this worksheet correspond to Worksheet # 1 and are available to choose from in the popup box. When filling out this worksheet, consider upwards of a 40% absenteeism rate and strive to have three to five persons who can perform essential functions if needed. In the event three to five persons cannot perform the critical function, identify personnel/positions that could easily be cross-trained to perform the function.

Worksheet #12 - Key Vendors & Other External Contacts

Outside vendors and other important external contacts who are critical to your department are listed here. Try to list a vendor and 24-hour emergency number for each external service or application listed on Worksheets 2, 3, & 6.

Worksheet #13   Emergency Checklist

This checklist can be used to walk you through key steps during a crisis. #   o   )   u   You can use the default list or modify for your department   needs. The information provided gives you a base to add or delete the information that is relevant to your department. u   u   u   check the box to the left and press delete task.

Other Information or Special Instructions

This area can be used to list instructions that would be more specific and detailed with regard to procedures, computer access, building setup, etc. This worksheet is optional and   .

Mitigation and Improvements   Action Items

u   teps to prevent future impacts. These are not necessarily items that will be resolved right away, but allows for a list to be created for future action.   There is also the option to match the mitigation item with the critical function it pertains to on this page.

Plan Maintenance and Distribution

Ensure that the updated plan is distributed to Department Continuity Team members, the Business Continuity Planner, department management, the Office of Emergency Management, and also placed in the on-line Business Continuity Folder on Google Drive. A copy of the Plan should also be sent to an off-site storage location. List all holders and locations of the plan on this worksheet.

Review and Approvals

The Dept. Continuity Planner can use this page to keep track of the review and approval process. Once the plan is complete, the Dept. Continuity Planner should send it first to the

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Business Continuity Planner. If you do not know the link to the Goggle Drive folder, contact the Office of Emergency Management and we will provide it to you. Once the folder is shared with you can access it ˙ ˙o ˙ ˙ ˙ ˙8 ˙

Drive. For easier access, click on the folder name and choose the