Northwestern University
Business Continuity Planning

Greetings from the Business Continuity Planning Office!

Thank you for your interest in the Fall issue of our newsletter. We hope that you will learn a bit more about what we have been doing as your continuity planning office during this critical time of year, and also that you will keep your own continuity planning cycle at the forefront of your day-to-day operations. This process is an ongoing, ever-changing and improving cycle.

National Preparedness Month Safety Workshops

September was National Preparedness Month, and in recognition NU’s Emergency Management Department hosted two personal safety workshops, one on the Evanston campus and one on the Chicago campus. The Business Continuity Planning Office presented at both workshops on the importance of continuity planning, timelines associated with enacting continuity plans, best practices for continuity planning, and general information about the continuity planning program.

This quarter we have initiated our Administrative Unit plan update process, and our target date for those plans is set for December 17, 2014. If you are the plan coordinator for an administrative unit, please do not hesitate to contact us with any questions, concerns, or consultation. Our goal is to make your update process as smooth as possible, and we have plenty of resources to share that you may find helpful.

Other topics covered included NU Police with personal safety, bike safety, safety preparedness, and suggestions for maintaining a safe work environment. Office of Risk Management presented on topics of emergency procedures and building safety, emergency alarms, campus drills, and also on general preparedness. The sessions prompted open discussion and encouraged question-and-answer time, and in addition to presentation information, attendees were offered several give-aways, most of which contained important reference phone numbers and contact information.

NU Emergency Management offers these sessions every year during the Month of September. We encourage you to keep an eye out next year, so you, too, can attend this informative (and free!) event.

Follow us on Social Media:

Twitter: www.twitter.com/NUBCP
Facebook: www.facebook.com/northwesternbcp

www.northwestern.edu/bcp
Thank You for Supporting the Fall Resource Fairs

Outreach is a vital piece of our mission in the BCP Office. The more community members that are aware of what we do and why we do it, the better prepared we all are, as a community, in the event of an interruption of operations. We were excited to participate in the fall student and parent resource fairs held in the Norris University Center, and it was a pleasure meeting with many members of our NU community, students, parents, and fellow staff. Thank you to all those that came out, and thank you to New Student and Family Programs for hosting this important event and allowing us the opportunity to spread our word.

Administrative Continuity Plans: Update Cycle In Progress

We are in the midst of the annual updates to administrative unit-level continuity plans, and our target submission date is December 17, 2014. If you are the continuity planning coordinator for your functional area, we have resources available to you. Please contact any of the BCP staff or visit: www.northwestern.edu/bcp.

Tips from FEMA: Preparedness in the Event of Power Outage:

According to the Federal Emergency Management Agency, to prepare for a blackout you should do the following:

**Before:** build an emergency kit and make a family communication plan, fill plastic containers with water, keep your vehicle gas tank at least half full, know where the manual release lever of your electric garage door opener is located.

**During:** use flashlights, not candles to reduce risk of fire, keep refrigerator doors closed to keep food as fresh as possible, do not run a generator inside a home or garage, turn off or disconnect appliances or electronics, take steps to remain cool or put on layers of warm clothing, depending on the season

**After:** throw away spoiled food: ‘when in doubt, throw it out!’

For complete list and more information: www.ready.gov/blackouts

Fall Issue
Preparedness Spotlight:

**Question of the Quarter:**

Do you know who your building manager is?

There is a designated building manager for all buildings on campus and this person serves as the key contact during an emergency. Make sure you are familiar with who your building manager is, and what the communication plan they will enact during a crisis or emergency event.