Welcome to the inaugural issue of our quarterly newsletter. In it, we will be sharing ideas, updates, and other related content pertinent to the areas of our community that engage in business, research, or academic continuity planning.

Continuity planning is a community effort, and it is our hope that this newsletter will be one of several resources that help you and your functional area when it comes to maintaining your individual continuity plan. We also hope to foster communication between the BCP office and your individual unit.

Our goal is to keep continuity planning at the forefront of all functional areas, so we, as a community, are as prepared as possible should the unexpected occur.

Greetings from the Business Continuity Planning Office!

Why plan?

Our mission is to ensure Northwestern University continues to be a world-class leader in academics, research, and community support, even in the face of adversity. Even the best staff or faculty members cannot be expected to know what to do when disaster strikes, and leaving each person to respond in their own way only leads to confusion and further delay of recovery. We plan for continuity of operations in order to minimize the impact of an unexpected event, and to ensure that all functional areas of the Northwestern University community have a plan in place for the benefit of their staff, faculty, students, and the members of the community that depend on them.

Planning for the unexpected should happen when business is going well, not in the face of an impending disaster. Having a well-defined, current, and clear plan of action following an unexpected interruption of operations is a key to long-term institutional health, and we are committed to ensuring just that.

Interested in case studies?

Sometimes the best way to familiarize yourself with best practices or continuity awareness is to look at real-world examples, or case studies. On our website, under the ‘resources’ tab (www.northwestern.edu/bcp/resources/case-studies.html) you will find a list of different events that have effected continuity of operations at several different institutions across the country. Take a look, and consider whether your functional area would be able to continue normal operations if any of those situations were to arise.
Thank you for a successful BCP Awareness Week

The Business Continuity Planning Office hosted a week of events, in recognition of national business continuity awareness week, from March 17-24, 2014, and we would like to thank all those that came out to support these efforts and contributed to a successful event.

Our week featured a brown bag luncheon, a ‘twitter take over’, a recorded webinar, and lots of information distribution, all in the vein of promoting awareness and resources for continuity planning and personal preparedness. If you attended any of these events and have any comments or suggestions for next year, please feel free to drop us an email: nu.bcp@northwestern.edu

Academic Continuity Plans: Update Cycle In Progress

We are in the midst of the annual updates to academic unit-level continuity plans, and our target submission date was July 31, 2014.

We have sample plans available upon request (email Christi: christianne.beavers@northwestern.edu), and tools available on our website to assist units in plan development and/or updates (www.northwestern.edu/bcp).

It is vital to keep your unit continuity plan up-to-date and on file with the BCP office. Transitions in staffing, physical locations, job functions, or departmental growth will have an impact on your continuity needs and it is important to stay on top of any necessary updates to keep things manageable.

If you are the continuity planning coordinator for your functional area, we have resources available to you. Please contact any of the BCP staff.

Community Outreach through ‘Bring your Child to Work Day’

Community outreach and awareness is an important component of what we do, and we were fortunate to participate in the annual ‘Bring our Daughters and Sons to Work Day’ sponsored by ANUW. We had a great time talking to the participants about personal preparedness, showing them items found in a preparedness kit, and teaching them about continuity planning and why it is important. We look forward to making this an annual happening, and our ‘thanks’ to ANUW for hosting such a wonderful event.

Are you the continuity planning coordinator for your area? Need resources or want to speak with our continuity planning consultant? Contact the BCP office and we will assist you:

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