Greetings from the Business Continuity Planning Office!

Welcome to the Fall 2015 edition of the Northwestern University Business Continuity Planning Newsletter! In the coming weeks, NUBCP will be busy reaching out to various units across the university to update business continuity plans.

This fall, NUBCP will be working with the units which make up financial operations to conduct an advanced tabletop around cash-in and cash-out functions. Later this year, NUBCP and the Office of Emergency Management will be leading an institution-wide exercise. In addition to developing and updating individual plans, we are working to test plan assumptions, understand where gaps may exist, and finally, develop more resiliency around our critical functions.

And to ensure we are building more resilient organizations across the institution, in this issue, we want to focus on flu season and the importance of annual flu immunization. We will also provide some insight into our efforts to help schools and academic centers update and refine business continuity plans. And finally, we will provide information on National Preparedness Month -- which is this month! Do your part and take action before the month ends.

Flu Season Is Coming!

Flu season is just around the corner. There is no better way to guard against the flu than to get an annual flu shot. Early immunization is key, so get your flu shot today. Each year, NU Human Resources makes flu shots available to all Northwestern faculty and staff and dependants for free! This year you can obtain your flu shot by during the Health and Benefits Fair sponsored by NU Recreation and NU Human Resources. The Evanston fair will be held on Oct 13 at Norris. You can get your shot at Lurie on October 20. Please schedule at www.myhmhealth.com. For more information see: http://nu recreation.com/sports/2015/8/12/healthandbenefitsfair.aspx.

Here are some tips to avoid getting sick and spreading germs to others:

- Avoid close contact when you’re sick or with others that may be sick
- Stay home when you’re sick!
- Cover your mouth and nose when coughing
- Wash your hands often

Want more information for your office? Check out printable materials available from the Centers for Disease Control - www.cdc.gov/flu/protect
Continuity Plans - Schools and Academic Centers

In the next two weeks, we will begin updates to academic unit-level continuity plans, and our target submission date is October 31, 2015. We have sample plans available upon request (email Ameya Pawar: a-pawar@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 academic 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 with any questions or concerns you may have.

Question of the Quarter:

Do you know September is National Preparedness Month? What are YOU doing to prepare for an emergency event?

While a disaster or emergency event may seem unlikely, preparing for such an event is a responsibility we all share. As individuals we play a critical role in how our communities prepare, respond to, and recover from disaster events. Do your part this September and take action now -- make a plan with your family and pets, and reach out to your community's emergency management office to find out how communications are broadcast to residents and learn more about the types of disaster/emergency events which regularly impact your community. And finally, please consider participating in a national day of action -- the National PrepareAthon Day on September 30, 2015. You can learn more about family emergency plans, community preparedness, and much more by visiting www.ready.gov. Prepare. Plan. Stay informed.

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

Fall Issue Spotlight:

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:
(847) 491-4397
nu.bcp@northwestern.edu

Reminder!
Academic Unit-Level Continuity Plans due October 31, 2015

HAZARDOUS MATERIALS

EVACUATE

- Alert people in immediate area to evacuate
- Unless trained, do not attempt to clean spill
- If personally contaminated seek eye wash/emergency shower as appropriate