

6-Month Continuity Plan Review and Maintenance Activities¹

Before beginning, make sure to revisit any action items from past planning activities or exercises.

Print your Site Event Management (SEM) plan² and note any changes in the following sections; then make the changes in the LDRPS business continuity system:

Cover Page	<input type="checkbox"/> Are there changes to scope, objectives, assumptions, etc.?
	<input type="checkbox"/> Are there changes to the Plan Owner or Plan Manager(s)?
	<input type="checkbox"/> Is the most recent exercise type and date noted?
Call Tree	<input type="checkbox"/> Are there changes in staffing or call order?
	<input type="checkbox"/> Do you want to indicate Alternates?
Employee Contact Health	<input type="checkbox"/> Is there any contact info that should be updated; get this info into the PeopleSoft HR system if possible
	<input type="checkbox"/> Are there additional phone numbers that could be added?
Internal Key Contacts	<input type="checkbox"/> Is the list complete and accurate?
Locations	<input type="checkbox"/> Have you indicated the proper assembly / evacuation locations?
	<input type="checkbox"/> Have you indicated at least two viable locations to set up an Emergency Operations Center (EOC)?
Vendors	<input type="checkbox"/> Have you added or dismissed any Vendors from your business?
	<input type="checkbox"/> Are there enough notes about how/why/when you use each Vendor?
	<input type="checkbox"/> If Vendors are colored yellow, is their contact info still accurate?
Vendor Reps	<input type="checkbox"/> Has there been any turn-over?
	<input type="checkbox"/> Is the contact information up to date?
Depts / Agencies	<input type="checkbox"/> Do you need to add or remove any Depts / Agencies?
	<input type="checkbox"/> Are there enough notes about how/why/when you contact each Dept / Agency?
	<input type="checkbox"/> Is the contact info still accurate?
Dept / Agency Reps	<input type="checkbox"/> Do you know of any staffing changes?
	<input type="checkbox"/> Is the contact information up to date?
	<input type="checkbox"/> Consider whether any Department Reps could be removed from this list and added under Internal Key Contacts instead
Teams	<input type="checkbox"/> Are your response teams organized in the right manner for your area to effectively respond to a disaster?
	<input type="checkbox"/> Are new teams needed to address new concerns for your area?
Teams (Positions)	<input type="checkbox"/> Have there been any staffing changes?
	<input type="checkbox"/> Are the right people assigned to the right teams?
Tasks	<input type="checkbox"/> Would the right things be getting done to effectively respond to a disaster?
	<input type="checkbox"/> Are activities being done in the right order?
	<input type="checkbox"/> Are tasks written so that others can understand and act on them?
	<input type="checkbox"/> Any changes based on past response to a real incident (power

¹ For a 1-year review, an exercise is recommended in addition to these steps

² If you have a single, Continuity Management (CM) plan, perform all steps in this document

	outage, tunnel fire, weather, etc.)? <input type="checkbox"/> Consider reviewing Template Tasks to identify potential gaps
Documents	<input type="checkbox"/> Update all documents attached to your plan <input type="checkbox"/> Consider attaching additional documents to your plan
Sign off	<input type="checkbox"/> When all modifications have been made to your SEM plan, update the Signed Off By field and Sign Off date

Print your Business Continuity (BCP) plan and note any changes in the following sections; then make the changes in the LDRPS business continuity system:

Cover Page	<input type="checkbox"/> Are there changes to scope, objectives, assumptions, etc.?
	<input type="checkbox"/> Are there changes to the Plan Owner or Plan Manager(s)?
	<input type="checkbox"/> Is the most recent exercise type and date noted?
Business Impact Analysis (BIA)	<input type="checkbox"/> Is the list of your processes complete? Have you added or discontinued any processes? (If you need to add processes, be sure to score them)
	<input type="checkbox"/> Does each process have an appropriate Recovery Time Objective (RTO)? Are these RTOs realistic and achievable?
	<input type="checkbox"/> Are your processes listed in the correct recovery sequence (in order from #1 to <n>)?
	<input type="checkbox"/> Do any scores need to be changed (particularly if RTOs or prioritization has changed)?
Continuity Strategies	<input type="checkbox"/> Are there strategies for every process?
	<input type="checkbox"/> Do the strategies address every important scenario (loss of staff, loss of key equipment, loss of key applications, loss of building, etc.)?
	<input type="checkbox"/> Are each of the strategies complete and accurate?
	<input type="checkbox"/> Does each strategy indicate at least two adequate alternate locations to resume the process if your current building is unavailable?
Software Assets	<input type="checkbox"/> Have you indicated the proper software needed to recover each process?
	<input type="checkbox"/> Have you indicated the proper amount of software needed over time to recover each process within its designated Recovery Time Objective?
Equipment Assets	<input type="checkbox"/> Have you indicated the proper equipment needed to recover each process?
	<input type="checkbox"/> Have you indicated the proper amount of equipment needed over time to recover each process within its designated Recovery Time Objective?
Vital Records	<input type="checkbox"/> Have you identified every necessary vital record?
	<input type="checkbox"/> Have you indicated all alternate locations for each vital record?
Telecom	<input type="checkbox"/> Have you identified which phone numbers would need to be transferred and/or restored at time of incident?
Workstations	<input type="checkbox"/> Have you indicated the proper type and amount of workstations needed over time to recover your area within all Recovery Time Objectives?
Documents	<input type="checkbox"/> Update all documents attached to your plan

	<input type="checkbox"/> Consider attaching additional documents to your plan
Sign off	<input type="checkbox"/> When all modifications have been made to your BCP plan, update the Signed Off By field and Sign Off date

Publish your plan(s):

- Publish your plan(s) and save .pdf copies to *secure* locations on your LAN, jump drives, thumb drives, CD/DVDs in the battle box, etc.;
- Print and store paper copies in *secure* locations such as your home, battle box(es), “go bag(s),” EOC, etc.
- Properly dispose of outdated copies of your plan

Perform the following steps with regard to your battle box:

- Identify the location of each battle box – are these still the best locations to store your battle boxes?
- Verify that your battle boxes are secure and adequately protected
- Verify that key staff members can properly access and obtain the battle boxes as needed; make sure to take after-hours access into account
- Inspect the contents of your battle boxes:
 - o Does anything need to be removed?
 - o Does anything need to be replaced (batteries, outdated electronic copies of files (CDs/DVDs), outdated paper copies, etc.)?
 - o Does anything need to be added?
- Publicize the location, contents, access criteria, etc. to key staff as needed

Consider training and awareness activities:

- Does your area have an updated Emergency Operations and Evacuation Procedures (EOEP) document? Has your area practiced it? Is everyone in your area familiar with its contents?
- Does every person in your area know what they need to know about the content of your business continuity plan(s)?
- Does every person in your area know where they need to report during a disaster?
- Does every person in your area know how and when to obtain situation updates in a timely and regular manner (e.g., staff-only web page, staff-only 800 number)?
- Does every person in your area named in your plan(s) know their responsibilities should a disaster occur?
- Are there persons or areas outside of your department that would benefit from knowing the contents of your plan?
- Are there vendors, departments, agencies, contractors, building coordinators, or executives with whom you need to negotiate reciprocal agreements before the time of a disaster?
- What additional help could vendors, departments, agencies, contractors, building coordinators, or executives provide to you now to prepare for an emergency?

Please contact the Enterprise Continuity Management Program if you need any assistance: ldrps_support@osu.edu