

BCP Tool FAQs

- **What is “BCP”?**

BCP stands for Business Continuity Planning, or the practice of planning how your department will provide services or conduct departmental business during or after an emergency or disaster that may have both short-term and long-term consequences.

- **What is the BCP Tool Online Plan Generator?**

Developed by OEP, the BCP Tool Online Plan Generator is an easy and efficient web-based method to create a Business Continuity Plan (BCP). After department team members complete eight user friendly sections, the system will automatically generate a department-specific BCP.

- **How do I access the BCP Tool?**

Department leads for continuity planning using a valid UGA MyID and password, can log into a secure link to request access to the BCP Tool: https://emer.prepare.uga.edu/osepforms/bcp_dept_login.cfm. Once your request has been reviewed, you will receive an email with a link to the BCP Tool which can be accessed with a valid UGA MyID and password.

- **Can I update the BCP Tool after I've submitted it?**

Yes, upon log in, registered BCP Tool users will be able to enter and edit each section of the BCP online plan generator as needed to view, edit, or complete their plans.

- **How will I know when the BCP has been reviewed by OEP?**

Upon completing the BCP, the program will automatically send OEP an email that the plan has been completed. After OEP has reviewed all sections in the BCP, team members connected with that department will receive an email from OEP with feedback/instructions related to the completed BCP.

- **How will I be notified when it is time to update our department's BCP?**

The system will automatically create an annual email reminder to team members connected with a specific department that it is time to update their BCP.

- **What information will I need to obtain prior to using the system?**

It would be helpful for department BCP team members to quickly review the eight sections of the BCP Tool Online Plan Generator before starting the program. Some sections will require BCP team members to obtain the information from other sources before completing these section screens:

1. Department Business Continuity Team members and their contact information
2. Essential services for your department and the individuals responsible for those services
3. Supplies, equipment and materials needed to support essential department services
4. Critical department communication and IT services and the individuals responsible for those services.
5. Individuals who manage vital departmental records and their contact information
6. Departmental emergency preparedness educational efforts
7. Departmental Pandemic plans
8. Training and testing of Departmental BCP's

For questions about the BCP Online Plan Generator, contact OEP at prepare@uga.edu or (706) 542-5845.

BCP Registration/Plan Updates

For first-time BCP users or to register for access to a new department:

https://emer.prepare.uga.edu/osepforms/bcp_dept_login.cfm

To access the department BCP: https://emer.prepare.uga.edu/OSEPFORMS/BCP_plan.cfm

UGA Business Continuity Plan (BCP) Checklist

The following checklist identifies specific activities and suggestions to help departments in their continuity of operations planning efforts in order to resume departmental operations as quickly and efficiently as possible during and after an emergency that interrupts operations.

Impact of Services: Plan for the impact of departmental services:

Assign a departmental BCP coordinator with the following duties:

1. Coordinate the development of the departmental Business Continuity Plan
2. Act as liaison between various departmental and university units
3. Coordinate departmental efforts during recovery

Assign an alternate BCP coordinator to serve as a backup and assist the BCP coordinator.

Consider assembling an internal departmental continuity committee to gain input regarding the development of the BCP Plan. Some individuals you may want to consider include your department head, assistant department head, an IT professional, and a representative from your department's human resources or business services.

Contact Information

Plan for a notification method for contacting departmental employees, university units, vendors, students, as well as other contacts needed to continue departmental operations. For example, use a phone tree, create a departmental contact list, or develop an email list-serve.

Mission Critical Departmental Functions/Services

Determine which departmental functions are mission critical. Decide which processes need to be maintained or restored first to keep the departmental services/functions running. Then prioritize these services.

Determine an alternate recovery process for temporary recovery and for normal recovery.

Determine the impact of the loss of essential/critical departmental functions/services/processes. Also, consider both monetary and non-monetary outcomes. These should be measured with respect to safety, compliance, property loss, fines, legal, and loss of critical services.

Data and Technology Needs

Develop a technology plan to determine which mission critical data and technology components (both hardware and software) would be needed to recover documents, information, and research in the event of disruption of services. (Refer to UGA Information Security's link: http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/bcpdrp for more information.

Access how quickly and accurately services can be restored. Perform a data recovery test, if possible.

Determine the effectiveness of the department's data backup policies and procedures and who is responsible for maintenance of this documentation.

Develop the Departmental Business Continuity Plan

Determine necessary resources, facility and infrastructure requirements, as well as equipment and supplies needed for recovery of mission critical departmental services and functions.

Communicate the Plan

Provide access to the BCP to appropriate personnel. Be sure to also share evacuation and shelter-in-place procedures with all department employees and students.

Test and Maintain the Plan

Test the BCP upon completion and update it annually to ensure information is accurate. Be sure that any sensitive information in the BCP is securely stored.

For additional information about the BCP Tool Online Plan Generator, visit www.prepare.uga.edu.