Business Services and Human Resources  
Business Continuation Plan

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♦ Jim Almond, Senior Vice President for Business Services and Assistant Treasurer

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Signature Date

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(See Section 16)
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT CONTROL ..................................................................................</td>
<td>2</td>
</tr>
<tr>
<td>AUTHOR ....................................................................................................</td>
<td>2</td>
</tr>
<tr>
<td>DOCUMENT SOURCE ....................................................................................</td>
<td>2</td>
</tr>
<tr>
<td>DOCUMENT APPROVAL .................................................................................</td>
<td>2</td>
</tr>
<tr>
<td>PLAN DISTRIBUTION LIST ..........................................................................</td>
<td>2</td>
</tr>
<tr>
<td>TABLE OF CONTENTS ..................................................................................</td>
<td>3</td>
</tr>
<tr>
<td>INTRODUCTION ............................................................................................</td>
<td>5</td>
</tr>
<tr>
<td>PURPOSE ....................................................................................................</td>
<td>5</td>
</tr>
<tr>
<td>SCOPE .......................................................................................................</td>
<td>5</td>
</tr>
<tr>
<td>AUDIENCE ..................................................................................................</td>
<td>5</td>
</tr>
<tr>
<td>OWNERSHIP ...............................................................................................</td>
<td>5</td>
</tr>
<tr>
<td>RELATED DOCUMENTATION ..........................................................................</td>
<td>5</td>
</tr>
<tr>
<td>1. EXECUTIVE OVERVIEW ...........................................................................</td>
<td>7</td>
</tr>
<tr>
<td>2. ASSUMPTIONS .........................................................................................</td>
<td>7</td>
</tr>
<tr>
<td>3. EMERGENCY LEVEL DEFINITIONS ..........................................................</td>
<td>9</td>
</tr>
<tr>
<td>4. EMERGENCY TEAMS (SEE SECTION 17) ..................................................</td>
<td>11</td>
</tr>
<tr>
<td>5. ACTIVATION OF BUSINESS CONTINUATION PLANS ..................................</td>
<td>12</td>
</tr>
<tr>
<td>6. COMMUNICATION STRATEGIES .................................................................</td>
<td>13</td>
</tr>
<tr>
<td>7. ASSEMBLY LOCATION, BUSINESS SERVICES AND HUMAN RESOURCES COMMAND CENTER, ALTERNATE SITE</td>
<td>19</td>
</tr>
<tr>
<td>8. CRITICAL VENDORS AND CUSTOMER CONTACTS (SEE EXHIBIT APPENDIX G)</td>
<td>20</td>
</tr>
<tr>
<td>9. EMERGENCY NOTIFICATIONS (SEE EXHIBIT APPENDIX B)</td>
<td>21</td>
</tr>
<tr>
<td>10. CRITICAL FUNCTIONS (SEE EXHIBIT APPENDIX C) ..................................</td>
<td>21</td>
</tr>
<tr>
<td>11. CRITICAL FORMS AND DOCUMENTS (SEE EXHIBIT APPENDIX H) ...................</td>
<td>21</td>
</tr>
<tr>
<td>12. HARDWARE AND SOFTWARE (SEE EXHIBIT APPENDIX I) .........................</td>
<td>21</td>
</tr>
<tr>
<td>13. OFF-SITE STORAGE ITEMS AND SUPPLIES (SEE SECTION 20) .................</td>
<td>21</td>
</tr>
<tr>
<td>14. BUILDING LOCATIONS ..........................................................................</td>
<td>22</td>
</tr>
<tr>
<td>15. PLAN MAINTENANCE, TRAINING AND TESTING ......................................</td>
<td>24</td>
</tr>
<tr>
<td>16. PLAN DISTRIBUTION LIST ....................................................................</td>
<td>26</td>
</tr>
<tr>
<td>17. EMERGENCY TEAMS .............................................................................</td>
<td>27</td>
</tr>
<tr>
<td>18. SITE BINDERS CONTENTS .......................................................................</td>
<td>30</td>
</tr>
<tr>
<td>19. USB DRIVE CONTENTS ...........................................................................</td>
<td>31</td>
</tr>
<tr>
<td>20. OFF-SITE STORAGE ITEMS ....................................................................</td>
<td>32</td>
</tr>
<tr>
<td>21. GLOSSARY OF ACRONYMS, TERMS AND DEFINITIONS ..........................</td>
<td>33</td>
</tr>
<tr>
<td>22. EXHIBITS ............................................................................................</td>
<td>37</td>
</tr>
<tr>
<td>23. EXHIBIT APPENDICES ...........................................................................</td>
<td>37</td>
</tr>
</tbody>
</table>
24. ADDENDUMS

38
Introduction

Purpose

The purpose of this document is to provide relevant business units with the Business Continuity Strategies for the range of services provided by Business Services and Human Resources to the Purdue University community.

Scope

The Business Continuation Plan will be executed after health, life and safety issues are addressed. Health, life and safety issues are addressed in the Campus Disaster Plan that is administered by Physical Facilities, Environmental Health and Public Safety.

The Plan identifies the critical functions (Exhibit Appendix C) of Business Services and Human Resources. Individual department plans provide guidelines for ensuring that needed personnel and resources are available for both disaster preparation and response and that the proper steps will be carried out to permit the timely restoration of services.

Audience

This document is relevant to all Business Services and Human Resources staff. However, differing levels and types of responsibilities for business continuation are as follows:

- Emergency Planning Initiation Group (EPIG)
- Business Continuation Coordination Group (BCCG)
- Human Resource Information & Technical Services Team

Ownership

Business Services and Human Resources have ownership of this document.

Related Documentation

- Critical Functions Risk Assessment (Exhibit Appendix C)
- Environmental Health and Public Safety
  - Integrated Emergency Management Plan (Addendum A)
  - Emergency Procedures Guide (Addendum B)
• University News Service
  o Media and Community Relations Crisis Checklist (Addendum C)

• Building Operations Emergency Plans
  o Freehafer (Addendum D)
  o Hovde (Addendum E)
  o Young (Addendum F)
  o Purdue West (Addendum G) – Plan does not exist
  o South Campus Courts - C (Addendum H) – Plan does not exist
  o Purdue Memorial Union (Addendum I)
  o Schleman Hall (Addendum J)
  o State Street Office Facility (Addendum K)
  o Lynn Hall (Addendum N)
  o Wang Hall (Addendum P)

• Department Business Continuation Plans
  o Vice President for Business Services/Director of Business
    Management (Exhibit 1)
  o Office of Budget and Fiscal Planning (Exhibit 2)
  o Comptroller, Accounting and Reporting Services, Managerial
    Accounting Services, Bursar Student Business Services, ID Card
    Office, Payroll Services, Risk Management, Receivables and
    Collections (Exhibit 3)
  o Freehafer Operations (Exhibit 4)
  o Human Resources (Exhibit 5)
  o Procurement Services, AP, PCard, Travel (Exhibit 6)
  o Sponsored Program Services (Exhibit 7)
  o Office of Treasury Operations (Exhibit 8)
  o Department of Business Management (Exhibit 9)
  o Office of Financial Affairs, Executive Offices (Exhibit 10)

• Other Departments
  o Internal Audit (Addendum L)
  o Office of Treasury Operations (Addendum M)
1. Executive Overview

The Business Continuation Plan for Business Services and Human Resources at Purdue University has been prepared in an effort to ensure that they can fulfill their business operations obligations in the event of a disaster or other disruption of service. The increasing dependency on computers and telecommunications for operational support poses the risk that a lengthy loss of these capabilities could seriously affect the overall performance of Business Services and Human Resources.

Business Services and Human Resources recognize the importance of coordinating internal emergency procedures with many different campus units, including Information Technology, Purdue Police Department, Fire Protection Services, Environmental Health and Public Safety, and Building Services Operations and Maintenance. The result of this coordination should achieve the following goals:

**Goals:**

- Safety of life in the case of actual or potential danger.
- Enhance the ability of Business Services and Human Resources to restore and sustain operations.
- Preparation in anticipation of a failure with respect to communications, physical plant operations, materials, supplies and technology services.
- Mitigate the impact and disruption of business operations.
- Enable Business Services and Human Resources to coordinate outside assistance from Purdue units and local, state and government agencies.

This Business Continuation Plan is to be used to assist the organization in managing the response to a serious disruptive event in a controlled and structured manner. It contains information on emergency contact details, strategies to mitigate impact, procedures to be implemented and communication processes to be followed in response to a serious disruptive event.

2. Assumptions

- The Business Continuation Coordination Group assumes that this plan and document is designed for emergencies of Level 1 and 2. The original focus was on events involving Freehafer Hall, where electrical service is generally intact, roadways are accessible, and some level of telephone service is intact. However, the plan has been modified to account for all locations where business is conducted by Business Services and Human Resources. Level 3
emergencies, where Freehafer is completely unavailable in conjunction with electrical service, roadways, and telephones being unavailable, will need to fall within the realm of a campus-wide business continuation plan.

- The governance structure still lies within Purdue University. Level 3 is assumed when the university is included in a declared disaster area, martial law is declared, or university governance is transferred to a non-university entity such as the state government.

- In case of Level 1 emergency, the plan is limited to building evacuation and accounting for the presence and well being of all staff.

- In case of Level 2 emergency, existing university resources can be reallocated to best serve the needs of the university as a whole. This may include temporary displacement of non-critical staff in order to provide workstation access to critical staff.

- In case of a Level 3 emergency, existing university resources can be reallocated to best serve the needs of the university and/or the community as a whole. This may include the sharing of university employees and other resources with agencies as directed by the current governing authority.

- Disaster plan policies pertaining to staff pay and leave benefits will be developed, reviewed, and approved by upper management.

- In the event Freehafer Hall is unavailable, areas within Hovde Hall and Young Graduate House have been identified as alternate work sites for Freehafer staff identified as critical.

- Media and Community Relations will handle all communication with the media. Assumptions include email capability being generally intact, university web servers being available, and campus mail being mostly functional. Media and Community Relations planning should include the ability to quickly post information on of the Purdue University website, set up phone banks, and coordinate communications for the university.

- Physical Facilities is responsible for coordinating campus responses to university and community emergencies. They have prepared for responding to major emergencies by designating staff and preparing resources for an Emergency Operations Center.

- Physical Facilities will be responsible for restoration of heating, cooling, water supplies, and electricity, as required by the emergency.
• Information Technology will be responsible for restoring central computing services, such as networking, file storage data, server access, etc. as soon as possible from back-up storage devices.

• Risk Management will set up emergency accounts as necessary.

• Freehafer Operations will facilitate the recovery of critical documents from Central Files or off-site storage. It is also likely that Freehafer Operations staff will play a critical role in managing access to Freehafer in the event of an emergency.

• Those who have been provided USB key drives are expected to keep these drives on their person and available at all times.

• Employees identified as critical staff are responsible for ensuring that their contact information is kept current for use in their respective departments' Business Continuation Plan.

3. Emergency Level Definitions

Emergency levels are as defined in the Purdue University, Environmental Health and Public Safety, Integrated Emergency Management Plan (Addendum A).

LEVEL 1: A minor, localized department or building incident that is quickly resolved with existing University resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Level 1 incidents do not require activation of the plan. Impacted personnel or departments coordinate directly with the departments of Information Technology, PUPD, PUFD, Safety & Security, Radiological and Environmental Management, or Physical Facilities to resolve Level 1 conditions.

Examples: Technology service interruptions, odor complaint, localized chemical spill, small fire, localized power failure, plumbing failure or water leak, normal fire and police calls.
LEVEL 2: A major emergency that disrupts sizable portions of the campus community. Level 2 emergencies may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions, or may threaten life safety.

During Level 2 incidents, the Emergency Management Coordinator determines Plan activation, and convenes the appropriate members of the EOCT.

Examples: Structure fire, structural collapse, significant hazardous materials release, extensive power or utility outage, severe flooding, multi-fatality incident, terrorism incident not involving weapons of mass destruction. Also, an existing or imminent external emergency that may affect University personnel or operations.

Business Services and Human Resources Action - Level 2 - major events that cause a significant interruption to normal business for days to weeks. These events will necessitate the shifting of priorities and a thorough assessment of the key functions that will need to be maintained. For these events, all critical functions and some essential functions can be maintained. To address these events, staff may be asked to work from remote locations or a modified work environment for an extended period of time or asked to assist others.

LEVEL 3: A disaster involving the entire campus and surrounding community. Immediate notification mandatory. Normal University operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions.

The Integrated Emergency Management Plan is automatically activated and all Emergency Operations Center Team members report to the EOC. Incident Command will be set up in one or more field location areas to support the distribution of resources, personnel, or information.

Examples: Major tornado, multi-structure fire or major explosion, major hazardous materials release, major earthquake, snow emergency, terrorism incident involving weapons of mass destruction.

Business Services and Human Resources Action - Level 1 - are disaster events that cause a complete interruption to normal business for weeks to
months (possibly years). Significant campus-wide infrastructure damage has occurred that will result in the areas assessing how to perform the most critical functions of their office. To address these events, staff in areas may need to be reassigned or possibly shifted to other units for long periods of time.

Based on the emergency level, the University will move from its normal operating or organizational structure to the Incident Command System, including the Emergency Operations Center as needed and then back again to the normal organizational structure.

**An emergency at any level will be debriefed at the conclusion of the incident for the purpose of review, training, and future enhancement of this plan.**

### 4. Emergency Teams (See Section 17)

**Emergency Planning Initiation Group (EPIG) –**

The Emergency Planning Initiation Group is a group consisting of Business Services and Human Resources senior staff designated as essential personnel. This group consists of decision makers who will guide Business Services and Human Resources business continuation efforts in an event or disaster situation. This group may call upon senior members, designated as alternate emergency staff, members from the Business Continuation Coordination group, and Human Resource Information & Technical Services Team to assist in coordinating an action plan.

It should be emphasized that this document addresses the responsibilities of the members of the Emergency Initiation Planning Group (EPIG), since they have the responsibility for preparing for, responding to, and recovering from any event that impacts the business operations and processes. Continuation plans for departmental units are covered in their individual department exhibits.

This Business Continuation Plan specifies the responsibilities of the EPIG, whose mission is to establish Business Services and Human Resources procedures to ensure the continuity of Business Services and Human Resources business operations and functions. In the event of a disaster affecting any of the functional areas, the EPIG serves as a liaison between the functional area(s) affected and other Purdue University organizations providing major services. These services include the support provided by Information Technology, Physical Facilities, Campus Police, and public information dissemination handled by University News Service, among others. The EPIG is also the liaison to, and the conduit for escalating problems to the Purdue Emergency Operations Center.
Business Continuation Coordination Group (BCCG) -

The Business Continuation Coordination Group is charged with meeting, at a minimum, semi-annually to implement a review and evaluation of business continuation plans, site binders (See Section 18), EPIG Kits (Exhibit Appendix E), off-site storage items (See Section 20), etc. This group is responsible for updating and testing the plans, and ensuring the training of new and current staff in their respective areas, as well as ensuring their staff participates in an annual business continuation exercise and/or review.

The Business Continuation Facilitator is responsible for scheduling and initiating the group’s activities. He/she is responsible for ensuring the group is comprised of members from each department within Business Services and Human Resources.

These individuals are additionally responsible in the event of an emergency or disaster to work with the Emergency Planning Initiation Group (EPIG) to coordinate and/or carry the designated action plan. They are responsible for ensuring EPIG Kits and off-site storage items are available if an event were to occur.

5. Activation of Business Continuation Plans

The Senior Vice President for Business Services and Assistant Treasurer (VPBS) and the Vice President for Human Resources will jointly activate the Business Services and Human Resources Business Continuation Plan by contacting the Emergency Planning Initiation Group (EPIG) who is responsible to initiate emergency notification within their respective departments.

In the absence of the Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, the Comptroller and Director, Employee Relations will jointly initiate the plan.

The Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees, will implement the plan with the help of the Emergency Plan Initiation Group.

In the event the Business Services and Human Resources Business Continuation Plan is activated, either by the Senior Vice President for Business Services (VPBS) and Assistant Treasurer and the Vice President for Human Resources, or designees, each department Director will activate their department’s Business Continuation Plan based on the criticality of events. The department Director will initiate contact with their staff via the department’s emergency notification list (Exhibit Appendix B), as well as contacting their
department Business Continuation Coordinator for further direction and guidance.

6. Communication Strategies

The Emergency Plan Initiation Group will be contacted by the VPBS who will refer to contact information on the VPBS Emergency Notification list. All methods will be attempted to contact the Emergency Plan Initiation Group recognizing that the nature of the emergency will dictate communication methods that are available. Each senior staff member, as part of the Emergency Plan Initiation Group, will initiate contact with their staff via their department’s emergency notification list, as well as contacting their department Business Continuation Coordinator for further direction and guidance.

(Also see Section 7, Assembly Locations)

BUSINESS SERVICES AND HUMAN RESOURCES EMERGENCY INFORMATION RESOURCES

- Departmental Emergency Notification Lists (Exhibit Appendix B)
- Contact phone number for the Primary Business Services and Human Resources Command Center (BSCC) FREH 1-5: 765-494-6883
- Contact phone number for the Secondary Business Services and Human Resources Command Center (BSCC) YONG 755: 765-494-7250
- Business Services and Human Resources Command Center email bscmdctr@purdue.edu
- Business Services and Human Resources BCP Website http://www.purdue.edu/Business/ContinuationPlan/Welcome.html

CAMPUS WIDE EMERGENCY INFORMATION RESOURCES

- Media and Community Relations - Emergencies at Purdue, call staff in the sequence provided below.

  Liz Evans – Primary
  Director, Director, Public Information
  Office: 765-494-2084
  E-Mail: izevans@purdue.edu
  Cell: 317-696-0745

  Shelley Triol – Primary Alternate
  Assistant Vice President, External Relations
  Office: 765-496-2644
  E-Mail: striol@purdue.edu
  Cell: 317-331-6497
  Home: 317-549-9138
Brian G. Zink – Second Alternate
Associate Director, News Service
Office: 765-494-2080
Pager: 765-423-5041
E-Mail: bzink@purdue.edu
Cell: 765-404-9290

- **Purdue Emergency Contact Website: (includes the Emergency Procedure Handbook)**

  https://www.purdue.edu/physicalfacilities/emergcontacts/index.html

  [http://www.purdue.edu/emergency_preparedness/index.htm](http://www.purdue.edu/emergency_preparedness/index.htm)

- **Purdue Emergency Telephone:** 911
  - Fire
  - Hazardous waste spill
  - Chemical fumes
  - Bomb threat
  - Injury or threat to person(s)

- **Purdue “Other” Emergency Telephone:**

  765-494-9999, after 4:00 p.m. 494-8221

  - Security Risk
    - Broken glass
    - Doors not locking
    - Outdoor lighting failure
  - Utility Interruption
    - Electric power outage
    - Steam line break
    - Water main break
    - Failure of heating, ventilation, air conditioning systems
  - Stuck Elevator with passengers
  - ADA denial of access or use
    - Automatic door not working
    - Handicap stall broken
    - Malfunctioning elevator

- **Television & Radio Stations.** The following Emergency Alert Systems will have current emergency closing/delay information.

**Television Stations**
- WLFI—CBS—Channel 18

**Radio Stations (Primary Emergency Alert System stations)**
- WASK—98.7—FM
- WGLM—106.7—FM
- WBAA—101.3—FM

- WAZY—96.5—FM

- WASK—1450—AM
- WSHW—99.7—FM
- WBAA—920—AM
- **Purdue Landline and Cellular Telephone Service**

  Main Office Phone number: 494-4719

  [http://www.itap.purdue.edu/telephone/services/staff/cellular.cfm](http://www.itap.purdue.edu/telephone/services/staff/cellular.cfm)

  E-mail: telephone@purdue.edu

- **Purdue Transportation**

  [http://www.purdue.edu/transportation](http://www.purdue.edu/transportation)

  Phone Numbers:
  - Car/Van - 494-2114
  - Bus - 494-6550
  - Shop - 494-2121
  - After Hours - 1-800-213-3626
  - E-mail address: transportation@purdue.edu

- **Purdue Emergency Operations Center (EOC) telephone number:**
  - 765-494-2000

- **Purdue (EOC) Interaction with Business Services and Human Resources Command Center (to include the Emergency Plan Initiation Group – EPIG)**

  - **Contingency operating mode and status updates**
    The EOC will provide the Business Services and Human Resources Command Center (to include the Emergency Plan Initiation Group – EPIG) with updates regarding the impact of an event utilizing the following process:

    - Two-way radios
    - Cell phones
    - Land line phone FREH Command Center: 765-494-5913
    - Land line phone YONG Command Center: 765-494-7250
    - Email: bscmdctr@purdue.edu
    - Radio/TV with status information

  - **Monitoring and reporting procedures for Business Services and Human Resources facilities during contingency operating mode.**
    During an event, the Purdue campus will rely on normal reporting procedures utilizing the Emergency Procedures Handbook. The Campus Physical Facility Services (Physical Facilities) will provide routine monitoring of campus facilities and critical utilities, utilizing the alarm systems and monitoring systems currently in place. This
includes, but is not limited to the security alarms, and HVAC
alarms. To date this monitoring will also include the following:

- **Building Deputy.** Will be responsible for contacting
  FREH Physical Facilities Zone Manager regarding
  physical plant operation problems during the event.
  He/she will also be responsible for other emergency
  reporting.

- **Physical Facilities Zone Manager (or designated
  Physical Facilities representative).** FREH Physical
  Facilities Zone Manager will be the contact person for
  physical plant operation problems. Contact procedures
  are provided below. The Facilities Zone manager will
  make scheduled visits to the building during the event.
  This will continue as long as the EOC is functioning.

- **Other Emergency Reporting.** Emergency situations
  involving, fire, medical service and criminal activity
  should be reported utilizing the information provided in
  the Purdue Emergency Procedures Handbook. Specific
  emergency reporting procedures are detailed below.

- **Purdue EOC Notification.** The Purdue EOC will use the
  communication modes listed above to notify Business
  Services and Human Resources Command Center (to
  include the Emergency Plan Initiation Group – EPIG) of
  current or pending utility failures or emergency situations
  impacting campus facilities. The Police, Fire Department
  and Physical Facilities will provide emergency
  information data to the EOC when an emergency has
  been identified as having a campus-wide impact.

- **Post event (if all clear is given): Business as Usual.**
  After an all clear has been given by the EOC, Physical
  Facilities will resume its normal monitoring practices. The
  EOC and Physical Facilities will use the Emergency
  Contact Information as provided in the VPBS Business
  Continuation Plan, Exhibit 1, Appendix A.

- **Business Services and Human Resources Emergency
  Reporting**
  If there is an interruption in major utility services and/or an
  emergency situation **and Business Services and Human
  Resources has not received notification from EOC**, it is
  important that the Business Services and Human Resources
  Command Center (to include the Emergency Plan Initiation Group –
  EPIG) report an event to the proper Purdue units following the
  below procedures.
Be prepared to give the following information:

Building Name, Floor, Room Number, Nature of Problem, Contact Person and Mode of contact (telephone, two-way radio frequency, runner)

**Case Scenarios:**

**If telephone dial tone:**
Building Operations (utilities):
Call Physical Facilities Zone Manager: Hal Oliver (Zone 5)
Office phone: 765-494-2723. Cell phone: 765-414-4745, if there is no response call EOC using procedure below (see below).

Criminal Operations:
Call Police: 765-494-8221, if no response, call EOC using procedure below (see below).

Fire:
Call Fire Department: 765-494-6919, if no response, call EOC using procedure below (see below).

Emergency Medical Service:
Call 911, if no response; call EOC using procedure below (see below).

**If no campus telephone dial tone**
Try a cell phone or pay phone following the procedures above.

**If no response at the departments listed above and/or in the case of no telephone access**
- Call EOC telephone: 765-494-2000, if you still have a dial tone on your line
- Call EOC telephone using a cell phone or a pay phone if you don’t have a dial tone

If no response at EOC
- Use two-way radio, if available

If no response utilizing two-way radio
- Send runner to EOC

- **Business Services and Human Resources Interaction with EOC**
It is important that the Business Services and Human Resources Command Center (to include the Emergency Plan Initiation Group – EPIG) be selective in contacting the EOC. The EOC will need to keep their communications open for possible emergency reporting. The EOC has provided several status notification procedures (see above).

7. Assembly Location, Business Services and Human Resources Command Center, Alternate Site

Assembly Location –

Emergency Plan Initiation Group –
The Emergency Plan Initiation Group will receive information via contact information provided on the VPBS Emergency Notification list. All methods will be attempted recognizing that the nature of the emergency will dictate communication methods that are available. If communication channels are unavailable, but it is likely that an emergency is in effect (either through visual clues or media coverage), the EPIG will assemble:

- FREH 1-5
- If access to Freehafer is restricted, assemble outside in the gravel parking lot north of Freehafer for further directions.
- If access to gravel parking lot north of Freehafer is restricted, assemble in front of YONG Graduate House for further directions.
- If access to YONG Graduate House is restricted, assemble outside the entrance to the Visitor Information Center on Northwestern Avenue.

Staff –
Individual department plans will contain emergency notification procedures to inform staff in the event an emergency or disaster is declared by the University, VPBS, or a Departmental Director.

During Normal Business Hours

- If access to Freehafer is restricted or the building has been evacuated, staff should assemble, with others in their department, in the location identified in the departmental plan exhibit labeled Emergency Roll Call Form.
Before/After Normal Business Hours

- Staff will be contacted via their department’s emergency notification procedures and provided guidance and/or further direction.

Business Services and Human Resources Command Center -

In the event of an emergency or disaster as declared either by the University or Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees, the VPBS and VPHR will activate the Business Services and Human Resources Business Continuation Plan based on and determined by the criticality of events.

As directed by the Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees, the Business Services and Human Resources Command Center will be activated and used as the headquarters for designated representatives of Business Services and Human Resources senior staff and a representative from Risk Management. This location will be used to respond to the events of an emergency or a disaster and coordinate resources during that time.

Primary Business Services and Human Resources Command Center:
FREH 1-5
Secondary Business Services and Human Resources Command Center:
YONG 755

Alternate Site -

In the event of an emergency or disaster as declared either by the University or Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees, non-critical Business Services and Human Resources staff will be displaced in other campus buildings to allow critical staff to continue critical business.

8. Critical Vendors and Customer Contacts (See Exhibit Appendix G)

Individual department plans will contain contact information for most important critical vendors and/or customers to be contacted within the first 72 hours of an event in the event of an emergency, as declared either by the University or Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees.
9. Emergency Notifications (See Exhibit Appendix B)

Individual department exhibits will contain an emergency notification list including department staff and their contact information. The emergency notification list is to be used to notify staff in the event of an emergency as declared either by the University, VPBS, or Departmental Director.

In the event of an emergency, as declared either by the University or Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees, each department Director will activate their department’s Business Continuation Plan based on the criticality of events. The department Director will initiate contact with their staff via the department’s emergency notification list as well as contacting their department Business Continuation Coordinator for further direction and guidance.

10. Critical Functions (See Exhibit Appendix C)

Individual department exhibits provide guidelines for ensuring that needed personnel and resources are available for both disaster preparation and response and that the proper steps will be carried out to permit the timely restoration of services.

11. Critical Forms and Documents (See Exhibit Appendix H)

Individual department plans will contain a listing of critical forms, documents, policies, guidelines as well as hard copies. The hard copies should be with the plan and in the site binder, as well as stored off site.

12. Hardware and Software (See Exhibit Appendix I)

Individual department plans will contain a documented list of needs for hardware and software. The list will contain, at a minimum, the hardware and software needed to setup at an alternate location to continue critical business functions.

13. Off-site Storage Items and Supplies (See Section 20)

Individual department exhibits will contain a documented list of all files, documents, forms, and contents of emergency containers, etc. stored off-site. In the event of an emergency, as declared either by the University or Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or designees, each department Director will activate their department’s Business Continuation Plan based on the criticality of events. As guided by their Director, Business Continuation Coordinators will be responsible for retrieving contingency items for staff located at the Business Services and Confidential Page 21 of 38 11/13/2014
Human Resources Command Center or alternate work locations as defined by their department Business Continuation Plan.

14. Building Locations

This information is included to facilitate deliveries, directing staff, and in case emergency personnel need to be contacted.

Building Emergency Plans should be documented in the Related Documentation section in the introduction portion of this document. A copy of the plan is to be stored in the area site binder. Building Emergency Plans, as well as the department Business Continuation Exhibits should be easily accessible to all employees.

Freehafer
401 S Grant Street West Lafayette, IN 47907-2024
Building Deputy: Diedra N. Tate 765-494-7147
Afterhours:

Hovde
610 Purdue Mall West Lafayette, IN 47907-2040
Building Deputy: Richard Gallatin 765-494-6676
Afterhours:

Young
155 S Grant Street West Lafayette, IN 47907-2108
Building Deputy: Lon Ahlen 765-496-8230
Afterhours: (765)427-5356

Purdue West
1402 W State Street West Lafayette, IN 47907-2062
Building Deputy: Greg Morrow (765)479-3062

South Campus Courts - C
505 Harrison Street West Lafayette, IN 47907-2025
Building Deputy: Marci Morris 765-494-8717
Afterhours: (765)494-8221
Purdue Memorial Union
101 N Grant St West Lafayette IN 47906
Building Deputy: Terry Clayton 765-494-8904
          Afterhours: 765-477-1254

Schleman Hall
475 Stadium Mall Drive West Lafayette IN 47906
Building Deputy: Joanna Cook 765-494-9449
          Afterhours: (765)490-7340

State Street Office
1601 W. State St, West Lafayette, IN 47906
Building Deputy:

Seng-Liang Wang Hall
516 Northwestern Ave West Lafayette IN 47906
Building Deputy: Denny Lord 765-588-3382
          Afterhours: 765-491-9220

Lynn Hall
516 Northwestern Ave West Lafayette IN 47906
Building Deputy: Lee Ann Happ 765-496-2665
          Afterhours: 765-404-1660
15. Plan Maintenance, Training and Testing

One of the most important elements of being prepared and successfully dealing with a disaster is advance planning, training and testing. Having a good plan is only the first step. Maintaining the plan and providing training should be an ongoing process.

Maintenance

The heart of business continuation planning for Business Services and Human Resources at Purdue University is to have a group responsible for maintaining each department’s plan, updating the Senior Vice President for Business Services and the Vice President for Human Resources plan, reviewing and updating the contents of the EPIG kits, off-site storage items, site binders, etc. and keeping staff informed of the plan. A Business Continuation Coordination Group is in place and charged with ensuring the Senior Vice President for Business Services and the Vice President for Human Resources’ plan, as well as each department plan reflects ongoing changes within the organization.

Departmental Business Continuation Coordinators are to review and ensure updates to their respective plans are completed on a regular basis as staff changes occur or business processes are altered.

The Business Continuation Coordination Group will meet, at a minimum, semi-annually to review and evaluate business continuation plans. This group is responsible for reviewing, updating and testing:

- Department Business Continuation plans
- Department site binders
- EPIG kit contents
- Ensuring staff are trained
- Ensuring USB drives are updated

The Business Continuation Facilitator is responsible for initiating, scheduling and facilitating the group’s activities and ensuring updates to the Senior Vice President for Business Services (VPBS) and the Vice President for Human Resources (VPHR), Business Continuation Plan.

The Senior Vice President for Business Services and Assistant Treasurer and the Vice President for Human Resources, or their designees, will contact the Business Continuation Facilitator, or the Business Continuation Coordination Group to kick off the Business Services and Human Resources annual review of Business Continuation plans. This annual review is scheduled to occur in October of each year.
Training

On an annual basis, staff from all areas within Business Services and Human Resources should be presented with information about their department’s plan, their specific work site building emergency procedures, and the VPBS Business Continuation Plan. Since turn-over is expected, training should be an ongoing activity and should be incorporated into an employee orientation and reviewed annually for all staff.

Upon annual review or new staff orientation, staff should sign-off on the annual review form acknowledging they have reviewed and are aware of Business Services and Human Resources and their department’s business continuation procedures. *(Exhibit Appendix F)*

Training should involve communication of the business continuation plan and a review of the goals and procedures for each department. The communication may take the form of written fact sheets or oral briefings within the department. Website addresses and links should be provided to ensure all staff can access needed information and know where to go for information and instructions in the event of an emergency or disaster.

Testing

Departments should practice the plan periodically. For example, when we have a fire drill or power outage, meet at your designated gathering spot, take attendance, etc.
## 16. Plan Distribution List

When Business Continuation plans are updated, the following copyholders must be advised through email that an updated copy is available in the limited access file server location: S:\BS\Limited\Business Continuation

<table>
<thead>
<tr>
<th>Business Unit \ Location</th>
<th>Site Binder hard copies</th>
<th>Stakeholder</th>
<th>electronic copy for USB drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Provost for Financial Affairs</td>
<td>1</td>
<td>Connie Lapinskas</td>
<td></td>
</tr>
<tr>
<td>Office of Financial Affairs, Executive Offices - Business Continuation Coordinator</td>
<td>1</td>
<td>Suzie Robinson</td>
<td></td>
</tr>
<tr>
<td>Office of Budget and Fiscal Planning – Director</td>
<td>1</td>
<td>Melissa Johnson</td>
<td></td>
</tr>
<tr>
<td>Office of Budget and Fiscal Planning – Budget Analyst and Business Continuation Coordinator</td>
<td>2</td>
<td>Judi Morris</td>
<td></td>
</tr>
<tr>
<td>Office of Budget and Fiscal Planning – Assistant Director</td>
<td>1</td>
<td>Cindy McAdams</td>
<td></td>
</tr>
<tr>
<td>Business Management, Director</td>
<td>1</td>
<td>Chris Martin</td>
<td></td>
</tr>
<tr>
<td>Comptroller</td>
<td>1</td>
<td>Linda Baer (interim)</td>
<td></td>
</tr>
<tr>
<td>Comptroller – Assistant Comptroller, Payroll Services</td>
<td>1</td>
<td>Linda Baer</td>
<td></td>
</tr>
<tr>
<td>Comptroller – Business Continuation Coordinator</td>
<td>1</td>
<td>Mark Cripe</td>
<td></td>
</tr>
<tr>
<td>Comptroller – Assistant Comptroller, Accounting and Reporting Services</td>
<td>1</td>
<td>Kathleen Thomason</td>
<td></td>
</tr>
<tr>
<td>Comptroller – Assistant Comptroller, Managerial Accounting Services</td>
<td>1</td>
<td>Kim Hoebel</td>
<td></td>
</tr>
<tr>
<td>Comptroller – Associate Comptroller, Student &amp; Receivables Business Services</td>
<td>1</td>
<td>Richard Wells</td>
<td></td>
</tr>
<tr>
<td>Physical Facilities – Fiscal Director</td>
<td>1</td>
<td>John Higgins</td>
<td></td>
</tr>
<tr>
<td>Housing and Food Services – Fiscal Director</td>
<td>1</td>
<td>Doug Smith</td>
<td></td>
</tr>
<tr>
<td>Comptroller – Manager Risk Management</td>
<td>1</td>
<td>Mark Kebert</td>
<td></td>
</tr>
<tr>
<td>Business Process, Training and Communications - Director</td>
<td>1</td>
<td>James Johnson</td>
<td></td>
</tr>
<tr>
<td>FREH Building Operations Manager, FREH Building Business Continuation Coordinator (DBM and FREHOPER)</td>
<td>1</td>
<td>Diedra N. Tate</td>
<td></td>
</tr>
<tr>
<td>Human Resources - Business Continuation Coordinator</td>
<td>2</td>
<td>Darrel Castricone</td>
<td></td>
</tr>
<tr>
<td>Vice President for Human Resources</td>
<td>1</td>
<td>Luis Lewin</td>
<td></td>
</tr>
<tr>
<td>Internal Audit - Director</td>
<td>1</td>
<td>Peg Fish</td>
<td></td>
</tr>
<tr>
<td>Internal Audit – Associate Auditor - Data and IT and Business Continuation Coordinator</td>
<td>1</td>
<td>Robert Oxender</td>
<td></td>
</tr>
<tr>
<td>Purchasing – Director of the University Contracting Group and Procurement Operations, Procurement– Purchasing Manager and Business Continuation Coordinator</td>
<td>1</td>
<td>Denise Laussade (interim)</td>
<td></td>
</tr>
<tr>
<td>Sponsored Program Services –Director</td>
<td>1</td>
<td>Aaron Senesac</td>
<td></td>
</tr>
<tr>
<td>Sponsored Program Services – Assistant Director</td>
<td>1</td>
<td>Stephanie Willis</td>
<td></td>
</tr>
</tbody>
</table>
**Sponsored Program Services – Business Continuation Coordinator**  
Michelle Nehrig  

**Office of Treasury Operations - Business Continuation Coordinator**  
Mary Anne Robbins  

**Office of Treasury Operations - Director**  
Denise Laussade  

**Office of Treasury Operations - Assistant Director**  
Terri Mimms  

**Senior Vice President Business Services**  
Jim Almond  

**Vice President Business Services – Business Continuation Coordinator**  
Mandi Gramelspacher  

**Sr. Director of Environmental Health/Public Safety**  
Carol Shelby  

**Note:**  
The **Business Continuation Facilitator** will be responsible for ensuring a **PUBLIC version** of the plans are posted on the Business Services and Human Resources, Business Continuation Public website:  
[http://www.purdue.edu/Business/ContinuationPlan/Welcome.html](http://www.purdue.edu/Business/ContinuationPlan/Welcome.html)

The **Secretary for the Vice President Business Services** will be responsible for ensuring a hard copy of the full versions, including checklists, phone numbers and more detailed information of the plans are posted in the **VPBS and VPHR Site Binder on-site** and stored in a secured location as well as stored in the **VPBS and VPHR Master Binder off-site**.

17. Emergency Teams
Emergency Planning Initiation Group (EPIG)

Jim Almond  Senior Vice President for Business Services and Assistant Treasurer
Melissa Johnson  Director, Office of Budget and Fiscal Planning
Chris Martin  Director, Business Management and OVPIT
Luis Lewin  Vice President for Human Resources
Denise Laussade  Interim Director, Procurement Services
Linda Baer  Interim Comptroller
Ken Sandel  Director, Sponsored Program Services

Connie Lapinskas  Assistant Provost for Financial Affairs
Denise Laussade  Director, Office of Treasury Operations
Mark Keber  Risk Management
Kevin Vedder  Director, Change Management
Trent Klingerman  Director, Employee Relations
Pamela Nesbitt  Director, Academic Area & HR Communications
Darrel Castricone  Director, Compensation

Business Continuation Coordination Group

Stephanie Willis  Sponsored Programs Services
Michelle Nehrig  Sponsored Programs Services
Mark Cripe  Comptroller
Judi Morris  Office of Budget and Fiscal Planning
Mary Anne Robbins  Office of Treasury Operations
Darrel Castricone  Human Resources

Aaron Senesac  Procurement
Diedra N. Tate  Freehafer Operations and Director of Business Management
Mandi  Vice President for Business Services and Assistant Management
Gramelspacher  Treasurer
Robert Oxender  Internal Audit
Suzie Robinson  Office of Financial Affairs, Executive Offices

Alternate Emergency Staff

Denise Laussade  Interim Director, Procurement Services
Amanda Hamaker  Assistant Director, Pre-Award, SPS
Jessica Lawrence  Assistant Director, Post-Award, SPS
James Johnson  Director, Business Process, Training and Communications
Kim Hoebel  Associate Comptroller Managerial Accounting Services
Linda Baer  Associate Comptroller Payroll Services
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Smith</td>
<td>Fiscal Director, Housing and Food Services</td>
</tr>
<tr>
<td>John Higgins</td>
<td>Fiscal Director, Physical Facilities</td>
</tr>
<tr>
<td>Richard Wells</td>
<td>Associate Comptroller, Student &amp; Receivables</td>
</tr>
<tr>
<td>Cindy McAdams</td>
<td>Assistant Director, Office of Budget and Fiscal</td>
</tr>
<tr>
<td>Terri Mimms</td>
<td>Assistant Director, Office of Treasury Operations</td>
</tr>
<tr>
<td>Adedayo Adeniyi</td>
<td>Director, Leadership &amp; Organizational Development</td>
</tr>
<tr>
<td>Pam Nesbitt</td>
<td>Director–Academic Units &amp; Employee Communications</td>
</tr>
<tr>
<td>Brenda Coulson</td>
<td>Director–Talent Acquisition</td>
</tr>
</tbody>
</table>

**HR Operations Emergency Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darrel Castricone</td>
<td>Director, Compensation</td>
</tr>
</tbody>
</table>
18. Site Binders Contents

DISTRIBUTION: Site Binder distribution (See Plan Distribution List, Section 16)

VPBS and Business Continuation Facilitator will maintain a site binder with a copy of all plans and documentation.

CONTENTS: Items required being included, at a minimum, in the site binder and stored in a secured location.

- Environmental Health and Public Safety
  - Integrated Emergency Management Plan (Addendum A)
  - Emergency Procedures Handbook (Addendum B)

- University News Service
  - Media and Community Relations Crisis Checklist (Addendum C)

- IT Plan – does not currently exist

- IT Infrastructure Plan – does not currently exist

- Building Operations Emergency Plans (see Building Locations, Addendums D-K)

- Department Business Continuation Plans (as applicable, VPBS will have a copy of all plans)
  - VPBS/Director of Business Management– included in all department site-binders and on USB drives (Exhibit 1)
  - Office of Budget and Fiscal Planning (Exhibit 2)
  - Comptroller, Accounting and Reporting Services, Managerial Accounting Services, Bursar Student Business Services, ID Card Office, Payroll Services, Risk Management, Receivables and Collections (Exhibit 3)
  - Freehafer Operations (Exhibit 4)
  - Human Resources (Exhibit 5)
  - Procurement, AP, PCard, Travel (Exhibit 6)
  - Sponsored Program Services (Exhibit 7)
  - Office of Treasury Operations (Exhibit 8)
  - Department of Business Management and OVPIT(Exhibit 9)
  - Office of Financial Affairs, Executive Offices (Exhibit 10)

- One each, hard copy of critical business documents, forms, etc. to be able to function manually
- Office supplies list of items necessary to function manually
19. USB Drive Contents

DISTRIBUTION: USB Drive Distribution (See Plan Distribution List, Section 16)

VPBS and Business Continuation Facilitator will maintain a USB Drive with all plans and documentation.

USB drives are to be distributed and maintained with contents as noted below. Carriers of USB drives include, but are not limited to: Directors, Department Alternate, Manager-Financial Ops, Manager-HR Ops, and Manager-Distributed Computing. (See Plan Distribution List, Section 16)

It is recommended that USB drives be carried with the staff member at all times, such as on a keychain. The drives need to be physically secured due to the restricted contact information they contain.

CONTENTS: Items required being included, at a minimum, on the USB drives.
- Environmental Health and Public Safety
  o Integrated Emergency Management Plan (Addendum A)
  o Emergency Procedures Handbook (Addendum B)
- University News Service
  o Media and Community Relations Crisis Checklist (Addendum C)
- IT Plan – does not currently exist
- IT Infrastructure Plan – does not currently exist
- Building Operations Emergency Plans (see Addendums D through K)
- Department Business Continuation Plans (as applicable, VPBS will have a copy of all plans)
  o VPBS/ Director of Business Management – included in all department site- binders and on USB drives (Exhibit 1)
  o Office of Budget and Fiscal Planning (Exhibit 2)
  o Comptroller, Accounting and Reporting Services, Managerial Accounting Services, Bursar Student Business Services, ID Card Office, Payroll Services, Risk Management, Receivables and Collections (Exhibit 3)
  o Freehafer Operations (Exhibit 4)
  o Human Resources (Exhibit 5)
  o Procurement, AP, PCard, Travel (Exhibit 6)
  o Sponsored Program Services (Exhibit 7)
  o Office of Treasury Operations (Exhibit 8)
  o Department of Business Management and OVPIT (Exhibit 9)
  o Office of Financial Affairs, Executive Offices (Exhibit 10)
- One each, electronic copy of critical business documents, forms, etc. to be able to function manually

**20. Off-Site Storage Items**

To retrieve contingency items in the event of an emergency or disaster for staff located at Business Services and Human Resources Command Center or alternate work locations on the Purdue campus or West Lafayette\Lafayette area you will need to contact the Building Deputy(ies) or the Purdue Campus Police at 765-494-9999, after 4:00 p.m. 494-8221.

Contacts to request access to locked facilities are:

**Location:** Hooks  
**Items:** Department Off-Site Emergency Tub  
**Building Deputy:** Diedra N.Tate  
**Contact Information:**  
  - **Email:** tated@purdue.edu  
  - **Office:** 765-494-7147  
  - **Cell:**

Items to be considered for off-site storage should be considered as a *minimum* supply to accommodate recovery efforts for at least a 3 day period. This is not an inclusive list and is provided as a suggestion. Departments may add other items as deemed necessary.

- Master Site Binder *(See Section 18)*
- Battery powered weather/AM/FM radio w/extra batteries
- Paper
- Pencils
- Pens
- Large sheets of paper or poster board
- Permanent Markers
- Duct Tape
- Staple Gun and staples
- Campus Map
- Lafayette Map
- W. Lafayette Map
- Campus Phone Book
- Local Phone Book
- Local Yellow Pages
- Utility box knife
- Scissors
- Clipboards
## 21. Glossary of Acronyms, Terms and Definitions

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCCG</td>
<td>Business Continuation Coordination Group</td>
</tr>
<tr>
<td>BCP</td>
<td>Business Continuation Plan</td>
</tr>
<tr>
<td>BFP</td>
<td>Business and Fiscal Planning</td>
</tr>
<tr>
<td>BSCC</td>
<td>Business Services and Human Resources Command Center</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EPIG</td>
<td>Emergency Plan Initiation Group</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERMS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation</td>
<td>When all or a portion of the recovery plan has been put into motion.</td>
</tr>
<tr>
<td>Alternate Site</td>
<td>A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of an emergency or disaster. Similar Terms: alternate processing facility, alternate office facility, alternate communication facility.</td>
</tr>
<tr>
<td>Assembly Location</td>
<td>A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>Basic understandings about unknown disaster situations that the disaster recovery plan is based on.</td>
</tr>
<tr>
<td>Building Deputy</td>
<td>Charged with building emergency preparedness and overseeing building safety concerns.</td>
</tr>
<tr>
<td>Building Emergency Plan</td>
<td>A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.</td>
</tr>
<tr>
<td>Business Services and Human Resources Command Center (BSCC)</td>
<td>The headquarters for designated representatives of Business Services and Human Resources senior staff and a representative from Risk Management where Business Services and Human Resources response is coordinated and resources are allocated during a disaster.</td>
</tr>
<tr>
<td>Business Continuation \ Business Continuation Plan (BCP)\ Planning</td>
<td>An all encompassing, “umbrella” term covering both disaster recovery planning and business resumption planning. Focuses on assuring continuous business processes and is a major factor in an organization's survival during and after a disruption.</td>
</tr>
<tr>
<td>Business Continuation Coordination Group (BCCG)</td>
<td>A group composed of department representatives (preferably from each major unit in the department). If</td>
</tr>
</tbody>
</table>
a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and must meet semi-annually as outlined in the VPBS plan.

**Business Continuation Coordinator**
A departmental representative responsible for ensuring the departmental plans are current and up-to-date. The incumbent is also assigned to take emergency roll call at the assembly location roll call site after a building evacuation.

**Business Continuation Facilitator**
The Business Services representative responsible for facilitating and coordinating the annual and semi-annual review of plans and ensuring they are current and up-to-date.

**Business Function**
A group of logically related activities (decisions or tasks) required to manage the resources of the business.

**Business Unit**
Any logical organizational element of a company, agency, or other entity. Contingency plan development can be organized by business unit to define manageable sized organizations to address in a single plan. Business units may reflect specific business functions, a defined section of the organizational chart, and the domain of a manager, or some other criteria that provides a definition of scope. The data center is one of the business units in the organization.

**Crisis**
A critical event, which, if not handled in an appropriate manner, may dramatically impact an organization's profitability, reputation, or ability to operate.

**Critical Functions**
Vital business functions without which an organization cannot long operate. If a critical business function is non-operational, the organization could suffer serious legal, financial, goodwill, or other serious losses or penalties.

**Critical Forms and Documents**
Forms, records or documents, which, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or recreation at considerable expense. These are records or documents that for legal, regulatory, or operational reasons cannot be irretrievably lost or damaged without materially impairing the organization’s ability to conduct business.

**Disaster**
Any event that creates an inability on an organization's part to provide critical business functions for some predetermined period of time. Similar Terms: business interruption, outage, catastrophe.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Operations Center (EOC)</td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
</tr>
<tr>
<td>Emergency</td>
<td>A sudden, unexpected event requiring immediate action due to potential threat to health and safety, the environment, or property.</td>
</tr>
<tr>
<td>Emergency Plan Initiation Group (EPIG)</td>
<td>Group consisting of senior staff designated as essential personnel. This is a group of decision makers, who will guide Business Services and Human Resources business continuation efforts. This group may call upon members of the Business Continuation Coordination group, consisting of representatives from within their unit to assist in coordinating an action plan.</td>
</tr>
<tr>
<td>Event</td>
<td>An occurrence of something that elicits a response. A circumstance that causes some action to ensue in response to the situation that has occurred. An unexpected event is an exception to the rule and poses a condition or set of conditions which can escalate in severity if an appropriate and timely response does not take place. For the contingency planner, a disaster, interruption, or any other occurrence, which causes the contingency plan to be activated, or considered for activation.</td>
</tr>
<tr>
<td>Impact</td>
<td>Impact is the cost to the enterprise, which may or may not be measured in purely financial terms.</td>
</tr>
<tr>
<td>Interruption</td>
<td>Any event, whether anticipated (i.e., public service strike) or unanticipated (i.e., blackout) which disrupts the normal course of business operations at a corporate location.</td>
</tr>
<tr>
<td>Loss</td>
<td>The unrecoverable business resources that are redirected or removed as a result of a disaster. Such losses may be loss of life, revenue, market share, competitive stature, public image, facilities, or operational capability.</td>
</tr>
<tr>
<td>Mitigate</td>
<td>Any measure taken to reduce or eliminate the exposure of assets or resources to long-term risk caused by natural, man-made, or technological hazards. Any measures taken to reduce frequency, magnitude, and intensity of exposure to risk or to minimize the potential impact of a threat.</td>
</tr>
<tr>
<td>Notification List</td>
<td>A list of key individuals to be contacted, usually in the event of an emergency or a disaster. Notification lists normally contain phone numbers and addresses, which may be used in the event that telephones are not operational.</td>
</tr>
</tbody>
</table>
Risk
The potential for harm or loss. The chance that an undesirable event will occur.

Scope
Predefined areas of operation for which a business continuation or disaster recovery plan is developed.

Threat
Threats are events that cause a risk to become a loss. Example: A lightning strike could be the trigger that causes a fire that destroys a facility. Threats include natural phenomena and man-made incidents.
22. Exhibits

Exhibit 1 - VPBS/Director of Business Management
Exhibit 2 - Office of Budget and Fiscal Planning
Exhibit 3 - Comptroller, Accounting and Reporting Services, Managerial Accounting Services, Bursar Student Business Services, ID Card Office, Payroll Services, Risk Management, Receivables and Collections
Exhibit 4 - Freehafer Operations
Exhibit 5 - Human Resources
Exhibit 6 – Procurement Services, AP, PCard, Travel
Exhibit 7 - Sponsored Program Services
Exhibit 8 - Office of Treasury Operations
Exhibit 9 - Department of Business Management
Exhibit 10 - Office of Financial Affairs, Executive Offices

23. Exhibit Appendices

Appendix A – Emergency Quick Reference
Appendix B - Emergency Notification List
Appendix C - Critical Functions
Appendix D - Emergency Roll Call Form
Appendix E - EPIG Kits \ Emergency Cabinet Items
Appendix F - BCP - Annual Review Acknowledgement Form
Appendix G - Critical Vendors and Customer Contacts
Appendix H - Critical Forms and Documents
Appendix I – Hardware and Software Needs
Appendix J - Pandemic Business Continuation
24. Addendums

Addendum A - Integrated Emergency Management Plan
Addendum B - Emergency Procedures Guide
Addendum C – Media and Community Relations Crisis Checklist
Addendum D – Freehafer Building Emergency Plan
Addendum E – Hovde Building Emergency Plan
Addendum F – Young Building Emergency Plan
Addendum G - Purdue West Building Emergency Plan – Plan does not currently exist
Addendum H - South Campus Courts – C Building Emergency Plan – Plan does not currently exist
Addendum I – Purdue Memorial Union Building Emergency Plan
Addendum J – Schleman Hall Building Emergency Plan
Addendum K – State Street Office Facility Emergency Plan
Addendum L - Internal Audit Business Continuation Plan
Addendum M – Office of Treasury Operations Business Continuation Plan
Addendum N – Lynn Hall Building Emergency Plan
Addendum P – Wang Hall Building Emergency Plan