

Loyola University Maryland Business Continuity Planning - FAQ

Introduction

Loyola University Maryland's mission is to "inspire students to learn, lead, and serve in a diverse and changing world." Each department or area performs functions that are essential to the ongoing success of this mission. A Business Continuity Plan is a collection of resources, actions, procedures, and information that is developed, tested, and held in readiness for use in the event of a major disruption of operations. Business Continuity Planning helps to prepare University departments to maintain mission critical operations after any emergency or disaster.

Department heads are responsible for ensuring that their areas have Business Continuity Plans in place, and that all persons within the department, including faculty, staff, and administrators, are familiar with their plan. It's important to remember that your BCP is an integral part of the overall University plan.

The following is a list of frequently asked questions (FAQ) to help your department develop a business continuity plan.

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9. Should we appoint a departmental business continuity manager?

10. Who should be in the planning group?

11. How long does it take to create a business continuity plan?

12. How can we craft a plan to handle unknown

mission of the department.

4. What are some guidelines for identifying Essential Business Processes?

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- It reduces liability and disruption to normal business operations while assisting with the decision making process.
- It helps your department prepare for a broad range of events and disasters.

9. Should we appoint a departmental business continuity manager?

Yes, typically an upper level staff member. The role is part project manager, part group facilitator and will be the contact person for business continuity issues. A list of current [BCP managers](#) is available on our Emergency Management Planning Team SharePoint Site

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13. What assumptions can we make about what the campus will do for us as a department after a disaster?

Here are some reasonable assumptions:

- **Access to buildings.** I