



# **Eagle Ready Business Continuity Plans**

## **Instructions**

**April 2020**

# Eagle Ready Business Continuity Plan Instructions

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## 1.0 Introduction

Executive order 1014 requires that campus departments that have essential university functions develop, update and review at least annually a business continuity plan. Cal State LA's system for these continuity plans is called Eagle Ready.

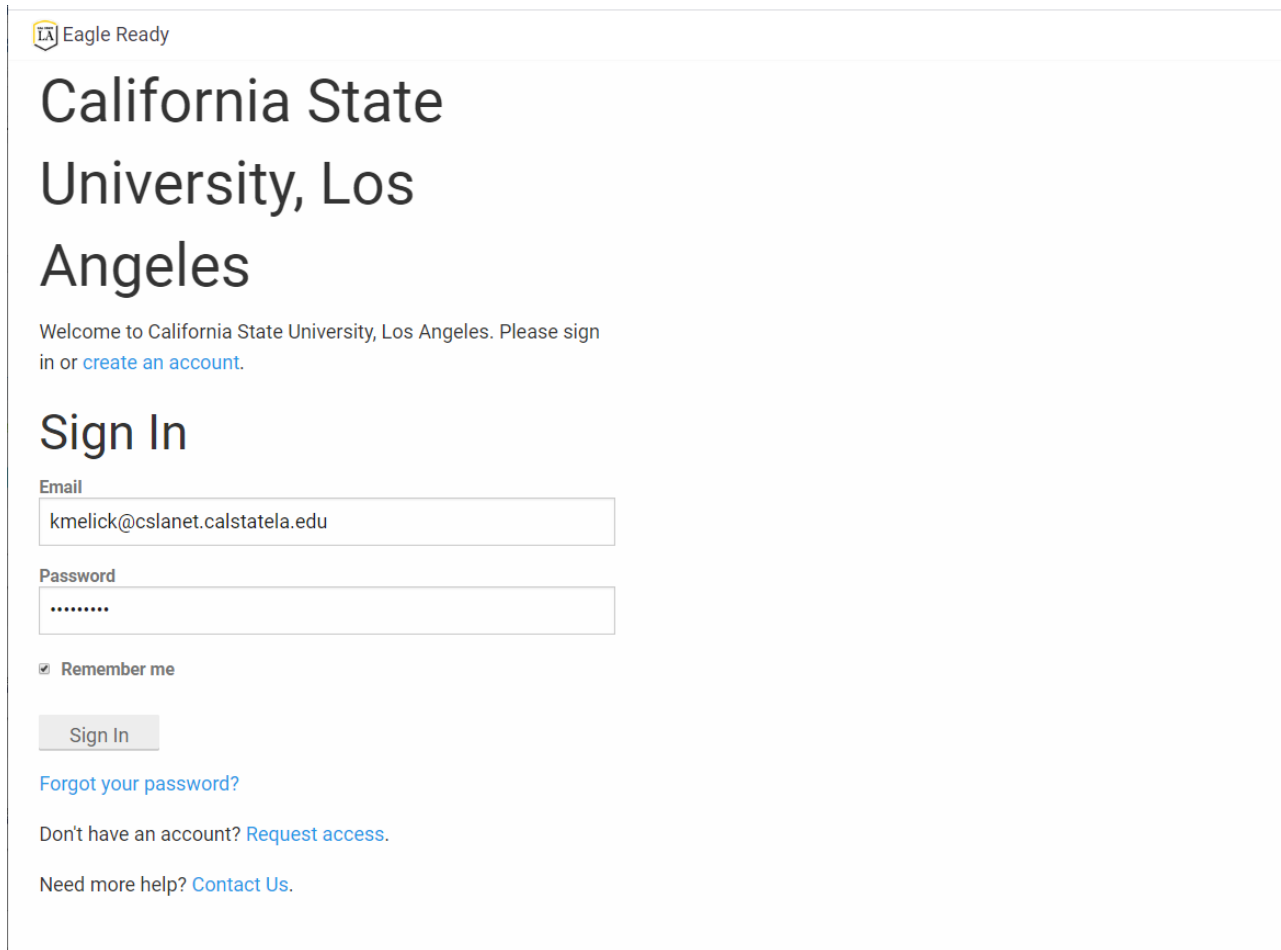
## 2.0 Accessing Eagle Ready and Logging In

In order to access Eagle Ready, an Administrator or Plan manager must add you to the system. You will then receive an email that you click on the link to set up your password. At this time the campus single sign on is not enabled for this but possibly will be in the future.

The screenshot shows the 'Activate Your Account' page in the Eagle Ready system. The page has a dark blue sidebar on the left with navigation links: Dashboard, Plans, Admin, Reports, and Help. The main content area is white and features the title 'Activate Your Account' and a sub-header 'Please verify your name and email address and add a password.' Below this are five form fields, each with an asterisk indicating a required field: 'First name' (filled with 'Karen'), 'Last name' (filled with 'Melick'), 'Email' (filled with 'kmelick@cslanet.calstatela.edu'), 'Password', and 'Password confirmation'. A grey button labeled 'Activate Your Account' is positioned below the fields. At the bottom of the form area, there are two links: 'Already have an account? [Sign In](#)' and 'Need more help? [Contact Us](#)'. In the top right corner of the page, there is a user profile indicator for 'Karen Melick' and a green notification box with a checkmark and the text 'Saved'.

## Eagle Ready Business Continuity Plan Instructions

The Eagle Ready cloud based system is accessed at the following web location: [calstatela.kuali.co](http://calstatela.kuali.co). Going to this web page brings up the Sign In page:



The screenshot shows the sign-in interface for the Eagle Ready system. At the top left is the 'Eagle Ready' logo. The main heading reads 'California State University, Los Angeles'. Below this, a welcome message says 'Welcome to California State University, Los Angeles. Please sign in or [create an account](#).' The 'Sign In' section contains an 'Email' field with the text 'kmelick@cslanet.calstatela.edu', a 'Password' field with masked characters, and a checked 'Remember me' checkbox. A 'Sign In' button is positioned below the fields. At the bottom of the sign-in section, there are three links: 'Forgot your password?', 'Don't have an account? [Request access](#).', and 'Need more help? [Contact Us](#)'.

### 3.0 Roles

The system has the following three user roles:

- Plan Managers can add other plan managers, editors and viewers along with editing the plan
- Plan Editors can edit and view the plan
- Plan Viewer can view but not edit the plan

#### 4.0 Dashboard

Once you sign in, the home page is the Dashboard page where the plans that you have access to are listed. You can return to the Dashboard page by using the “back to dashboard” navigation at the top left of the pages.

#### 5.0 Edit Plans

From the Dashboard screen, select the pencil icon next to “edit” link to the plan to open a plan to edit it.

The screenshot shows the Eagle Ready dashboard interface. At the top left is the Eagle Ready logo. At the top right is the user name 'Karen Melick'. The dashboard is divided into three main sections: 'My Plans', 'My Action Items', and 'Unassigned Action Items'. The 'My Plans' section contains a table with one row of data. The 'My Action Items' and 'Unassigned Action Items' sections are currently empty tables.

Plan Name	Status	Created	Last Updated	view	edit
VPAF - Training Business Continuity Plan	In Progress	Apr 01, 2020	Apr 01, 2020		

Action Item	Plan	Status	Critical Function	Due Date
-------------	------	--------	-------------------	----------

Action Item	Plan	Status	Critical Function	Due Date
-------------	------	--------	-------------------	----------

# Eagle Ready Business Continuity Plan Instructions

In order to enter edit mode, click on “Edit Page” on the right to begin editing or adding plan information.

LA
Training Business Continuity Plan | In Progress
↓

← Back to Dashboard
Plan Details
Contacts
Critical Functions
Key Resources
Information Technology
Instruction

**Department Information**

Action Items Summary

Department Documents

### Department Information

Department Name  
Training Business Continuity Plan

Department Description  
This is a plan for a fictional department for training and education purposes

Major Division Administration and Finance	Acronym VPAF		
Head of Unit Karen Melick			
Faculty and Other Academic Appointees	Residents/Fellows	Staff (Full-Time)	Staff (Part-Time, Excluding Students)
Student Staff	Volunteers	Guests	Other
Department Type(s)			
Building(s) Occupied			
<b>Building Name</b>	<b>Identifier</b>	<b>Ownership</b>	<b>Comments</b>
Evacuation Plans For All Buildings No		Cost Center	
Comments			

✎ Edit Page

🖨 Print PDF

---

🔗 Guidance ▼

- The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:
  - professor
  - lecturer
  - librarian
  - curator
  - teaching assistant
  - graduate student instructor
  - graduate student researcher
- Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.
- If building ownership is listed as Special Status, use the Help link to access the Contacts screen and contact the Ready Administrator.

# Eagle Ready Business Continuity Plan Instructions

## 6.0 Plan Navigation

The plan sections of “Plan Details”, “Contacts”, “Critical Functions”, “Key Resources”, “Information Technology” and “Instruction” are across the top. Details screens for the plan sections are listed in the left menu. Guidance for each page is on the right beneath the action selections.

The screenshot displays the 'Training Business Continuity Plan | In Progress' interface. At the top, a navigation bar includes tabs for 'Plan Details', 'Contacts', 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. A left sidebar menu contains 'Department Information', 'Action Items Summary', and 'Department Documents'. The main content area is titled 'Department Information' and contains the following fields and sections:

- Department name:** Training Business Continuity Plan
- Department description:** This is a plan for a fictional department for training and education purposes
- Major division:** Administration and Finance
- Acronym:** VPAF
- Head of unit:** Select a user (Search: Enter a name or email to search)
- Selected Unit Head:** Karen Melick - kmelick@calstatela.edu
- Number of personnel (approximately):**
  - Faculty and other academic appointees
  - Staff (part-time, excluding students)
  - Guests
  - Residents/Fellows
  - Student Staff
  - Other
  - Staff (full-time)
  - Volunteers
- Department Type (check all that apply):**
  - Administrative
  - Academic
  - ITS
- Location(s) occupied:** Click on a building to add it to your list. Please indicate all space used, including storage space. If a building does not appear on the list, use the Help link to access the Contacts screen and contact the Ready Administrator to add it to the list.
- Configure the order that buildings are presented:** Order alphabetically
- Evacuation Plans:** Do all your buildings have evacuation plans?
- Cost center or department number:** What cost center(s) or department number(s) does this plan cover? Leave blank if not applicable.

The right sidebar contains a 'Guidance' section with the following text:

The definition of academic appointees varies from campus to campus. Your HR office knows who these are. Some typical examples are:

- professor
- lecturer
- librarian
- curator
- teaching assistant
- graduate student/instructor
- graduate student/researcher

• Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.

• If building ownership is listed as Special Status, use the Help link to access the Contacts screen and

### 7.0 Plan Details/Department Information

It is important to enter the Department name, department description, select the division that the department reports to, the head of the unit, and the department type. The department type will customize some of the entry screens. If only Administrative is checked, then the Instruction section isn't applicable. The rest of the fields on this page is optional information.

You must click the "Save" button at the upper right to save any input or changes before you navigate off the page to save any changes.

Training Business Continuity Plan | In Progress

Back to Dashboard Plan Details Contacts Critical Functions Key Resources Information Technology Instruction

**Department Information**

Department name  
Training Business Continuity Plan

Department description  
This is a plan for a fictional department for training and education purposes

Major division  
Administration and Finance

Acronym  
VPAF

Head of unit  
Select a user  
Enter a name or email to search

Selected Unit Head  
Karen Melick - kmelick@calstatela.edu

Clear Unit Head

Number of personnel (approximately)

Faculty and other academic appointees	Staff (part-time, excluding students)	Guests
Residents/Fellows	Student Staff	Other
Staff (full-time)	Volunteers	

Department Type (check all that apply)

- Administrative
- Academic
- ITS

Location(s) occupied  
Click on a building to add it to your list. Please indicate all space used, including storage space. If a building does not appear on the list, use the Help link to access the Contacts screen and contact the Ready Administrator to add it to the list.

Configure the order that buildings are presented.  
Order alphabetically

Add a building

Evacuation Plans: Do all your buildings have evacuation plans?

Cost center or department number: What cost center(s) or department number(s) does this plan cover? Leave blank if not applicable.

Guidance

- The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:
  - professor
  - lecturer
  - librarian
  - curator
  - teaching assistant
  - graduate student instructor
  - graduate student researcher
- Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.
- If building ownership is listed as Special Status, use the Help link to access the Contacts screen and contact the Ready Administrator.

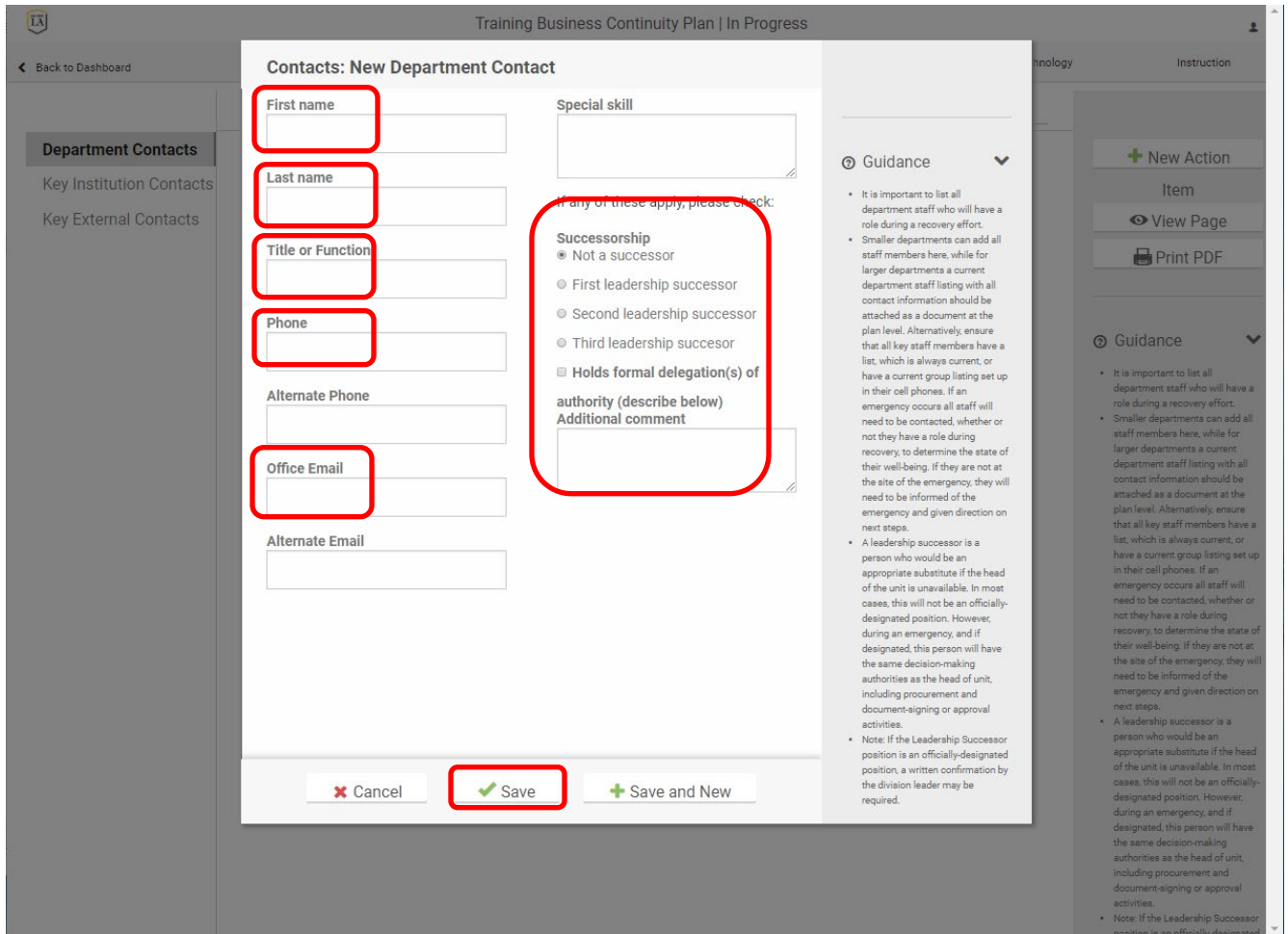
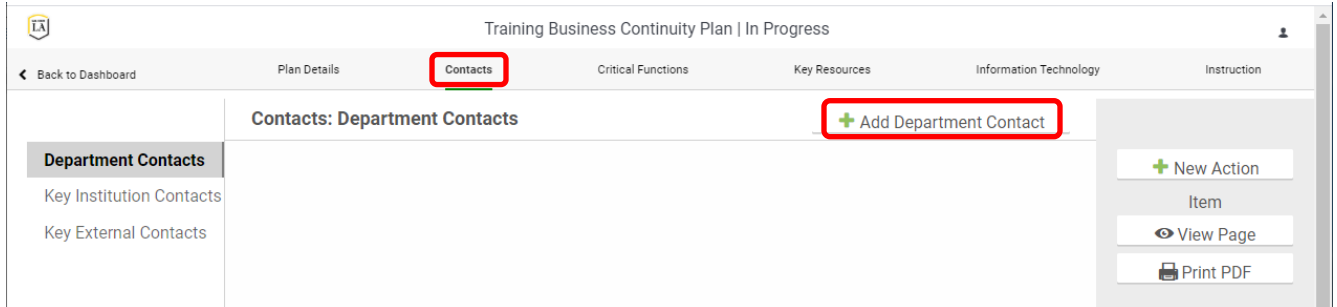


# Eagle Ready Business Continuity Plan Instructions

## 8.0 Contacts Section

The Contacts section has three pages, one for department contacts which should be filled out with the department leaders and lines of succession and delegation of emergency authorities. This page is for the department leadership, the Resources section is where the staff information goes. The save button on these pages is on the bottom of the page.

The pages for Key Institution Contact and Key External Contacts are optional. Use the Key External Contacts page for Key Vendor or supporting government agencies information.



# Eagle Ready Business Continuity Plan Instructions

Financial Services | In Progress

Back to Dashboard Plan Details **Contacts** Critical Functions Key Resources Information Technology Instruction

Department Contacts  
Key Institution Contacts  
**Key External Contacts**

**Contacts: Key External Contacts** + Add Key External Contact

There are no items to view.

+ New Action  
Item  
View Page  
Print PDF

Financial Services | In Progress

Back to Dashboard Plan Details **Contacts** Critical Functions Key Resources Information Technology Instruction

Department  
Key Institution  
**Key External**

**Contacts: New Key External Contact**

Company or Organization

Work Phone

First Name

Mobile Phone

Last Name

Fax

Email

This is a  
Please select...

Address

Products/services supplied (if vendor)

Comment

Alternate vendors: (if vendor, name one or two alternates)

Cancel Save Save and New

Contacts are those...  
...institution. These include...  
...ents, grantors/donors,...  
...ic., that you may need to...  
...ing an emergency. For

...a vendor to notify them to...  
...to a different address or to...  
...a delivery.

...ing a grantor to notify...  
...if the emergency and to...  
...them of the impact to the

...existing lists can be...  
...the Document Summary

...ndor is in your local area,...  
...nt to have an alternate or...  
...endor's information...  
...the event the emergency

## 9.0 Critical Functions Section

Critical functions are the functions that your department provide for the campus that need to be continued in the event of an emergency. The levels of criticality are:

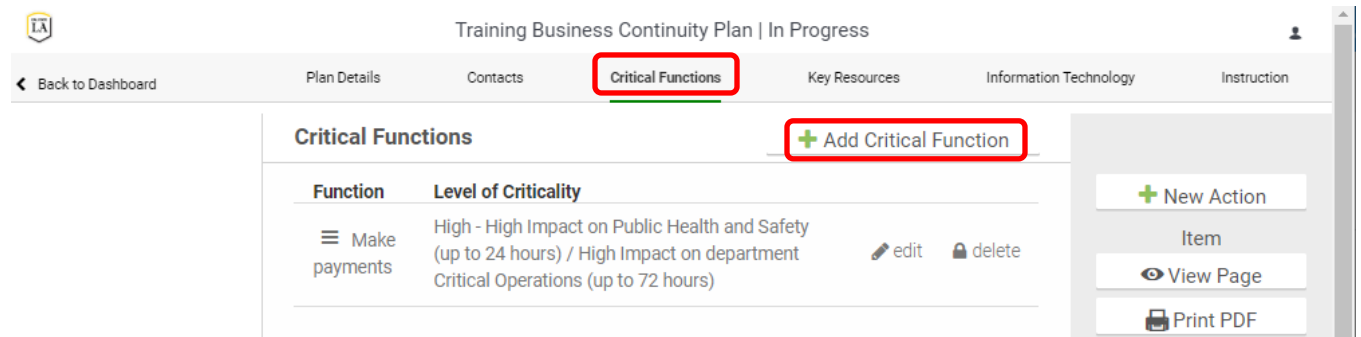
Level 1 - Emergency response functions or high impact on health and safety (0-24 hours)

Level 2 - Moderate impact on health and safety or critical campus operations (1-3 days)

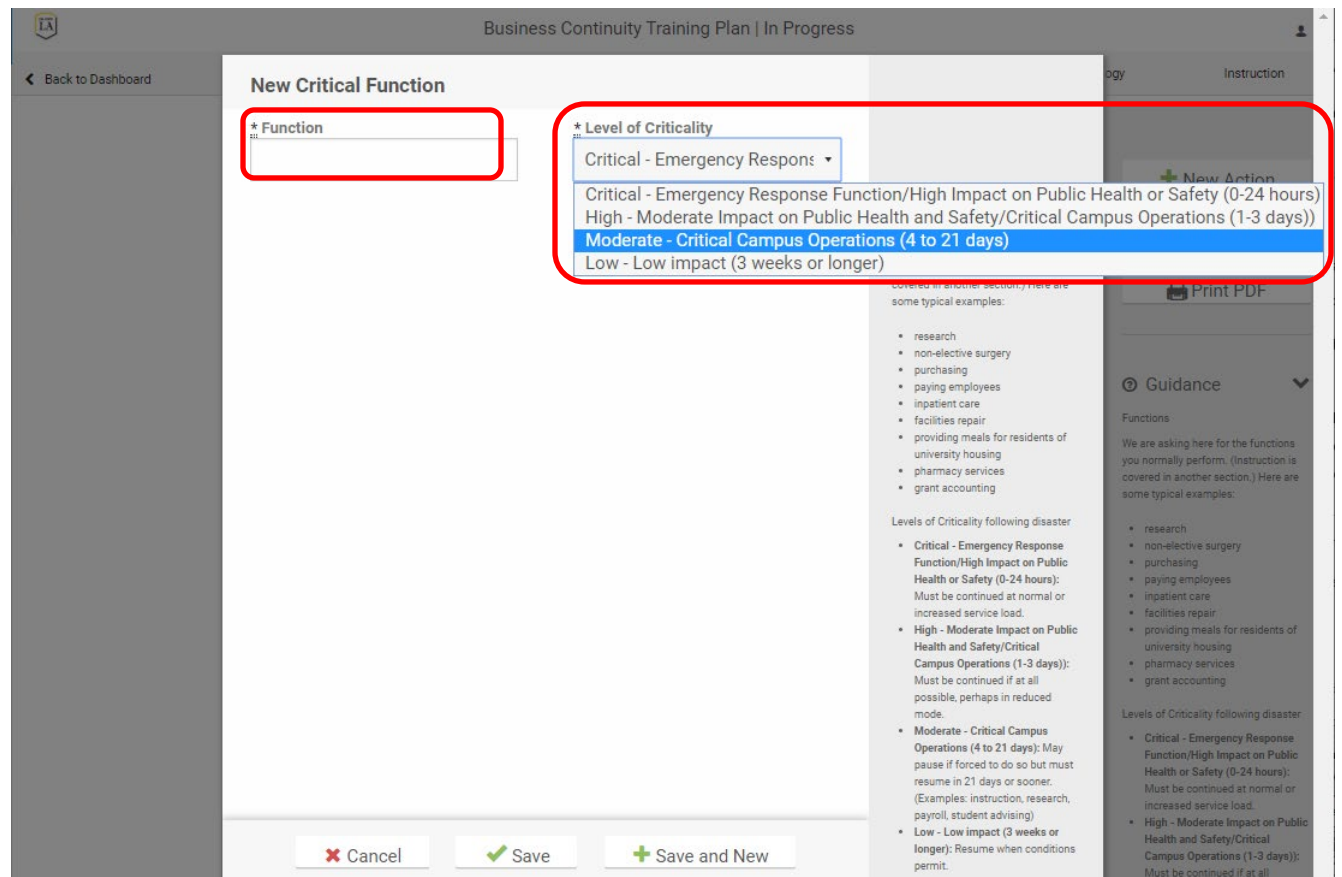
Level 3 - Critical campus operations that must resume in 4 to 21 days

Level 4 - Low impact, recovery in 3 weeks or longer (not needed to be included in plan)

To add a critical function click on “Add Critical Function”



Enter the function name and select the level of criticality/time needed for recovery for the functions provided by your department.



# Eagle Ready Business Continuity Plan Instructions

Enter the information related to the critical functions. There are seven pages related to each critical function that are listed on the left. The most important information is the “Description” and “How to Cope” The information fields circled below should be completed. The rest is optional.

The screenshot shows a web application interface for entering critical function information. The page title is "Training Business Continuity Plan | In Progress". The navigation menu includes "Back to Dashboard", "Plan Details", "Contacts", "Critical Functions" (selected), "Key Resources", "Information Technology", and "Instruction".

The main content area is titled "Purchase goods and services: Descripti...". It contains the following fields:

- \* Critical Function Name: Purchase goods and services
- \* Level of Criticality: High - High Impact on Public Health
- Brief Description of This Function: (This field is circled in red)
- Name of Section or Unit That Performs This Function (if applicable):
- Responsible People (give names unless this is a generic group):

The right-hand sidebar contains the following elements:

- ✓ Saved
- + New Action
- Item
- View Page
- Print PDF
- Guidance (with a dropdown arrow)
- Remember to use the Save button after entering or editing information on this page.

# Eagle Ready Business Continuity Plan Instructions

Training Business Continuity Plan | In Progress

Back to Dashboard Plan Details Contacts **Critical Functions** Key Resources Information Technology Instruction

Description  
Peak Periods  
Documents  
Dependencies  
Consequences  
**How to Cope**  
Action Items

### Purchase goods and services: How to Cope

**Space**  
How would you carry out this critical function if your usual space is not available?

**Staff**  
How would you carry out this critical function if, for couple of months, your average absence rate of faculty & staff were 50%? This could easily be the case in a flu pandemic.

**Disruption of phone services?**  
If your primary phone, i.e., office phone system, is unavailable what alternate method of communication will you use?

**Unique Skills**  
Does the successful performance of this critical function require the skills or knowledge of any one particular staff member (or her files)? If so, how will you deal with her absence? Cross-train a co-worker in advance? Outsource? Some other strategy?

**Working at Home**  
Visualize an environment of contagious illness. Suppose the campus requested that as many faculty & staff as possible work from home for a month or two (stay away from campus to minimize contagion). Can you perform this critical function with some (or all) staff working from home? What equipment, supplies, and arrangements would be needed?

**Network Access**  
How would you carry out this critical function if the data network is not available?

**Show Stoppers**  
Is there any resource that is so important or irreplaceable that you CANNOT perform this function without it?

**Risk**  
Will any of your above suggestions expose the institution to risk? If so, can you suggest how to mitigate/control this risk?

**Policy Exceptions**  
What policy exceptions might be needed to carry out your above suggestions? Who would have the authority to grant them?

**Additional Vulnerabilities**

✓ Saved  
+ New Action  
Item  
View Page  
Print PDF

Guidance

The following questions ask you to visualize the conditions that might prevail in the weeks or months following a disaster. You may be missing certain key resources, such as

- Your usual space
- Some of your staff
- Certain equipment
- A key vendor
- Power
- Phone service
- Network access
- Certain data
- etc.

Please provide brief answers to these questions. Give ideas and points, not detailed procedures.

- Accept this challenge: We will continue (or rapidly restart) our teaching, research, patient care, and necessary support functions, no matter what the conditions.
- Be brief! If details are needed, create a separate document and upload it on the Documents screen.
- If your suggestions require pre-disaster preparations, state them. Later you will be asked to identify such "Action Items."
- When planning for the staffing of your unit during and after a crisis event, remember that many factors influence a person's ability to come to work - availability of child care, schools, elder care, pet care, transportation, and many other factors when our lives get disrupted. Would it be possible to compensate with temporary help? Where will you get them? Will they need training?
- The Work from Home screen will ask who among your faculty and staff can do computing from home. Consider whether your unit also has tasks that can be done at home WITHOUT a computer.

## 10.0 Key Resources Section

This section is for recording information regarding the department's staff and faculty. The critical need is to have a plan for contacting the department during an emergency.

Staff Basic information is related to having an emergency contact list for the department.

Training Business Continuity Plan | In Progress

Plan Details    Contacts    Critical Functions    **Key Resources**    Information Technology    Instruction

### Key Resources: Staff Basics

**Staff Basics**

- Work From Home
- Teams
- Skills
- Staffing Requirements
- Documents
- Equipment & Supplies
- Facilities & Transportation

Does your unit have a (printed) emergency contact list for faculty & staff?  
Please select...

Who holds copies of the emergency contact list? (Be specific)

Who updates the emergency contact list?

Who knows how to check messages on your department's main phone line?

Who knows how to record a greeting on your department's main phone line?

Who can post messages on your department's web site (i.e., do the actual mechanics)?

Do your staff use any shared passwords that should be kept available?

Comment

✓ Saved

+ New Action

Item

View Page

Print PDF

Guidance

Every unit is asked to keep its own list of home contact information for faculty & staff. Your list should be

- in a format of your choosing
- held by enough people to be useful
- treated as confidential
- kept securely at home and at work
- updated at least twice a year

# Eagle Ready Business Continuity Plan Instructions

The Staffing Requirements page is for defining the minimum number of resources to support the critical function.

Financial Services | In Progress

Back to Dashboard | Plan Details | Contacts | Critical Functions | **Key Resources** | Information Technology | Instruction

### Key Resources: Staffing Requirements

[+ New Requirement](#)

Critical Function	Staff category	Shift	FTE required under normal conditions (use partial FTEs - eg 3.5)	FTE required during crisis	FTE who may be available for reassignment (auto-calculated)	
Printing checks (1)	Staff	Day Shift	0.50	0.50	0.00	<a href="#">edit</a> <a href="#">delete</a>
<b>Totals</b>			<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	

Staffing Requirements

+ New Action

Item

View Page

Print PDF

Guidance

The extreme demands that we may face during time of crisis - including the need to ramp up certain services - may require temporary realignments of staff. These questions attempt to address that need by asking you how

Financial Services | In Progress

Back to Dashboard | Plan Details | Contacts | Critical Functions | **Key Resources** | Information Technology | Instruction

### Key Resources: New Requirement

\* Critical Function  
Please select...

Staff category  
Please select...

Shift  
Please select...

FTE required under normal conditions (use partial FTEs - eg 3.5)

FTE required during crisis (see Guidance on right)

Guidance

The extreme demands that we may face during time of crisis - including the need to ramp up certain services - may require temporary realignments of staff. These questions attempt to address that need by asking you how many and what types of staff in your department might be available to assist elsewhere.

**IMPORTANT:**  
When estimating FTEs needed during crisis, please consider the function's criticality level -

- Critical 1: must continue (life, health, security)
- Critical 2: must continue, perhaps in reduced mode
- Critical 3: pause if forced, but must resume in 30 days or sooner
- Deferrable: resume when conditions permit

See expanded definitions

Cancel Save Save and New

Guidance

The extreme demands that we may face during time of crisis - including the need to ramp up certain services - may require temporary realignments of staff. These questions attempt to address that need by asking you how many and what types of staff in your department might be available to assist elsewhere.

**IMPORTANT:**  
When estimating FTEs needed during crisis, please consider the function's criticality level -

- Critical 1: must continue (life, health, security)
- Critical 2: must continue, perhaps

# Eagle Ready Business Continuity Plan Instructions

The Equipment and Supplies page is to enter the office equipment required to do the critical department functions. The central and distributed IT applications required are not entered here but in the Information Technology section.

Financial Services | In Progress

Back to Dashboard Plan Details Contacts Critical Functions **Key Resources** Information Technology Instruction

Staff Basics  
Work From Home  
Teams  
Skills  
Staffing Requirements  
Documents  
**Equipment & Supplies**  
Facilities & Transportation

### Key Resources: Equipment & Supplies

#### Office Equipment

Item	Minimum Required	Comment
Workstation (includes desktop computer, network connection, table, chair)	<input type="checkbox"/>	
Laptop Computer (car charger advised)	<input type="checkbox"/>	
Telephone (hard-wired)	<input type="checkbox"/>	
Printer	<input type="checkbox"/>	
Fax	<input type="checkbox"/>	
Copier	<input type="checkbox"/>	
Scanner	<input type="checkbox"/>	
Server	<input type="checkbox"/>	

#### Other Equipment

List equipment of any type, major items only. DO NOT list consumables. Explain if necessary. If you prefer, upload lists on the Documents screen.

#### Supplies

What supplies (consumables) must your unit absolutely have in order to function? If you prefer, upload lists on the Documents screen.

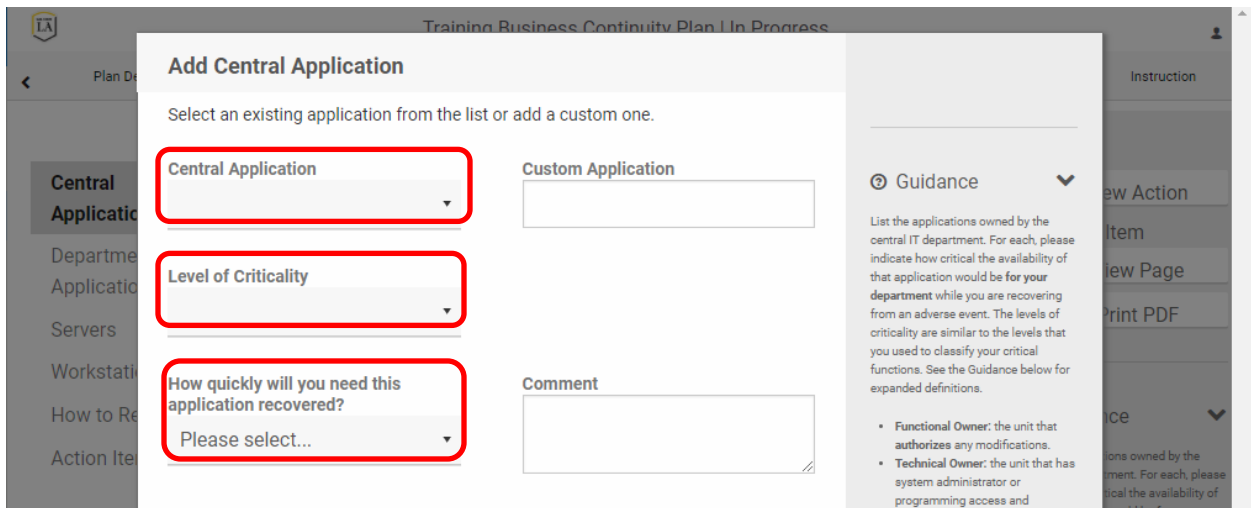
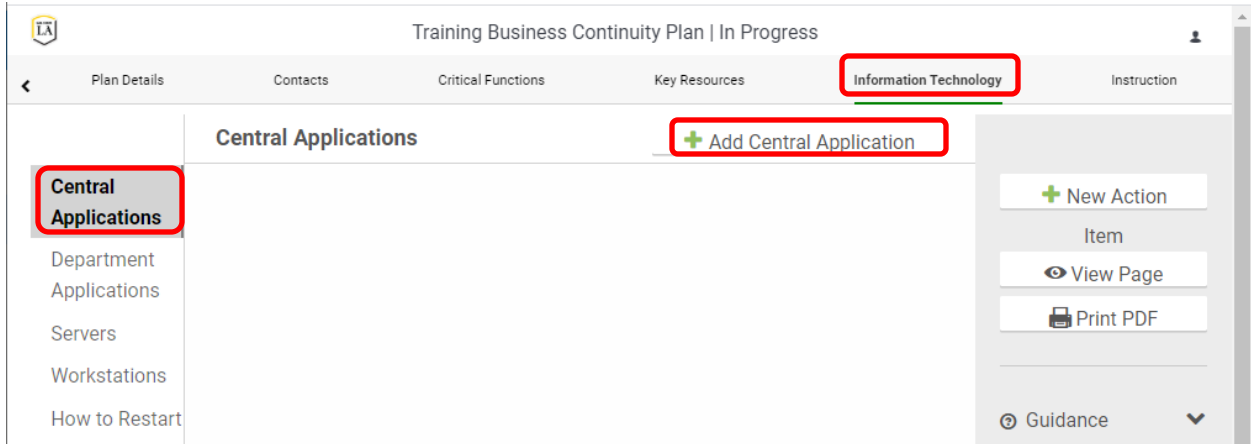
In a severe pandemic, deliveries may slow or cease for a couple of months due to employee absences at every level of the supply chain. Might your unit face a supply crisis? Do you need to adjust your inventory practices, or to stockpile specific items?

✓ Saved  
+ New Action  
Item  
View Page  
Print PDF  
Guidance  
Please indicate on this screen the MINIMUM equipment you will need to perform ALL the critical functions that you listed earlier. Estimate, don't agonize. Guess if you need to.  
• "Just-in-time procurement" can be excellent management practice - but your vendor's crisis can quickly become your crisis. Do you have enough critical supplies on hand?  
• If you prefer, existing data can be uploaded on the Document Summary page.

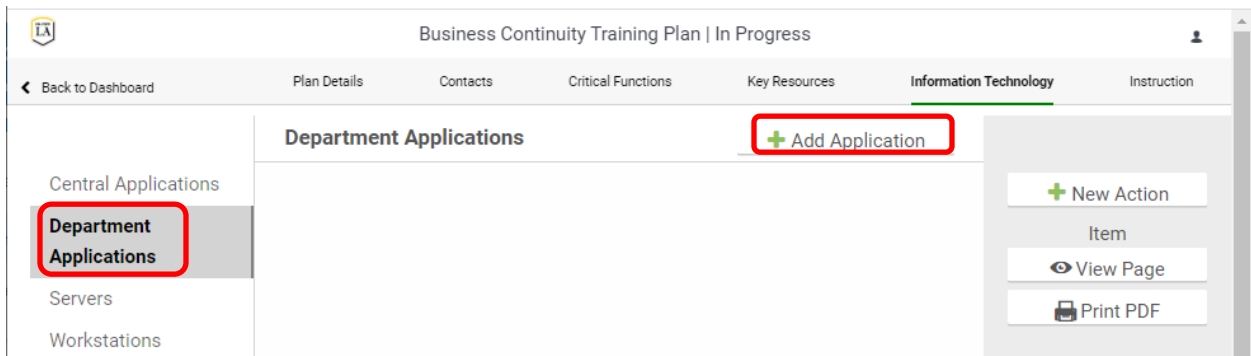


### 11.0 Information Technology Section

This section is for specifying the central and departmental applications that are required to perform the critical functions of the department. If the central application isn't in the drop-down list, enter it in the Custom Application field.



To enter critical department applications go to the Department Applications page and add an application.



# Eagle Ready Business Continuity Plan Instructions

Business Continuity Training Plan | In Progress

## New Department Application

**\* Application name**

**Functional owner**

**Technical owner**

**Application type**  
Please select...

**Backup frequency**  
Please select...

**Backup media**  
Please select...

**Is backup auto or manual?**  
Please select...

**Is this a database application?**  
Please select...

**Does this application move data to or from any core campus systems?**  
Please select...

**If so, what campus systems? Explain**

**Departments impacted by failure of this application**

**Technical expert(s) for this application**

**Person(s) responsible for recovery**

**Location of onsite storage (if any)**

**Location of offsite storage (if any)**

**Frequency of offsite storage**  
Please select...

**Locations of installation disks & documentation**

**Has a successful recovery been done?**  
Please select...

**Explanation or comment for any of the above**

**How quickly will you need this application recovered?**  
Please select...

**Guidance**

The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.

In the Critical Functions of this questionnaire, the following were identified as critical functions:

*No Critical Functions are defined for this plan.*

Please enter here the IT applications or systems that support these critical functions. You, as IT person, may want to consult with the functional managers to identify these applications.

DO NOT include applications whose technical owner is the central IT department. These are listed on the previous screen (Centrally-Owned Applications), are under central stewardship, and are not your concern. Also do not list servers - they will be treated later.

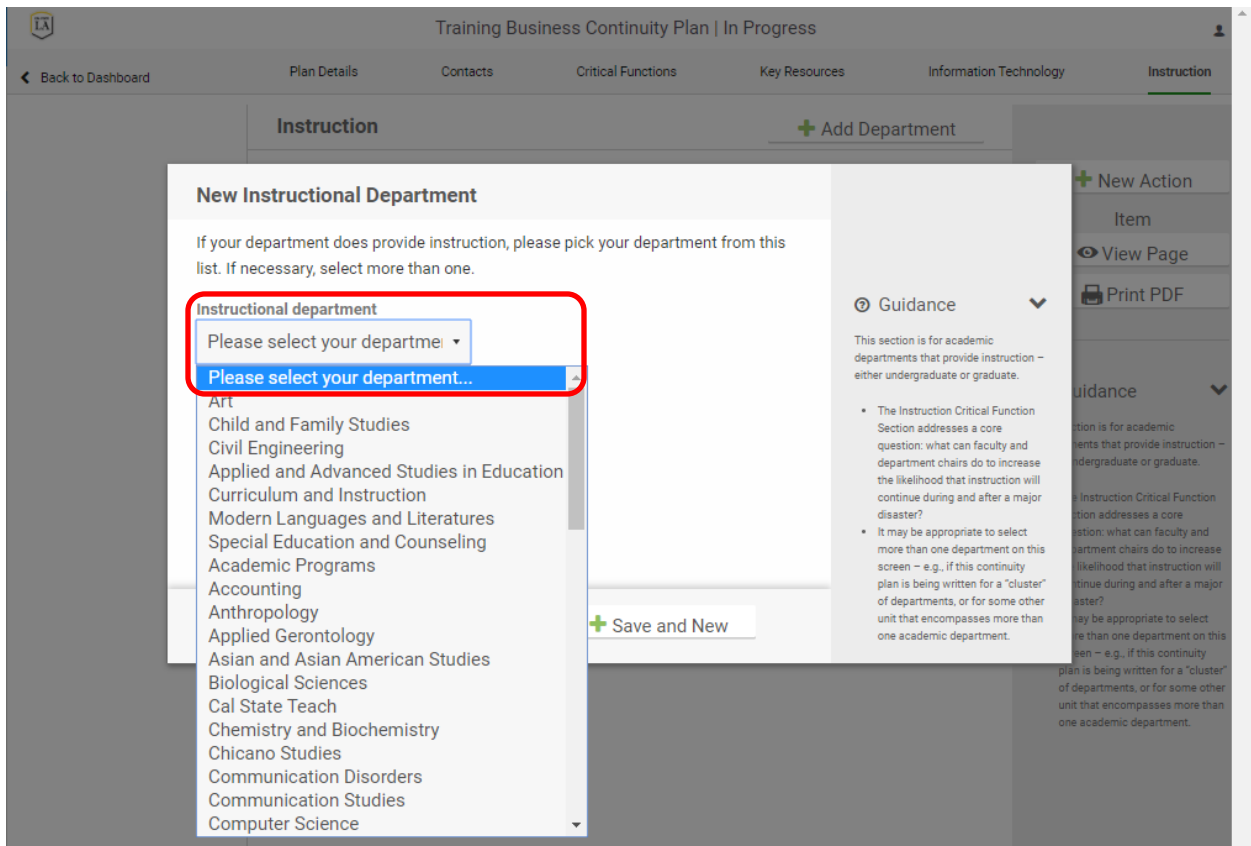
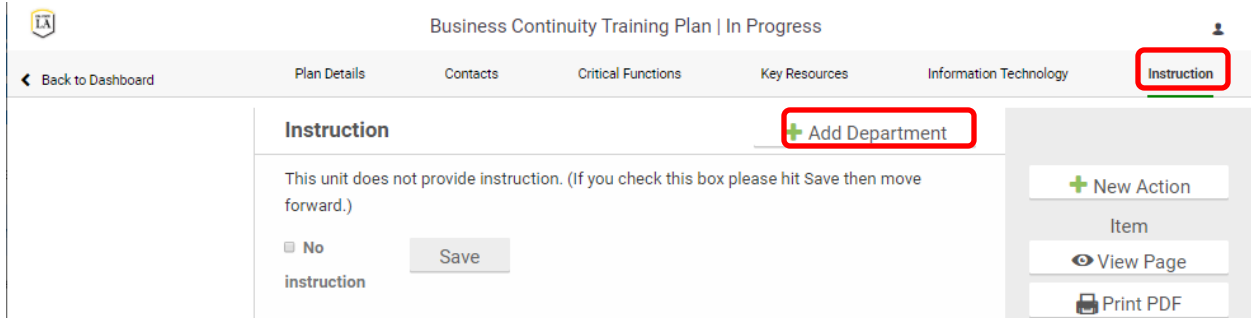
The applications to list here are those whose technical owner is your department or another department (but not central IT). Then go to the Detail Screens.

- To the IT person: Practically no research is needed or expected. You will be able to answer most of the questions on the following screens easily.
- A functional owner is the unit that authorizes any modifications.
- A technical owner is the unit that has system administrator or programming access and implements any modifications.

# Eagle Ready Business Continuity Plan Instructions

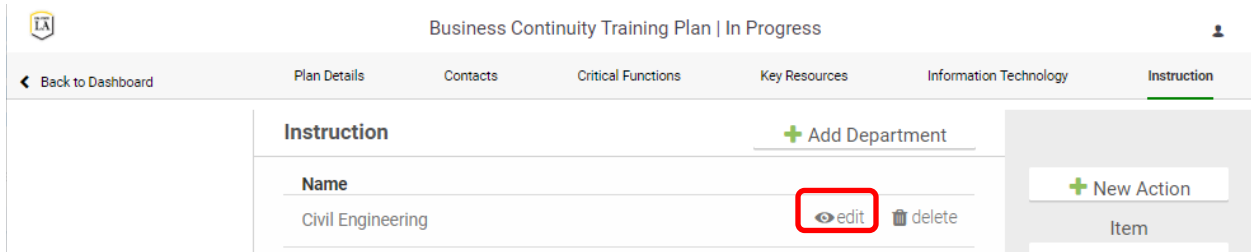
## 12.0 Instruction Section

This section is only applicable for the academic units. The Academic Department type on the Plan Details/Department Information page must be checked to access these pages.

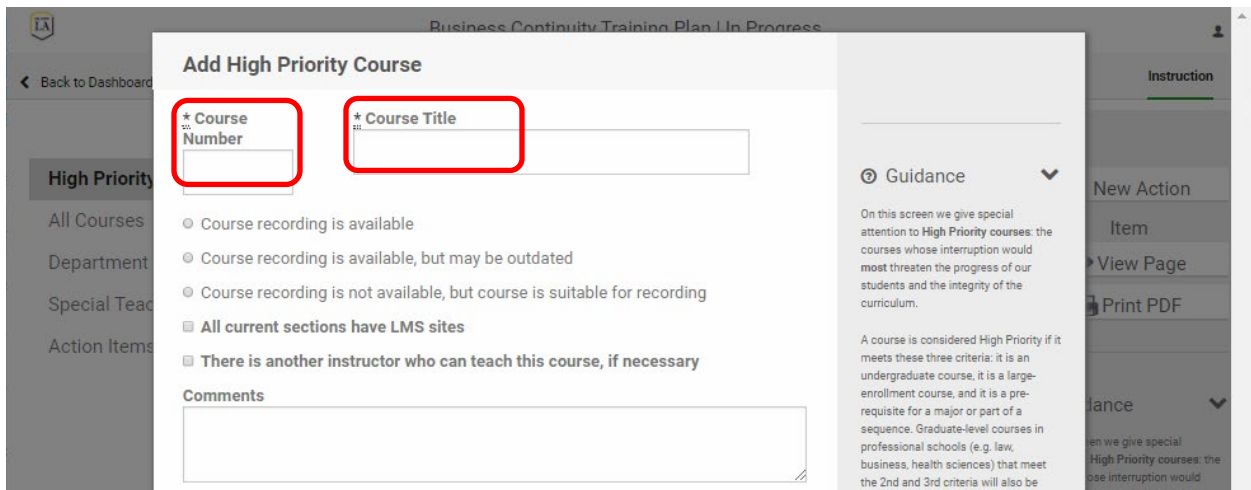
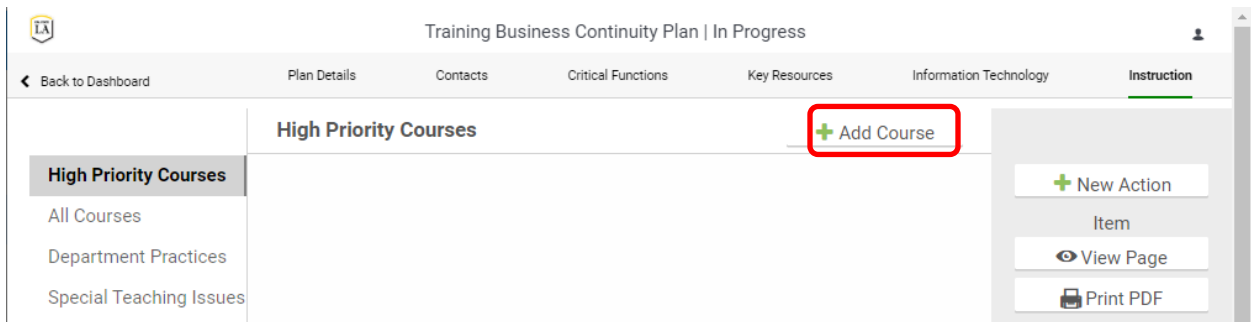


# Eagle Ready Business Continuity Plan Instructions

Once a department is chosen, click on the edit button to enter information



Chose High Priority Courses from the left menu to add high priority courses.



# Eagle Ready Business Continuity Plan Instructions

The All Courses page is for the following information.

The screenshot displays the 'Business Continuity Training Plan | In Progress' interface. The top navigation bar includes 'Back to Dashboard', 'Plan Details', 'Contacts', 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. The left sidebar lists 'High Priority Courses', 'All Courses' (highlighted), 'Department Practices', 'Special Teaching Issues', and 'Action Items'. The main content area is titled 'All Courses' and contains a table with the following data:

	Recommended practice	Estimate your department's current usage of this practice	Can this practice be expanded in your department?
1.	<b>Canvas Sites:</b> Every course has a Canvas site.	Please sel ▾	Please sel ▾
	Comment	<input type="text"/>	
2.	<b>Grades Current:</b> Grades are kept current at all times, using the Canvas gradebook tool.	Please sel ▾	Please sel ▾
	Comment	<input type="text"/>	
3.	<b>Good Communication Among Teaching Assistantss:</b> Consistency is achieved across discussion & lab sessions by fostering communication among Teaching Assistantss. (Possible methods: regular meetings, a dedicated Canvas site for Teaching Assistantss, etc.)	Please sel ▾	Please sel ▾
	Comment	<input type="text"/>	
4.	<b>Common Course Materials:</b> When instructors teach the same or similar courses, common textbooks and other course materials are used.	Please sel ▾	Please sel ▾
	Comment	<input type="text"/>	

The right sidebar contains a 'Saved' button (highlighted with a red box), a '+ New Action' button, and a 'Guidance' section with a dropdown arrow. The 'Guidance' section includes the text: 'The following disaster-readiness practices for instructors will facilitate the continuity of the curriculum under adverse circumstances.' and a list of bullet points: 'Please estimate your department's current usage of the practices on this screen; 100% accuracy is not necessary. We are requesting this information to promote discussion and to encourage adoption, not for audit purposes.', 'Teaching Assistantss = Graduate Student Instructor', and 'Relevant documents can be uploaded on the Documents screen.'

# Eagle Ready Business Continuity Plan Instructions

The Department Practices page is for the following information.

The screenshot displays the 'Business Continuity Training Plan | In Progress' interface. The top navigation bar includes 'Back to Dashboard', 'Plan Details', 'Contacts', 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. The 'Instruction' tab is active. On the left sidebar, 'Department Practices' is selected. The main content area is titled 'Department Practices' and contains a table with four rows of practices. The first two rows are highlighted with red boxes. The right sidebar shows a 'Saved' status, 'New Action', 'View Page', and 'Print PDF' buttons, along with a 'Guidance' section.

	Recommended practice	Is this currently being done?	Comment
1.	<b>Strategy for Disaster Communications:</b> The department has a plan that details how it will communicate rapidly with faculty, staff & students if disaster strikes.	Please select ▾	<input type="text"/>
2.	<b>Backup Plan for Academic Personnel:</b> The department has a plan for instructor substitution if necessary. The groundwork is laid by practices such as team-teaching, rotating instructors, or substituting "topics in" courses.	Please select ▾	<input type="text"/>
3.	<b>Faculty Leaves:</b> When faculty leaves are approved, faculty members are informed of the possibility of recall.	Please select ▾	<input type="text"/>
4.	<b>Innovative Pedagogy:</b> Faculty are actively encouraged to experiment with teaching tools before disaster strikes and to share experiences with colleagues.	Please select ▾	<input type="text"/>

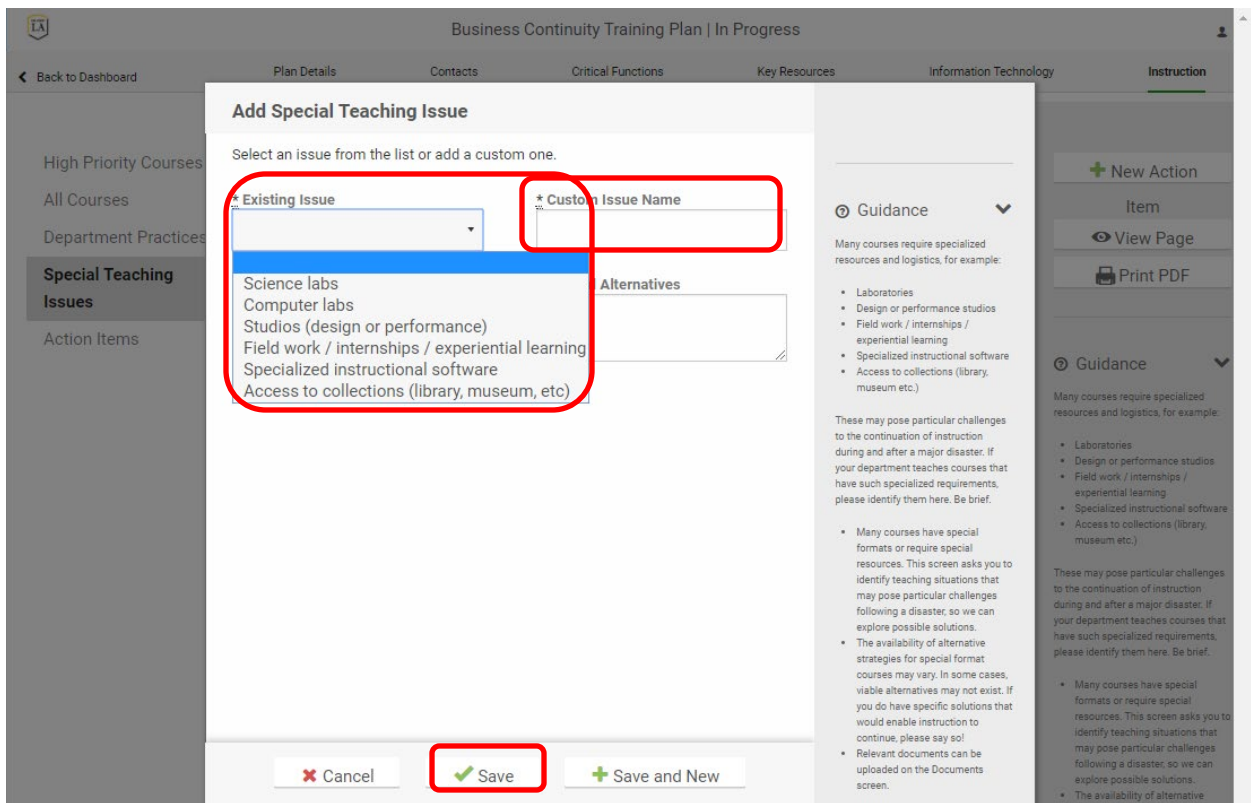
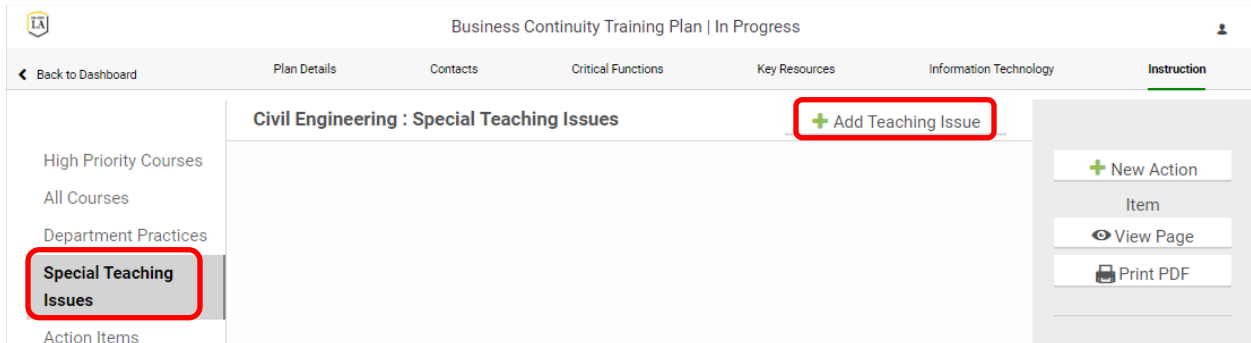
**Guidance**

The following disaster-readiness practices for departments will facilitate continuity of the curriculum under adverse circumstances.

- We are requesting this information to promote discussion and to encourage adoption, not for audit purposes.
- Strategies for identifying substitute instructors may vary by discipline and by course type. Your "backup plan for academic personnel" need not be a formal document; however, it is important to discuss this topic and take appropriate action.
- Relevant documents can be uploaded on the Documents screen.

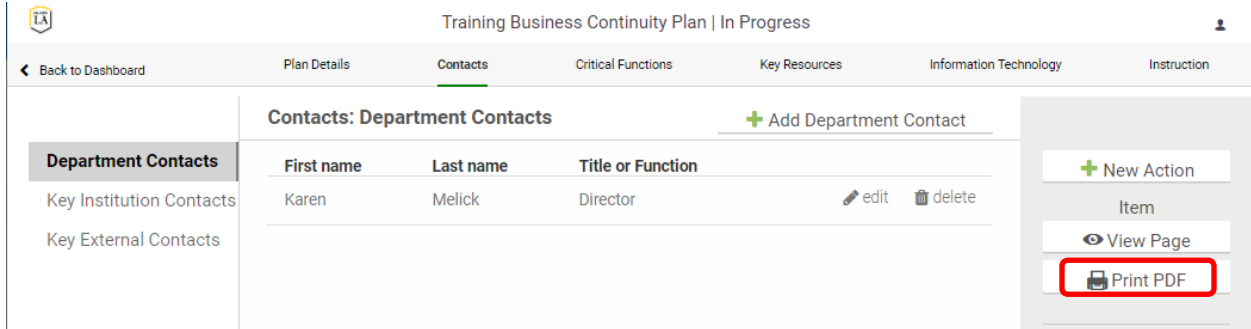
# Eagle Ready Business Continuity Plan Instructions

The Special Teaching Issues page is for entering information for specialized resources such as science and computer labs, studios, field work/internships and animal quarters. Either choose from the drop down for Existing Issues or enter a Custom Issue Name



### 13.0 Print Plans

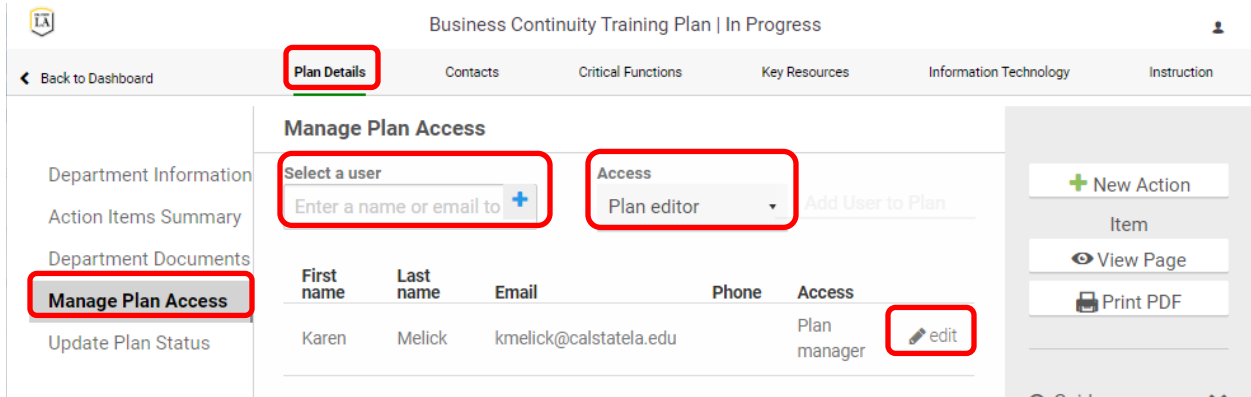
From within a plan (in edit or view mode) select the Print PDF icon from the Action Menu to view an on-screen presentation of the plan that you can print using your browser functions.



### 14.0 Plan Manager Functions

#### Manage Plan Access

Plan managers will have the option in the left menu on the Plan Details section to “Manage Plan Access”. Use the “Select a user” field to add new people to have manager, editor or view access to the plan. Choose the edit function to the right of a person’s name to edit or delete a person’s access.





# Eagle Ready Business Continuity Plan Instructions

## Manage Plan Status

All plans begin with the status of In Progress. When the plan is complete, the person responsible for the plan should update the plan status to mark it Complete. Once it's marked Complete, a plan can be changed to In Review status any time it is being reviewed. When the plan is done being reviewed, the reviewer can change it to Current status. The most recent Plan Status is listed at the top of the Plan Navigation. The Update Plan Status screen keeps a record of each update. Updates can be deleted up to seven days after they were entered. After that the record becomes permanent.

