



***COLLIN COLLEGE  
BUSINESS RECOVERY PLAN***

***EXECUTIVE SUMMARY***

*January 2014*

## **BUSINESS RECOVERY EXECUTIVE SUMMARY**

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### **OVERVIEW**

Disaster response and business recovery addresses district-wide strategies outside the emergency management plans of the departments of Safety, Security and Facility Services. The goal is to minimize losses and turn a potential disaster into a minor business interruption by reducing the recovery period to 48 hours and minimizing its impact on the continuance of critical business operations and instructional applications.

#### ***Scope***

The scope and the degree of a disaster can only be assessed after the fact. Any unexpected or extended loss of a critical application can produce a business disaster if not resolved quickly. The college will use campus specific recovery documents. Recovery strategies are based on the worst-case scenario and identify campus specific issues. At the department level, each plan describes recovery procedures written in specific details so available staff can effectively expedite the recovery procedures.

### **ORGANIZATIONAL INVOLVEMENT**

#### **Leadership Team**

Collin's leadership is accountable for the following functions in the implementing of business recovery.

- Ensure the required resources are allocated to execute the plan.
- Investigate all legal liabilities and insurance policies for asset management.

#### **Recovery Teams**

Department administrators are selected as Recovery Team Leaders. Recovery team leaders document, coordinate and monitor recovery team activities, build schedules and develop contingency budgets. Recovery Team Leaders also perform the following roles in the process:

- Review all mission critical applications while working with business and instructional units.
- Keep all recovery procedures up to date.
- Keep all maintenance agreements current.
- Research state/grant funded programs that offer recovery support.
- Review all business recovery partnerships between technical departments, faculty and staff, industry and other colleges.

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- Insure documented recovery procedures and project resource requirements are included in the plans.
- Reserve hard copy forms of instructional and administrative applications for use during unexpected business interruptions as needed.
- Review and recommend modifications to the plan.
- Revise and maintain a current inventory of equipment and software for each campus.
- Monitor all applications that are unique to one location and maintain documentation.
- Oversee the communications activities of the team.
- Annually test the team's business recovery plan.

Campus Recovery Teams are comprised of recovery team leaders and will fulfill the following functions during business recovery operations:

- Notify recovery teams to meet at a campus location or a predetermined location to begin damage assessments and recovery procedures.
- Execute damage assessment and recovery procedures.

### **OUTCOMES:**

- Develop methodologies to include conducting organizational impact-research to determine minimum processing needs.
- Assign teams to implement project strategies and test processes from those departments or individuals who will be responsible for executing the plan.
- Identify risks and their repercussions.
- Monitor and revise documentation to keep procedures current to accomplish the objective.
- Update as needed the chain of custody for individuals who will be responsible for implementing, testing and monitoring recovery processes.
- Review and update location, office space, personnel and equipment needs if relocation to another site is necessary.

### **NOTIFICATION PROCEDURES**

Damage assessments and recovery efforts may be slow initially. Employees are not allowed to enter the building or the grounds until the facility has been determined to be safe and available for occupancy. First response teams to enter the disaster location are led by the District Director of Safety, Security & Facilities Services.

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Once the site is secure; recovery team leaders are notified to report to the recovery site or a predetermined location to begin damage assessment and recovery procedures. Telecommunications recovery team implements procedures to recover or reroute specified telephone numbers to alternate locations for voice communications to manage and address student, staff and community concerns.

VP/Provosts begin staffing the command post. Communications will be channeled through these command posts to coordinate all recovery efforts and execute the support needs of the recovery teams. The Leadership Team will be in constant contact with the recovery team leader for damage assessment and status reports. Presidential directives, such as a campus closure and its duration, depend on damage assessment reports. The President or a designated representative will communicate announcements to the media.

### **COMMAND POSTS**

In the event that property damage is severe and telephone service is interrupted, recovery teams will determine in advance a meeting location. Set up command posts at the recovery site or as close as possible for communicating and supporting disaster recovery efforts. Purchase emergency supplies and distribute among each site. Redistribute supplies as needed to the appropriate campus.

### **PREARRANGED COMMAND POST SITES**

<b>Damaged Site:</b>	<b>Command Post:</b>
Central Park Campus	
Spring Creek or Preston Ridge Campus	
Courtyard Center	
Collin Higher Education Center	
High School Sites	

### **DOCUMENTS & EMERGENCY SUPPLIES**

<b>DOCUMENTS</b>	<b>SUPPLIES</b>
Evacuation/Safety Procedures	First Aid Kits, Cots, & Blankets
Emergency Management/Disaster Recovery	Cell Phones & Same Frequency Radios
Campus & Local Telephone Numbers	Computers/Laptop w/ Backup Battery
Class Schedules & Student Telephone #'s	Printers & Fax Machines
Employee Telephone Numbers & Addresses	Flashlights & Fresh Batteries
Vendor/Maintenance Telephone Numbers	Cones, Marker Tape & Megaphones
Response Team Sign-in Sheet	Hard Hats, Gloves & Collin ID Vests
Hard Copy Forms for documenting critical Business & Instructional Applications	Flat beds, Dollies & 4-5 Small Generators Battery Back-up in Command Post