### DOCUMENT REVISION HISTORY

This section describes the changes that have been made to this document following its initial development.

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<th>Date</th>
<th>Ver.</th>
<th>Description of Change</th>
<th>Contact</th>
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<tr>
<td>2/9/2016</td>
<td>1.00</td>
<td>Initial Draft</td>
<td>W. Regensburger</td>
</tr>
<tr>
<td>2/16/2016</td>
<td>1.01</td>
<td>Formatting updates and minor edits</td>
<td>J. Frater</td>
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### PROJECT CHANGE SUMMARY

This section describes the changes that have been made to this project following its initial acceptance by the stakeholders and approval for implementation.

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1. INTRODUCTION

1.1 Purpose

This document provides a guide to updating a school or department business continuity plan or annex, a process which must be completed annually and/or whenever there is a change to the organization that necessitates a plan update.

The updating process must include reviewing and revising the existing sections of the plan, as well as determining if the plan is incomplete or missing a section that needs to be filled in or augmented.

2. REQUIREMENTS AND RESPONSIBILITIES

- The Recovery Team Leader is responsible for ensuring that the Team Planner coordinates the annual review with the recovery team and updates the business continuity plan.
- Recovery Team members are responsible for reviewing and updating their parts of the plan and any related materials.
- At least annually, the Recovery Team Planner will schedule mandatory plan review meetings with the entire Recovery Team. Recovery team members must remain familiar with the BCP and their specific roles/responsibilities.
- The Recovery Team Planner is responsible for keeping Fire Safety and Emergency Planning (FSEP) apprised of the status of plan updates and forwarding the most recent plan for retention in the university’s central repository.

3. KEY STEPS TO REVIEW AND UPDATE THE BUSINESS CONTINUITY PLAN

3.1 Recovery Team Membership and Roster

Does your Recovery Team represent the key functions within your organization? Some general members of most recovery teams include:

- Recovery Leader
- Recovery Planner
- HR Coordinator
- IT Coordinator
- Business/Finance Coordinator
- Facility Coordinator
- Communications Coordinator

Academic schools typically have additional team members, including but not limited to:

- Student Support Coordinator
- Teaching Resumption Coordinator
- Research Recovery Coordinator

If your unit has specialized functions that are critical, they should be represented on the team as well.

Also consider: Has your unit re-organized, resulting in new team members with new contact information? This is a key update to the plan!
3.2 Review & Update the Recovery Phase Section

The strategies contained in the recovery phase section are the foundation of the Business Continuity Plan. Have there been any changes to your organization that may require revision to the recovery phase?

3.2.1 Review Critical Functions
Are the critical functions originally identified for your unit still accurate and complete? Have any functions changed, been added to your unit, or been re-assigned to another organization? Please remember that a critical function is something that must be resumed within 30 days. Anything that can be deferred more than 30 days is not in scope for continuity planning.

3.2.2 Recovery Priorities
Review and update the priority level assigned to each critical function, expressed as the Recovery Time Objective (RTO). RTO, sometimes called the maximum tolerable downtime, is critical to the plan. In the Business Impact Analysis (BIA), the team identified these priorities based on the operational, financial, regulatory, or other impacts if the function was disrupted. Other factors to consider when assessing RTO’s are any critical timeframes or periods of peak processing/activity. Is that analysis still valid and accurate?

3.2.3 Function-specific Recovery Strategies
For each critical function, review and update the recovery strategies that would be utilized to temporarily continue them in the event of a loss to facilities, technology, and staffing. Is there anything to revise or add to the strategies?

3.2.4 General Facility Recovery
Review and update the options for alternate work locations in the event that your main facility is temporarily unavailable.

3.2.5 IT Recovery Priorities
Review and update the critical technology systems upon which your school or department depends, and determine if the list is still accurate or has changed with the addition of new systems or changes to existing systems. Work with your IT coordinator to ensure that data backup and system recovery procedures adequately reflect the business needs and priorities. This applies to internal systems operated by your unit as well as central systems provided by Information Technology Systems. Whoever supports your IT systems or applications needs to know which systems or applications are most critical to you so that they can ensure the systems and applications you count on are protected and restored within a timeframe that meets your needs.

3.2.6 Staff (HR) Recovery
In the event of an employee shortage or if demands temporarily exceed the capacity of available human resources, is the existing strategy still sufficient, or does it need to be revised?

3.2.7 Academic Instruction and Research Recovery (where applicable)
Review and update how teaching and research will continue if the normal methods and tools are temporarily unavailable.
3.3 Vital Records

Review the vital records upon which your unit depends – is this still accurate? Are there some vital records you no longer need to keep? Are there any new paper or electronic records that must be retained or protected for legal or operational reasons? If they were destroyed how difficult and expensive would it be to re-create them? Have you taken measures to protect you vital records?

3.4 Space and Resource Requirements

In the event that your unit must move temporarily to an alternate location, are your space requirements as originally described still accurate, or has the size of your unit changed? Are your resource requirements still accurate? This may include computers, phones, vehicles, and any other resources that you would need to establish functionality and resume critical operations.

3.5 Appendices

3.5.1 Critical Vendors and Suppliers
In recent years, many units have begun using 3rd party vendors to complete critical functions. Review this information and ensure that it is current and up-to-date.

3.5.2 Internal and External Contacts
Review and update key contacts (non-vendor) in this section. This may include numbers you would normally look up in the USC directory such as key departments.

3.5.3 Employee Contact List
Review and update your employee contact information, including home number, cell phone number, primary email and alternate email addresses.

3.5.4 Phone Tree
In the event of an after-hours disaster, review and update how phone call communication will flow (assuming phones are working).

3.5.5 Business Continuity Action Items List
Document any action items here that require follow-up or research that will contribute to a more effective and robust continuity plan.

3.6 Completing the Update

Final steps for the update include:

- The updated plan or annex must be sent to businesscontinuity@usc.edu for quality review.
- Once approved, the plan will be emailed back so the recovery team leader can review and record their approval of the updated plan in the plan review log.
- The recovery team leader and planner must ensure that all recovery team members receive a paper and electronic copy of the updated plan, and email the approved plan to businesscontinuity@usc.edu.