



## Volume 2 - ANNEX H RECOVERY PLAN

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### General

Annex E, the Planned Response Activities by UA Operational Areas, is designed to stabilize the emergency condition to the point where the University can reasonably carry on operations.

The recovery phase is the time required for the UA to be restored to normal operation after the disaster occurs.

#### Phase-out of Emergency Response Implementation

If the responsibility for the disaster remains with the UA, the activities and plans by UA units/operational areas that are contained in the 13 appendixes to Annex E, will continue to be executed or modified based on the existing situation until their role is no longer needed.

The termination of the Emergency Response Phase will be communicated to the President or Provost. Although termination of the emergency response implementation may be announced there may be a need to continue the following:

- on going repairs/preparations
- space adjustments
- support services for affected students, faculty and staff
- community relief efforts

The announcement will be communicated to the Campus Community using all available emergency response and notification systems.

### Plan Effectiveness Evaluation

After termination of the Emergency Response Phase of the BCDR plan has been announced, the UA CERT ensures that action is taken to assess the effectiveness of the disaster response. This will assist in determining whether changes need to be made and where. The UA CERT Chair in conjunction with the Incident Commander will prepare an After Action Report (AAR) summarizing their observations, which will be used in coordinating revisions to the BCDR Plan.

## **Cost Recovery**

The UA CERT takes actions necessary to appoint a Cost Recovery Team, through the Administration/Finance Section. The Team will consist of senior administrators whose area of responsibility is related to the nature and magnitude of the disaster. Nevertheless, because of their position and responsibilities are central to any disaster recovery effort the Cost Recovery Team will include, as a minimum the following personnel or their representative(s):

- The Provost
- Sr. VP for Business Affairs
- VP for Research and Graduate Studies
- VP for External Relations
- Office of the General Counsel
- Director, Risk Management and Safety
- Director, Budget

## **Resumption of Normal Operations**

Central administration is responsible for the resumption of normal operations for all University-wide business systems/processes as outlined in Appendix 7 to Annex E, (Computing, Communication and Information Technology of the BCDR Plan).

Colleges and their departments and vice presidential areas/subordinate units are expected to prepare contingency business continuation plans to as a means of safeguarding critical programs/processes and records in order to significantly enhance their ability to continue academic operations after a disaster. Such plans should be maintained and updated annually.

The model suggests that departmental planning can be facilitated with the use of the specific questions shown below.

Does your department have documented disaster recovery procedures in place?

What human resources would you need to restore your most critical functions?

If only 50 percent of your staff/faculty could return to work could you open?

Can some employees telecommute during a disaster? What can you do now to plan for that?

What equipment is necessary for your department/unit to function? Ensure Procurement and Contracting is aware so that pre-arranged procurement contracts can be set-up. If your department could not use its facility how much space would you need to operate?

Business Continuation planning is based on the premise and assumption that neither the knowledgeable person(s) who performed functions critical to the unit's mission nor the system(s), processes and procedures and perhaps the facility and attendant equipment will be available to initiate the resumption of operation.

The business continuation planning model shown below is being used by several Universities that are located in areas subject to natural disasters and who have had the misfortune of having to implement a disaster recovery plan:

Identification of unit controlled critical mission processes and the business functions(s) (excludes those dependent on central systems such as SIS, FRS and PSOS)

Development of procedures for continuing all or part of the highest priority functions that are not provided by the central administration.

Determine whether any of the unit processes could be suspended or degraded or whether it must be fully functional.

Identify alternate work locations within the unit for the most crucial functions (Space Management in coordination with the Provost and Sr. VP for Business Affairs will implement decisions regarding intra campus facilities realignments and the acquisition of facilities within the Tucson Community).

Assignment of internal unit business recovery roles and authority.

Procedures for recovering affected business operations quickly and strategies for them.

Criteria for returning to normal operation. (see Appendix 1 – FEMA checklist criteria for Business Recovery Applicable to Central Administration)

## **Review and Testing**

The UA CERT will be the lead advocate for colleges/departments/units test emergency procedures through various means including; training, tabletop exercises, functional exercises and full scale exercises.

CCIT conducts monthly inspections/testing of the alternate operations center equipment.

## **Debriefing**

After each disaster or other activity that requires the implementation of the UA's Business Continuity and Disaster Recovery Plan, the BCDR Team will conduct one or more debriefings to identify opportunities for refinement of the Plan.