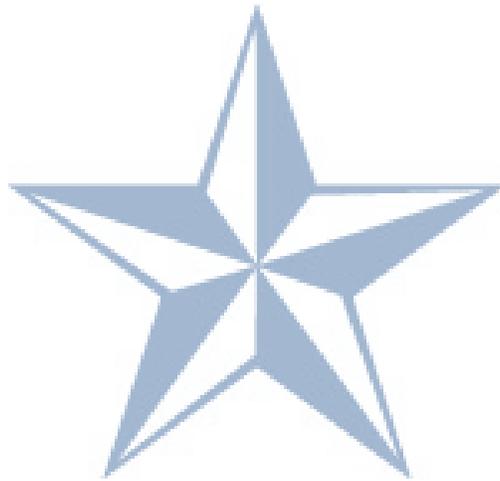# ANNEX W

OVERARCHING ACADEMIC/BUSINESS CONTINUITY PLAN (OA/BCP)

APPROVAL & IMPLEMENTATION

Annex W

Overarching Academic/Business Continuity Plan

This overarching Academic/Business Continuity Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

_____   _____
Vistasp M. Karbhari   Date
President

_____   _____
John D. Hall   Date
Vice President for Administration &
Campus Operations

_____   _____
Jeffery Neyland, Interim   Date
Vice President for Information Technology & CIO

_____   _____
Ronald L. Elsenbaumer, Interim   Date
Provost & Vice President for Academic Affairs

_____   _____
Cindy Mohat   Date
Emergency Management Coordinator & Business
Continuity Planner

RECORD OF CHANGES

Annex W

OVERARCHING ACADEMIC/BUSINESS CONTINUITY PLAN

Change #	Date of Change	Change Entered By	Date Entered
2.0	03/2013	CINDY MOHAT	03/2013
3.0	10/2014	CINDY MOHAT	10/2014
4.0	11/2015	CINDY MOHAT/PEGGY MORALES	11/2015
4.0	02/2017	KEVIN EAGAN	02/2017

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ANNEX W

OVERARCHING ACADEMIC/BUSINESS CONTINUITY PLAN

SUPPORT DOCUMENTS

ANNEX W
OVERARCHING ACADEMIC/BUSINESS CONTINUITY PLAN

I.   AUTHORITY

A. Federal

1. Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents
2. National Fire Protection Agency (NFPA) Standard 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
3. NFPA 1561 Standard on Emergency Services Incident Management System 2005 Edition
4. NFPA 72 Annex E Mass, Notification Systems
5. National Response Framework
6. National Incident Management System (NIMS)

B. State of Texas

1. Texas Administrative Code Title 1 Part 10 Chapter 202 Subchapter C Rule §202.74
2. Texas Executive Order Rick Perry 57
3. Texas Department of Information Resources: Business Continuity Planning Guidelines December 2004

C. The University of Texas System (UT System)

1. University of Texas System (UTS)172-Emergency Management

II.   PURPOSE & SCOPE

A. Purpose

This Overarching Academic/Business Continuity Plan (OA/BCP) is applicable for departments and services of the University of Texas at Arlington (UT Arlington). It provides guidance to ensure financial integrity and continuity of service to the campus in the event of a natural or human-made disaster. The OA/BCP is Annex W to the UT Arlington Basic Plan and has special emphasis on the recovery phase of the (four to) five phases of emergency management.

B. Scope

This document outlines the steps the UT Arlington departments will employ in the event of an unanticipated interruption of normal operations. All departments, units, and services that have a Business Continuity Plan (BCP) are components in the business impact analysis (BIA). This document articulates when alternate academic or business processes need to be deployed, the steps to deploy alternate academic or business processes, the methods for verifying that academia or business has been properly restored and ensuring data integrity, and activities for returning to "normal" academic or business processing.

The OA/BCP is used in situations when the Executive Policy Group determines that academic or business impacts or risk requires alternate processes or locations.

III.   EXPLANATION OF TERMS

C. Acronyms

A/BCP	Academic/Business Continuity Plan
BCP	Business Continuity Plan
BIA	Business Impact Analysis
BPGs	Best Practice Guidelines
DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
HSPD-5	Homeland Security Presidential Directive 5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NFPA	National Fire Protection Agency
OA/BCP	Overarching Academic/Business Continuity Plan
OIT	Office of Information Technology
Stafford Act	Robert T. Stafford Disaster Relief Act
UT Arlington	University of Texas at Arlington
UTS	University of Texas System (policy)
UT System	University of Texas System

D. Definitions

1. Area Command (unified area command). An organization established: (1) to oversee the management of multiple incidents managed by an Incident Command System (ICS) organization, or (2) to oversee the management of large or multiple incidents to which several incident management teams have been assigned. Determines overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area command becomes unified area command when incidents are multi-jurisdictional.

2. Disaster District. Disaster districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to emergency management, whose boundaries parallel those of highway patrol districts and sub-districts of the Texas Department of Public Safety.

3. Disaster District Committee (DDC). The DDC consists of a chairperson (the local highway patrol captain or command lieutenant) and agency representatives that mirror the membership of the State Emergency Management Council. The DDC chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

4. EOC. A location with specially equipped facilities from which UT Arlington officials exercise direction and control and coordinate necessary resources in an emergency.

5. Public information. Information disseminated to the public via the news media before, during, and/or after an emergency or disaster.

6. BIA. A document, published by the Office of Information Technology (OIT), with an exploratory component to reveal any vulnerability and a planning component to develop strategies for minimizing risk. The report describes the potential risks specific to UT Arlington. One of the basic assumptions behind UT Arlington's BIA is that every component of the university is reliant upon the continued functioning of every other component, but that some are more crucial than others are and require a greater allocation of funds or priority in service in the wake of a disaster. The following are the functional elements and the time frame, which is continually being mitigated to shorten the maximum recovery time, associated with that element:

   a. Critical: Short-term loss of these systems will risk either the immediate loss of life, or catastrophic loss of information that will put the university's existence at risk.
      • Maximum recovery time objective: 30-59 days (from BIA; Target 0-2 days)

   b. Essential: The extended loss of these systems can affect UT Arlington's ability to remain solvent, whether because of financial loss or loss of operational control due to the interruption.
      • Maximum recovery time objective: 60-89 days (from BIA; Target 3-7 days)

   c. Delayed: An operating unit can service for a longer delayed period in spite of the loss of these systems and/or service. Recovery of these systems and services will commence only when "essential" category systems are recovered first.
      • Maximum recovery time objective: 90-120 days (from BIA; Target less than 30 days)

   d. Suspended: Some services and/or systems will be "suspended" or discontinued indefinitely without undo negative effect to UT Arlington.

7. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergencies where the resources of a single jurisdiction or organization are insufficient or inappropriate for obligatory tasks to control the situation, commonly referred to as mutual-aid agreements. An example would be the UT System Interagency Disaster Response Guidebook, which contains guidelines in establishing an agreement between UT System institutions.

8. Stafford Act. The Robert T. Stafford Disaster Relief (Stafford Act) and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

9. Best Practice Guidelines (BPGs). Approved guidelines for accomplishing a task or set of tasks. BPGs are typically prepared at the department or agency level.

10. Executive Policy Group. Members of UT Arlington's cabinet, plus the president. The ten-member group includes the president, vice president for administration and campus operations, vice president of business affairs, vice president of university communications, vice president of human resources, provost/vice president of academic affairs, vice president for information technology, vice president for student affairs, vice president for research, and the university attorney.

11. Devolution. In a disaster, there will be situations where delegation of authority or duties to a subordinate or substitute is appropriate. Devolution is the process of delegating authority.

IV.   SITUATION & ASSUMPTIONS

A. Situation

1. Many hazards affect UT Arlington, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of the UT Arlington's major hazards and impacts are in Support Document 1, Hazard/Risk Assessment of this plan.

2. The all-hazards disaster preparedness approach for UT Arlington includes academic/business continuity plans (A/BCP's). It is through academic/business continuity management and planning that UT Arlington departments develop the necessary understanding, core academics or business processes, and interdependencies required for effective prevention of, and response to, operational disruptions.

B. Assumptions

1. Implementation of this plan is at the discretion of the Executive Policy Group.
2. Facilities/housing will provide temporary space for critical staff.
3. OIT provides technical assistance with computer activation for temporary locations.
4. Telecommunications/networking has phone lines available in temporary locations.
5. Equipment is rented or acquired as needed.
6. OIT has the ability to restore files from the latest off-site backups.
7. OIT has the ability to operate from another location if Arlington Data Center is significantly damaged.

V.   CONCEPT OF OPERATIONS

A. Objectives

The objectives of UT Arlington's OA/BCP and unit A/BCPs are to minimize financial and academic loss to UT Arlington or departments; continue to appropriately serve students, staff, faculty, and visitors; and mitigate the effects of disruptions on UT Arlington's strategic plans, reputation, operations, and ability to remain compliant with applicable laws and regulations. All emergency planning and response provisions of the Basic Plan document and other annexes are in effect. This OA/BCP and unit A/BCPs address the five phases of emergency planning (mitigation, prevention, preparedness, response, and recovery) but focus on continuing operations as the recovery phase occurs.

B. General

1. Each department/unit is responsible for developing an A/BCP that supports UT Arlington and provides students with opportunities to continue education, faculty to teach, and staff to work..

2. When disrupted operations occur unexpectedly, the OA/BCP process establishes the processes to maintain and recover business processes.

3. To achieve its objectives, all BCP functions participate in business continuity orientations, training, and exercises. .

4. This plan implements an all-hazard approach. It addresses general functions that will occur during any business/academic interruption situation and defines actions to take so that departments will continue their activities.

5. Departments/units that develop an A/BCP will keep the plan current, develop BPGs that describe performance tasks, ensure that departments participate in training and exercises, and that staff comprehend roles and responsibilities.

6. Any gaps, best practices, or lessons learned during, or because of, training and exercises or change in environment will be implemented into the plan as quickly as possible, but no later than six months after discovery. If exceptions to updating A/BCPs exist, then the department executive requests in writing to the vice president of administration and campus operations as to the exception, but still develops an agreeable time line for implementation.

7. The fundamental concept of this plan is that academic/business continuity functions performed by many departments/units generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities are employed during emergencies. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to business continuity are suspended for the duration of an emergency. Personnel, equipment, and supplies required for routine functions are redirected to accomplish continuity tasks.

8. UT Arlington adopted the NIMS in accordance with the HSPD-5. NIMS allows UT Arlington to integrate its A/BCP activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, the private sector, and non-governmental organizations.

C. Operational guidance

UT Arlington strives to employ the six components of the NIMS (Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and Ongoing Management and Maintenance) in all operations as expressed in the Basic Plan, Support Document 7.

D. Actions by phases of emergency management

1. This plan addresses emergency actions conducted during all five phases of emergency management.

   a. Mitigation

      UT Arlington will conduct mitigation activities as an integral part of its A/BCP program. The intent of mitigation is to eliminate hazards, reduce the probability of hazards causing an emergency, or lessen the consequences of unavoidable hazards. Mitigation will be a pre-disaster activity, although mitigation will also occur in the aftermath of a business interruption with the intent of avoiding repetition of the situation. Annex P, Mitigation outlines the mitigation program.

   b. Prevention

      Focuses on taking action to avoid and incident, e.g., preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventing measures provide more protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning and design standards.

   c. Preparedness

      The response and recovery capabilities needed in the event of an emergency require business continuity activities. Among the preparedness activities included in the A/BCP program are:

      1. Providing back-up equipment and facilities.
      2. Maintaining this plan and appropriate BPGs.
      3. Conducting or arranging appropriate training for all business continuity responders, students, faculty, other UT System officials, and volunteer groups who assist the university during emergencies and recovery.
      4. Conducting periodic drills and exercises to test plans and training.

   d. Response

      UT Arlington will respond to business interruptions effectively and efficiently. The focus of this overarching plan is on how units are activated, the system used to manage all units, and expectations of those who have a plan to keep it up to date, participate in exercises, and training. Response operations to a business interruption intend to resolve an emergency while minimizing casualties, property damage, and keeping UT Arlington operational. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

   e. Recovery

      When a disaster occurs, UT Arlington carries out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore and maintain vital services to UT Arlington and provide for the basic needs. Long-term recovery focuses on restoring UT

Arlington to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Annex J, Recovery, outlines UT Arlington's activities.

VI.   ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

    During academic/business interruption situations, UT Arlington's normal organizational arrangements become modified to facilitate emergency operations. The A/BCP organizational structure for academic or business interruptions includes the following:

    - Executive Policy Group,
    - Emergency Services (field responders), and
    - Support Services (EOC organization).

    Support Document 2, Organization for Emergency Operations Center (EOC) Management depicts the EOC organization.

2. Executive Policy Group

    - The Executive Policy Group provides policy, guidance, and direction for the A/BCP program and for emergency response and recovery operations.
    - The Executive Policy Group includes the president of UT Arlington, vice president for the Office of Administration and Campus Operations, vice president of the Office of Business Affairs and Controller, vice president of the Office of University Communications, vice president of the Office of Human Resources, provost/vice president of Academic Affairs of the Office of the Provost, Office of the Vice President for Information Technology and chief information officer, vice president of the Office of Student Affairs, vice president of Research, and the university attorney.

3. Emergency services

    Emergency services include the incident commander (IC) and those departments, agencies, and groups with primary emergency response actions during a business interruption. The IC is the person in charge at an incident site.

4. Support services

    The group includes organized volunteer groups, businesses, and UT Arlington faculty and staff that have agreed to provide certain support for academic/business continuity emergency operations.

B. Assignment of responsibilities

1. General

For academic/business continuity functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, the vice presidents, directors, department heads, etc. are assigned primary responsibility for planning and coordinating their specific academic/business continuity functions.

2. The individual having primary responsibility for the academic/business continuity function is responsible for coordinating preparation of and maintaining their A/BCP, participating in annual continuity exercises, and updating gaps discovered during exercises or events. Deficiencies should be corrected as quickly as possible nevertheless within six months of discovery.

3. Executive Policy Group

   a. The president of UT Arlington and/or designee will:

      1. Establish objectives and priorities for the A/BCP program and provide general policy guidance.
      2. Monitor the emergency response during disaster situations and provide direction where appropriate.
      3. With the assistance of the public information officer, keep UT Arlington and the /public informed during business interruptions situations.
      4. Request assistance from other local governments, mutual-aid partners or the state when necessary through the EOC.
      5. Directs activation of the EOC.
      6. Identify BCP participants who will create a plan.

   b. The vice presidents, department heads, and supervisors will:

      1. Create an A/BCP for their department/unit as directed by the Executive Policy Group.
      2. Activate their A/BCP as directed.
      3. Identify personnel, equipment, and facility needs.
      4. Assign A/BCP program tasks to their department.
      5. Ensure that their department participates in A/BCP planning, training, and exercise activities.
      6. Coordinate the operational response of their department/unit.
      7. Identify deficiencies and create a corrective action plan.

   c. The emergency management coordinator (EMC) will:

      1. Serves as the staff advisor to the executive policy liaison or Executive Policy Group on academic/business continuity matters.
      2. Coordinate A/BCP preparedness activities and the maintenance of this plan.
      3. Arrange appropriate training for personnel and emergency responders.
      4. Coordinate periodic emergency exercises to test A/BCPs and training.
      5. Activate the EOC when requested by the executive policy liaison, the Executive Policy Group or designee.
      6. Coordinate with organized volunteer groups and businesses regarding business continuity operations.

       7.   Review all BCP's annually.

4.   Emergency services

    a.   The IC will:

       1.   Manage resources and operations at the incident command post (ICP) to resolve the situation.
       2.   Determine and implement required protective actions for response personnel and the public at an incident site.

5.   Common responsibilities

All emergency services and support services will:

    a.   Provide personnel, equipment, and supplies to support academic/business continuity operations upon request.
    b.   Provide trained ICS personnel to staff the ICP and EOC and conduct business continuity operations.
    c.   Report information regarding emergencies and damage to facilities and equipment to the IC or the EOC.

VII.   DIRECTION & CONTROL

A. General

1.   The Executive Policy Group is responsible for establishing overall objectives and policies for business continuity and providing general guidance for disaster response and recovery operations, all in compliance with NIMS.

2.   The executive policy liaison is the vice president of administration and campus operations.

3.   The emergency management coordinator (EMC), emergency management specialist, and an individual from Enterprise Development manage the EOC.

4.   The IC, assisted by a staff sufficient for the tasks performed, manages the business continuity response and recovery at an incident site.

5.   During academic/business continuity operations, department heads retain administrative and policy control over their employees and equipment, subject to the mission assignments directed by the IC. Each department and agency is responsible for having its own operating procedures during academic/business continuity operations.

6.   If UT Arlington's own resources are insufficient or inappropriate to deal with an academic/business interruption, the president or designee will request assistance from other jurisdictions, UT System, organized volunteer groups, or the state through appropriate protocols and procedures. The process

for requesting state or federal assistance is addressed in Section V. F. of the Basic Plan. See also the Request for Assistance form in Annex M, Support Document 7.

B. Emergency facilities

1. ICP. Except when an emergency threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an ICP will be established near the incident site(s).

2. EOC. When major emergencies or disaster recovery operations occur or appear imminent, activation of the EOC occurs. The location of the EOC and a secondary site have been predetermined.

VIII. READINESS LEVELS

A. To achieve a gradually increasing state of readiness, many emergencies follow some recognizable build-up period. UT Arlington uses a four-tier system of phase levels. The president of UT Arlington or designee determines phase levels. Below lists general actions of each level.

B. As a means of increasing UT Arlington's alert posture, the following phase levels are as follows:

1. Phase 4: Readiness and Preparedness

   a. Essential functions identified within each department/unit.
   b. A/BCP development.
   c. Resource needs identified; key personnel trained and exercised.
   d. Review of A/BCP once developed.
   e. When a minimally impacted academic/business interruption occurs for one or two departments, minimal or no assistance is required to support the department or units' interruption.
   f. The normal operations of UT Arlington are not affected.

2. Phase 3: Activation and Relocation (0-12 hrs.)

   a. Activation and Relocation refers to a situation that presents a greater potential threat than Phase 4. Activation of departments/units via MavAlert or other appropriate means at the direction of the Executive Policy Group occurs. Departments/units are placed on alert status where plans are reviewed, contact lists checked, job descriptions reviewed, etc.

   b. When there is a potential of relocation, staff, faculty and student notification (location, time, and supplies to bring) will be broadcasted using appropriate notification venues.

   c. When relocation be eminent, evaluation of the alternative site occurs to ensure it meets the department/unit and functional needs.

   d. Devolution procedures will be reviewed to ensure all participants understand who will leave first, what process will transition back to normal operations and when, etc.

3. Phase 2: Continuity Operations (>12 hrs-30 days, or until resumption of normal operations)

   This phase addresses continuity of operations and actions to take:

   a. Reception, processing, and accounting for personnel.

      1. The EOC is activated.
      2. Departments identify how individuals check-in for work or work from home. The EOC provides check-in locations for those that report in person to work, credential requirements, and accountability procedures.
      3. All departments are accountable for their personnel. The departmental BCP describes how this task is accomplished.

   b. Transition of responsibilities to emergency service (responder) groups.
      1. The Executive Policy Group activates the EOC and incident management groups. At this time, administrative staff, department heads, supervisors, vice presidents, etc. will transition from their normal operations to academic/business continuity response groups.

   c. Guidance for non-deployed personnel.
      1. Departments will contact non-essential personnel and provide guidance as to their activities, status, resources, etc.

   d. Identification of replacement personnel.
      1. Departments will identify essential personnel and, if shortfalls exist, will communicate resource needs to the EOC manager.

   e. Execution of essential functions at the continuity facility.
      1. During this time, departments will do their best to continue the operations of UT Arlington. Bring problems, resource needs, and personnel issues to the attention of the EOC manager or appropriate chain of command.
      2. During the operational period, EOC participants will fill out an Activity Log-ICS 214, which briefly describes problems, issues, and activities of the period.
      3. Resource identification and allocation for departments will follow normal chain of command structure (e.g., accounts payable needs 20 boxes of paper). The supervisor receives the request written on an ICS-213, as seen in Support Document 7, General Message Incident Command System 213. If the supervisor cannot fill the request, then the request goes to the operations section chief. If the requested resource is not available, it will then go to the EOC manager for outside resources.
      4. The affected departments will notify their customers and stakeholders and give a status update.
      5. Each department is responsible for developing a redeployment plan to return to their primary facility. If the facility does not exist anymore, then a long-term temporary facility (ies) will be identified.

4. Phase 1: Reconstitution (recovery, mitigation, termination).
   a. During this phase, departments should transition into the recovery annex planning activities.

b. Mitigation efforts of facilities, personnel, resources, or procedures should occur. Each department is responsible for identifying efforts to lessen or eliminate business interruptions or the ability to continue "operational" activities of their department.

IX.   ADMINISTRATION & SUPPORT

A. Agreements and contracts

1. When UT Arlington's local resources prove to be inadequate during an academic/business interruption, requests for assistance from other local jurisdictions, other agencies and industry occur in accordance with existing mutual-aid agreements and contracts. Such assistance will include equipment, supplies, or personnel. All agreements are entered into by authorized officials and will be in writing whenever possible. Agreements and contracts will identify the local officials authorized to request assistance pursuant to those documents.

B. Reports

1. Initial emergency report. When an on-going emergency appears likely to worsen, and assistance from other local governments or the state may exist, the EOC prepares and transmits the report. Annex N, Direction and Control Support Document 15 & 16 displays the format for the report.

2. Situation report. A daily situation report prepared and distributed by the EOC during major emergencies, disasters and business interruptions that go beyond Phase 1. See Annex N, Direction and Control, Support Documents 17 & 18 shows the format of the report.

3. Other reports. Several reports will be identified as the need arises and departments are charged with completing them.

C. Records

1. Record keeping for emergency operations.

   UT Arlington is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support business continuity emergency operations. Record keeping follows the established UT Arlington fiscal policies and standard cost accounting procedures.

   a. Activity Log (ICS-214 Form, as seen in Support Document 8). The ICP and the EOC maintain accurate logs recording key response activities, including:

      1. Activation or deactivation of emergency facilities.
      2. Emergency notifications to other local departments, government and state and federal agencies.
      3. Significant changes in the academic/business continuity situation.
      4. Major commitments of resources or requests for additional resources from external sources.
      5. Issuance of protective action recommendations to the public.
      6. Evacuations.

7. Casualties.
8. Containment or termination of the incident.

b. Incident costs. All departments/units will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain estimates of annual emergency response costs used in preparing future department or agency budgets.

c. Emergency or academic/business continuity disaster costs. For major emergencies or academic/business interruptions, all departments/units participating in the emergency response will maintain detailed costs for emergency operations to include:

1. Personnel costs, especially overtime costs.
2. Equipment operations cost.
3. Costs for leased or rented equipment.
4. Costs for contract services to support emergency operations.
5. Costs of specialized supplies expended for emergency operations.

These records are used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for allowable response and recovery costs from the state and/or federal government.

2. Preservation of records

a. In order to continue normal operations following a business interruption disaster, vital records will be protected. Each department is responsible for preservation of their vital records according to state standard procedures.

b. If records become damaged during an emergency, UT Arlington will seek professional assistance to preserve and restore them.

D. Training

It is the responsibility of each department/unit director to ensure that department personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Post-incident and exercise review

The EMC is responsible for organizing and conducting a critique at the conclusion of a significant academic/business interruption incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed for identified deficiencies. Each department or agency will assign a person who is responsible for correcting the deficiencies and a date when corrections are completed.

X.   PLAN DEVELOPMENT & MAINTENANCE

A. Plan development

The president or designee of UT Arlington is responsible for approving and promulgating this plan.

B. Distribution of planning documents

1. The president of UT Arlington or his/her designee determines which outside agencies receive this plan. Individuals, departments, agencies, and organizations tasked in this document receive copies of plans and annexes. The EMC will set aside copies of this plan for the EOC and other emergency facilities.

2. Those who receive copies of the A/BCP appear in a distribution list as seen in the Basic Plan, Support Document 2.

C. Review

Participants in this plan will review the OA/BCP annually. The EMC establishes an annual review schedule of planning documents by those tasked.

D. Update

1. Updating this plan is based on deficiencies identified during actual academic/business interruption, emergencies, and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

2. All departments, agencies, and individuals tasked in this document receive revised or updated planning documents via the SharePoint website

SD-1

SD-1