Frequently Asked Questions

1. Question: How do I login to Kuali?

   Answer: Contact the Office of Emergency Management (OEM) Cindy Mohat (mohat@uta.edu 817-272-0119). They will need your full name, your department, and your email address. The login location will be provided.

2. Question: Why do I have to develop a plan or keep my plan updated?

   Answer: Developing a plan will enable UT Arlington to carry on the university's mission and recover from an incident or lessen the impact. Carrying out the mission of the university under adverse conditions means that campus may be working with diminished resources, such as loss of space or information technology infrastructure. Critical functions will be identified in your plan that will help limit vulnerability.

3. Question: What is the process of creating a plan?

   Answer: The department dean/director or supervisor will lead a small planning team to determine who will need to go to an orientation. (The short list of individuals picked should be those that will input data into the system.)

   - Identified individuals who will attend one of the orientations.
   - Begin to develop your plan. Once the plan has been created, send an email to OEM to let them know you are done, and they will review the plan and offer any suggestions to fill gaps.
   - Update your plan with provided suggestions; put the plan on a site such as SharePoint or interoffice or hand out a hard copy and have the department review the plan.
   - Once they have read the plan, have them sign the "Review Sheet". Send a copy of the Review Sheet to OEM and you will be done with your plan.

4. Question: Once my department has read the plan and the Review Sheet signed, how do I show the status the plan?

   Answer: Contact Cindy Mohat, mohat@uta.edu, 817-272-0119 and she will review and mark your plan appropriately.

5. Question: Once my plan is complete am I done for the year?

   Answer: No. You have to either participate in an exercise that has been scheduled by OEM or you may create your own exercise. Call OEM for further information on creating your own exercise.

6. Question: What is an action item at the end of the plan?

   Answer: An action item is a task that you are working on to improve your preparedness in the department. Examples: Create a phone tree and disseminate it to the department. Have key people develop a 72-hour kit and bring it to work. Identify all people in the department who can virtual private network (VPN) into the campus system. Never have more than one or two action items to work on in any given year.

7. Question: What is the Step by Step Process for Activation?

   Answer: When a disaster strikes the campus and your department suffers damage or you have limited staff, this document is an instrument to follow for activating your plan. As you read the steps of implementation, and you find that you do not have what you need, then the identified gap would be a great action item to work on for the year. You can also call Cindy Mohat, mohat@uta.edu, 817-272-0119 and she will assist you in activating your plan.

8. Question: How do I change the title and or date on my plan?

   Answer: Go to the left sidebar to "Department Information". Fill in the appropriate information. Make sure that after the name of the department Business Continuity Plan (BCP) you add or change the year.

9. Question: Does the BCP tool ask others questions about full-time employees (FTE's) in another section?

   Answer: Yes. The FTE numbers you identified in "Department Information" will come up again in "Key Resources, Staffing Requirements". Whatever you put in "Department Information should match your FTE's in "Key Resources, Staffing Requirements".

10. Question: Do I have to fill in all blanks?

    Answer: Yes. You must fill in all the comment sections. If you have no comments write "no", "N/A", "none" or provide a comment. Please read the question and make sure the comment is appropriate.

11. Question: After I completed each page of questions, should I just continue on or should I "save and continue"?

    Answer: Always save your work on each page.

12. Question: I am so busy each day and cannot find time to work on the plan for hours at a time. How can I complete the plan in the allotted time?

Answer: Our suggestion to you is to work on the plan for 30 minutes at a time or maybe set a goal of completing a section a day or in a week. Don't procrastinate or let the time get away from you. The due date will creep up on you. The BCP planners suggest that you complete your plan within 2 months.

13. Question: When is the Business Continuity Plan due?

    Answer: All plans are due on the last week of October at close of business. That will give OEM time to review all the plans and send them back if gaps exist. Every October 31, Mr. John Hall, Vice President of Administration and Campus Operations, receives a memorandum of all BCPs status.

14. Question: How do I print my plan?

    Answer: Go to your home page where all the plans are displayed click on your plan. Above the name of your plan is an option to "Print this plan". Click print.

15. Question: Do I fill in the entire plan by myself?

    Answer: No, there is a section for your technology support or Office of Information Technology (OIT) to complete "Information Technology" section on the left sidebar. If you are an academic department, you may have an instructor or other supporting person assist you.

16. Question: How do I have different people help me fill in the plan?

    Answer: You can do this task two ways. 1) You may print out the interview forms (found on your home page under your plans title. There are three bulleted items. Interview Forms is the middle bullet. 2.) You can have them vetted into your plan by add them to the list of individuals under "Plan-In Review"/"Manage plan access" section on the left sidebar. They will have access to the program. You will need to contact Cindy Mohat, mohat@uta.edu of the names to be added to your plan. If you add them to your plan, you should make them a "Plan Editor". They will be able to access the plan and add information just as you do.

17. Question: How many people should I add to my plan to make sure they can access our plan?

    Answer: That is up to you. Most plans have four or five people who can get to the plan and can change it, or have plan view access. You want to be able to have a few people get to your plan during a disaster.

18. Question: How many plans should I print out?

Answer: As many as you need to ensure key personnel have a copy at home and one at work. To assist in the auditing process, have a binder with your plan, signed Review Sheet, Step-by-Step sheet, and an exercise certificate for the current year.

19. Question: What other documents should I have with my unit's BCP?

    Answer: You may consider the Handbook of Operations (HOP) Subs-chapter 200 Administration and Campus Operations for BCP. It has the reasons you are completing a BCP, when it is due, who should have one, etc.

The key to a successful plan is one that is updated, people know you have one and have copies, someone (or many) from your department participates in one exercise, and all boxes are filled in with information.