

Business Continuity During Campus Disruptions

Campus disruptions may result from protests, strikes, special guests, or major events. Business Continuity Plans should account for these types of operational hazards.

Department Planning

- Ensure inter-department communication protocols are established.
 - Email lists and phone contacts.
- Determine which essential operations must be maintained and establish strategies to do so.
- Equipment and Resources.
 - Pre-order supplies and equipment that will facilitate the continuation of operations during throughout the disruption.
- Data, Files, and Computing.
 - Assess how you will access your records should your workspace be inaccessible.
 - Establish and test Virtual Private Network connections, if operating from network files from remote locations: <https://its.ucsc.edu/vpn/installation.html>.
- Telecommuting and Alternative Space.
 - If telecommuting, prepare a list of work resources to bring home.
- Utilize alternative office locations.
- To reserve Scotts Valley Hoteling and Computer Lab space, call (831) 502-9100.
- Schedule necessary shift changes.
- Stay positive and supportive. Disruptions can be discouraging and frustrating. Show gratitude to your colleagues and subordinates. Consider methods for lessening the impact.

