

# NUIT

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Information Technology

# NUIT Tech Talk

## NUIT Emergency Planning



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# Information and Systems Security/Compliance

Sharlene Mielke, CBCP

- Certified Business Continuity Professional
- DR/BC planning/coordination beginning with Y2K preparedness efforts
- Member of NU's Emergency Operations Planning Group and Business Continuity Planning Group
- Work closely with NU Office of Emergency Management



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# Mission of Emergency Preparedness

- Protect life and safety
- Protect assets
- Ensure viability of the organization
- Protect reputation and public confidence



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# Business Continuity Plan Objective

## Reduce Consequences of Disaster to Acceptable Levels\*

- Impact of Disaster
  - Loss of Reputation
  - Loss of Current and Future Funding
  - Loss of Revenue



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# How does NU prepare?

## Plan and Practice

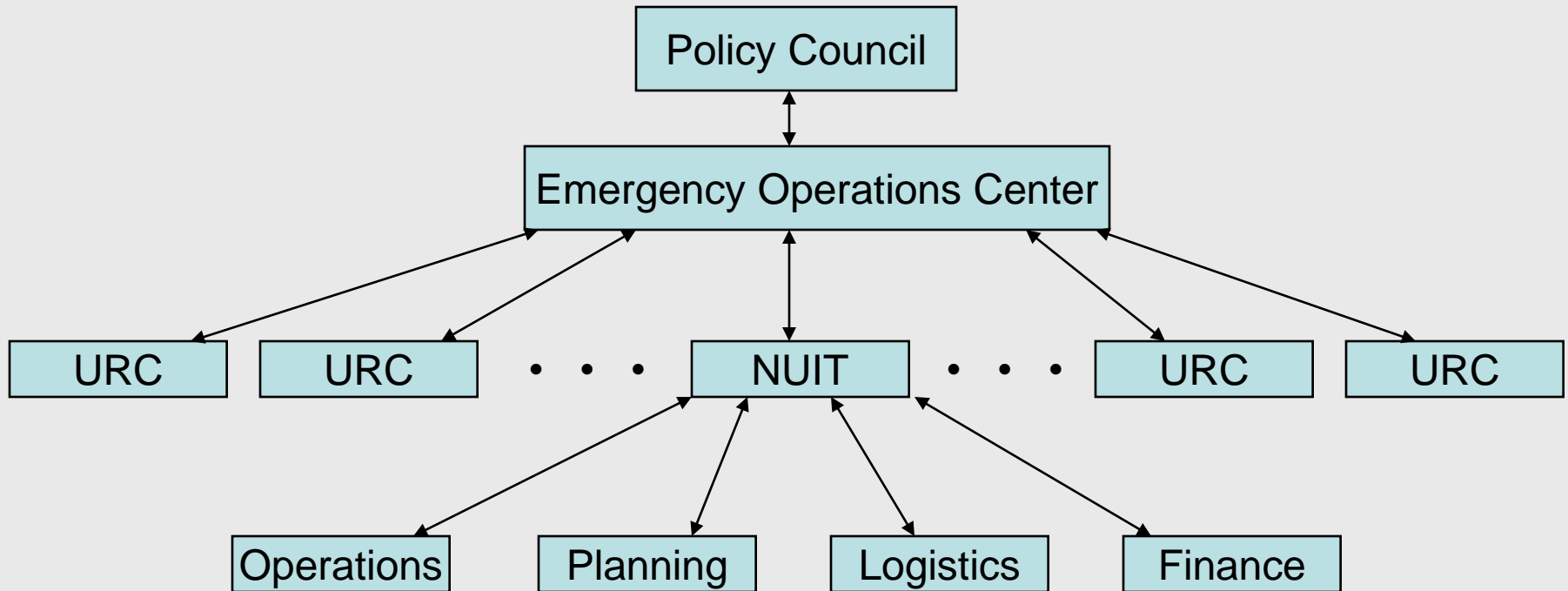
- Risk Assessment and Impact Analysis
- Prevent and Mitigate
- Emergency Response
- Recovery, Continuity, Restoration, and Resumption



# Plan Components

- Crisis Management – Immediate response to a disrupting event
- Disaster Recovery – process to recover, restore, and activate system, service, or process
- Business Continuity – processes, actions, alternate plans to follow during recovery process
- Business Resumption – Business processes and functions are sufficiently operating to return to normal business status

# Operational Flow



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## NUIT Initiatives

- Y2K
- 2002 Department Initiative
  - Team
  - Development of Plan Template
  - Critical Item list
  - Independent Consultant Review
- It's Alive
  - Annual Review Process
  - Exercise



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# Business Continuity Planning Assumptions

- Address major catastrophes, not daily operational contingencies
- Understand the organization still loses time and money in a disaster
- Understand that developing plans requires time and resources



# Emergency Operations Plan

- University Response Centers (URC)
- Unit Plans
  - Unit Coordinators
  - Critical Functions and Roles
  - Fire Marshalls
  - Rally Points
- Communications Plan

# Emergency Operations Plan

- University Response Centers (URC)
  - Deployment of actual responders and resources
  - Deployments are coordinated in the EOC
  - Coordinating link to a position in the EOC
  - Provide operational information and damage assessment reports to the EOC
  - URCs may activate independently

## Unit Plans

- Prepare NUIT to take immediate and appropriate action
- Eliminate the need for "guesswork"
- Provide an organized approach in recovery and continuity efforts
- Each Unit hold annual meeting with staff to review the plans, policies, and procedures

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# Communications Plan

- Abbreviated message to voice mailboxes
- Notify NUIT-Alert contacts
- Notify NUIT Staff and UNITS listservs
- Enact NUIT calling trees
- Record a message on the 1-HELP
- E-mail students in the  
@u.northwestern.edu system





# Testing

- Types of Exercises
  - Walk Through
  - Table Top
  - Simulation
  - Functional
  - Comprehensive / Full Scale
  
- \* “The Goal of testing and exercising is not to find out if it works, but to determine how it doesn’t”

# NUIT Exercises

- Crisis Response Exercise
  - Advanced Tabletop
  - NUIT URC staff
- Central Systems
  - HRIS, SES, AIMS
- Unit tabletops
  - Each Unit
  - Annual

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# Staff and Building Safety

## Staff and Building Safety

- Bldg Mgrs
- Fire Marshalls
- Shelter in Place vs. Evacuate
- Office First Aid Kits
- Office Go Kits





# Fire Marshalls

- Individual(s) responsible for coordinating and overseeing the safe and efficient evacuation of the space
  - Evacuation Warden will supervise the evacuation of personnel
  - Searcher will check all rooms for personnel, will close and mark each door with a post-it, report to evacuation warden
  - Stairwell Monitor will direct personnel to the stairwell exits



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# NUIT Office First Aid Kit

- Antiseptic Wipes,
- Antibiotic Ointment,
- Dressings, ABD pads, Sterile
- Sponges, Gauze, Sterile
- Sponges, Gauze, Sterile
- Bandages, Gauze
- Bandages, Butterfly
- Bandages, Adhesive
- Bandage, Triangular
- Tape
- First Aid Guide
- Tweezers
- Scissors
- Cold Pack
- Latex Gloves
- Finger Splints



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## What Should You Know?

- Know evacuation routes and rally points
- Understand Evacuate vs. Shelter in Place
- Know your coordinator
- Know your plan
- Have a communications plan
- Have an activities checklist
- Protect and secure
  - Lock Up
  - Back Up
  - Encrypt
- Emergency Notification System
- Go Kits

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# Questions Comments



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