Continuity Plan Annual Review

The UCR campus is committed to ensuring the success of our University’s missions of education, research and public service, even during a disruption or disaster. To accomplish this, departments have developed continuity strategies documented in the online Continuity Planning Tool UC Ready. The campus recommends that these departmental continuity plans be reviewed and updated annually to assure our students, faculty, and staff that UCR will remain an integral part of the academic, social and economic infrastructure that define our community.

The annual review and update process is simple and is accomplished with the aid of this document.

To get started with your plan update:

1. Open your plan in the UC Ready Tool
2. Log into the tool with your User Name & Password
3. Use the guide on page two of this document to walk you through the process.

Each department is requested to review their plan every year as a minimum, but you may access and/or update your plan as often as you choose.

As always, the Campus Continuity Planner is available to answer any questions or assist you with this process at any time. For frequently asked questions please visit the EHS Continuity Planning Website or contact:

Lisa Martin MAOM, CBCP
Campus Continuity Planner
lisa.martin@ucr.edu
(951) 827-4255

Thank you again for keeping our campus prepared!
Annual Review of your Continuity Plan

Access the Continuity Planning tool at us.ready.kuali.org/ucr. Use the colored tabs on the left to guide you through the update process and don’t forget to save and continue after each screen.

☐ 1. Verify your head of unit and organization chart

☐ 2. Update your plan Users and their Access Rights
   • Gatekeepers can add/remove all users

☐ 3. Department Identification Tab
   • Verify your department personnel, type of department and building(s) occupied.

☐ 4. Critical Functions Tab
   • Does your list reflect the most important functions normally performed by your unit? Add any new critical functions performed by your unit and verify the level of criticality for each function.

☐ 5. Information Technology Tab
   • Verify that your Central Applications (Sub-tab 1) are still correct.
   • Verify that your Department Owned Applications (Sub-tab 2) are still correct.

☐ 6. Key Resources Section Tab
   • Verify the information in tabs a & b are correct.

☐ 7. Action Item Summary Tab
   • Determine if any action items have been completed. If so, change the status to “Completed”. Add any items deemed necessary and drop any action items no longer applicable. (Please leave completed action items on the list. They record your accomplishments, so don’t delete them!)

☐ 8. Mark your Plan Complete
   • When you are satisfied that your plan is up-to-date, click this tab and mark your annual review current by entering the requested information.

☐ 9. (Optional) - To print copies of your plan go to the “Printing Menu” hit “View Your Plan As Indicated Above.” Print and distribute copies.

Congratulations! The items above are the baseline essentials but feel free to update any other sections or tabs. By completing the above items, your plan is now considered “current” and “complete.”