

**THE UNIVERSITY OF
LOUISIANA
MONROE**

**College of Business
and Social Sciences**

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CBSS Business Continuity Plan

Section I. Introduction

Purpose

The Business Continuity Plan (BCP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of The University of Louisiana Monroe and the College of Business and Social Sciences. This BCP describes the roles and responsibilities of all personnel needed to maintain and restore services that are critical to the College. These procedures are designed to protect lives and property through effective use of university and college resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. The BCP defines procedures to maintain and/or restore critical business and academic operations after an emergency.

In addition to this plan, The University of Louisiana Monroe has developed an Emergency Response Plan to direct university personnel during actual emergency events.

Scope

The Emergency Response Plan (ERP) is the central or overarching organizational plan that guides the BCP. Nothing in the BCP shall be construed in a manner that limits the use of good judgement and common sense in matters not foreseen or covered by the elements of the plan.

This BCP shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities. The BCP is consistent with established practices relating to coordination of emergency response and, as such, utilizes the Incident Command System. The College, through the University of Louisiana Monroe will cooperate with the Governor's Office of Homeland Security and Emergency Preparedness, the State of Louisiana, the Fire Department and other responders.

This College plan is promulgated under the authority of the Dean through the reporting line to the ULM President. All decisions concerning the cessation of operations rest with the President or his designee. After consulting with the ULM Incident Command and the Executive Management Group, the President shall be responsible for declaring a major institution (5.3.19 (it)e)-6 (d)-0.

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Director, School of Construction Management	Dr. Edward Brayton	231-250-0081
Operations Manager		

Executive Management Group and determine the appropriate response. The ULM Incident Commander may also directly communicate with Executive Director of Marketing & Communications. Upon activation, the Crisis Response Team members will be notified by University Police and should report to the designated command center as directed. The Emergency Response Plan provides guidelines for responding to specific disasters.

Section V. Plan Operation

Emergency Operations Center (EOC)

The primary Emergency Operations Center (EOC) will be continuously maintained in a state of readiness for conversions and activations. The EOC serves as the centralized, supported location in which the Crisis Response Team and the Executive Management Group may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

In a university-wide emergency, the College Crisis Response Team Members will report to the EOC as directed.

Following a disaster, the EOC will be established at the closest undestroyed area/ Primary Location:

Hemphill Hall, Room 100

If the Primary EOC is inaccessible the backup EOC is located at:

TBA / Situation Dictates; Possibilities Construction Management; Strauss; Stubbs

Communications

Once an emergency event is declared, The ULM Office of Marketing & Communications will activate the Crisis Communication Plan. This office is responsible for the development and dissemination of all communications for the university. It is extremely important that the only persons to contact or speak with the media are those identified by the Office of Marketing & Communications.

