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| **UCC Business Continuity Plan – Functional Area and Local Plan Template** | | | | | | | | | | | | | | | | | | |
|  | | | Definitions /Abbreviations  **Business Continuity** – the strategic and tactical capability of an organisation to plan for and respond to, incidents and business disruptions in order to continue business operations at an acceptable predefined level.  **Business Continuity Management** – holistic management process that identifies potential threats to an organisation and the impacts to business operations that those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability for an effective response.’  **Business Impact Analysis** – A Business Impact Analysis identifies the urgency of each business activity undertaken by the organisation by assessing the impact over time of an interruption to this activity on the delivery of services. This information is used to identify the timescale of appropriate continuity and resumption strategies for each activity individually and in relation to one another.  **Maximum Tolerable Period of Disruption** [“MTPD”] The time it would take for adverse impacts, which might arise as a result of not providing a product/service or performing an activity, to become acceptable  **Minimum Business Continuity Objective** [“MBCO”] Minimum level of services and/or products that is acceptable to the organization to achieve its business objectives during a disruption.  **Recovery – ‘**The process of rebuilding, restoring and rehabilitating the University community following an emergency.’ In contrast recovery may take months or years to complete, as it seeks to support the affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social and physical  **Recovery Time Objective** [“RTO”] – the time period set by the University for recovery from the critical incident/emergency  **\*For each priority below specify the MTPD [See above] in Hours, Days or Weeks as appropriate** | | | | | | | | | | | | | | | |
| **Business Impact Analysis For your Area – Ref: Section 5.4 of the UCC Emergency and Business Continuity Plan** | | | | | | | | | | | | | | | | | | |
| **KEY** |  |  | |  | **RECOVERY PRIORITY** | | | **RECOVERY PRIORITY** | | | **ACTION** | | **RESOURCES** | | | | | |
| **Services**  **Functions**  **Relationships**  **Activities**  **Partnerships**  **Legal/Reg Responsibility**  **In Your Area** | Describe the Service | Describe the Consequences  of a loss of service etc. | | Which Emergencies as listed in the UCC EM&BCP might cause this  disruption? | IN TERM | | | OUT OF TERM | | | Who is Responsible | What will be Done | WHAT RESOURCES WILL BE REQUIRED LOCALLY TO ENSURE RECOVERY  NOTE: You can note resources that will provided by another central service e.g. IT, Buildings etc. and note additional resources required by your area | | | | | |
|  |  |  | |  | High\* | Medium\* | Low\* | High\* | Medium\* | Low\* |  |  | People | Buildings | Tech | Data | Suppliers | Partner |
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