MICHIGAN STATE UNIVERSITY
BUSINESS CONTINUITY PLAN

Department	
College or MAU Reporting To	College of Education
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INSTRUCTIONS

Emergencies and circumstances can occur whereby Michigan State University may modify, interrupt, suspend, or curtail certain operations or services. Alternatively, an emergency could occur locally to your building causing your unit to alter the delivery of services. Regardless, units may have essential functions that must continue to protect human and animal safety, university systems, and operations. For clarification, please refer to the University's Modified Operations Policy.

As part of the Modified Operations Policy, each MSU department must complete a Business Continuity Plan (BCP) identifying essential functions/services, essential systems or infrastructure, and the critical employees who support these functions. Supervisors, line managers, or designee are tasked with communicating to the employees identified as critical with essential functions. The critical employees with essential functions should be provided with clear instructions and expectations during periods of modified operations or when the delivery of services are altered.

BCP's are due no later than July 1 of each year. The completed BCP is to be emailed to the MSU DPPS Emergency Management division at EM@dpps.msu.edu.

ESSENTIAL OPERATIONAL NEEDS

Essential operational needs will always be maintained at the University, even when operations are modified. These functions are required to maintain the safety and welfare of University students, faculty, staff, and visitors, key activities, and the integrity of the University's infrastructure. Items deemed essential are those necessary to:

- Protect life and safety.
- Assure campus security.
- Maintain key human and animal health services.
- Preserve research projects and infrastructure.
- Maintain business, finance, and physical infrastructure necessary to operations and services during an emergency or to promptly restore normal operations and services.

Table 1: Essential Functions and Services

No.	Essential Function/Service
1	Continue to assess the situation
2	Coordinate communications with college faculty and staff
3	Ensure the continued care and welfare of laboratory animals
4	Montior facilities for safety and security concerns.
5	
6	
7	

Supervisors may also designate additional employees as critical due to the essential needs of the unit; for example, the need to complete a specific project or address other important matters. Designations may be made before, at the start of, or during modified operations.

Table 2: Cyclical Essential Functions

No.	Cyclical Essential Function
	n/a

Table 3: Essential Systems or Infrastructure

No.	Essential System or Infrastructure
	n/a

Table 4: Contractual Obligations

Contractual Obligation (Product/Service)	Supplier/Customer	Time Frame for Delivery	Financial Penalty?	Contact Name & Number
n/a				

CRITICAL EMPLOYEES WITH ESSENTIAL FUNCTIONS/SERVICES

MSU faculty and staff who support the above essential functions, services, systems, or infrastructure are required to work when normal operations are modified. List the critical employees for your department in the table below. NOTE: If a particular employee supports multiple function/services/systems/infrastructure, only list them once, but list the multiple services supported in column 2.

Table 5: Critical Employees

Name	Supporting function No.	Primary Contact No.	Secondary Contact No.	Email
Dean – Jerlando FL Jackson	1	517-355-1734		jflj@msu.edu
Associate Dean for Academic and Student Affairs-Kristine Bowman	1	517-353-5054		klbowman@msu.edu
Associate Dean for Research-Emily Bouck	1	517-353-2351		ecb@msu.edu
Associate Dean for International Studies-Amita Chudgar	1	517-353-5342		amitac@msu.edu
Chairpersons*- Kristen Bieda Sheneka Williams Jennifer Schmidt (interim) Panteleimon	1,3	KB-517-432-9925 SW-517-355-4544 JS-517-353-9444 PE-517-355-4730		kbieda@msu.edu willi3677@msu.edu jaschmidt@msu.edu ekkekaki@msu.edu

(Paddy) Ekkekakis				
Chief of Staff-Lisa A. Reeves	1,4	517-355-1734		Reevesl5@msu.edu
Senior Director of Communications-Lauren Knapp	1,2	517-355-1826		laeknapp@msu.edu

*Chairpersons responsibilities could vary based on the department they oversee.

COMMUNICATION PLAN

Describe below how you will communicate to faculty, staff, and student employees when University operations are modified or when the BCP will need to be utilized. Include details on how employees (both critical and non-critical) should respond to a modification and curtailment of normal operations. Any clients/customers/stakeholders should also be included in the communication plan. If the emergency is local to your building, be sure to include any leadership notification in your communication plan.

The Dean's Office will inform CED employees of the state of the university and the designated work modality. This notification process will commence as follows:

1. Upon learning of a state of modified or curtailed operations, the Dean of Education or their designee will contact department/unit leaders via email, phone, and/or MicrosoftTeams to inform them of the state of the University and the requirements of their role during this state of operations.

2. In conjunction with the University Communications Office and CED Dean, the Senior Director of Communication will prepare proper notification for communicating with the college. The Dean or their designee will notify all employees of the state of modified or curtailed operations via email to (ED-FAC-STAFF@list.msu.edu) and the message will be posted on the college website. All faculty and staff should monitor email.

3. Essential employees should defer to this information from the Dean of Education and/or Senior Director of Communications BEFORE communicating instructions to their respective units.

   NOTE:

   - If there are questions or concerns about operations due to services provided to the public, program directors must discuss them with unit or department leaders and the Dean's Office for clarification.

   - Supervisors with student workers are expected to communicate with student workers about modified operations.

4. Faculty should communicate with students regarding their plans for rescheduling class sessions, deadlines etc.

5. Units will be responsible for ensuring the main department/unit phone has an appropriate message by altering the voicemail to indicate the status of operations. Each unit will identify a representative to monitor the main department/unit email address (if applicable) and respond appropriately to incoming emails.

6. For Support Staff compensation and time instructions during modified operations please refer to the MSU Modified Operations Policy & Procedure (msu.edu).

ALTERNATE LOCATIONS OR REMOTE WORK

A department may use alternate locations or remote work during a modification in operations. Please describe your plan for such activities below. At least one phone line from each department must be answered, so calls may need to be transferred to an off campus number. For telecom support please connect with IT Services. https://tech.msu.edu/network/telecommunications/

If the university designates modified operations and non-essential employees are not to report to work due to inclement weather no alternate or remote work is necessary.

Remote work may be utilized when there is modified operations when there are emergency campus situations as determined by the Dean.

NEXT STEPS

- Communicate and verify the plan with all employees and supervisors.
- Provide written notice to employees if they will be considered critical with essential functions.
- Ensure supervisors, line managers or designees are trained in Modified Operations procedures for your unit.
- Consider including language regarding critical employees in job postings and in offer letters.
- Include information regarding the BCP in your onboarding plan.
- Internal planning and exercising of the BCP is required on an annual basis.
- Email the BCP to EM@DPPS.MSU.EDU by July 1 of each year.