UC SANTA BARBARA
Emergency Management & Mission Continuity

MISSION CONTINUITY PLANNING FACT SHEET

WHAT IS MISSION CONTINUITY?

Mission continuity is the ability to restore essential campus functions after a major disaster or disruptive event within the peak period of 30 days following the emergency. Mission continuity ensures our campus, departments, and services are resilient during a time of emergency.

WHY DO WE NEED A MISSION CONTINUITY PLAN?

The Mission Continuity Plan equips any person in a leadership role with the resources necessary to effectively manage the recovery process following a disruptive event.

LOOKING TO THE PAST

These past events at UC Santa Barbara have demonstrated the importance of creating a mission continuity plan and its ability to accelerate the recovery of campus essential functions:
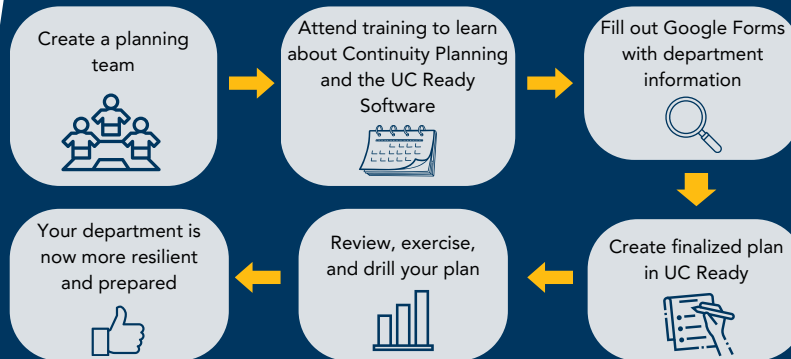
2013 Meningitis B vaccinations

2015 Refugio Beach oil spill

2017 Thomas Fire

2018 Closure of the 101 freeway

2020 COVID-19

OVERVIEW OF CREATING A CONTINUITY PLAN

Create a planning team

→

Attend training to learn about Continuity Planning and the UC Ready Software

→

Fill out Google Forms with department information

↓

Your department is now more resilient and prepared

←

Review, exercise, and drill your plan

←

Create finalized plan in UC Ready

UC SANTA BARBARA
Emergency Management & Mission Continuity

CAMPUS ESSENTIAL FUNCTION DEFINITIONS

Function	Definition
Continue Visible Leadership	Maintain continuity of executive leadership, including the chain of command, to provide strategic guidance, facilitate policy level decision-making, effectively execute the directions and decisions of campus leadership, and proactively communicate with internal and external stakeholders.
Continue Teaching	Preserve the ability of faculty to conduct the curriculum with minimal interruption.
Continue Research	Preserve the ability of faculty and students to continue research projects with minimal interruption. This may involve issues of space, physical and electronic infrastructure, project personnel, grant support, and other issues.
Maintain Critical Infrastructure	Preserve and protect the underlying and fundamental facilities and systems needed for the operation of the campus, including buildings, roads, utilities, communication systems, and other critical components.
Maintain the Reputation of Campus	Actively manage the public perception of actions taken by the campus and/or UC System to mitigate the impacts and consequences of a disruptive event.
Maintain Relationships with Stakeholders	Proactively communicate and coordinate with the external entities that support the execution of the campus mission: donors, corporate partners, local, state & federal agencies, and others.
Maintain Safety and Security	Maintain campus safeguards protecting people and property from threat or harm to provide for the uninterrupted protection and continuation of a safe learning, working, and living environment.
Provide Emergency Services	Immediately assess and respond to the operational issues and impacts of a disruptive event in order to protect and preserve life, property, and the environment.
Maintain Financial Stability	Monitor and manage any risks to campus revenues and budget caused by, or associated with, the disruptive event.
Maintain Basic Campus Services	Maintain the core services that support teaching, research, and the operation of the campus. Tese will include student housing, dining, financial aid, IT services, purchasing, human resources,

NEED HELP DEVELOPING YOUR CONTINUITY PLAN?

The Emergency Management and Mission Continuity team holds monthly workshops every third Friday of each month from 10 am to 12 pm to help departments build their plan! These workshops can be attended in person at EH&S or via zoom. Contact Jim Caesar at jrcae@ucsb.edu for more info.

HELPFUL TIPS

Chose a Continuity Plan Lead who is tech savvy and will upload workbook content to UC Ready regularly

Prepare the plan so that someone external or new to the department can easily follow (don't use specific names, instead use position titles)

Consider department-specific busy seasons when scheduling deadlines

Work with your local IT team to account for IT dependent elements in your plan

Review UC Ready instructional videos accessible in the box folder to guide the workbook upload process

UC SANTA BARBARA
Emergency Management & Mission Continuity

UC READY

TIMELINE

STEPS FOR CREATING THE PLAN

1. Meet with the UC Santa Barbara Emergency Management and Mission Continuity (EMMC) Team and designate a Continuity Plan Lead from your department's chosen committee to supervise the project.

2. Review the continuity planning process as a committee with the EMMC Team and discuss project goals and timelines.

3. Begin to complete the 6 provided workbooks as a committee to build your continuity plan.

4. While Step 3 is being executed, the Continuity Plan Lead will concurrently work with the EMMC Team to gain access to UC Ready and upload the plan's information as workbooks are completed.

5. Complete tabletop exercises annually to fine-tune your continuity plan and educate your department on your plan.

STEP 1
Initial Meeting
(2 hours)

STEP 2
Planning
& Timeline
(1 hour)

STEP 3
Workbooks *(3-4 months)*
Part 1: Details and Communications *(2 weeks)*
Part 2 (a,b,c): Essential Functions *(2 months total)*
    Part (2a): Identify your Department's Essential Functions *(4-5 weeks)*
    Part (2b): Gather your Department's Essential Functions information *(2-3 weeks)*
    Part (2c): Input the Essential Function information into UC Ready *(1 week)*
Part 3: Line of Succession *(2 weeks)*
Part 4: Vital Records *(2 weeks)*
Part 5: Notes/Files *(2 weeks)*
Part 6: Annual Review Plan *(1 week)*
Review and follow up on missing information *(1 week)*

STEP 4
Continuity Plan
Lead concurrently
work with EEMC
(3-4 months)

STEP 5
Annual Review
Meeting *(2 hours)*