



Business Continuity Management Administrative Policy

Approved By: B. Hofler Milam, Executive Vice President
Effective Date: December 13, 2016
History: Approval Date: December 13, 2016
Revisions: n/a
Type: Administrative Policy
Policy Number: 5.7.01
Responsible Officials: Executive Vice President
Provost
Related Policies: None
Review Cycle: Every three years
Last Review Date:

Policy Statement

Wake Forest University is committed to maintain the capability to continue the primary missions of teaching and learning, research, public service and human services despite potentially disruptive events regardless of the cause (natural or man-made, accidental or intentional). Ensuring the continuity and uninterrupted provision of critical operations and services requires an ongoing Business Continuity Management (BCM) program with several different but complementary elements, including

- Business recovery / resumption
- Crisis / incident management
- Emergency response
- IT disaster recovery / resumption
- Supplier (including business partners and service providers) contingency planning

Each business unit leader is responsible for ensuring that their business unit implements the requirements of this policy and related procedures and builds resilience into day-to-day business operations.

Purpose of the Policy

Disruptive events may be local in nature, affecting only a single facility, or could have a regional impact, with multiple facilities across a geographic region being affected or becoming inaccessible. The University's administration has an ethical and fiduciary responsibility to protect, preserve and recover University resources (e.g. students, faculty, staff, facilities, equipment, IT systems and information assets) if a disruptive event occurs. Managing risks due to disruptive events through a business continuity management program is an integral part of everyday activities. BCM is designed to ensure that the long-term viability of the University is maintained in the event of an interruption to mission-critical and essential business operations.

BCM is the practice of planning, building, running and governing activities to ensure that the University:

- Identifies and mitigates operational risks that can lead to business disruptions before they occur
- Prepares for and responds to disruptive events in a manner that demonstrates command and control of event response
- Recovers and restores mission-critical business operations following a disaster or interruption of services

Responsibilities

Primary Guidance

This policy is based on best practice standards not only in higher education but across many different industries.

Responsible University Office or Officer

Executive Vice President and Provost (sponsors)
Business Continuity Planning Committee
Crisis Management Team

Who Is Governed By This Policy

Compliance with this policy defined herein is mandatory for all WFU faculty, staff, students, and third-party contractors and suppliers who are working for or on behalf of the University.

Who Should Know This Policy

All University faculty and staff should be familiar with this policy. University faculty and staff should ensure third-party contractors are aware of this policy.

Exclusions & Special Situations

None

Highlights of Revisions, by Date

N/A

Definitions

Business Unit Leader: A business unit leader is a faculty or staff member who leads a school, division, or affiliate or a leader of a major subset of a school, division or affiliate.

Related Policies

None

Related Documents

None