



Business Continuity

What is Business Continuity?

The goal of UPitt Ready, Pitt's Business Continuity program, is to enable the university to maintain operations and services in the face of a disruptive or catastrophic event. The longer an institution takes to recover, the greater damage it sustains to its branding and reputation.

Why UPitt Ready Matters

Unexpected Catastrophe

Personnel Changes

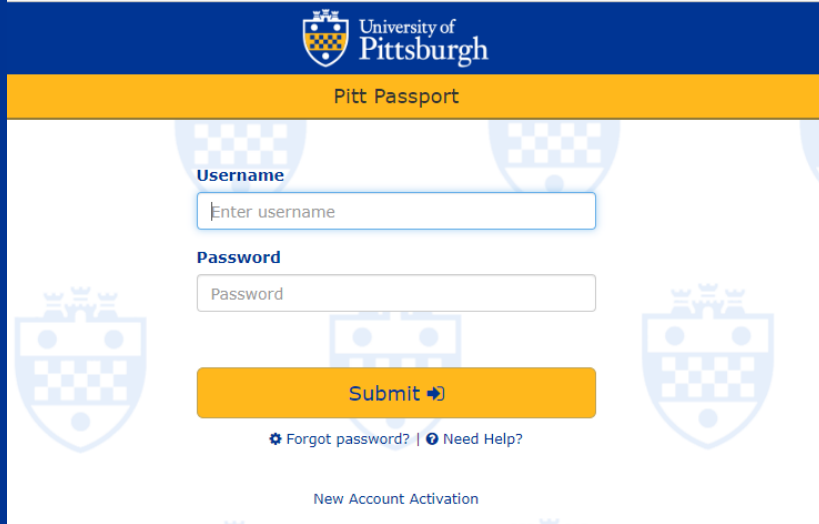
Institutional Knowledge

Login Screen

- Log in with UPitt Ready with Pitt credentials using the link provided in invitation email.

UPittReady: <https://pitt.kuali.co/ready/>

- Once granted access, you may also log in under myPitt Portal.



University of Pittsburgh

Pitt Passport

Username

Enter username

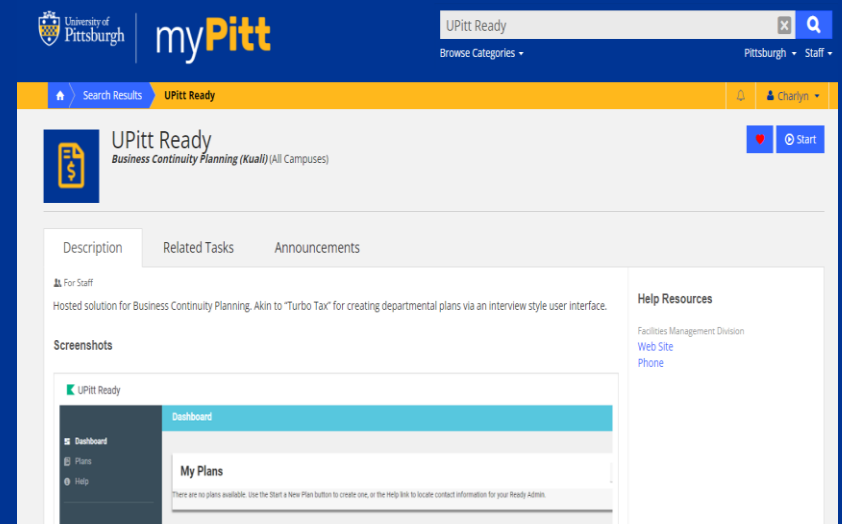
Password

Password

Submit →

⚙️ Forgot password? | 🗨️ Need Help?

New Account Activation



University of Pittsburgh myPitt

UPitt Ready

Business Continuity Planning (Kuali) (All Campuses)

Search Results UPitt Ready

Charlyn

Description Related Tasks Announcements

For Staff

Hosted solution for Business Continuity Planning. Akin to "Turbo Tax" for creating departmental plans via an interview style user interface.

Screenshots

UPitt Ready

Dashboard

My Plans

There are no plans available. Use the Start a New Plan button to create one, or the Help link to locate contact information for your Ready Admin.

Help Resources

Facilities Management Division

Web Site

Phone

Plan Overview

UPitt Ready Charlyn Loera ▾

Plans Start a New Plan

Any Status Search...

Plan [▲]	Status	Created	Last Updated	
B&O BAS - Auxiliary Services	● Complete	Oct 19, 2018	Apr 25, 2022	view edit copy delete
B&O BAS Budgeting and Accounting	● In Progress	Sep 20, 2021	Dec 13, 2021	view edit copy delete
B&O BAS Central Receiving and Moving	● In Progress	Sep 20, 2021	Jan 13, 2022	view edit copy delete
B&O BAS Fleet	● In Progress	Sep 20, 2021	Jan 10, 2022	view edit copy delete
B&O BAS Mailing Services	● Complete	Apr 24, 2018	Feb 04, 2022	view edit copy delete
B&O BAS Maintenance, Housekeeping, and HR	● Complete	Sep 20, 2021	Feb 04, 2022	view edit copy delete
B&O BAS Mobility	● Complete	Sep 20, 2021	Feb 04, 2022	view edit copy delete
B&O BAS Printing	● Complete	Sep 20, 2021	Mar 14, 2022	view edit copy delete
B&O BAS Surplus Property	● In Progress	Sep 20, 2021	Jan 13, 2022	view edit copy delete

Plan Details

- How many people are in your department?
- What division does the department fall under?
- What is the physical location of the department?

The screenshot shows a web interface for 'Plan Details' with a navigation bar at the top containing 'Plan Details', 'Contacts', 'Critical Functions', 'Key Resources', 'Information Technology', and 'Instruction'. The main content area is titled 'Department Information' and includes a sidebar on the left with links: 'Department Information', 'Action Items Summary', 'Department Documents', 'Manage Plan Access', and 'Update Plan Status'. The main form contains the following fields:

- * Department name:** Text input containing 'Human Resources'.
- Department description:** Large text area.
- * Major division:** Dropdown menu showing 'Administrative Offices'.
- Acronym:** Dropdown menu.
- Head of unit:** Section with 'Select a user' and a search input 'Enter a name or email to search' with a '+' icon.
- Selected Unit Head:** Text box containing 'Jen Kualico - edtechjen@gmail.com' and a 'Clear Unit Head' link below it.
- Number of personnel (approximately):** Three input fields: 'Faculty and other academic appointees' (0), 'Staff (part-time, excluding students)' (0), and 'Guests' (0).

On the right side, there is a utility panel with a green 'Saved' button, a '+ New Action Item' button, 'View Page' and 'Print PDF' buttons, and a 'Guidance' section with a dropdown arrow and a list of examples: professor, lecturer, librarian, curator, and teaching assistant.

In Contacts

- What employees work in the department, as well as external departments you frequently utilize, such as vendors, grant administrators, research institutions, labs, etc.
- If the department is large, you may upload an Excel sheet - Under Key Resources - Documents.

B&O Public Safety Environmental Health and Safety | Complete

Plan Details **Contacts** Critical Functions Key Resources Information Technology Instruction

Department Contacts
Key Institution Contacts
Key External Contacts

Contacts: Key External Contacts

First name	Last name	Department/Organization	Email	Phone Number
Bureau of Fire	Headquarters	Pittsburgh Bureau of Fire		412-255-2860
Pittsburgh Police	Dispatch	Pittsburgh Police		911
UPMC	EH&S	UPMC Environmental Health and Safety		412-647-6409
UPMC	EH&S	UPMC Environmental Health and Safety (24/7)		412-392-7491

Edit Page
Print PDF

Guidance

Key External Contacts are those outside of the institution. These include vendors, clients, grantors/donors, sponsors, etc., that you may need to contact during an emergency. For example:

- Calling a vendor to notify them to deliver to a different address or to cancel a delivery.
- Contacting a grantor to notify them of the emergency and to inform them of the impact to the project.

Critical Functions

- This section will help you identify your critical functions to better determine which staff, materials, procedures, and equipment are necessary to keep your department functioning.
- In the document section, upload any standard operating procedures.

The screenshot shows a web application interface for managing critical functions. At the top, there are navigation tabs: Plan Details, Contacts, Critical Functions (which is highlighted with a green underline), Key Resources, Information Technology, and Instruction. On the left side, there is a sidebar menu with the following items: All Critical Functions (with a blue arrow icon), Description (highlighted with a grey background), Levels of Criticality, Peak Periods, Documents, Dependencies, Consequences, How to Cope, and Action Items. The main content area is titled "Safety : Description". It contains several form fields: a text input for "* Critical Function Name" with the value "Safety", a dropdown menu for "Level of Criticality" with the selected option "Not Documented", a large text area for "Brief Description of This Function", a text input for "Name of Section or Unit That Performs This Function (if applicable)", and another large text area for "Responsible People (give names unless this is a generic group)". On the right side of the interface, there is a vertical sidebar with several buttons: a green "Saved" button with a checkmark icon, a "New Action Item" button with a plus icon, a "View Page" button with an eye icon, and a "Print PDF" button with a printer icon. Below these buttons is a "Guidance" section with a question mark icon and a downward arrow, containing the text: "Remember to use the Save button after entering or editing information on this page."

Critical Functions

- Ask yourself: What does the department do?
- How critical is this function? Does it affect the safety, health, or reputation of the university?

Sample Plan- Department name goes | In Progress

Plan Details	Contacts	Critical Functions	Key Resources	Information Technology	Instruction
Critical Functions					
Function	Level of Criticality				
Purchasing	Critical 1: must continue (life, health, security)		view		
Clinical Placements	Critical 2: must continue, perhaps in reduced mode		view		
Grant Proposals	Critical 3: pause if forced, but must resume in 30 days or sooner		view		
Mentorship	Deferrable: resume when conditions permit		view		
Accreditation	(none selected)		view		
Academic Advising	(none selected)		view		
Building Management	(none selected)		view		
Teaching	(none selected)		view		
Marketing	(none selected)		view		
Website Content	(none selected)		view		

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Guidance

Functions

We are asking here for the functions you normally perform. (Instruction is covered in another section.) Here are some typical examples:

- research
- non-elective surgery
- purchasing
- paying employees
- inpatient care
- facilities repair
- providing meals for residents of university housing
- pharmacy services

Key Resources

- Envision your department 1-3 days after a catastrophic disaster. You are calling together a group to plan how to resume operations. Who are those key people?

B&O Public Safety Environmental Health and Safety | Complete

Plan Details Contacts Critical Functions **Key Resources** Information Technology Instruction

Staff Basics
Work From Home
Teams
Skills
Staffing Requirements
Documents
Equipment & Supplies
Facilities & Transportation

Key Resources: Equipment & Supplies

Office Equipment

Item	Minimum Required	Comment
Workstation (includes desktop computer, network connection, table, chair)	25	
Laptop Computer (car charger advised)	12	(2) Laptops - (10) iPads
Telephone (hard-wired)	23	
Printer	3	
Fax	1	
Copier	1	
Server	0	Partial server maintained at RIDC Park

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Guidance

Please indicate on this screen the MINIMUM equipment you will need to perform ALL the critical functions that you listed earlier. Estimate, don't agonize. Guess if you need to.

- "Just-in-time procurement" can be excellent management practice - but your vendor's crisis can quickly become your crisis. Do you have enough crucial supplies on hand?
- If you prefer, existing lists can be uploaded on the Document

Information Technology

- What applications are critical for your department?
- Who is your IT liaison?
- How regularly do you backup?

B&O Public Safety Environmental Health and Safety | Complete

Plan Details Contacts Critical Functions Key Resources **Information Technology** Instruction

Central Applications

Department Applications

Servers

Workstations

How to Restart

Action Items

Name	Functional Owner	Technical Owner	Documents
Asbestos Database	Sarmed Shareef	Mara O'Neill	Documents
BioRaft	Molly Stitt-Fischer	Mara O'Neill	Documents
CSuite	Wayne Eakin	Mara O'Neill	Documents
Fire Alarm System	Al Rizzo	Mara O'Neill	Documents
FoxSpire	Molly Stitt-Fischer	Mara O'Neill	Documents
Training Database	Mara O'Neill	Mara O'Neill	Documents

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Guidance

The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.

In the Critical Functions of this questionnaire, the following were identified as **critical functions**:

- Maintain Communication, Response, and Consulting for Emergencies Involving Hazardous Materials

Instruction

- Are the grades backed up regularly?
- Are lectures recorded ?

Building Safety Concierge Program | In Progress

All Courses

LMS Sites: Every course has a LMS site.

Estimate your department's current usage of this practice	All courses	Can this practice be expanded in your department?	No
Comment			

Grades Current: Grades are kept current at all times, using the LMS gradebook tool.

Estimate your department's current usage of this practice	All courses	Can this practice be expanded in your department?	Yes
Comment			

Good Communication Among GSIs: Consistency is achieved across discussion & lab sessions by fostering communication among GSIs. (Possible methods: regular meetings, a dedicated LMS site for GSIs, etc.)

Estimate your department's current usage of this practice	All courses	Can this practice be expanded in your department?	
Comment			

+ New Action Item

Edit Page

Print PDF

Guidance

The following disaster-readiness practices for **instructors** were developed by faculty, approved by the Academic Senate, and recommended by the Executive Vice Chancellor and Provost. Each practice will facilitate continuity of the curriculum under adverse circumstances.

- Please estimate your department's current usage of the practices on this screen; 100% accuracy is not necessary. We are requesting this information to promote discussion and to encourage adoption, not for audit purposes.
- GSI = Graduate Student Instructor
- Relevant documents can be

What Do We Need To Start?

- **Identify** the Individuals that will develop and manage the plan.
 - **Plan Managers:** Managers control plan access and will be out point of contact.
 - **Plan Editors:** Users assigned as a Plan Editor can edit and view the plan but cannot manage access for other users.
- **Submit** the contact information for the plan's manager and editor you want to have access to work on the plans to cjl124@pitt.edu .
 - *Make sure to include full name, title, Pitt email, and phone number.*
- An account will be established for the manager and editor, and instructions to access the UPitt Ready website will be provided.
- Once we have an account established for your organization, we will schedule a tailored training program.