







Chemeketa Community College Framework

- Identify CORE areas vital to the operation of the college
- For each CORE area, identify *Critical Functions*
- Rate the *Critical Function* (impact assessment)
- Identify critical dependencies (*internal & external*)
- Develop continuity strategies (work arounds) for each critical function on an All Hazards basis



Critical Functions

- Is it required by law?
- What are the short term and long term consequences if it is not completed?
- Is it a critical dependency to other plans?



Critical Level

1. Must continue, possible at an increased service load. The function is necessary for health, safety, preservation of property and/or environment
2. Must be continued or resume shortly after an event, even with a reduced service load. Suspending completely could have significant adverse consequences
3. May be suspended but must be restored at some level in two-four weeks



Continuity Strategies All Hazards Basis

Develop Strategies considering:

- limited or no access to technology
- limited staff
- limited or no access to regular work place





Business Services & Information Technology

- Who are our customers?
- What services do we provide?
- How did we identify our critical functions?
- What challenges did we have in this work?



Continuity Strategies

- Examples of continuity strategies
 - Business Services:
 - Issuing financial aid refunds to students
 - Paying vendors for emergency work
 - Information Technology:
 - Keeping systems on-line and accessible
 - Securing systems and data



Obstacles

- What obstacles needed to be addressed in the development of continuity strategies?
 - Change/modify institutional policies/procedures
 - Change guidelines and/or handling instructions
 - Delegation of authority
 - Data security issues



Changing Landscape & Evolving Plans

- How do we remain current in our plans?
 - Annual Reviews
- Examples of strategies that have changed over time
 - Business Services:
 - Procurement Card
 - Information Technology:
 - Hybrid cloud based systems



Lessons Learned

- Prioritizing process – never a “good” time
- Practice more
- Practice with key staff
- Document
- Communicate, communicate, and communicate again



Questions or Comments?

Thank You!



Contact Information

Allen Bunch, abunch@sdao.com

Miriam Scharer, miriam.scharer@Chemeketa.edu

JD Wolfe, jd.wolfe@Chemeketa.edu


