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WICHITA STATE
UNIVERSITY

HLC Accreditation 2016-2017

Evidence Document

Office of the President

Business Continuity Planning: Memorandum to Budget Officers and Budget Review Officers

Additional information:



**WICHITA STATE
UNIVERSITY**

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: Budget Officers and Budget Review Officers
(Please disseminate to appropriate staff)

FROM: John W. Bardo, President
Mary L. Herrin, Vice President for Administration and Finance

DATE: August 9, 2013

SUBJECT: Business Continuity Planning (BCP)

Disaster management and emergency planning have become top priorities for all organizations throughout the country, especially for universities, schools and other educational institutions. The federal government, along with the Kansas Division of Emergency Management and our local emergency responder community, have assigned significant resources to this need in the wake of events including 9/11, Super Storm Sandy and fears related to a pandemic flu breakout. The Department of Homeland Security is continually working with state and local government jurisdictions to improve the levels of preparedness and the specific response capabilities to meet these various risks.

The development of a comprehensive Business Continuity Plan (BCP) is of vital importance to Wichita State University. The university is responsible for providing services to our students and other university constituencies. We must be prepared to continually meet these responsibilities in the face of a major disaster, as well as small routine disruptions.

The following employees at Wichita State University have agreed to lead this effort:

- Executive: John Bardo and Mary Herrin
- Project Co-Managers: Ellen Abbey and Fiffy Petty
- Business Technology Support: Lois Tatro and Brenda Coldiron
- Facilities Manager: Emily Patterson
- IT Manager: Jason Holmes
- HR Manager: Matthew Johnston
- Campus Emergency/Risk Manager: Ted Ayres

BOLDplanning has been selected to assist with the development of these BCPs. All departments that provide critical services or essential functions will need to participate in this planning effort. We consider this project to be a priority for Wichita State University and we appreciate your assistance in successfully developing and implementing our BCP. You will be contacted soon regarding attendance at training classes on the BOLDplanning software. Our goal is to have this project completed by May 31, 2014.

Thank you for your efforts during this process.