

# *University of Virginia*



## **Critical Incident Recovery Plan**

*(Revision: May 2005)*

### **Department Name**

---

#### CIRP Analysis Team Members

<b>NAME</b>	<b>TITLE</b>
_____	_____
_____	_____
_____	_____
_____	_____

## **General Information**

**Department Name:**

**Department Head:**

**Departmental Team Leader:**

**Date Report Completed:**

**Date of Approval by Department Head:**

List all departments included in this Critical Incident Recovery Plan.

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
-

## **General Comments**

The following general comments identify special situations relating to the process utilized and highlight any unique departmental characteristics. Comments could include, for example, such assets as machines, equipment, hardware/software, or office space critical to sustaining the mission of the department; human resources (administrative, faculty, staff, and/or students); information resources (reports, databases, spreadsheets, telephone lists, etc.); services and/or procedures to provide said services; the unique location of said assets (or other special geographical characteristics); and the dependence on another department's resources (human or technology-related).

## **Business Continuity Analysis**

Business Continuity Analysis requires identifying a department's critical, essential, and normal assets. Assets have been defined as human, technology/information, and services.

Please describe any specific business function, procedure, or process, and/or research or extension environment that might involve the aforementioned assets. It can be used to describe the process or purpose, and may relate to specific assets defined in the following section.

## Departmental Human Assets

Departmental human assets (administrative, faculty, staff, and/or students) are listed below in categories of critical, essential, and normal.

***Critical* - The department cannot operate without this human asset even for a short period of time.**

NOTE: Because these are critical assets for the department, they are prioritized and listed in the order of importance, that is, the most critical asset is listed first.

**Prioritized list of critical assets:**

Priority	Critical Asset	Brief Description
1		
2		
3		
4		

***Essential* - The department could work around the loss of this human asset for days or perhaps a week, but eventually the human asset would have to be returned for use.**

Essential	Essential Asset	Brief Description
E		
E		
E		
E		

***Normal* - The department as a whole can operate without this human asset for an extended (though perhaps finite) period of time during which particular units or individuals may be inconvenienced and/or need to identify alternatives.**

Normal	Normal Asset	Brief Description
N		
N		
N		
N		

## Departmental Technology/Information Assets

Departmental technology or information assets (hardware, software, information resources, and related technology assets) are listed below in categories of critical, essential, and normal.

***Critical* - The department cannot operate without this technology or information asset even for a short period of time.**

NOTE: Because these are critical assets for the department, they are prioritized and listed in the order of importance, that is, the most critical asset is listed first.

**Prioritized list of critical assets:**

Priority	Critical Asset	Brief Description
1		
2		
3		
4		

***Essential* - The department could work around the loss of this technology or information asset for days or perhaps a week, but eventually the asset would have to be returned for use.**

Essential	Essential Asset	Brief Description
E		
E		
E		
E		

***Normal* - The department as a whole can operate without this technology or information asset for an extended (though perhaps finite) period of time during which particular units or individuals may be inconvenienced and/or need to identify alternatives.**

Normal	Normal Asset	Brief Description
N		
N		
N		
N		

## Departmental Service Assets

Departmental service assets (educational, administrative, managerial, research, etc.) are listed below in categories of critical, essential, and normal.

***Critical* - The department cannot operate without this service asset even for a short period of time.**

NOTE: Because these are critical assets for the department, they are prioritized and listed in the order of importance, that is, the most critical asset is listed first.

**Prioritized list of critical assets:**

Priority	Critical Asset	Brief Description
1		
2		
3		
4		

***Essential* - The department could work around the loss of this service asset for days or perhaps a week, but eventually the service asset would have to be returned for use.**

Essential	Essential Asset	Brief Description
E		
E		
E		
E		

***Normal* - The department as a whole can operate without this service asset for an extended (though perhaps finite) period of time during which particular units or individuals may be inconvenienced and/or need to identify alternatives.**

Normal	Normal Asset	Brief Description
N		
N		
N		
N		

## Prioritized Departmental Risks

Departmental risks have been identified and listed below according to their priorities (that is, the one most likely to occur or the one expected to cause the greatest problem has the highest priority (1)). This list is derived from the list provided by Information Systems and risks identified specifically for the department.

Priority	Risk	Brief Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Reference Risks to Critical Assets

The critical assets are repeated on this form by priority but the form also indicates which specific risks are associated with that asset. Comments are included as deemed necessary.

<b>Priority</b>	<b>Critical Asset</b>	<b>Related Risks (by number) and Comments</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## **Departmental Recommendations**

Requirements and/or protective measures necessary to reduce the impact of risks on assets are identified in this section. The process of addressing solutions is ongoing, and as risks are resolved (or at least addressed) they will be documented and added to the departmental business impact analysis/risk assessment report. NOTE: The web site may be used to obtain a copy of the format for reporting specific solutions during the course of the year.

Several issues are considered in applying a specific solution (feasibility, costs, labor, operating issues, and so on) and any supporting materials deemed necessary by the department are included in this section with the specific risk.

**Documentation for Addressing Risk**

**Name of Asset:**

**Priority:**

**Risk and/or Problem:**

**Proposed Solution(s):**

**Justification for solution:**

**Implementation plan and any dates:**

**Date this report prepared:**

**Responsible individual:**