



**EMERGENCY MANAGEMENT TEAM
POSITION DESCRIPTION**

Role Title	Continuity Planning Lead
Purpose	To develop and implement business continuity and disaster resumption efforts for the school/department
Key Responsibilities	<ul style="list-style-type: none"> • Create and implement the school/department’s Business Continuity plan and program • Collaborate with Environmental Health, Safety & Emergency Management (EHSEM), the school/department’s Risk Committee, and other schools/departments’ Continuity Planning Officers to ensure integrated planning and recovery efforts
Qualifications	This position is typically assigned to a staff member with access to senior management. The role is part project manager and part group facilitator. The position includes both planning and emergency response responsibilities.
Reports to or Partners with	LEMT Leader, LEMT Officers, EHSEM, Local Risk Committee, Other Schools/Departments’ Continuity Planning Leads

POSITION CHECKLIST

ASSIGN OR PERFORM THE FOLLOWING TASKS:

Planning & Preparedness Actions

- Facilitate workshops and group/individual meetings with personnel to identify the school/department’s critical functions, dependencies and response strategies for maintaining operations during and following disruptive incidents
- Collecting and input data into the Harvard Ready online system which creates the school/department’s Business Continuity Plan
- Develop other plans and procedures needed to support the Business Continuity Plan
- Participate in emergency management and business continuity meetings, trainings and exercises

Emergency Response Actions

- Maintain situational awareness during the emergency response efforts
- Assign/implement business continuity tasks as needed
- Support the LEMT Leader in creating and updating the Incident Action Plan (IAP)
- Support the initial recovery planning efforts to ensure business continuity efforts are aligned with total recovery plans

Recovery & Demobilization Actions

- Continue implementing business continuity tasks to maintain the school/department’s critical functions
- Document damage and repairs for insurance purposes
- Work with the LEMT, local Risk Committee and other school/department officials to restore both critical and non-critical functions as quickly and safely as possible
- Participate in the After-Action Review of response and recovery efforts; use lessons learned to improve business continuity plans