

## Business Continuity and Recovery Planning for Schools

Michael J. Hinske  
Principal and Safety Coordinator  
Big Foot Union High School

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## Contact Information

Mike Hinske- Principal and Safety Coordinator  
Big Foot Union High School  
PO Box 99  
Walworth, WI 53184  
▪ 262-394-4409 (W)  
▪ 262-275-2230 (H)  
▪ 414-379-7565 (C)

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## Speakers Background

- Michael J. Hinske, Principal, School Safety Coordinator, Big Foot Union High School, Walworth
- Safe Havens International Certified Trainer
- Past President WSSCA

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## Learning Targets

Upon completion of the module students will:

1. Understand and identify critical services necessary to return to operations.
2. Identify district personnel necessary to form a continuity team.
3. Identify resources necessary to return to service.

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## Learning Targets

4. Define and apply Business Continuity Planning to overall school safety.
5. Understand and demonstrate redundancy programming and operations.
6. Identify NIMS related Span of Control responsibilities used in Business Continuity Planning.
7. Apply knowledge of MOU's to planning.
8. Understand and apply key definitions to planning

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## Definitions

- Business Continuity- A plan devised to bring a school or business back to regular operational status as quickly as possible.
- Critical Functions- Those elements that if lost for a period of over 48 hours will significantly impact the business operation. These items are central to the overall mission of the school

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## Definitions

- Essential Functions- Functions central to the mission of the school or business. Loss of these functions of between 2-5 days will impact the mission of the organization.
- Necessary Functions- Functions whose loss in excess of one weeks time would greatly impact the mission of the organization.
- Desirable Functions- Not vital to the mission of the organization. These functions provide for a more well rounded and balanced operation but are not essential.

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## Definitions

- Redundancy Planning- Planning for the operation of critical systems through backup plans and procedures. Designed to move back to operation quickly.
- Business Continuity Team- The team designated and responsible for the implementation of the Business Continuity Plan.
- Resources- Those people, agencies, or entities who are able to provide services to a business in order to return to business operations.

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## When might the BCP be used?

- Power Outage
- Tornado and Severe Weather
- Floods
- Incident of Mega Violence- Shooting
- Mass Casualty Event- Onsite or off
- Fire and Explosion
- Pandemic Flu
- Others

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### Business Continuity Planning Team

- Designated and included in the comprehensive school safety plan just as a response team. Functions in roles necessary for resumption of services.
- Each school or district designates the main tactical members of the team based on the needs and organization of the district.

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### Membership- One Example

- School District Administrator
- School Principal
- Vice Principal or Dean
- Network Operations Officer
- Telecommunications Specialist
- Facilities Operations Coordinator
- Director of Building and Grounds
- Insurance Secretary or Officer
- Administrative Assistant or Accounting Officer
- Board Representative
- Counseling or Psychological Recovery Specialist
- SRO

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### A Key Idea

- Recovery requires planning, practice, and building upon scenarios. Do not assume that you are ready to recover from a disaster or incident. Recovery planning is the least used and developed portion of school safety plans. Think, plan, prepare, practice, and recover.

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### Critical Functions

Look at Critical Functions from the following:

- 1. Facilities
- 2. Services
- 3. Records
- 4. Food Service
- 5. Instruction and Curricular Program
- 6. School Calendar
- 7. Psychological Services

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### Facilities

Identify critical functions necessary for the resumption of services.

- 1. Water and Sewer
- 2. Structural Integrity of Facility
- 3. Lights
- 4. Electricity
- 5. Gas

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### Services

Identify critical functions necessary for the resumption of services.

- 1. Telephone and External Communications
- 2. Network Operations??? Is this one a critical or essential function?
- 3. Nursing or Health Programs
- 4. HVAC and Lighting Controls

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## Records

Identify critical functions necessary for the resumption of services.

1. Payroll
2. Accounting
3. Student Academic
4. Student and Staff Medical
5. Classroom Gradebooks- Misc.
6. Fees, Fines etc.....

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## Food Service

Identify critical functions necessary for the resumption of services.

1. Refrigeration
2. Cooking
3. Sanitation
4. Staffing

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## Instruction and Curricular Services

Identify critical functions necessary for the resumption of services.

1. Staffing
  1. Licensed Instruction
  2. Supervisory- Non Licensed
  3. Specialized Services
2. Educational Materials including textbooks and support materials

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### Crisis Response and Psychological Services

Identify critical functions necessary for the resumption of services.

1. Staffing for extended response to:
  1. Students
  2. Staff
  3. Community Members
  4. Parents
2. Agreed Upon Psychological Recovery Model- If necessary- Continuity

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### School Calendar- Question?

- What are the legal requirements for the resumption of instructional services and how does this closure impact the state mandated hours of instruction.
- Does this closure constitute instructional loss that does not need to be made up?

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### Getting Started- Preliminary

- Assemble the safety committee/team and begin discussion- Define Business Continuity
- Identify key players in the school not present who would lend responsibility to the process
- Identify the link between any continuity plan and the Emergency Operations Plan or Recovery Plan from the local municipality
- Identify membership of the Business Continuity Team

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## Getting Started-Secondary

- Establish small teams from within the school to identify critical, essential, necessary, and desired functions.
- Share the identified functions with the team at large. Update, review and decide formally on a function list and priority.
- Develop a plan for redundancy of operations and backup systems

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