

# MICHIGAN STATE UNIVERSITY

November 1, 2019

**To:** Deans, Directors, Chairs and Executive Managers

**From:** Samuel L. Stanley Jr., President  
Teresa A. Sullivan, Interim Provost

**Subject:** Modified Operations Policy & Business Continuity Plan Submissions

It is time for the annual review of the **Business Continuity Plans (BCP)** in your units. In 2014, the university developed a set of guidelines for departments to use in the event of emergency conditions due to weather, natural disaster, major utility failure, health or environmental crisis or other unforeseen circumstances that might cause a modification or curtailment of operations. Inasmuch as the university can never entirely close, anticipating and preparing for critical functions and services that must be maintained during emergency conditions is essential.

A work group was tasked this past year to review the Emergency Situations Policy and Guidelines for Maintaining Critical Functions. These efforts have resulted in a single [Modified Operations Policy](#) designed to clarify the procedures and assist departments in the submission of their annual BCP.



The Modified Operations Policy clarifies the decision authority on closures; adds specific language for faculty and academic staff; establishes critical employees with essential functions during modified operations and includes a table summarizing instructions for compensation and time.

**Office of the  
President**

**Office of the  
Provost**

Please have the assigned representative(s) in your unit(s) update the BCP and communication plan that was submitted last year. Copies of the plan are to be made available to all faculty, staff and student employees in each unit to ensure that they are informed of their role, should an emergency arise. Plans from individual departments and support units should be forwarded to their respective college or major administrative unit (MAU) representative for one submission.

The college or MAU representative should submit a copy of the updated plans by **December 1, 2019** to:

- For Academic and Academic Support Units: Office of the Associate Provost and Associate Vice President for Academic Human Resources, 426 Auditorium Road, Room 440. Please save the BCP in PDF format and send to [ahr@msu.edu](mailto:ahr@msu.edu)
- For Non-Academic Support Units: Office of the Executive Vice President for Administration, 426 Auditorium Road, Room 412. Please save the BCP in PDF format and send to [admins@msu.edu](mailto:admins@msu.edu)

Hannah Administration Building  
Michigan State University  
426 Auditorium Road  
East Lansing, MI 48824

The annual weather-related memorandum that will be sent later this month will refer to this correspondence. Please ensure that a BCP is completed and a communication plan has been established and distributed to all units. It is essential that all faculty, staff and student employees know their role in the BCP, the unit's communication plan, and have contact information for their direct supervisor or unit administrator.

The BCP template, toolkit and FAQ's are available on the [HR website](#). For any questions regarding this process, please contact Employee Relations at [hr.er@hr.msu.edu](mailto:hr.er@hr.msu.edu) or 517-353-5510.