



## Annual Review Process

Once per year, you will be notified that it is time to complete a review of your Business Continuity Plan. Below are recommendations on how to complete this process.

1. Review plan for changes in processes, people, locations, new software applications, etc.
2. Review all of the tabs and drop-down selections for your plan for any updates made to the *Ohio Ready* system. You may find that there have been new items listed that would enhance the quality of your plan.
3. Reflect on the past year and recall any incident that occurred in your office or in a similar office (either here at Ohio University or at another university or institution) and determine if there is an opportunity to improve your plan based on that experience.
4. Update any attachments to the plan. For instance, make sure that emergency contact list is still current, that any grant agency contact information is still current, that equipment lists or software hasn't changed.
5. Review the "Action Item List" to ensure that you are making progress towards completion. Adjust the drop-down menu to reflect current status. Set goals and timelines for completion of action items. Add any new action items that may be necessary.
6. Determine if there are any additional or new "Critical Functions" that need added and if so, make the necessary updates.
7. Save any new/updated documents to your back up source (cloud/OneDrive, etc).
8. Ask the Dean/Director or Department Head to review and sign the "annual checklist" (attached) and then electronically sign off/update the "plan status" to CURRENT within Ohio Ready.
9. Distribute the updated plan (as well as attachments) to key staff members and keep a hard copy in your office for easy access.
10. Schedule or conduct a table top exercise to keep staff informed and prepared for an emergency.