

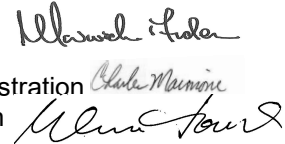
MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost
Charles A. Maimone, Vice Chancellor, Finance and Administration
Mladen A. Vouk, Vice Chancellor, Research and Innovation

SUBJECT: Emergency Management and Mission Continuity Plans (Pack Ready Planning)

DATE: May 23, 2022



Although emergencies, disasters and disruptions are often unpredictable, coordinated and methodical planning for such events can mitigate negative impacts to university operations. Formal planning helps us to keep campus safe, protect university assets, ensure business continuity and fulfill the university's mission.

NC State's Emergency Operations Plan, managed by NC State's Emergency Management and Mission Continuity (EMMC) department, is the master planning document for university operations during emergencies, disasters and disruptions. Department-specific emergency preparedness and continuity plans (Pack Ready Plans) are vital components of this formal emergency planning and preparation effort. Pack Ready Plans help to ensure the university is appropriately prepared for potential emergencies, disasters and disruptions. Additionally, external disaster management, support, relief and insurance agencies require institutions to demonstrate documented and thorough mitigation efforts prior to unplanned emergency, disaster and disruptive events.

Pack Ready Plans exist for all academic units, departments and critical services at NC State. These plans provide for the continuation of critical processes and operations should an event threaten to impact the university community. Examples of such events include:

- Adverse weather impacting campus physical facilities;
- Cyber hacking impacting financial, HR and other administrative, research and operational areas;
- Equipment failure impacting communications and information technology infrastructure;
- Long-term power-outage impacting laboratory research or similar critical areas.

Each year, EMMC works with departments to review Pack Ready Plans, to ensure documents are updated and reflect current organizational structure, critical processes, emergency contacts, etc. This year, EMMC will partner with the Office of Information Technology and University Human Resources to incorporate expanded information technology infrastructure and new flexible and remote work policies into the Pack Ready Plan review and update effort.

Each Pack Ready Plan is a vital component of EMMC's comprehensive risk assessment process for NC State, and provides EMMC with current information and accurate data as necessary to work with campus

partners and local, state and federal agencies to 1) identify risks and vulnerabilities, and 2) develop mitigation efforts and risk reduction plans to best protect NC State.

Completed plans are subject to at least annual review and testing, and require signature by the Department Head/Director, Vice Chancellor, Vice Provost, or Dean. EMMC coordinates plan testing and unit updates at least bi-annually or as preparedness scope changes. Delinquent plans will be escalated to the Emergency Planning and Mission Continuity Steering Committee for resolution.

We appreciate your continued participation and partnership in emergency preparedness and continuity planning efforts at NC State. Should you have any questions regarding Pack Ready planning, please view the Pack Ready [website](#) or contact Amy Orders, Senior Director, Emergency Preparedness and Strategic Initiatives (aorders@ncsu.edu, 919.515.5208).

cc: W. Randolph Woodson, Chancellor
Marc Hoit, Vice Chancellor and CIO, Office of Information Technology
Timothy J. Danielson, Associate Vice Chancellor, University Human Resources
Amy Orders, Senior Director, Emergency Preparedness and Strategic Initiatives