



Executive Vice Chancellor and Provost,
 Vice Chancellor for Finance and Administration,
 and
 Vice Chancellor for Research and Innovation

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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: June 27, 2023

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 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 operations should an event threaten to impact the university community, including but not limited to:

- Utility outages, including water and electricity, impacting laboratory research;
- Adverse weather impacts to campus operations and facilities;
- Infectious and communicable diseases, impacting service delivery;
- IT disruptions and cyber threats, impacting financial, HR and other administrative services;

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 effort compliments other business impact analysis efforts with University Human Resources and Office of Information Technology and University Human Resources, to better incorporate expanded information technology infrastructure and new flexible/remote work policies into the Pack Ready Plans.

Each plan is a vital component of a comprehensive [risk assessment](#) for NC State. The plan information enables the department to work with campus partners and local, state and federal

agencies to identify risks and vulnerabilities based on current information and accurate data, and to 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. 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 (aborders@ncsu.edu, 919.515.5208).

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