Goals

- Focus your planning efforts
- Thinking inward rather than just externally about continuity
- Clarity to your roles and responsibilities in a continuity incident
- Build a culture of continuity

WashU Continuity
Building Fire Scenario

- An electrical short in the middle of your area of the building starts a fire.
- There is heavy smoke and fire damage on your floor and the floors above, and heavy water damage on the floors below.
- All workspace, PCs, supplies, documents, and equipment has been destroyed.
- About half of your employees remain near the building, the other half are unaccounted.
- The Fire Department cleared the building and has cordoned off the building and NO ONE will be allowed in or out for at least 7 days.
Phases of an Incident
Loss & Restrictions Triangles

WashU Continuity
Combination of Loss and Restriction

Constraints
Planning Priorities

• Scope and Cost
  – Focus on essential functions and processes

• Time
  – Focus on those things that need to be continued immediately

• Things
  – Identify only critical things needed to support essential functions

• People
  – Identify essential personnel needed to support essential functions

• Locations
  – Identify only those locations needed to support essential functions
Capabilities Triangle

Competencies

“Way”

“What”

“How”

Procedures
Increase Resource Capabilities

• Develop recovery strategies or workarounds

• Resources
  – IT applications
  – Staff
  – Locations
  – Vital documents
  – Equipment
  – Supplies

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WHILE YOU WERE IN THE BUILDING, DID YOU COME ACROSS A BIG BINDER TITLED “BUSINESS CONTINUITY PLAN”?
Laboratory Research Considerations

- How long the experiment can be left status quo before it can become dangerous?
- What equipment (if any) needs to be turned off or on?
- How long you can be out of the lab when it is left in mid-operations before the potential exist of losing critical equipment, experiments, animals etc.?
- Do any of the research materials or animals etc., have to be evacuated?
- Key information on grants--If you are unable to continue operating, how does this affect any grant or federal requirements?
Laboratory Research Considerations

- List of equipment and utility requirements
- Duplicate copies of drawings, diagrams, plans, or specifications of unique equipment
- Duplicate samples of novel compounds and specimens
- Irreplaceable specimens (animals, plants, cell lines, DNA etc.) copied/duplicated and distributed to sites outside of your lab
- Do you have procedures for data storage and management?
Increase Procedures Capabilities

- Communications
- Actions to implement recovery strategies
  - Loss of power
  - Loss of water
  - Loss of access to building
  - Loss of staff
  - Loss of vendors
  - Loss of critical resources
  - Loss of IT applications
Increase Competencies Capabilities

- Crisis fortitude
- Leadership
- Performance
- Shared Vision
- Teamwork
Building Fire Scenario (Revisited)

- What is your role in this scenario?
- What is your scope of operations?
- What do you think your internal staff will value most following this scenario?
- Who goes home?
- Who do you call for resources?
Family Continuity

- Transportation
- Communication
- Childcare
4 Key Takeaways

- Focus our time and efforts on capabilities
- Clarity to your roles and responsibilities within continuity
- Think inward rather than just externally
- Build a culture of continuity
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