

Business Continuity Planning for Animal Welfare



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Chancellors Buy-In

- In March 2002, Chancellor Marye Anne Fox created a University-wide Business Continuity and Disaster Recovery Planning Committee.
 - ◆ **Role:** To *expand* disaster recovery business continuity planning efforts beyond the current focus on administrative and academic information technology resources and services.

Chancellors Goals

- Identify academic and business units requiring comprehensive business continuity and disaster recovery plans
- Establish a template that may be followed to help units establish their plans
- Determine what resources are required to assure implementation of plans
- Define the process to facilitate the coordination of all university business continuity and disaster recovery efforts and related issues such as crisis management

According to the IACUC....

- **Each faculty member, staff member, or student involved in the use of animals is directly responsible for promoting and protecting the welfare of animals within the instructional, extension, and research programs of the University.**
 - ◆ **A Business Continuity Plan is needed to ensure that *animal welfare* is planned and tested in the event of a disaster.**

The Guide for the Care and use of Laboratory Animals

- Institutional security personnel and fire or police officials should be able to reach people responsible for the animals.
- Emergency procedures should be posted with names, telephone numbers, and telephone center.
- Emergency procedures for handling special facilities or operations should be prominently posted.
- A disaster plan that takes into account both *personnel* and *animals* should be prepared as part of the overall safety plan for the animal facility

What is “Business Continuity Planning”

- Process of developing *advance* arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption or essential change.

Define Disaster

- A sudden, unplanned calamitous event causing great damage or loss.
 - ◆ Any event that creates an inability of NC State to provide critical business functions for some predetermined period of time.
 - ◆ The period when the university decides to divert from normal production responses and exercises the disaster recovery plan.

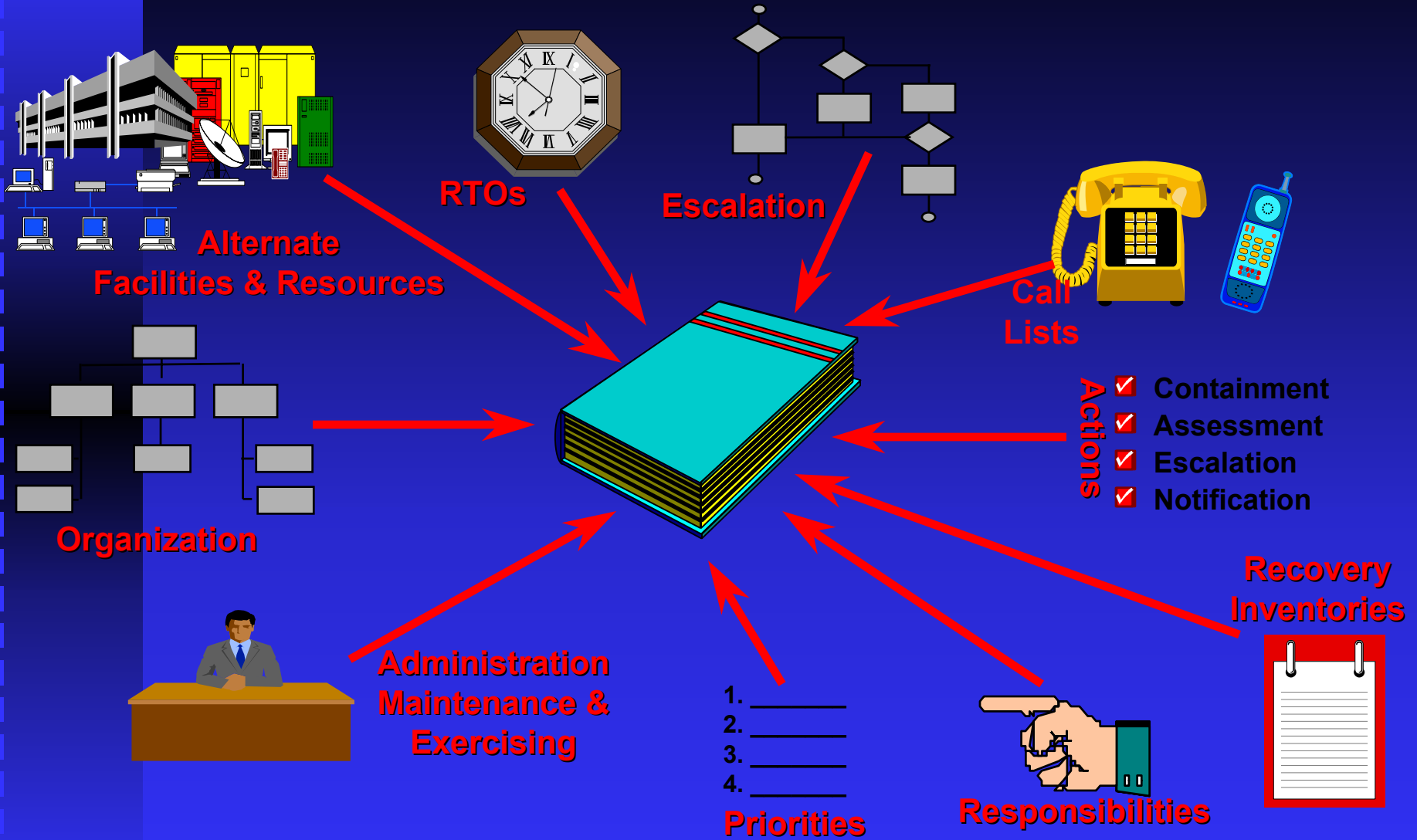
What is “Disaster Recovery”

- Activities and programs designed to return the entity to an acceptable condition. 1) The ability to respond to an interruption in services by implementing a disaster recovery plan to restore an organization's critical business functions.
- Held in *readiness* for use in the event of a major disruption of business operations.

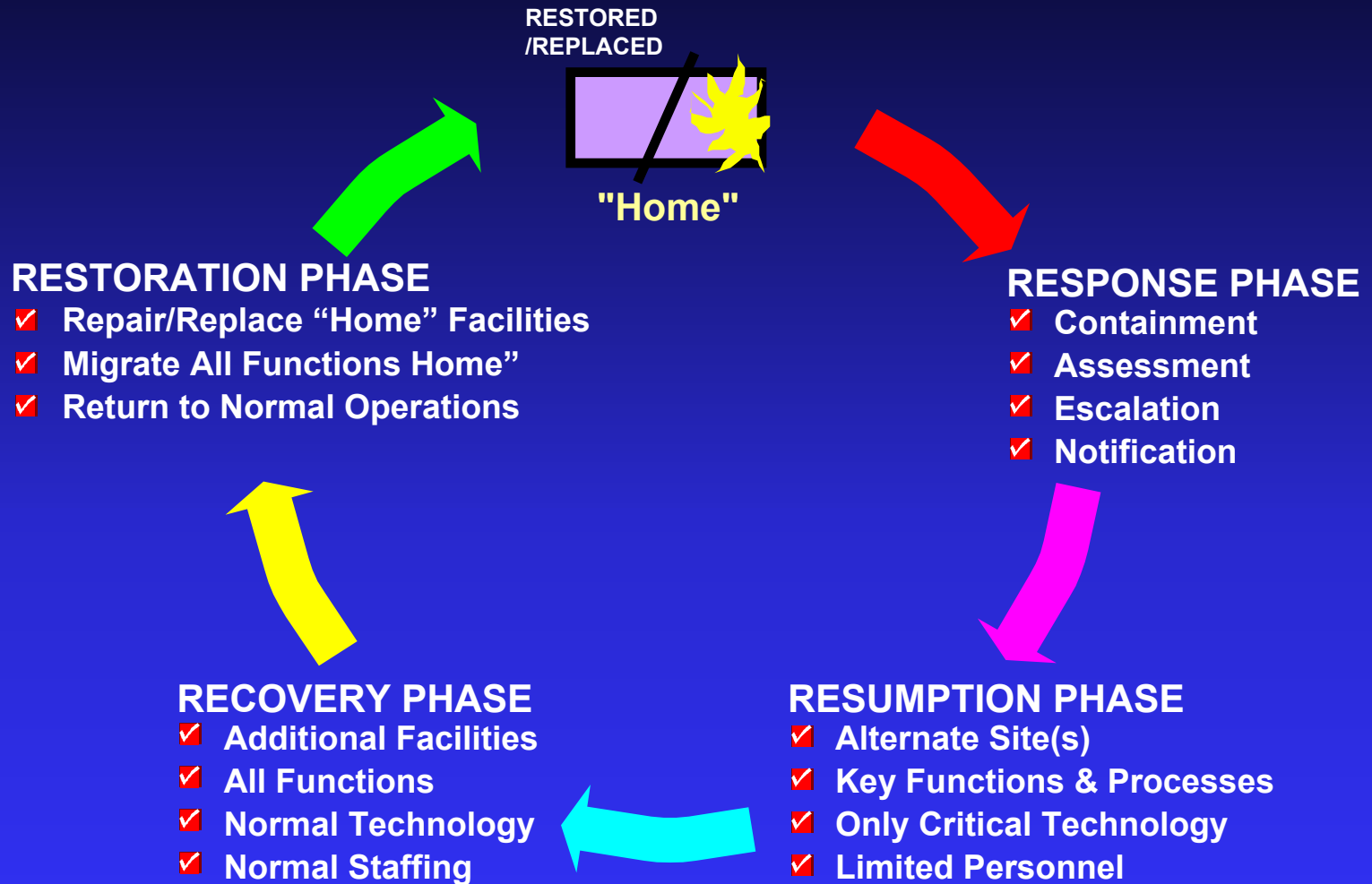
The Disaster Recovery/Business Continuity Plan

- The document that defines the resources, actions, tasks and data required to manage the business recovery process in the event of a business interruption.
- The plan is designed to assist in restoring the business process within the stated disaster recovery goals.

What's in It?



Business Recovery Cycle



NC State Approach to BCP

- Consolidate the dispersed decentralized planning processes of the colleges and business units under one umbrella for a enterprise-wide approach to campus Business Continuity Planning

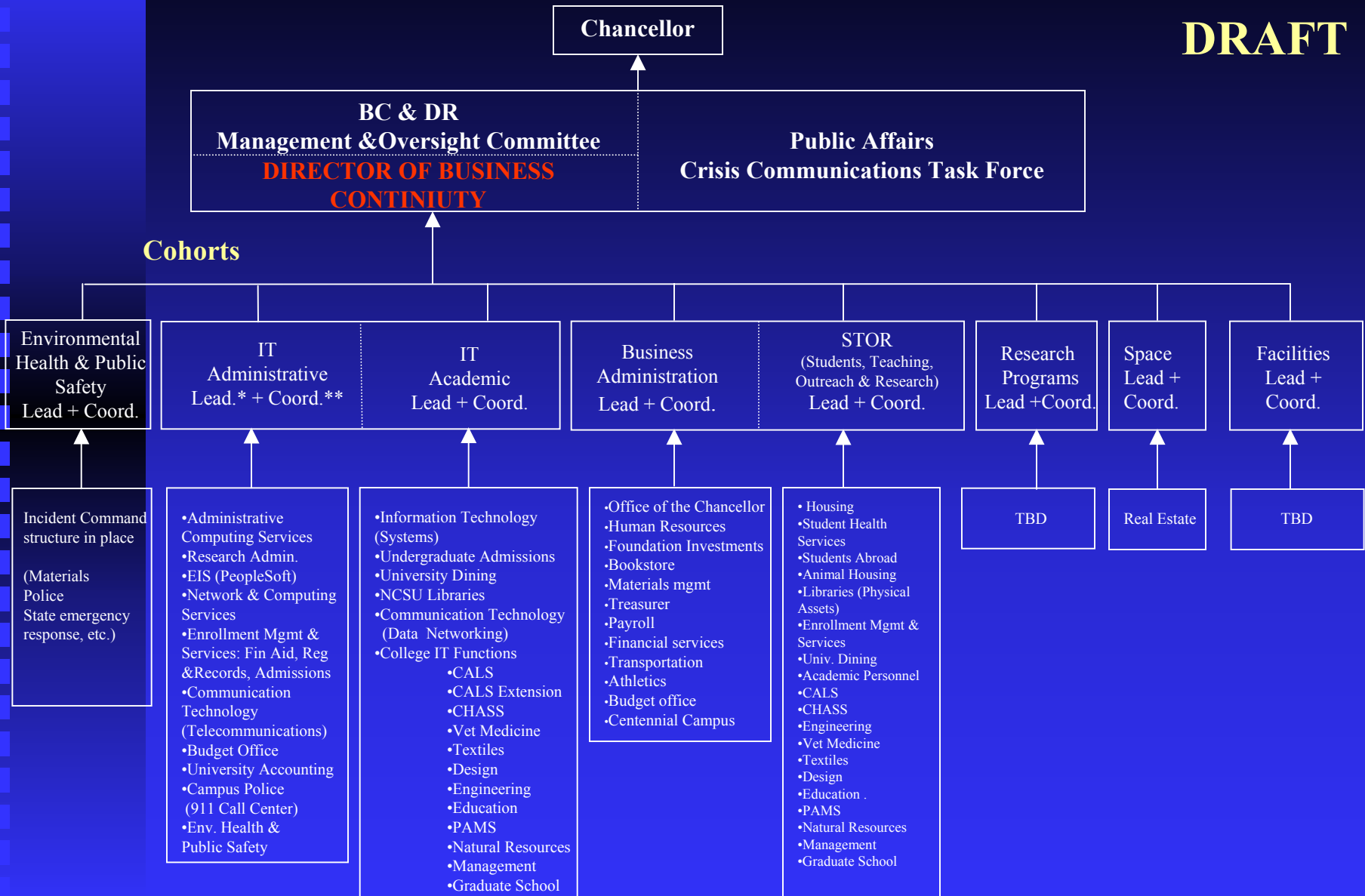
Effect

- Promote autonomy within varying business units
- Enable the BCP Director to:
 - ◆ Advise on industry best practices
 - ◆ Provide education and training to campus staff/faculty
 - ◆ Assess business recovery tools to support program
 - ◆ Establish enterprise wide program standards and policies
 - ◆ Facilitate BCP plan development and templates

Business Continuity and Disaster Recovery Planning Structure

Proposed Mission Critical Functions, Organization Chart

DRAFT



*Lead = Executive BC DRP leader of cohort **Coord.=Designated coordinator for cohort



How Can the Director of Business Continuity Help You?

Risk Evaluation & Control

- Identify potential risks to the campus
 - ◆ Failure in Information Technology, train derailment, nuclear reactor
 - ◆ Utilize external resource (Consultants)
- Define criteria for distinguishing critical vs. non-critical business processes
- Determine gaps

Business Impact Analysis

- Quantify and qualify the impacts resulting from the disruption
 - ◆ Impact to classrooms
 - ◆ Assets and personnel
 - ◆ Financial
 - ◆ Customers and suppliers
 - ◆ Legal

Developing Business Continuity Recovery Strategies

- Determine and guide the *selection* of **realistic** alternative business recovery operating strategies
- Gather requirements
 - ◆ Benchmarking
- Assess suitability of strategy against BIA
- Prepare a Cost/Benefit Analysis

Develop and Implement BCPs

- Facilitate in the design, development, and implementation of campus departmental BCPs
- Identify the components of the planning process
- Work with planning departmental teams in the implementation and testing of plans
- Provide maintenance procedures
- Involve internal audit

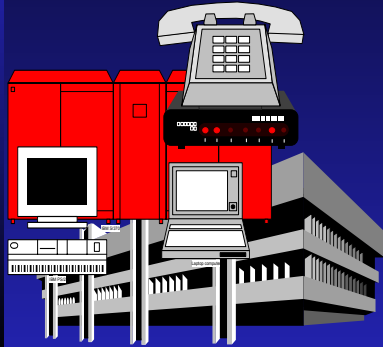
Awareness and Training Programs

- Establish objectives and components of training program
- Develop various types of training programs
 - ◆ Computer-based or classroom
- Develop awareness programs
 - ◆ Management, team members, new employee orientation
- Identify other opportunities for education
 - ◆ Conferences and seminars, user groups, publications

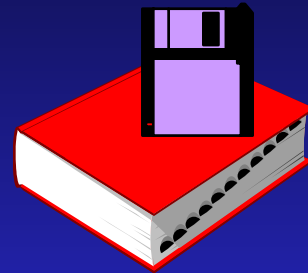
How Can the IACUC Help

- Ask that PIs, *with IACUC approvals*, develop Business Continuity Plans using a standard format (*provided by the Director of Business Continuity of EH&S*) and that the PIs work with the Director of Business Continuity to develop, test, and maintain plans.

Successful Program



Strategy



Up-to-Date
Plan



Trained
Personnel



Testing



Business Continuity!!!