

Business Continuity

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An overview of our plan on how to maintain or quickly resume functional operations during or shortly following disruptive events.

UCAR is committed to ensuring a robust and effective Business Continuity Plan (BCP) as a key mechanism to restore and deliver continuity of key services in the event of an incident. UCAR provides a framework for business continuity to follow when necessitated by natural disasters, inclement weather, business continuity issues (e.g., power outages), or exigent circumstances. These procedures are designed to ensure the safety of UCAR employees and visitors, protect UCAR property, and make possible the reopening of UCAR sites at the earliest feasible time. UCAR-wide, individual facility or program closures associated with government shutdowns, and the suspension of funding, may be considered an exigent circumstance. UCAR's business continuity plan is based on the following standards:

- U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA)
- NFPA 1600:2007 Standard on Disaster/Emergency Management and Business Continuity Programs
- ISO 22301 • NIST SP 800-34 Contingency Planning Guide for Information Technology Systems
- DRII/DRJ GAP Generally Accepted Practices for Business Continuity Practitioners

UCAR's Business Continuity Plan is owned and managed from the President's Office with assistance and support from President's Council and senior management. Senior management supports UCAR's business continuity plan and prioritized recovery activities within their area of responsibility. This includes assurance from external service providers. All staff must be aware of the Business Continuity Plan (BCP) that affects their business areas and their individual role following invocation. UCAR will implement a program of BCP training, testing, maintenance and review to ensure the relevance of the BCP strategy.

Planning Assumptions

- The BCP is designed to address a worst-case scenario, such as any single building or group of buildings becoming unusable for an extended period of time.
- A backup of critical computer systems occurs daily and these backups are sent to offsite storage regularly.

- UCAR maintains four Emergency Operations Centers (EOC) and in a declared disaster will use the closest unaffected EOC in the following order:
 1. FLA-2111, Foothills Lab Anthes Building, Conference Room 2111, 3375 Mitchell Lane, Boulder, CO 80301
 2. ML-Damon, NCAR Mesa Lab - Damon Conference Room, 1850 Table Mesa Drive, Boulder, CO 80305
 3. FL2-1003, Foothills Lab Building 2, Conference Room 1003, 3450 Mitchell Lane, Boulder, CO 80301
 4. CG-2122, 3085 Center Green Drive, Boulder, CO 80301

Objectives

- Document the critical information required for implementation of the Business Continuity Plan.
- Ensure the safety of all UCAR staff.
- Return to normal or near normal operations within a reasonable period of time after a significant crisis event.
- Develop a Business Continuity Plan structure for managing a crisis that affects UCAR operations.