Imperial College Union
Finance and Risk Committee

Thursday 21 March 2019

AGENDA ITEM NO.	21
TITLE	Business Continuity Plan
AUTHOR	Malcolm Martin
EXECUTIVE SUMMARY	The Union, being a part of the College's infrastructure benefits from the Business recovery plan which the College has in place to ensure that the activities of the Union can continue in the event of a disruptive incident. We need to ensure that any response to an incident is proportionate to that incident. First responders must not hesitate to escalate any incident to the first available senior manager. Seeing as the Union is legally part of College, the work of compiling a Union Business Continuity Plan has been deprioritised.
PURPOSE	To give awareness of the College's four stage approach
DECISION/ACTION REQUIRED	For Discussion

Thursday 21st March 2019

Introduction
Business Continuity is the capability to continue delivery of services at acceptable pre-defined levels following a disruptive incident, whether the incident is due to a problem with the building, IT or other resource.

In order to plan for the continuation of services, the College process is that we should:

1. Undertake a business impact analysis to understand how our services are delivered, with regards to the activities involved and resources used;

2. Establish and maintain a risk register for the critical resources needed to deliver these activities, to reduce the likelihood and impact of disruption;

3. Develop and exercise a business continuity plan, so when a disruptive incident occurs there is a planned business continuity solution, which has been rehearsed, for continuing the service.

The College policy states that *"no plan can hope to anticipate every possible emergency situation that might affect the College and any attempt to do so is unlikely to be either cost-effective or worthwhile."*

"The plan does not therefore seek to address any particular scenarios, but instead sets out to create a resilient organisation and a generic plan which will allow the College a flexible response to tackle any situation which may arise".

"Line management are expected to implement appropriate measures (examples might include, data backup; uninterruptable power supply to protect sensitive equipment from loss of power; dispersed storage or facilities) to improve the resilience of their activities so that in the event of an incident their services are protected and recovery more expeditiously accomplished".

"A key element of the above philosophy is the ability to assemble the people most appropriate to the management of the incident or crisis and this requires robust call out procedures".

Senior managers on site at the time of any incident are the most appropriate people to assemble.

Next Steps
1. Adapt the College Business Continuity Plan and approach (see appendix 1) in the absence of a separate written Union plan
2. Head of Finance and Resources to make contact with Alastair Lee, Head of Business Continuity
3. Complete an Impact Analysis – see attached spreadsheet

2

imperial
college
union

Appendix 1 – Four Step Approach

1. Planning.
    a. Complete an impact activity analysis
    b. Establish a call out list
2. Preparation.
3. Response.
    a. Assemble a response team, then decide the most appropriate action
    b. Escalate the incident if necessary (response should be proportionate to the incident)
    c. Use call out list
4. Recovery.
    a. A recovery team may be required for the most serious incidents