Risk and Crisis Management Planning: From Shutdowns to Shooters

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Learning Objectives

Understand the basic tenets of contingency and risk management planning.

Identify key constituents who should be included in risk management communication planning.
Research Administration

- Deadline Sensitive
- Controlled Experiments
- Animal Care
- Continuity of Research
Federal Guidance

- **Continuity Guidance Circular 1 (CGC1) Continuity Guidance for Non-Federal Entities** issued December 9, 2013
- Department of Homeland Security and other agencies
- Contract condition
Emergency Preparedness

- Safeguard People
- Raise awareness
- Assess risk
- Assign roles and responsibilities
- Training and Drills
Emergency Preparedness Planning

- Employee buy-in is critical
  - Should be employee led
  - Allow for self-selection
- Challenge is preparing for the unknown
- Focus on
  - Employee safety, first and foremost
Business Continuity Planning

- Planning is a leadership function
- Focus on:
  - Restoring essential business processes
  - Mitigating disruption
  - Getting back to work

Assessment

Plan

Continuity

Maintain

Measure
Institutional Plan

- Fits with the broader plan
  - Risk assessment
  - Identification of threats
- Unique aspects of research administration
- Remote work policy
- Scenarios
- Drills
Psychological Impacts

• Immediate impacts
• Recovery
• Stress that concern for the employee is paramount
• Ensure all staff are signed up for emergency notifications
• Encourage awareness: *If you see something, say something*
• Assign roles and responsibilities with redundancies
• Meet up place
• Accessible list of staff and emergency contacts
• Instructions for anyone with disabilities, permanent or temporary
• Inform new employees on Day 1
• Update annually or after an event
Post-event Recap

- What worked/what could be improved
- Seek input from staff
- Practice
Questions

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