



2019 ANNUAL MEETING

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Risk and Crisis Management Planning: From Shutdowns to Shooters

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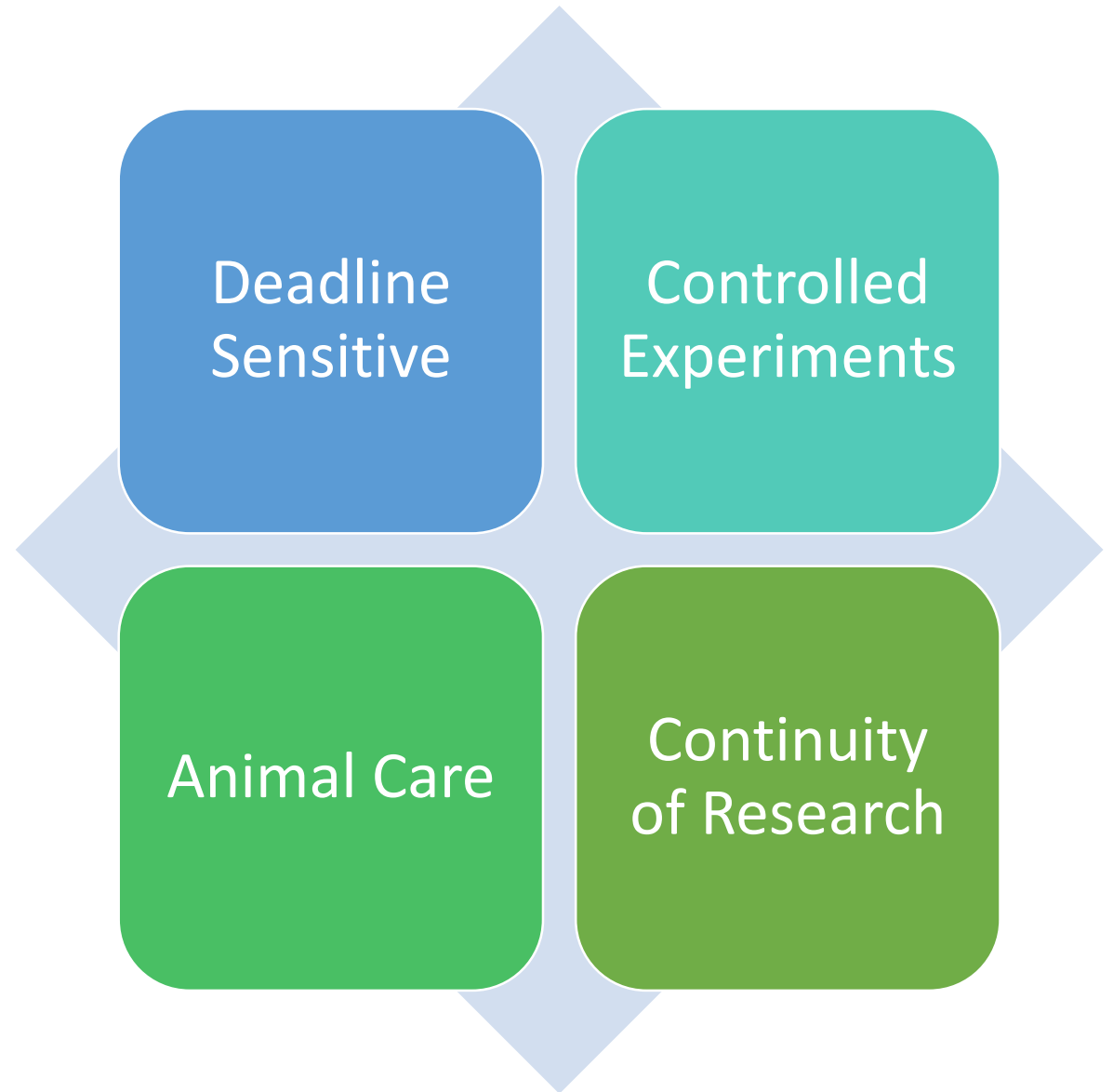
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Learning Objectives

Understand the basic tenets of contingency and risk management planning.

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

Research Administration



Federal Guidance

Continuity Guidance Circular 1

- ***Continuity Guidance Circular 1 (CGC1) Continuity Guidance for Non-Federal Entities*** issued December 9, 2013
- **Department of Homeland Security and other agencies**
- **Contract condition**
(States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)

January 21, 2009

LockOUT



LockDOWN



Evacuate



Shelter

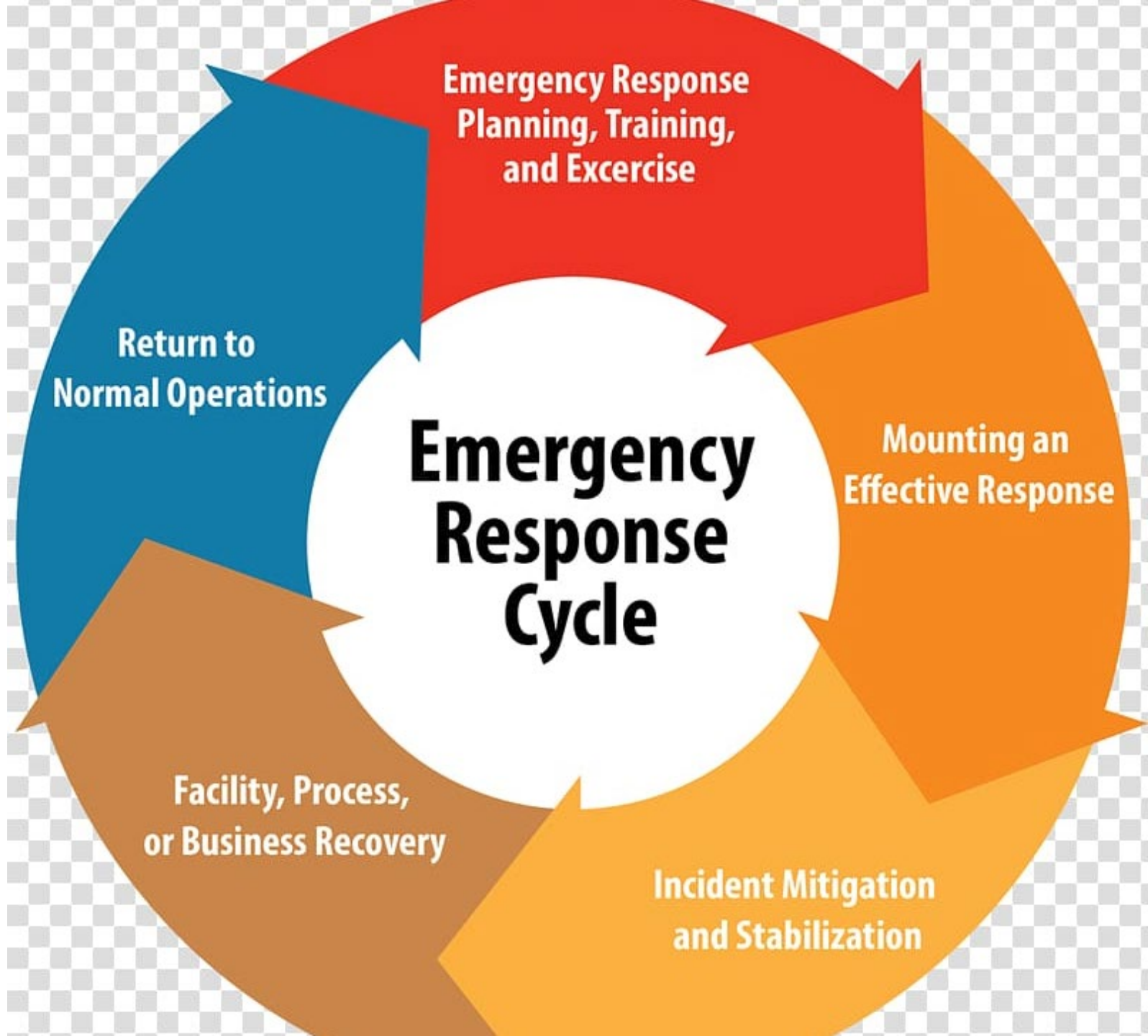


Emergency Preparedness

- 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

Business

Continuity

Plan

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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