

# 12 Key Elements For Business Continuity Plans

When it comes to continuity planning, there is no need to reinvent the wheel. To get you started, below are the key steps for any lab BCPs. Remember, each lab site needs its own separate plan.

## 01. Risk assessment and analysis

- Identify potential risks and hazards specific to your lab, including natural disasters, equipment failure, cyberattacks, power outage, chemical spills.
- Assess the likelihood and potential impact of each risk on lab ops, giving a score of [severity x likelihood] to establish priority focus areas.

## 02. Critical functions and dependencies

- Identify critical functions and processes within your lab, including experiments, sample storage, and data analysis.
- Determine dependencies on equipment, utilities, personnel, and external suppliers.

## 03. Emergency response team

- Designate and train an emergency response team responsible for implementation.
- Define roles and responsibilities for team members during an emergency.

## 04. Communication plan

- Establish protocols for notifying lab staff, management, and relevant stakeholders in the event of an emergency.
- Maintain up-to-date contact information for all employees and key personnel.

## 05. Backup systems and data management

- Implement and regularly test backup systems for critical equipment, data, and documentation.

## 06. Facility access and security

- Develop procedures for securing the lab during emergencies, including access control and evacuation protocols.
- Identify designated assembly areas and evacuation routes.

## 07. Supplier relationships and supply chain continuity

- Identify critical suppliers and vendors for lab supplies, equipment, and services.
- Establish contingency plans and alternative sources in case of supply chain disruptions.

## 08. Utilities and infrastructure

- Assess vulnerabilities related to utilities (e.g., power, water, HVAC) and develop contingency plans for maintaining essential services during outages.
- Ensure availability of backup power sources (e.g., generators) if needed.

## 09. Training and drills

- Provide regular training and drills for lab staff on emergency procedures and protocols.
- Evaluate and update training materials and procedures based on lessons learned from drills and real incidents.

## 10. Documentation and reporting

- Maintain comprehensive documentation of the BCP, including procedures, contact lists, and emergency resources.
- Establish protocols for reporting and documenting incidents, including post-incident analysis and improvement actions.

## 11. Review and update

- Regularly review and update the BCP to reflect changes in lab operations, personnel, equipment, and risks.
- Identify designated assembly areas and evacuation routes.

## 12. Regulatory compliance

- Ensure that the plan complies with relevant regulatory requirements and industry standards applicable to lab facilities.

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