



Business and service continuity planning for the M25 Consortium



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M25 Disaster Management Group: Mutual Support

- Mutual support: the promotion of continuous improvement of services to users, dissemination of good practice and provision of professional support to our staff
- Examples: the M25 Consortium Mutual support Agreement; training and exchange of experience in disaster planning; jiscmail discussion list for disaster planning representatives; the Disaster Control Plan template



M25 Disaster Control Plan Template

- First launched 1997; enlarged and enriched 2001 and 2004
- Recent content additions include text on special collections, archives and IT
- In preparation: e-resources and e-infrastructure; further text on archival and manuscript collections



M25 Disaster Control Plan Template

- Generic advice on all aspects of disaster prevention, preparedness, reaction and recovery, with pointers for local application
- Technical improvements made in 2004; further enhancements planned for 2006-2007
- New content to launch on business and service continuity planning



Business and service continuity planning for the M25 Consortium

- Complementary to disaster planning
- Institutional drivers: risk assessment, business and continuity planning; organisational resilience
- Increasing awareness in light of national events, eg, terrorism
- Growing literature on the topic
- Response to demand from Consortium members



Business and service continuity planning for the M25 Consortium

- Complementary strategic and operational content: institutional interface; prioritisation; timescales; liaison; division of responsibilities
- Designed to assist in developing local plans and decision-making
- Bibliography of web-based links



M25 Disaster Control Plan Template

New content under these headings:

- Advocacy within the institution and the library
- Roles and responsibilities: the disaster recovery manager and the business continuity manager
- Functional analysis: the who, what, why, when and how of services and operations
- Risk assessment
- Scenario planning
- Restoring an interim service: primary operations



M25 Disaster Management Group training events

- Exchange of Experience seminar for disaster planning representatives planned for November 2006: main purpose to promote awareness of business continuity via facilitated scenarios
- Other resources: disaster scenario training, IT and e-resources, special collections, general principles of disaster planning, insurance of collections



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Conclusion

- New text launch as part of additional enhancements to web pages during 2006-2007
- Disaster Control Plan Template
<http://www.m25lib.ac.uk/m25dcp>