
Disaster Response and Recovery Plan for Laboratories

Table of Contents

I. Summary of Purpose	2
II. Essential Services and Functions	2
III. Business Unit/Department Team Leader Responsibilities	3
IV. Team Leader Checklist-Normal Business Hours Response	3
V. Team Leader Checklist-After Normal Business Hours Response.....	4
VI. Department/Unit Assembly Location Form.....	5
VII. Disaster Summary Form	6
VIII. Notification of Response and Recovery Team Members	7
IX. Response & Recovery Team Checklist	9
X. Critical Vendors.....	10
XI. Recovery Box	10

I. Summary of Purpose

Disaster planning and preparedness is a fundamental requirement of good business practice and can be used to ensure that essential duties and functions can still be performed or carried out in response to major disasters. It is in each lab’s best interest to have a contingency plan in place to protect valued research in situations they may face such as power outages, severe weather, fire, etc.

II. Essential Services and Functions

A. Definition. Essential services and functions are defined as those services and functions that are absolutely necessary to keep the business unit or department operating during a disaster and critical to the department’s or research lab’s survival and recovery (consider physical space, people, and equipment).

B. Identify Essential Services.

Service or Function	Responsibility of:	Back Up Person(s)

C. Department/Business Unit:

Primary Contact:

Alternate:

III. Business Unit/Department Team Leader Responsibilities

- * Activate the Disaster Response and Recovery Plan
- * Direct the Response and Recovery efforts of your team
- * Oversee communications activities of the team
- * Set up the Department or Business Unit's Command Center to coordinate your Response and Recovery Plan. This may be at your Department/Unit Assembly Location or in another locale you designate.
- * Facilitate a regular review and revision of the plan.

IV. Team Leader Checklist-Normal Business Hours Response

- ✓ During an emergency that happens during normal business hours, follow the appropriate emergency response procedures to ensure the life and safety of all employees.

<http://www.wakehealth.edu/ehs>

- ✓ The team personnel should assemble at: _____

Primary site: _____

Alternate site: _____

- ✓ Notify Medical Center's Emergency Communication Center (ECC) at 716-9111.

Take a head count to make sure all team members are safe and available.
Have ECC notify Security immediately if anyone is missing.

- ✓ Record the information to be passed on to the Response Team members on the Disaster Summary Form (included in this packet).

- ✓ Notify Response Team. Use the Team alert list (included in this packet).

- ✓ The Team Leader should identify a work area for the team to use.

- ✓ Review the Essential Services and Functions list and determine which are affected by the event.

- ✓ Prioritize the Recovery of Critical Functions.
- ✓ Activate the Recovery Team through an initial briefing. Review the following: Disaster Summary, Recovery Priorities, and Goals and Deadlines.
- ✓ Report to the appropriate business recovery work area.
- ✓ If building, department, or unit suffered damages, recover critical resources using the Procedure to Retrieve Critical Resources.
- ✓ Prepare written status reports frequently for the department management to keep them aware of the current situation.

V. Team Leader Checklist-After Normal Business Hours Response

- ✓ Activate Department Disaster Response and Recovery Plan and notify the Response Team using the Team Alert List. Have team meet at agreed upon location below.
- ✓ The team personnel should assemble at: _____
 Primary site: _____
 Alternate site: _____
- ✓ Notify Medical Center's Emergency Communication Center (ECC) at 716-9111.
 Take a head count to make sure all team members are safe and available. Have ECC notify Security immediately if anyone is missing.
- ✓ Record the information to be passed on to the Response Team members on the Disaster Summary Form (included in this packet).
- ✓ Notify Response Team. Use the Team alert list (included in this packet).
- ✓ The Team Leader should identify a work area for the team to use.
- ✓ Review the Essential Services and Functions list and determine which are affected by the event.
- ✓ Prioritize the Recovery of Critical Functions.

- ✓ Activate the Recovery Team through an initial briefing. Review the following: Disaster Summary, Recovery Priorities, and Goals and Deadlines.
- ✓ Report to the appropriate business recovery work area.
- ✓ If building, department, or unit suffered damages, recover critical resources using the Procedure to Retrieve Critical Resources.
- ✓ Prepare written status reports frequently for the department management to keep them aware of the current situation.

VI. Department/Unit Assembly Location Form

Primary Location (within your department):	
Building:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
Security Considerations:	

Identify an alternate building, floor, and room location away from the building you normally occupy.

Alternate Location:	
Building:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
Security Considerations:	

Identify a second alternate building, floor, and room location away from the building you occupy.

VIII. Notification of Response and Recovery Team Members

A. The team leader, alternate, or assigned individual upon activation of the Disaster Response and Recovery Plan will contact team personnel using the following protocol:

- * Items to address during the notification procedure:
- * Brief description of the problem
- * Location of the Department Assembly Area
- * Phone number for the Command Center
- * Immediate actions to be taken
- * Whether or not the facility can be entered
- * Location and time the team should meet
- * All team members should carry photo identification with them at all times and be prepared to show it to security or local authorities
- * Instruct everyone notified not to make any statements to the media

B. Identify a primary and secondary person who has the authority to make business decisions on behalf of the entire department or business unit during a time of disaster or pandemic episode.

1. Call Primary

Primary:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

2. The Team Leader calls the following Secondary:

Secondary:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

C. Team Alert List

Team Member:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

Team Member:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

Team Member:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

Team Member:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

Team Member:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

Team Member:	Home:	Status:
Date/Time of Contact:	Pager:	Cell:
Emergency Contact:	Relation:	Phone:

IX. Response & Recovery Team Checklist

The following recovery actions are to be used as a guide. During a real disaster circumstances may dictate that some or all of the steps documented may have to be altered. The team leader should use his/her judgment while managing the recovery operation.

- ✓ The Recovery Team may need to contact the Information Services Help Desk (6-HELP) to find out:
 - If/When voice communications will be available at the work area
 - If/When servers will be operational
- ✓ Conduct a departmental meeting
- ✓ Contact personnel that need to report to the assigned work area
- ✓ Designate space for personnel reporting to the work area
- ✓ Consider the need for appropriate personal protective equipment (PPE)
- ✓ Implement procedures to resume time dependent functions based on the priority established
- ✓ Instruct all department personnel to carry photo identification with them at all times and be prepared to show it to security or local authorities
- ✓ As progress continues during the recovery operation, the team should be prepared to move back to the affected facility and resume normal business operations

X. Critical Vendors

Product/Service:	
Vendor Name:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No:
Comments:	

Product/Service:	
Vendor Name:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No:
Comments:	

Product/Service:	
Vendor Name:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No:
Comments:	

Product/Service:	
Vendor Name:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No:
Comments:	

XI. Recovery Box

Consider creating a “recovery box” for your business unit. This Recovery Box should contain specific items that your business unit would need if your building were not accessible.

Some items that could be contained in this box include:

- * Copies of forms your business unit would need right away.

- * Copies of Procedure Manuals
- * A small supply of unique supplies your business unit would need right away

This box must be stored at an off-site location. The box and an inventory of its contents are both critical records and should be documented as such.