

# UCAR Business Continuity News

## Business Continuity FAQs

### **What does the UCAR Business Continuity Corporate Management Team Do?**

When a disaster occurs the team assembles at predetermined locations and oversees and communicates the corporate response. This includes the immediate preservation of life as well as restoring business operations.

### **Why do we need a "team"?**

In a disaster someone has to make decisions, deploy personnel, allocate money and resources and prioritize emergency response activities and communicate with the rest of the world. This is too much for one person, hence the team.

### **Does everyone on the team assemble in an emergency?**

Yes and no...at a minimum all primary members should assemble. If a primary member is not available then their alternate takes their place...but not both. See the attachment for a list of primary and alternate members.

### **Who leads the "team"?**

Rambo, that's who. Actually, I coordinate the activities of the team. However, the President's Council representatives make high-level management decisions with appropriate input from the team. I try to lead, coordinate, inform and communicate the decisions made. The hardest part of my job is keeping you (management team) out of the way of the technical experts. The team makes decisions others implement those decisions.

### **What constitutes a disaster?**

A disaster is anything that has significant impact on corporate operations. It could be a flood, terrorist attack, loss of power, large winter storm, a chemical spill, hostage situation, kidnapping, plane crash, public relations incident etc. It is unlimited.

### **Who declares a disaster?**

When something bad happens, any member of the president's council or the business continuity director (me, Rambo) can declare a formal disaster. Once declared, I Rambo, contact and assemble the rest of team. Declaring a "disaster" is not only the most important decision but also often the hardest. There are no hard and fast rules on what constitutes a disaster. Often times it's a "gut" call. More information will be published on this complex issue.

### **How will we know what to do?**

There are many more articles and informational packets like this to come. Stay tuned. I will also provide hands on training. Several times a year we hold mock drills. Its all fun and the fun never ends.

Well, there you have it. This is your basic introduction to bone head business continuity 101. Seriously, you are all better prepared than you think. More information will follow in the coming days, weeks and months...

# UCAR Business Continuity News

## Corporate Management Team

The following is a list of UCAR's Corporate Management that will meet at the command center following a disastrous event at any of its facilities. They will be the first group assembled to begin the process of determining the extent of the damage and the length of time it will require to become functional.

**(Only primary or alternate participates; not both)**

**(Note that the Area Code is 303 unless otherwise noted)**

<u>Function</u>	<u>Primary/Alternate</u>	<u>Work/Home/Cell Phone #'s</u>
<b>Presidents Council *</b> <b>(Can declare a disaster)</b> (1 or all may assemble choice of Acting President)	Katy Schmoll Larry Winter Jack Fellows Rick Anthes Tim Killeen	
<b>Corporate Business Continuity Coordinator</b>	Steve Sadler Bob Roesch	
<b>Human Resources Alternate</b>	Bob Roesch Terry Woods	
<b>Health Envir &amp; Safety Alternate</b>	Milenda Powers Steve Sadler	
<b>Physical Plant Services Alternate</b>	John Pereira David Maddy	
<b>Information Technology Alternate</b>	Shawn Winkelman Karl Werner	
<b>Accounting Alternate</b>	Melissa Miller S. Richards-Craig	
<b>Legal Alternate</b>	Meg McClellan Alex Preiser	

# UCAR Business Continuity News

**Insurance** Angie Garcia

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**Contracts** Jeff Reaves  
**Alternate** Angie Garcia

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**Administrative Assistance** Betty Valent  
**Alternate** Liz Kriete  
**Alternate** Susan Montgomery-Hodge

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**Media Communications** Lucy Warner

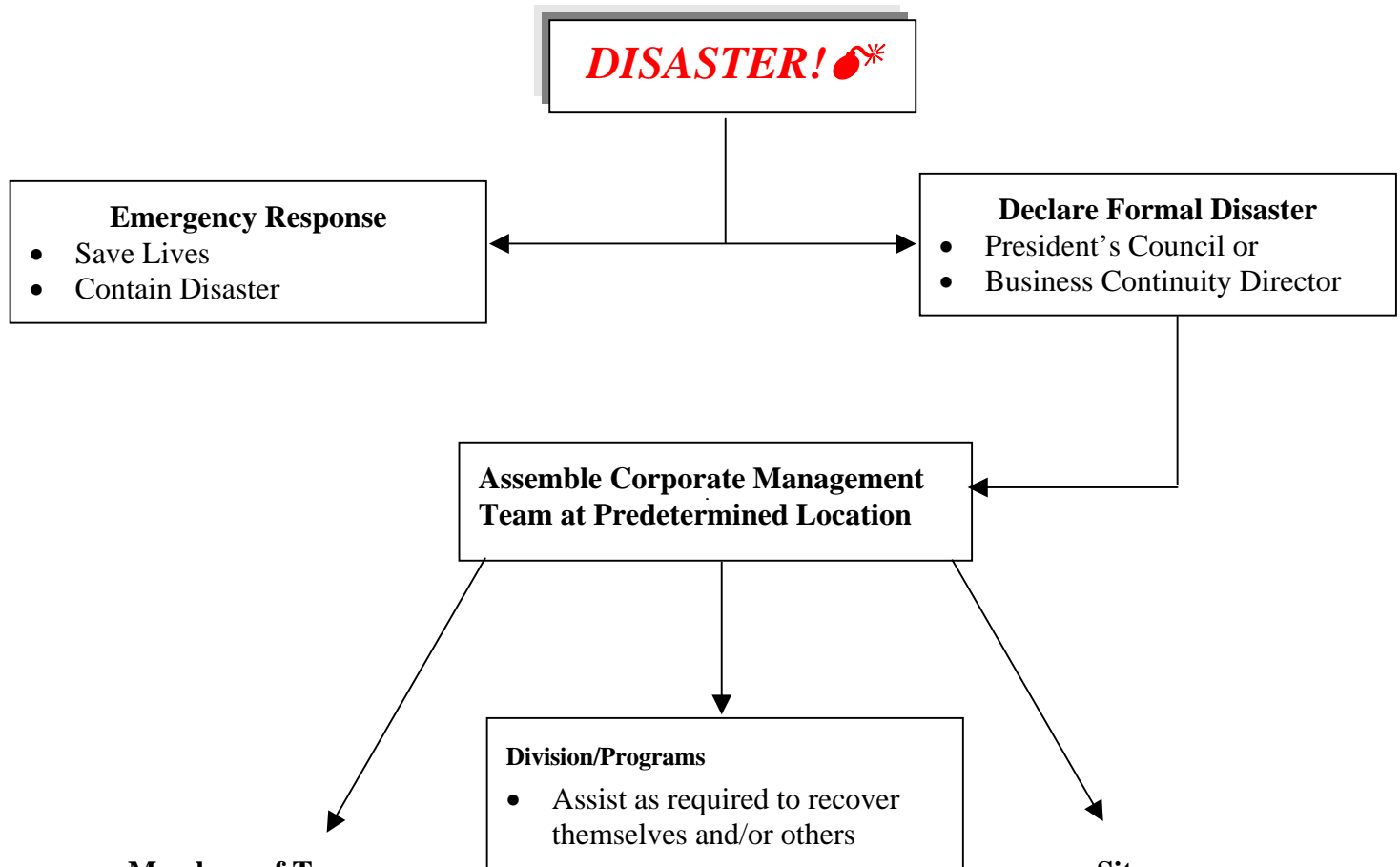
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**Network Security** Al Kellie

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**NETS** Marla Meehl  
(See related web documentation at <http://www.scd.ucar.edu/nets/>)  
Jim Van Dyke

**UCAR Business Continuity News**  
**Business Continuity Response Plan**



**Members of Team**

- Presidents Council
- Security
- Health Environment & Safety Services
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- Corporate Business Continuity Coordinator
- Bldg.
- Information Technology
- Physical Plant Services
- NETS
- Network Security
- Contracts
- Insurance
- Legal
- Human Resources
- Accounting
- Media

**Sites**

- Mesa Lab
- Foothills Lab
- Center Green
- Fleischmann
- RAF
- Jeffco

**Safety & Security Information Hotline**

**303-497-1100**