

# Analysis Paralysis-Developing A Business Continuity Plan

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Site Services



# Getting to Know A Business Continuity Survivor

- Health, Environment and Safety for 32 years
  - BS-Microbiology
  - MS-Air Pollution.Industrial Hygiene
- Worked for Regulatory agencies 3 years
- Built Bombs at Rocky Flats for 9 years
- UCAR/ NCAR:
  - Safety Director
  - Event Services
  - Logistics Operations
  - Transportation/Shuttles
  - Workers Compensation

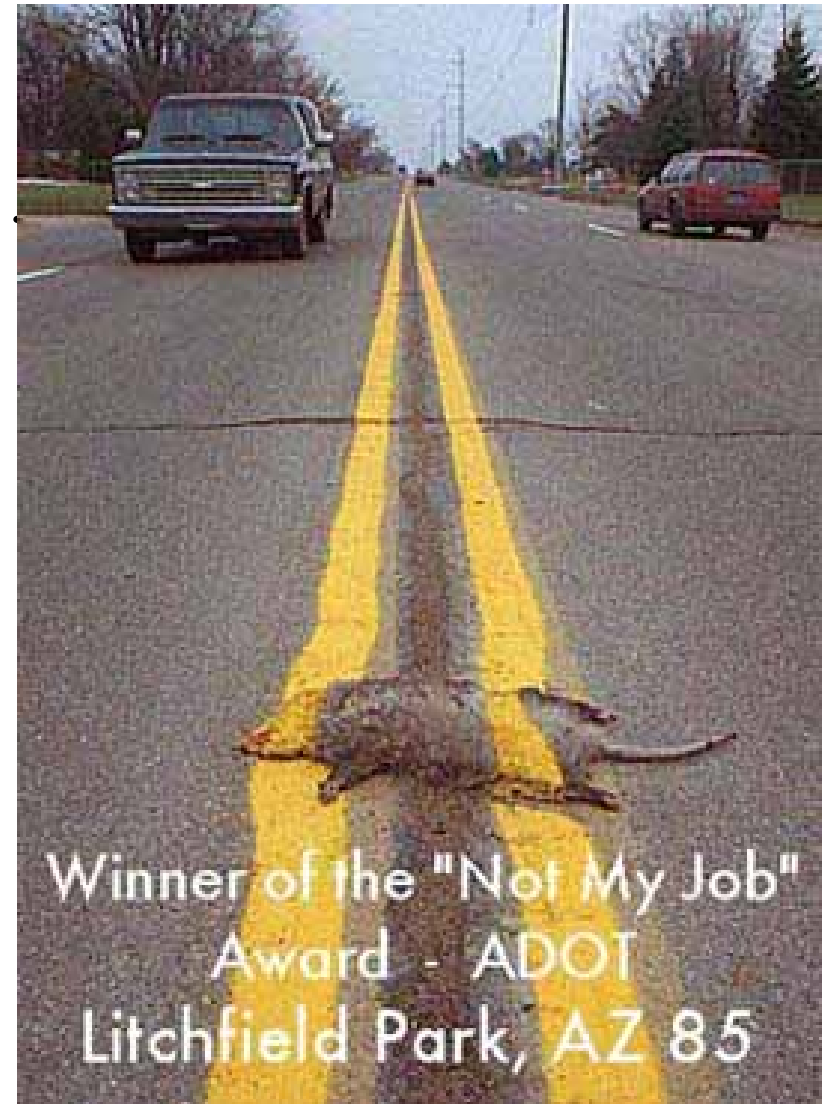


**Business Continuity Director (Left)  
and Trainee (Right), Brazil 1998**

- Security
- Reception/Front Desk/Bank
- Business Continuity

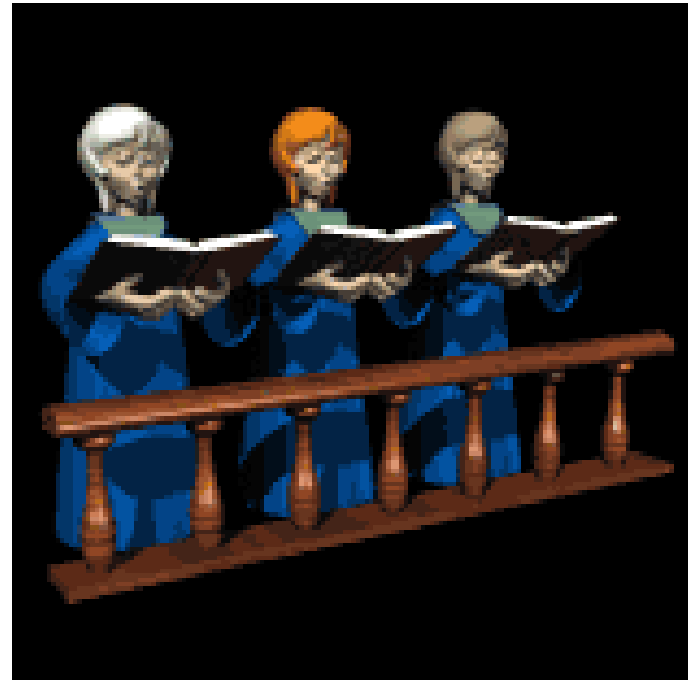
# Brief History of Business Continuity Planning at UCAR

- Audit Recommendation-1995
- 1995-2000- 5 planners come and go...
- 2000- Start of current plan
- October 2001- 1<sup>st</sup> planned exercise
- September 11, 2001
- 2002-03 Plan revisions
- 2004-Plan tests
- 2005-Plan revisions
- 2006-Plan audit



# What Is a Business Continuity/Disaster Recovery Plan?

- Right People
- Right Place
- Right Time
- Right Resources
- On the right page of music and...  
“ get the heck out of their way”.



# Topics

- Who should “do” the plan
- How to get started
- How do you get help
- What are really the necessary parts of a plan
- Where does it all fall apart

Costs, time, effort,  
frustrations



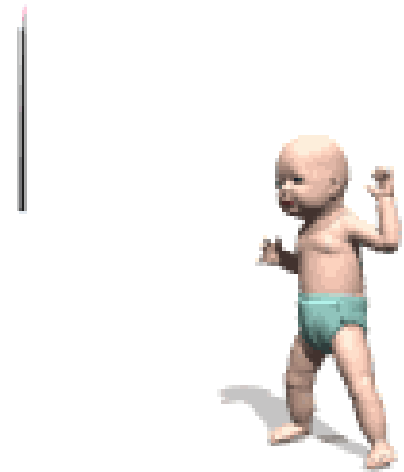
# Deciding Who Does the Plan

- Your laziest person
- Your least technical person
- Your busiest person





# First Baby Steps in Getting Started



- Find out what people “really” worry about
  - Paycheck
  - Email, Internet
  - Phones
  - Pay Vendors
  - Reputation
  - Funding Agencies
  - Equipment
- May have to focus and refocus them

## •Critical questions

- “What can go wrong and for how long that will cost you your job?”
- What resources are absolutely essential?
- What would keep you from responding to disaster recovery?

# Pro's and Con's of Hiring a Contractor to Develop Your Plan

- Con's
  - Doesn't know your organization
  - Looking for a gravy train
- Pro's
  - No extra staff
  - Job will get done
  - Fresh set of eyes
  - Job will get done
  - No extra staff
  - Trains existing staff

# Some Suggestions When Hiring a Contractor

- RFP: Business Impact Analysis may not be necessary
- Motivational seminar may not be necessary
- Smaller may be better
  - \$90,000 vs. \$600,000
- Watch out for electronic programs
  - \$5k-\$55K



# Identify Assumptions and Dependencies and Test Them

- Make people tell you when they ASS-U-ME Something
- Test Every Assumption
- Who is depending on Who? And do they know It?
- Test Dependencies



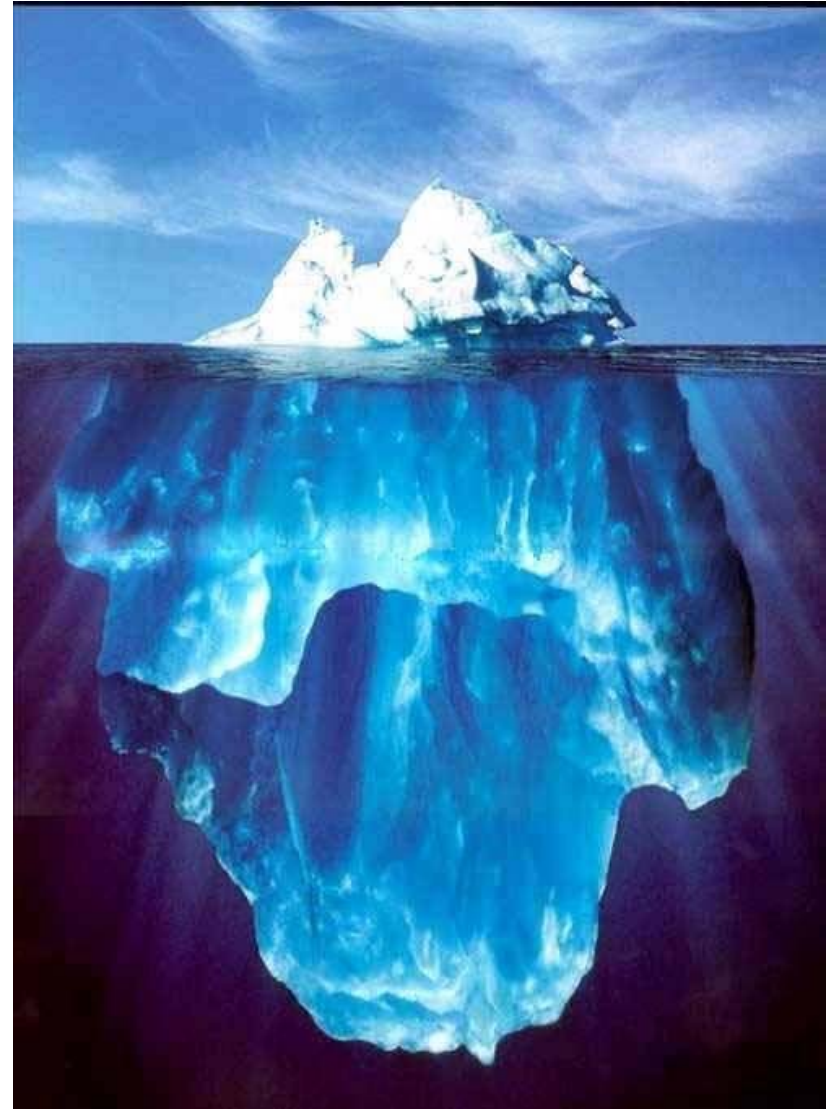
# When Do You Stop?

- Never, test and update every 6 months
- Go back to your first interview and determine if “needs have been met”



# Costs, Time, Frustrations

- Cost for contractor \$80-100K
- Cost for software \$5K
- Time for on-site coordinator 6-9 months over 2 years
- Time from beginning to first test 12-16 months
- Frustrations:
  - Too many copies of plans to update
  - Too much buy-in, too complex
  - Everyone worries about somebody else's plan
  - Tests are the hardest part of Business Continuity



# Business Continuity- Expect the Worst and Hope for the Best



Questions???