

Introduction to Business Continuity Planning at the LSE

Business Continuity Planning is:

Developing the capacity to respond to incidents so that disruption to the business is minimised and core business and critical activities are recovered as quickly as possible.

What do I need to do?

- Be familiar with the basics of the MIIRP and know where to find it.
- Be familiar with your department/division's plan and know where to find it.
- Have enough general awareness to be able to think about the risks in your own area.
- Know who your department/division rep is.



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■ How does it work in the School?

- The actions senior management will have to take in the event of a serious incident which affects the normal working of the School are set out in a number of policies, including the Major Incident Initial Response Plan (MIIRP).
- Each department and division must have a local business continuity plan of some kind for recovering its operations following an incident.
- Each department/division nominates a business continuity rep to liaise with the School's Director of Business Continuity, Andrew Webb.
- The reps attend an Executive Group chaired by the Director of Business Continuity to give an account of how they exercise responsibility for their local business continuity planning.
- Overall responsibility for business continuity in the School rests with the Business Continuity Steering Group, who are responsible to the Director and the School Council.

■ Why does the School need to do it?

- To safeguard staff, students and the School's activities professionally, reputationally and as part of its duty of care.
- To ensure the School's critical business suffers minimal disruption and that normal business is resumed as soon as possible.
- To comply with business continuity standards requested of us by other organisations.
- To provide disaster recovery plans which are now required by many grant giving bodies.