



REPORT TO THE LIBRARY BOARD

MEETING DATE: Wednesday, April 16, 2008

Session:	Public Session
Subject:	Business Continuity Plan Policy
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Presented By:	Anne Becker
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

Recommendation

It is recommended that this report be received by the Library Board and that the recommended policy be approved.

Issue / Opportunity

Business Continuity (BC) & Emergency Response (ER) Management is a holistic management process that identifies potential impacts that threaten our organization and provides a framework for building resilience and the capability for an effective response to an emergency that safeguards the interests of our key stakeholders and our assets.

BC and ER must be owned and fully integrated into the Library as an embedded management process. By identifying, in advance, the potential impacts of a wide variety of sudden disruptions to our organization's ability to operate we are able to prioritize the efforts of various other specialists aiming to achieve resilience in their areas of expertise such as security, facilities and IT.

The Case for Business Continuity Management

"It won't happen to us", "We will cope - we always do", "Nothing happens in London" and "We are not a target" are frequent responses by businesses when questioned about their lack of preparedness. Others believe their insurance company will pay for everything. Most think they haven't got the time to prepare for something that will never happen. History suggests that these responses are based on false assumptions.

Current Situation

London Public Library currently has excellent BC & ER practice guidelines and policies in place, related to:

- Health & Safety
- Fire Safety

- Security
- Emergency Protocols (i.e. severe weather; fire; theft; lockdown, etc.)
- Incident Management & Reporting, etc.

Nevertheless, it is critical for London Public Library to further develop a comprehensive plan that will fully address the four distinct phases of integrated business continuity management, including risk mitigation, preparedness, response and recovery. A substantial amount of work has already been completed on the plan, however incremental effort is required to develop detailed action plans.

Recommendation

The board means policy, entitled ***Business Continuity Plan Policy***, is attached for board review and approval. This Policy has been developed to ensure that all library personnel, customers, assets and facilities are safeguarded during an emergency or disruption to library operations and to ensure that guidelines are in place as it relates to the continuity of critical business processes and crucial data systems. The policy is high level and strategic and articulates a set of BC principles, guidelines and minimum standards, thus laying the foundation for the BC & ER operational action plan and checklists that will be finalized in the next 4-6 months.