

Research Continuity Self-Assessment

Use the following questions to evaluate the effects a disruption would have on your lab or research space. Disruptions could range from a building fire, to a sprinkler leak, hard drive crash, or loss of regular workforce due to sickness. What steps would you take to protect and sustain your research?

Topic	Question	Answer
Communications	Do you have and distribute a contact list of all important people who might need to be in contact with each other after a disruption?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially/Somewhat <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Does not apply Comments:
Backup of Research Data	Do you back up your important research and instructional documents & data in a different location so that they are retrievable in the event their primary location such as a server, office, or computer is destroyed?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially/Somewhat <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Does not apply Comments:
Availability of resources used in research	Have you made arrangements to protect your research in the event normal service providers, materials, and/or utilities, are not available? For example, coping with the loss of refrigeration, loss of HVAC, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> Partially/Somewhat <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Does not apply Comments:
Alternate Location	If a disaster forced your building to close for lengthy repairs, are you able to conduct at least part of your research from another remote location? This could include having a collaborator in a different region who can be a backup for you.	<input type="checkbox"/> Yes <input type="checkbox"/> Partially/Somewhat <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Does not apply Comments: