



Date: July 25, 2014

To: School and Center Leadership

From: Vincent Price
Craig Carnaroli

Re: Mission Continuity Tabletop Exercise

In 2009, Penn initiated a Mission Continuity Program to develop a sustainable, University-wide program to uphold the core missions of the University (research, education, service) and to resume programs and systems that may be impacted, or threatened, in the case of an outage or disruption to normal services. In order to test mission continuity plans, we are asking all Schools and Centers to participate in a University-wide tabletop exercise. Our goal is to see that institutional operations are prepared to continue in support of the University's mission should an event occur that results in the loss of facilities, staff, or systems.

We have announced this tabletop exercise at the Senior Roundtable and in other venues including a recent meeting of the Association of Business Administrators and at the monthly Mission Continuity User Group meetings. Each School and Center has identified a Mission Continuity Representative who has been charged with overseeing the development and recording of detailed continuity plans. Your representative is XXX. Many Schools and Centers activated their plans in response to Hurricane Sandy in October of 2013 as well as other events, thus demonstrating the value of planning.

The University-wide tabletop exercise is to be conducted between August 1st and the end of the Fall 2014 semester. Each School or Center will conduct its own exercise – each a single 90-minute to two-hour session – which includes those members of your organization who are critical to the ongoing operations of your School or Center. Some schools will decide to have multiple tabletops, given the size and diversity of their School. Our team will work with your representative to provide guidance and the scheduling of a professional facilitator to help with the exercise.

In upcoming weeks, your Mission Continuity Representative will receive additional information from the Mission Continuity Tabletop Exercise Steering Group. The Group will assist your staff in scheduling your exercise as well as providing the facilitator. At the conclusion of your exercise, we will ask your representative to complete a brief survey about the exercise and report back on lessons learned.

The entire University benefits from having consistent, standardized mission continuity plans in place. Should adverse events occur, these plans will provide the information necessary to assist Schools and Centers resume their operations as quickly as possible. This tabletop exercise will allow you to see how

the individual plans your organization developed will work and will keep us prepared for a major incident.

We appreciate your continued support of this initiative.

Cc: MCP Representatives
Mission Continuity Tabletop Exercise Steering Group