



Continuity *for Principal Investigators*

The goal of continuity planning is to reduce or eliminate the impact of a disruption. **What is a disruption?** A disruption is any event that inhibits the normal operations of the university. Some examples of disruptions include the COVID-19 pandemic and the February 2021 Winter Storm. Disruptions may occur on a smaller scale as well, such as a localized flood, construction, equipment malfunction, or a flu outbreak amongst your team. **Continuity planning can help reduce or eliminate the impacts of these disruptions and ensure you are prepared for any scenario you may encounter.**

This checklist provides a series of actions you can take now (as a researcher) to help ensure continuity of instruction, regardless of the incident.

- Assess your research and identify where there may be vulnerabilities in your processes.
- Create a list of emergency contacts applicable to the lab (vendors, veterinarians, assistants, etc.).
- Establish lines of succession for your lab; that is, who would be an appropriate substitute if the Principal Investigator(s) is/are absent?
- Make sure all important work is backed-up on a secure, cloud-based system, in case of a computer crash. Make sure documents you may need during an Internet outage would still be accessible.
- Ensure critical research equipment is connected to back-up power.
- Create or contribute to a Research Continuity Plan that details how research activities will be continued during a disruption.