**BioData Innovation Centre – Business Continuity Planning**

**Critical Incident Preparation for Coronavirus, March 2020**

**Prepared by Jo Mills, Entrepreneurship and Innovation Centre Manager**

**Objective of this BCP**

The BioData Innovation Centre (BIC) provides office space on Campus for a number of companies innovating in Genomes and BioData and draws upon the services of the wider Campus to enable its operation. Under the terms of their lease, each company within the BIC has responsibility for developing and implementing their own Business Continuity Planning so the objective for this BCP for BIC is to:

* Complement the main Wellcome Genome Campus Business Continuity Plan and assist the Campus Major Incident Management Committee,
* Highlight the role of the BioData Innovation Centre Team in communicating with BIC company BCP leads along with communication methods in the event of a disaster to ensure the health and safety of their staff and visitors and within the recovery period,
* Maintain a current list of the BIC Company BCP leads and their contact information (updated March 2020) and a list and contact information for staff who would require access to Campus to support critical work (see Appendix),
* Highlight potential impacts on the business operations of BIC Companies in the event of a Campus closure as a result of the **current Coronavirus outbreak only** where a short closure (of 2-3 days) is the most likely scenario and the need for critical staff to access the Campus (see Appendix).

**BIC BCP lead contacts and communications flow**

BCP lead contacts for each of the companies within BIC are listed within the Appendix and this list aligns with the Campus BCP contact list.

In the event of a disaster or Campus closure BIC BCP Leads will be initially notified by the Campus Major Incident Management Committee and will also receive updates directly from the Committee as the situation develops. BIC BCP leads are responsible for the co-ordination of communications with their wider teams to implement their company BCP in accordance with their own company policies.

All BIC BCP leads are included within a ‘What’s App’ group which is administered by Joanna Mills (Entrepreneurship and Innovation Centre Manager) and Anca Belu (Events and Projects Co-ordinator, BioData Innovation Centre) to provide additional customer service to BIC companies by:

* Enabling complementary communications to the BCP leads alongside those made by the Committee (see example message below).
* Allowing the BIC team to respond to queries from companies and assess the impact of Campus closure on their business operations
* Supporting communications and information flow to BIC companies during the recovery period.

**Draft initial Message within What’s App group (to be amended based upon scenario)**

This is a message for all BIC BCP Leads from Jo Mills/Anca Belu of the BioData Innovation Centre team to advise that The Wellcome Genome Campus Major Incident Management Committee has decided that no staff should come onto Campus, under any conditions, until further notice. This is due to [include brief details of disaster]. We recommend that you implement your company BCP with immediate effect and advise your team of the situation. As a BCP Lead you will receive further information directly from the Committee as the situation develops, but please use this group to raise any concerns or questions or if you require assistance from our team.

**Campus-wide Communications through ‘Hinx’**

Because the health and safety of all staff on Campus is the primary concern, Campus-wide communications will use the ‘hinx’ system which includes use of the bic@wellcomegenomecampus.org email alias to reach all BIC colleagues. This brings together aliases for all entities within BIC (including hot desk members) and it is the responsibility of each company to maintain their alias list and of the BIC team with regard to the hot desk member list.

Two current BIC companies also have operations in other buildings on Campus and the arrangements regarding communications to these staff are as follows:

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| **BIC Company** | **Other Campus Location** | **Campus Communication** |
| Illumina | Ogilvie Building, Genomics England Lab | Illumina BCP Leads and Team Leaders receive BIC emails and are responsible for cascading to Illumina staff on Campus |
| Microbiotica | Sulston Building, Laboratories | All Microbiotica staff are included in the BIC email alias |