Services

If Disaster Strikes, Xilinx Is Prepared

War, natural disasters, terrorism, economic ruin, and other catastrophes can't be prevented, but their effects can be attenuated. Xilinx has in place a Business Continuity Program designed to minimize the impact on your business.



by Alicia Tripp Manager, Business Continuity Program Xilinx, Inc. *alicia.tripp@xilinx.com*

Our customers depend on us – and you expect us to provide reliable product and consistent service, even in the event of a disaster or interruption to our business. For these reasons and for the benefit of our stakeholders, we incorporated the Business Continuity Program (BCP) into the Xilinx culture in June 2000. The BCP is a corporation-wide initiative that is supported by our Board of Directors and throughout our employee population.

We began the program by conducting a business impact analysis (BIA) and a threat and risk assessment (TRA) to determine the critical business processes within the company. In addition, the BIA and TRA provided an understanding of the impact of the loss of one or more of the critical functions. Once the analyses were completed, more than 80 departmental recovery plans were developed. The recovery plans are the road maps that will allow us to continue providing products and services to our customers during a major disruption. Incident management teams (IMTs) are one of the most vital parts of the Business Continuity Program. We have located IMTs strategically throughout the Xilinx enterprise. Each team consists of members of functional business units within the company such as Human Resources, Legal, Purchasing, Security, Facilities, Risk Management, Accounting, and Safety. The IMTs are responsible for handling the event, from the time of a disaster through recovery and restoration activities. The purpose of the IMTs is to protect the health and safety of our employees, to guide the company through a crisis, and to provide a structured organization for overseeing the response. These teams will convene during a major business interruption to assess the situation and determine if a disaster should be declared and whether or not to launch departmental recovery plans.

Incident management teams convened four times in less than 48 hours after the September 11, 2001, terrorist attacks to make plans to assist our employees. We were able to have counselors on site, and travel representatives helped employees traveling on business to schedule return flights home.

The Business Continuity Program has been successfully integrated into our business culture – in large part, because of the toplevel support from executive management. From the very beginning, our executive staff has been onboard to make sure the program goals and objectives are achieved.

The BCP includes an executive awareness and ongoing plan development that helps our executive officers to continue to be involved and ready to respond. This executive awareness plan will allow Xilinx to prop-

> erly manage any incident from the time a disaster is declared through recovery and restoration activities.

Recovery plans and IMTs are exercised on a regular basis. By developing and actively maintaining the Business Continuity Program, we

are prepared to limit the effect a long-term business interruption might have on Xilinx – and to mitigate the impact on our customers.

Please contact your local sales representative for additional information. Σ