

Department of Biology

CONTINUITY PLAN

Listed below are the major sections of a Continuity Plan. Your department may choose to include or exclude certain sections. Hence it is possible that one or more of these sections may not appear in this plan document.

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To edit this plan section, use these tabs of the on-line tool - Plan Home, Step 1, Step 2.

I. GENERAL INFORMATION

Department Department of Biology

Parent division L&S, Division of Biological Sciences

Type of unit Instructional
Research

Personnel count 28 Faculty & other academic appointees
0 Residents/Fellows
10 Staff (full-time)
2 Staff (part-time, excl. student-staff)
6 Student-staff
0 Volunteers
0 Guests
0 Other

Head of unit Joan Miller
Chair

Primary contact(s) for this plan Thomas Hernandez

Secondary contact for this plan Yvette Chihara

Cost center

Buildings Higgins Hall Owned Floors 2 thru 6

Evacuation plans for all buildings? Yes

Comment

Critical functions 1 Instruction -- Critical 3
2 Research -- Critical 2
3 Payroll -- Critical 2
4 Purchasing -- Critical 2
5 Donor Relations -- Critical 3
6 Publish the quarterly journal "Biology Today" -- Deferrable

Definitions:

Critical 1: must continue (life, health, security)

Critical 2: must continue, perhaps in reduced mode

Critical 3: pause if forced, but must resume in 30 days or sooner

Deferrable: resume when conditions permit

To edit this plan section, use the
Step 2 tab of the on-line tool

II. CRITICAL FUNCTIONS

Critical Function # 1

Name

Instruction

Description

THIS PAGE CONTAINS NO DATA. DATA FOR THE "INSTRUCTION" CRITICAL FUNCTION ARE PRESENTED LATER IN PART IV.

Who performs this?

Responsible person(s)

Peak periods

Comment

Documents

Upstream dependencies

Downstream dependencies

Possible consequences if this function is not continued or recovered quickly enough

How to cope if usual space is not available

How to cope with 50% absenteeism of staff and faculty

What to do if certain skills/knowledge are held by only one staff member (unique skills)?

Can this function be performed fully or partly from home?

How to cope if data network is not available

Any show-stoppers?

If University declares temporary closure, is it possible to stop doing this function?

Do any of these coping strategies expose the University to risk?

Policy exceptions that may be needed

Additional vulnerabilities

Action items for this function

To edit this plan section, use the
Step 2 tab of the on-line tool

II. CRITICAL FUNCTIONS

Critical Function # 2

<i>Name</i>	Research	
<i>Description</i>	Faculty research & graduate student research, including staff support.	
<i>Who performs this?</i>	N.A.	
<i>Responsible person(s)</i>	Faculty	
<i>Peak periods</i>		
<i>Comment</i>	Professors would typically continue their research in any fashion possible. Few faculty would see themselves as "shut down."	
<i>Documents</i>	See Document List (Appendix A)	
<i>Upstream dependencies</i>	EH&S, Sponsored Projects Office, Extramural Funds Accounting, Information Services & Technology (IS&T), Physical Plant-Campus Services, Campus libraries	
<i>Downstream dependencies</i>	Faculty, Students	
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Disruption of teaching	
	Disruption of research	
	Departure of faculty	if there is prolonged inability to do teaching & research
	Departure of students	

Any show-stoppers?

If University declares temporary closure, is it possible to stop doing this function?

Yes

Do any of these coping strategies expose the University to risk?

If research projects are unable to continue for any extended periods of time, funding could be threatened by lack-of-performance. To control this risk, communication with granting agencies should be established ASAP after the crisis hits.

Policy exceptions that may be needed

Granting agencies might be asked to alter/waive conditions of grants to allow recovery periods.

Additional vulnerabilities

None.

Action items for this function

See Action Item List - section VI

SAMPLE PLAN FOR A TYPICAL (FICTITIOUS) DEPARTMENT

Continuity Plan For Department of Biology

Policy exceptions that may be needed

No policy exceptions needed at department level. Central Payroll will obtain any needed exceptions at its level.

Additional vulnerabilities

(1) Failure of Central Payroll. (2) Prolonged absence of both payroll assistant and backup substitutes.

Action items for this function

See Action Item List - section VI

To edit this plan section, use the Step 2 tab of the on-line tool

II. CRITICAL FUNCTIONS

Critical Function # 4

<i>Name</i>	Purchasing	
<i>Description</i>	Procuring all departmental supplies & equipment. Department purchasing assistant uses one of three processes to make a purchase: (1) Campus purchasing card (P-Card). (2) Purchase Order created by purchasing assistant within Berkeley Financial System (BFS). (3) Purchase Requisition (request to Central Purchasing) created by purchasing assistant within BFS.	
<i>Who performs this?</i>	Department Business Office.	
<i>Responsible person(s)</i>	Mary Jones, Dept. Administrator George Rudzinsky, Purchasing Assistant	
<i>Peak periods</i>	May Jun	
<i>Comment</i>	It is possible, but could seriously hinder research. Better alternative would be to have purchasing assistant work from home.	
<i>Documents</i>	See Document List (Appendix A)	
<i>Upstream dependencies</i>	Information Services & Technology (IS&T)	
<i>Downstream dependencies</i>	Faculty, Staff, Research	
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Disruption of teaching	
	Disruption of research	
	Payment deadlines unmet	Inability to pay vendors.
	Legal obligations unmet	Inability to pay vendors.
	Impact on important business partner(s)	Inability to pay vendors.
<i>How to cope if usual space is not available</i>	We will depend on the Campus to handle space issues. If Campus does not quickly provide alternative space, Dept. Administrator will arrange alternative location for purchasing assistant to work. (telecommute if possible).	
<i>How to cope with 50% absenteeism of staff and faculty</i>	At present, the purchasing assistant, George Rudzinski, is the only person trained in purchasing issues. Two other staff will be cross-trained (see action item later). At present, only George has a P-Card (a P-Card is assigned only to an individual). An additional P-Card should be obtained for one of the cross-trained staff members, plus one card for the Dept. Administrator.	
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	See commentary about cross-training above.	
<i>Can this function be performed fully or partly from home?</i>	Staff, faculty and students can work from home if their computers are adequate & if they have broadband connections (cable, DSL). Some staff currently work from home. We use Windows Remote Desktop. Support from our IT staff would be necessary to iron out problems.	
<i>How to cope if data network is not available</i>	Use P-Cards for purchases until networks are re-established. Will require increased upper limits on P-Cards (see action item).	

SAMPLE PLAN FOR A TYPICAL (FICTITIOUS) DEPARTMENT

Continuity Plan For Department of Biology

Any show-stoppers?

Phone for Purchasing Assistant.

If University declares temporary closure, is it possible to stop doing this function?

Yes

Do any of these coping strategies expose the University to risk?

Risk of P-Card abuse if upper limit is raised. Control this by requiring Dept. Administrator to authorize purchases in advance if possible.

Policy exceptions that may be needed

Raise limit on P-Cards. Lift restricted-item rules on P-Cards. These exceptions need approval by Controller and by Central Procurement.

Additional vulnerabilities

No.

Action items for this function

See Action Item List - section VI

To edit this plan section, use the Step 2 tab of the on-line tool

II. CRITICAL FUNCTIONS

Critical Function # 5

<i>Name</i>	Donor Relations
<i>Description</i>	Over the past decade, the Department of Biology has benefited significantly from the interest shown by two donors. Both benefactors (an individual and a family foundation) continue to express active interest in Departmental affairs, and in continuing their financial support. It is important to keep them informed and engaged in departmental activities.
<i>Who performs this?</i>	Chair's Office.
<i>Responsible person(s)</i>	Neil Jefferson, Chair.
<i>Peak periods</i>	May Jun Jul Aug
<i>Comment</i>	There would be no reason to cease contact with donors.
<i>Documents</i>	See Document List (Appendix A)
<i>Upstream dependencies</i>	
<i>Downstream dependencies</i>	Dept. of Biology
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Loss of revenue Benefactors are very important stakeholders.
<i>How to cope if usual space is not available</i>	Not an issue.
<i>How to cope with 50% absenteeism of staff and faculty</i>	If Chair cannot maintain communication with donors, he will assign a senior faculty member to do so.
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Not an issue.
<i>Can this function be performed fully or partly from home?</i>	Yes. Telephone or email is sufficient.
<i>How to cope if data network is not available</i>	Telephone.
<i>Any show-stoppers?</i>	No.
<i>If University declares temporary closure, is it possible to stop doing this function?</i>	No
<i>Do any of these coping strategies expose the University to risk?</i>	No.
<i>Policy exceptions that may be needed</i>	None.
<i>Additional vulnerabilities</i>	No.
<i>Action items for this function</i>	See Action Item List - section VI

To edit this plan section, use the
Step 3 tab of the on-line tool.

III. INFORMATION TECHNOLOGY

Part 1: Centrally-Owned Applications that are Critical for our Unit:

<u>Application or System</u>	<u>Criticality Level</u>	<u>Comment</u>
CDS --- Campus Deposit System	Critical 3	Our dept. has daily cash & check receipts that must
CFS --- Campus Financial System	Critical 2	
COEUS --- research administration system	Critical 2	
CourseWeb --- course management tool	Critical 3	
CUBS --- Campus Unified Billing System	Critical 2	Student billing system for tuition, fees, etc.
E-Grades --- grade submission system	Critical 3	
E-Recruit --- hiring system	Critical 3	
E-Time --- vacation & sick leave reporting system	Critical 2	Needed to support the payroll function.
ERS --- Effort Reporting System	Critical 3	Needed to fulfill terms of research awards.
HRMS --- Human Resources Mgmt System	Critical 2	Critical for hiring, layoffs etc.

Definitions:

Centrally-owned applications are those whose technical owner is Central IT. The functional owner could be any department.

Critical 1: Cannot pause. Necessary to life, health, security.

Critical 2: Failure will lead to imminent + very serious consequences.

Critical 3: Can endure a pause, but ONLY for a short time. Must be recovered sooner than 30 days.

Deferrable: Important, but we can function without this system for more than 30 days.

To edit this plan section, use the
Step 3 tab of the on-line tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 2: Departmentally-Owned Applications that are Critical for our Unit

Definitions:

Departmentally-owned applications are those whose technical owner is our department or another department (but not central IT).

Application # 1

<i>Name of application or system</i>	Departmental Student Roster & Database
<i>Functional owner</i>	Dept. of Biology
<i>Technical owner</i>	Dept. of Biology
<i>Type</i>	Web Application
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Disk
<i>Backup auto or manual?</i>	Automatic
<i>Database application?</i>	Yes
<i>Move data to or from core campus systems?</i>	Yes
<i>If so, what campus systems?</i>	Enrollment & Degree-Tracking Systems
<i>Depts that will be impacted by failure of this application</i>	all depts in the College of Life Sciences
<i>Technical expert(s)</i>	Sally Robertson
<i>Responsible for recovery</i>	Sally Robertson
<i>Onsite storage</i>	Higgins Hall rm 372
<i>Offsite storage</i>	Iron Mountain
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Higgins rm 458
<i>Successful recovery been done?</i>	No
<i>Comment</i>	

Application # 2

<i>Name of application or system</i>	Departmental Faculty Roster & Database
<i>Functional owner</i>	Dept. of Biology
<i>Technical owner</i>	Dept. of Biology
<i>Type</i>	Web Application
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Disk
<i>Backup auto or manual?</i>	Automatic
<i>Database application?</i>	Yes
<i>Move data to or from core campus systems?</i>	No
<i>If so, what campus systems?</i>	
<i>Depts that will be impacted by failure of this application</i>	All the depts in the College of Life Sciences
<i>Technical expert(s)</i>	Jim Leung
<i>Responsible for recovery</i>	Jim Leung
<i>Onsite storage</i>	Higgins Hall rm 247 plus Campus Data Center
<i>Offsite storage</i>	Iron Mountain
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Higgins Hall rm 458
<i>Successful recovery been done?</i>	No
<i>Comment</i>	Backed up to network server that is co-located in the Campus Data Center.

Application # 3

<i>Name of application or system</i>	Departmental P-Card Log
<i>Functional owner</i>	Dept. of Biology
<i>Technical owner</i>	Dept. of Biology
<i>Type</i>	Desktop
<i>Backup frequency</i>	Weekly
<i>Backup media</i>	Disk
<i>Backup auto or manual?</i>	Manual
<i>Database application?</i>	No
<i>Move data to or from core campus systems?</i>	No
<i>If so, what campus systems?</i>	
<i>Depts that will be impacted by failure of this application</i>	Only our dept.
<i>Technical expert(s)</i>	Doreen Valdez
<i>Responsible for recovery</i>	Doreen Valdez
<i>Onsite storage</i>	Disk is kept in Frank Evers' desk.
<i>Offsite storage</i>	None
<i>Frequency of offsite storage</i>	No Offsite Storage
<i>Location of installation disks & documentation</i>	Higgins Hall rm 458
<i>Successful recovery been done?</i>	No
<i>Comment</i>	This is an Excel spreadsheet. Data is reported monthly to Procurement Dept. and can be retrieved from them if needed.

Application # 4

<i>Name of application or system</i>	BiologySource
<i>Functional owner</i>	Dept. of Biology
<i>Technical owner</i>	Dept. of Biology
<i>Type</i>	Client-Server Application
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Disk
<i>Backup auto or manual?</i>	Automatic
<i>Database application?</i>	Yes
<i>Move data to or from core campus systems?</i>	No
<i>If so, what campus systems?</i>	N.A.
<i>Depts that will be impacted by failure of this application</i>	Dept of Biology plus Dept of Molecular Science
<i>Technical expert(s)</i>	Harry Robard
<i>Responsible for recovery</i>	Harry Robard
<i>Onsite storage</i>	Higgins rm 392
<i>Offsite storage</i>	none
<i>Frequency of offsite storage</i>	No Offsite Storage
<i>Location of installation disks & documentation</i>	Higgins Hall rm 126
<i>Successful recovery been done?</i>	No
<i>Comment</i>	This is the dept's most important instructional software application. It is central to the curriculum.

To edit this plan section, use the
Step 3 tab of the on-line tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 3: Departmentally-Owned Servers

Server # 1

<i>Name of server (or group of servers)</i>	Trident
<i>Server Type</i>	File server
<i>Explanation</i>	Biology Dept file server
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Remote Backup Server
<i>Backup auto or manual?</i>	

Server # 2

<i>Name of server (or group of servers)</i>	Neptune
<i>Server Type</i>	Web server
<i>Explanation</i>	Runs faculty and dept websites plus various applications used in
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Local Backup Server
<i>Backup auto or manual?</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	All faculty websites plus most instructional software.
<i>Server software</i>	Windows Server 2007 SQL Server 2003
<i>Depts that will be impacted by failure of this application</i>	only our dept.
<i>Technical expert(s)</i>	Henry Nguyen
<i>Responsible for recovery</i>	Henry Nguyen
<i>Onsite storage</i>	Higgins Hall rm 542
<i>Offsite storage</i>	Campus Data Center
<i>Frequency of offsite storage</i>	Every 2 Weeks
<i>Location of installation disks & documentation</i>	not known
<i>Successful recovery been done?</i>	No
<i>Comment</i>	Backup to Campus Data Center. This is a Priority 4 server.

Server # 3

<i>Name of server (or group of servers)</i>	Poseidon
<i>Server Type</i>	Application server
<i>Explanation</i>	Student web sites
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Local Tape
<i>Backup auto or manual?</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	student web sites only
<i>Server software</i>	Windows Server 2007 SQL Server 2003
<i>Depts that will be impacted by failure of this application</i>	all the depts in the College of Life Sciences
<i>TecRal J 1 0 0 1 0 0 cm BT 1 0 0 6Upertauto or manual?</i>	

To edit this plan section, use the
Step 3 tab of the on-line tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 4: Workstations

A. Workstation Backup

<u>Backup Method</u>	<u>Percent of Workstations Using this Backup Method</u>	<u>Comment</u>
Files are stored on dept. server, which gets backed up.	95%	
Don't Know	5%	One professor is on sabbatical - will check when she returns.

B. Workstation Support

<u>Workstation Support is provided by...</u>	<u>Comment</u>
Technicians from another department	College of Life Sciences IT Support Group
External vendor	DataReal Corp. is used occasionally when College IT staff are overloaded.

To edit this plan section, use the
Step 3 tab of the on-line tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 5: Recovery Strategies for IT

<i>Where to purchase hardware</i>	If campus Procurement Dept is functioning, purchase through them to get campus special pricing. If not, buy direct from manufacturer via web or phone. (Dell, HP, & Apple are the 3 principal vendors for desktop equipment. Ask for higher education pricing.)
<i>If workstations, servers, etc. need to be rebuilt at new location, where can technicians locate the software & documentation?</i>	Higgins Hall rm 372.
<i>Environmental requirements for hardware</i>	air conditioning for server room
<i>Will your IT staff be sufficient to the task?</i>	hemuy agerf Of tafiror Departpus P.m Om 0 the 3 principal

SAMPLE PLAN FOR A TYPICAL (FICTITIOUS) DEPARTMENT

Can this practice be expanded in this department? Maybe

Comment:

PRACTICE 7 (COMMON COURSE MATERIALS):

When instructors teach the same or similar courses, common textbooks and other course materials are used.

Current usage of this practice in this department: Some courses

Can this practice be expanded in this department? Yes

Comment:

Part C. RECOMMENDED PRACTICES FOR DEPARTMENTS

PRACTICE 8 (STRATEGY FOR DISASTER

COMMUNICATIONS): The department has a plan that details how it will communicate rapidly with faculty, staff & students if disaster strikes.

Is this currently being done? Yes

Comment:

PRACTICE 9 (BACKUP PLAN FOR ACADEMIC

PERSONNEL): The department has a plan for instructor substitution if necessary. The groundwork is laid by practices such as team-teaching, rotating instructors, or substituting "topics in" courses.

Is this currently being done? No

Comment: The Chair has taken this under consideration to possibly do in 2011.

PRACTICE 10 (FACULTY LEAVES): When faculty leaves are approved, faculty members are informed of the possibility of recall.

Is this currently being done? Yes

Comment:

PRACTICE 11 (INNOVATIVE PEDAGOGY): Faculty are actively encouraged to experiment with teaching tools before disaster strikes, and to share experiences with colleagues.

Is this currently being done? Yes

Comment: This is a regular topic at dept. faculty meetings.

Part D: SPECIAL TEACHING ISSUES

The following special teaching issues have been identified by faculty and/or staff of this department. These issues may pose particular challenges to the continuation of instruction during and after a major disaster.

Special teaching issue: Science labs

Potential impact of this issue on the teaching program: Approx 60% of our courses have a lab component.

Are there potential alternatives? SenterTech Corp in Plainville has indicated they would assist us by providing

Special teaching issue: Specialized instructional software

Potential impact of this issue on the teaching program: The family of BiologySource software products is central to our instructional

Are there potential alternatives? Yes, but without these software tools there would be some topics we would be

Part E: ACTION ITEMS

See the Action Item List in Section VI.

To edit this plan section, use the
Step 5 tab of the on-line tool.

V. KEY RESOURCES

Part 1: Staff Basics

<i>Does your unit have a (printed) emergency contact list for faculty & staff?</i>	Yes
<i>Who holds copies of the emergency contact list? (be specific)</i>	All central office staff
<i>Who updates the emergency contact list?</i>	Alicia Torres
<i>Who knows how to check messages on your department's main phone line?</i>	Jared Chan, Alicia Torres, Stan Jeffers
<i>Who knows how to record a greeting on your department's main phone line?</i>	Jared Chan, Alicia Torres, Stan Jeffers
<i>Who can post messages on your department's web site (i.e., do the actual mechanics)?</i>	Jane Gallegos, Maria Fong
<i>Do your staff use any shared passwords that should be kept available?</i>	All central office staff are in possession of the password list.

Key People in Your Unit:

<i>Name</i>	Harry Chan
<i>Title or function</i>	Payroll Assistant
<i>Special skill</i>	
<i>Special role</i>	
<i>Comment</i>	Knows most business functions
<i>Name</i>	Jerry Sanchez
<i>Title or function</i>	IT Manager
<i>Special skill</i>	
<i>Special role</i>	
<i>Comment</i>	Main contact with Campus Computing
<i>Name</i>	Jorge Escobar
<i>Title or function</i>	Admin Specialist
<i>Special skill</i>	web skills
<i>Special role</i>	
<i>Comment</i>	payroll backup
<i>Name</i>	Josephine Casteneda
<i>Title or function</i>	Chair
<i>Special skill</i>	
<i>Special role</i>	Holds formal delegation(s) of authority
<i>Comment</i>	former provost, delegated authority for contracts up to \$100K

To edit this plan section, use the
Step 5 tab of the on-line tool.

V. KEY RESOURCES (cont.)

Part 2: Work from Home

The capabilities of some faculty & staff to connect from home are listed below.

<i>Name</i>	Evelyn Jackson
<i>Position</i>	Staff
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	No
<i>Comment</i>	Business Officer - uses VPN connection from home

<i>Name</i>	Gwen Smith
<i>Position</i>	Faculty
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	No
<i>Comment</i>	

<i>Name</i>	Kerry Rodriguez
<i>Position</i>	Staff
<i>Home broadband connection</i>	No
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	No
<i>Comment</i>	Uses dial-up. Very slow connection, does email only.

<i>Name</i>	Stephen Solomon
<i>Position</i>	Staff
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	Yes
<i>Comment</i>	uses Windows Remote Desktop to connect from home

<i>Name</i>	Thomas Cummings
<i>Position</i>	Faculty
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	Don't know
<i>Comment</i>	

To edit this plan section, use the
Step 5 tab of the on-line tool.

Part 3: Teams

These are important teams on which departmental faculty and/or staff participate.

<i>Team Name</i>	Student Employment Committee
<i>Purpose</i>	Schedules all student employment for undergraduates. Has responsibility for coordinating student educational needs with departmental research needs.
<i>Members</i>	James Davidson, Joyce Alvarado, Winifred Chang, Roberta Delacourt, Peter Goldstein
<i>Comment</i>	This committee is vital to both instruction and research. It arranges part-time employment for students, and ensures that research projects obtain student help when needed. Hank Fogleston is staff to this Committee.
<hr/>	
<i>Team Name</i>	Faculty Advisory Committee
<i>Purpose</i>	Advises Chair on departmental issues.
<i>Members</i>	James Walters, Deborah Fowler, Leticia Trainor, David Bremerton, Henry Tan, Gretchen Norris
<i>Comment</i>	Membership rotates among all ladder-series faculty. Three-year term of service. Two of six members are replaced each September.
<hr/>	
<i>Team Name</i>	
<i>Purpose</i>	
<i>Members</i>	
<i>Comment</i>	
<hr/>	

*To edit this plan section, use the
Step 5 tab of the on-line tool.*

V. KEY RESOURCES (cont.)

Part 4: Skills

Skills that may be needed post-disaster to perform our unit's critical functions:

Skill	Description	Comment
Lab manager/supervisor	Experienced at supervising lab staff.	
Lab technician	Experienced in laboratory work.	
Workstation technician	Capable of general end-user support.	We anticipate that our need for computer support personnel could far exceed the supply, if everyone is needing their IT re-established after a big disaster.

To edit this plan section, use the Step 5 tab of the on-line tool.

V. KEY RESOURCES (cont.)

Part 5: Staffing Requirements

This list displays both

- numbers of staff who may be REQUIRED during crisis, and
- numbers of staff who may be AVAILABLE FOR RE-ASSIGNMENT during crisis

Definitions

Critical 1: Must continue at normal or increased service load.

Critical 2: Must continue if at all possible, perhaps in a reduced mode.

Critical 3: May pause if forced to do so, but must resume in 30 days or sooner.

Deferrable: May pause; resume when conditions permit.

<u>Function</u>	<u>Criticality Level</u>	<u>Category of Staff</u>	<u>Shift</u>	<u>FTE required under normal conditions</u>	<u>FTE required during crisis</u>	<u>FTE who may be available for re-assignment</u>
Research	2	Laboratory supervisor				0.00

<i>Name</i>	Tom Kasaday
<i>Department/Org</i>	Information Systems Division
<i>Address</i>	253 Herrick Hall
<i>Work phone</i>	510-123-1212
<i>Cell phone</i>	510-123-4321
<i>Fax</i>	510-123-8888
<i>Email</i>	tk@myschool.edu
<i>Comment</i>	Contact in campus Data Center for Dept. of Biology instructional software & systems

To edit this plan section, use the
Step 5 tab of the on-line tool.

V. KEY RESOURCES (cont.)

Part 7: Stakeholders

These are stakeholders whom you may need to contact:

<i>Name</i>	Harold Chen	<i>Type of Stakeholder</i>
<i>Department/Org</i>	Acme Holdings, Inc.	Donor
<i>Address</i>	45 Holden Way, Redlands, CA 34278	
<i>Work phone</i>	230-123-5284	
<i>Cell phone</i>	230-123-3289	
<i>Fax</i>	230-123-5020	
<i>Email</i>	chen@acme.com	
<i>Products/Services</i>		
<i>Alternate Vendors</i>		
<i>Comment</i>	regular donor to dept. projects	

<i>Name</i>	Joan Baradel	<i>Type of Stakeholder</i>
<i>Department/Org</i>	California State University	Project partner
<i>Address</i>	123 Smith Road, San Francisco, CA 12364	
<i>Work phone</i>	415-123-3487	
<i>Cell phone</i>	415-123-2421	
<i>Fax</i>	415-123-0036	
<i>Email</i>	jb@state.edu	
<i>Products/Services</i>		
<i>Alternate Vendors</i>		
<i>Comment</i>	Professor at CSU who is a collaborator in several ongoing research projects.	

<i>Name</i>	Tomas Rodriguez	<i>Type of Stakeholder</i>
<i>Department/Org</i>	Flanders Scientific, Inc.	Vendor
<i>Address</i>	42 Yardley Terrace, Atlanta, GA 53922	
<i>Work phone</i>	788-123-1234	
<i>Cell phone</i>	788-123-3268	
<i>Fax</i>	788-123-6527	
<i>Email</i>	tr@flanders.com	
<i>Products/Services</i>	Vendor of specialized lab equipment for the	
<i>Alternate Vendors</i>	BioSource, Inc., and Gardella Products, Inc.	
<i>Comment</i>	Flanders has proven fast & reliable. Large product list.	

<i>Name</i>	Henry Nguyen	<i>Type of Stakeholder</i>
		Donor

SAMPLE PLAN FOR A TYPICAL (FICTITIOUS) DEPARTMENT
Continuity Plan For Department of Biology

Department/Org Nguyen Securities, Inc.
Address 34 Wall St., NY, NY 10047
Work phone 212-123-2472
Cell phone 212-123-5496
Fax 212-123-2689
Email hn@nsec.com
Products/Services
Alternate Vendors
Comment Graduate and benefactor of the Dept. of

Type of Stakeholder
Sponsor

Name Raymond Sanford
Department/Org T.R. Wells Foundation
Address 123 Mission Blvd., Newport, CA 67294
Work phone 436-123-5613
Cell phone 436-123-4394
Fax 436-123-7273
Email rs@wells.org
Products/Services
Alternate Vendors
Comment The T.R. Wells Foundation is funding several
current research projects in the Biology Dept.

Type of Stakeholder
Vendor

Name Stephanie Shabazz
Department/Org Xerox
Address 672 Broadway, Oakland, CA
Work phone 510-123-4592
Cell phone

To edit this plan section, use the Step 5 tab of the on-line tool.

V. KEY RESOURCES (cont.)

Part 8: Equipment & Supplies

Minimum equipment needed to carry out all critical functions:

A. Office Equipment

	<i>Minimum Number</i>	<i>Comment</i>
<i>Workstation (includes desktop computer, network connection, table, chair)</i>	27	one per each FTE including faculty
<i>Laptop computer (car charger advised)</i>	16	for key staff - faculty have their own
<i>Telephone (hard-wired)</i>	27	
<i>Printer</i>	4	3 for Higgins Hall, 1 for Rogers Hall
<i>Fax</i>	1	
<i>Copier</i>	1	
<i>Scanner</i>	0	
<i>Server</i>	6	See Tom Calloway for details on server needs.

B. Other Equipment

(major items only)

Each laboratory manager maintains a complete inventory of equipment in his/her lab(s). The inventory documents are stored in the Campus Imaging System, which is backed up daily, and paper files are maintained in the Dept of Biology Business Office.

C. Supplies

Necessary Consumables

The Biology Department Office needs mainly office supplies. We keep a 2-week inventory but plan to increase that to 6-weeks.

Each lab manager keeps their own list of lab supplies, with inventory maintained by the Letters & Science Central Stockroom.

Inventory or Stockpiling Considerations

Yes, see above regarding office supplies.

Central Stockroom already keeps a 6-week inventory of laboratory consumables and we think that is adequate. Central Stockroom is examining their inventory of non-consumables to identify supply-vulnerabilities so they can take appropriate actions.

To edit this plan section, use the Step 5 tab of the on-line tool.

V. KEY RESOURCES (cont.)

Part 9: Facilities & Transportation

Facilities (special needs beyond office-classroom-lab needs)

Loading dock for deliveries of supplies & equipment to labs.

Utilities (very important to the functioning of the department)

<i>Utility Name</i>	<i>Comment</i>
Natural Gas	for labs
Vacuum	for labs
Distilled Water	for labs
De-Ionized Water	for labs
Other Bottled Gases	Nitrogen, CO2, propane for Russell Lake Research Station.
Special Ventilation Requirements (please explain)	Ventilation for Hi-Tox Facility in basement of Higgins Hall must be isolated from the rest of the building ventilation system.

Transportation (special transportation needs)

Department owns 1 pickup truck that is kept at the Russell Lake Research Station. This is a remote facility, and the truck is needed for transporting supplies & equipment.

Other Resources

None come to mind at the present time.

To edit this plan section, use the
Action Item Summary tab of the
on-line tool.

VI. ACTION ITEM LIST

Action Item # 1	Design departmental networks to allow faculty & students to connect remotely (e.g. from home) in case office/lab space is damaged.
<i>Supports this critical function</i>	Research
<i>Estimated cost</i>	Don't know
<i>Cost one-time or annual?</i>	One-time
<i>Within whose scope</i>	my unit together with other units on campus
<i>Comment</i>	
<i>Status</i>	In progress

Action Item # 2	Develop a fund for emergency grants to faculty & graduate students to cover expenses of conducting research in alternate ways or at alternate locations.
<i>Supports this critical function</i>	Research
<i>Estimated cost</i>	Don't know
<i>Cost one-time or annual?</i>	Both one-time and annual
<i>Within whose scope</i>	my unit together with other units on campus
<i>Comment</i>	
<i>Status</i>	Needs further discussion

Action Item # 3	Encourage faculty to request seismic bolting-and-bracing of furniture and equipment. Allocate departmental funds (first-come/first-served up to funding limit).
<i>Supports this critical function</i>	Research
<i>Estimated cost</i>	\$10,000 - \$100,000
<i>Cost one-time or annual?</i>	One-time
<i>Within whose scope</i>	my unit together with other units on campus
<i>Comment</i>	
<i>Status</i>	In progress

Action Item # 4	Cross-train 2 staff members to process dept. payroll (to serve as backup for Harry Chan).
<i>Supports this critical function</i>	Payroll
<i>Estimated cost</i>	\$100 - \$1,000
<i>Cost one-time or annual?</i>	One-time
<i>Within whose scope</i>	my unit itself
<i>Comment</i>	
<i>Status</i>	Completed

Action Item # 5	Investigate whether P-Card limits & restrictions can be lifted for recovery period.
<i>Supports this critical function</i>	Purchasing
<i>Estimated cost</i>	less than \$100

To edit this plan section, use the Action Item Summary tab of the on-line tool.

VI. ACTION ITEM LIST (cont.)

Cost one-time or annual? One-time
Within whose scope my unit together with other units on campus
Comment
Status Completed

Action Item # 6 **Obtain 2 additional P-Cards.**
Supports this critical function Purchasing
Estimated cost less than \$100
Cost one-time or annual? One-time
Within whose scope my unit itself
Comment
Status Completed

Action Item # 7 **Do periodic trial recoveries of servers/applications.**
Supports this critical function Information technology
Estimated cost \$1,000 - \$10,000
Cost one-time or annual? Annual
Within whose scope my unit together with other units on campus
Comment
Status In progress

Action Item # 8 **Replace Trident server with Cloud storage.**
Supports this critical function Information technology
Estimated cost \$1,000 - \$10,000
Cost one-time or annual? Both one-time and annual
Within whose scope my larger dept, division, or control unit
Comment This will increase the reliability of data storage.
Status Not yet begun

Action Item # 9 **Have department IT Manager discuss work-from-home issues at faculty meeting.**
Supports this critical function Information technology
Estimated cost less than \$100
Cost one-time or annual? One-time
Within whose scope my unit itself
Comment
Status Completed

Action Item # 10 **Train all instructors in the use of the CourseWeb course-management tool.**

To edit this plan section, use the
Action Item Summary tab of the
on-line tool.

VI. ACTION ITEM LIST (cont.)

<i>Supports this critical function</i>	Not associated with a critical function
<i>Estimated cost</i>	\$100 - \$1,000
<i>Cost one-time or annual?</i>	Annual
<i>Within whose scope</i>	my unit together with other units on campus
<i>Comment</i>	This should be an annual session conducted during the Fall semester. Maria Stanley is willing to serve as trainer.
<i>Status</i>	In progress

Action Item # 11 **Work with Central Stockroom to determine supply vulnerabilities for lab supplies & equipment, and how to manage the supply chain & inventory practices to reduce risk of shortages.**

<i>Supports this critical function</i>	Research
<i>Estimated cost</i>	\$100 - \$1,000
<i>Cost one-time or annual?</i>	Both one-time and annual
<i>Within whose scope</i>	my unit together with other units on campus
<i>Comment</i>	Biology Chair wants annual report on supply risks.
<i>Status</i>	In progress

Action Item # 12 **Develop course-casts for as many new courses as funding will allow.**

<i>Supports this critical function</i>	Instruction
<i>Estimated cost</i>	\$1,000 - \$10,000
<i>Cost one-time or annual?</i>	Annual
<i>Within whose scope</i>	my unit itself
<i>Comment</i>	Campus fee for course-cast production is \$2,200 per one-semester course.
<i>Status</i>	In progress

To edit this plan section, use the Step 5 tab (Document Summary) of the on-line tool.

Appendix A.

List of Key Documents

These documents have been identified as important for continuing our critical functions.

Documents that have been uploaded into this on-line continuity tool (as indicated below) can be viewed on-screen, then printed.

Name	Grant documents / project records
Description	This is the official repository of dept. project-related records.
Medium	More than one (explain in comment)
Location	Higgins Hall rooms 308-310.
Owner (department)	Dept of Biology
Contact person(s)	Tom Calloway
Backup measures	Some of the paper records are in fire-rated cabinets (but many important records are not).
Comment	Paper & electronic files. Electronic records are backed up & recoverable. Paper documents (eg vendor invoices) are not.
Uploaded into this tool?	No

Name	Donor records
Description	Contact information and giving patterns.
Medium	Electronic (computer)
Location	Stored on G: drive, in Donor Relations folder.
Owner (department)	Dept. of Biology.
Contact person(s)	Chair Neil Jefferson.
Backup measures	Chair has a current list.
Comment	
Uploaded into this tool?	Yes

Name	Departmental P-Card Log
Description	Official record of P-Card transactions.
Medium	Electronic (computer)
Location	Higgins Hall 455
Owner (department)	Dept. of Biology
Contact person(s)	George Rudzinsky, Mary Jones
Backup measures	None.
Comment	This is an Excel spreadsheet.
Uploaded into this tool?	Yes
