

## Department of Biology

### CONTINUITY PLAN

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#### What is a continuity plan?

**Continuity planning** addresses the question: how can we prepare to continue operations despite those adverse events that we call disasters - or if we can't continue, how can we **resume our operations** rapidly and gracefully?

The core mission of higher education is teaching; and the mission may also include research, public service, and healthcare. These four enterprises, along with the infrastructure that supports them, are the focus of our continuity planning.

Your departmental continuity plan:

- Identifies your department's critical functions.
- Describes how you might carry on these functions under conditions of diminished resources (diminished staff, space, equipment, or IT infrastructure).
- Contains various information that will be needed during and after the disaster-event.
- Describes how we can prepare. This is most important of all, because "a stitch in time does indeed save nine." A good continuity plan will identify **action items: things that we can do now** to lessen the impact of disaster-events and make it easier to recover.

## 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	
	Payment deadlines unmet	if purchasing is not functioning.
	Loss of revenue	possible loss of grant funding.
	Impact on important business partner(s)	We have several corporate research partners.
<i>How to cope if usual space is not available</i>	We will depend on the Campus to handle space issues. In the event that the usual space for faculty & students is not available, faculty & grad students will be encouraged & assisted to work from home (see below).	
<i>How to cope with 50% absenteeism of staff and faculty</i>	Affected research projects might have to delay their schedules. Substitutes are generally not feasible for faculty & grad students engaged in research.	
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	See Staff section above. Research skills are not easily replaced.	
<i>Can this function be performed fully or partly from home?</i>	Faculty, staff, 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>	Faculty could conduct their research projects in whatever fashion possible. It is anticipated that individual faculty and graduate students would devise their own best (temporary) solutions.	
	Computer networks and libraries (if unavailable for an extended period).	

*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

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

**II. CRITICAL FUNCTIONS**

**Critical Function # 3**

<i>Name</i>	Payroll
<i>Description</i>	Processing of payroll information for all departmental personnel (campus has central payroll system to which departmental payroll assistant submits information).
<i>Who performs this?</i>	Departmental Business Office.
<i>Responsible person(s)</i>	Mary Jones, Dept. Administrator Harry Chan, Payroll Assistant
<i>Peak periods</i>	
<i>Comment</i>	We would have to ensure that paychecks keep flowing. Work-from-home by our payroll assistant or his backup would help and Central Payroll would have to be functioning well enough to issue checks.
<i>Documents</i>	See Document List (Appendix A)
<i>Upstream dependencies</i>	Information Services & Technology (IS&T)
<i>Downstream dependencies</i>	Faculty, Central Payroll, Staff
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Well-being of faculty/staff  Well-being of students <span style="float: right;">Student employees might not get paid on time.</span>  Payment deadlines unmet  Legal obligations unmet <span style="float: right;">Law requires that employees be paid within a certain time period.</span>
<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 payroll assistant to work (telecommute if possible). In the event that departmental payroll processing cannot be done in a timely fashion, campus Central Payroll has committed to re-issuing the former period's payroll checks to all personnel (then making corrections later).
<i>How to cope with 50% absenteeism of staff and faculty</i>	At present, the payroll assistant, Harry Chan, is the only person trained in payroll issues. Two other staff will be cross-trained (see action item later).
<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>	If computer networks are not available, Central Payroll has committed to furnish (paper) data-gathering forms to all departments for manual submission of payroll data.
<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>	Risk of delayed paychecks. Central Payroll states that the worst case would be a 2-week delay.

SAMPLE PLAN FOR A TYPICAL (FICTITIOUS) DEPARTMENT

Continuity Plan For Department of Biology

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*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

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*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 <span style="float: right;">Benefactors are very important stakeholders.</span>
<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 &amp; 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 &amp; 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 &amp; 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 &amp; 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>	Automatic
<i>Applications that will be impacted by failure of this server</i>	All departmental files. Undergrad & Graduate Student records prior to 2003.
<i>Server software</i>	Windows Server 2007
<i>Depts that will be impacted by failure of this application</i>	only our dept.
<i>Technical expert(s)</i>	Albert Wong
<i>Responsible for recovery</i>	Albert Wong
<i>Onsite storage</i>	Higgins Hall rm 386
<i>Offsite storage</i>	Campus Data Center
<i>Frequency of offsite storage</i>	Daily
<i>Location of installation disks &amp; documentation</i>	Not known
<i>Successful recovery been done?</i>	No
<i>Comment</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 &amp; 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>Technical expert(s)</i>	Carol Brown
<i>Responsible for recovery</i>	Carol Brown
<i>Onsite storage</i>	Higgins Hall rm 348
<i>Offsite storage</i>	none
<i>Frequency of offsite storage</i>	No Offsite Storage
<i>Location of installation disks &amp; documentation</i>	Higgins Hall rm 348
<i>Successful recovery been done?</i>	No
<i>Comment</i>	Backup is to local tape. Considered to be non-critical server.

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 &amp; 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>	Our IT Support Group has 5 programmer/analysts plus manager. If entire Biology Dept. had to relocate to new quarters, could take 1-2 weeks to rebuild all desktops & servers (after new hardware arrives). Worse if any IT team member is not here. Possible solutions: outside vendor/temporary hire/borrow staff from other dept or other sister campus.
<i>Other obstacles</i>	Inability to purchase new hardware quickly. Inability to obtain additional IT support personnel. Need Central IT to re-establish central campus networks & applications.
<i>How your IT staff will assist faculty &amp; staff to work from home</i>	This depends on what level of support the Dept wants us to offer. To offer full support to all faculty/staff would require travelling to some of their homes to troubleshoot problems (in violation of contagion-avoidance policy!). Phone support is more do-able. Best strategy would be to set up key users NOW and encourage some telecommuting to keep the work-from-home arrangements working. That way we enter the crisis with a working system.
<i>IT applications for which there is no workaround</i>	Lack of the GeneMapper application would bring certain research projects to a halt.

#### **Part 6: Action Items for IT**

See Action Item List (Section VI)

## IV. INSTRUCTION

### THE DATA BELOW IS FOR THE DEPARTMENT: **BIOLOGY**

#### **Part A. RECOMMENDED PRACTICES FOR HIGH PRIORITY COURSES** (undergraduate courses only)

**PRACTICE 1 (COURSE-CASTING):** Have course-cast version of course available.

**PRACTICE 2 (CourseWeb):** Have CourseWeb sites for all sections.

**PRACTICE 3 (ALTERNATE INSTRUCTOR):** Have another instructor who can teach this course if necessary.

The courses designated "High Priority" by the Chair are listed below, and each is assessed on the basis of these three

Course Number	BIOL 101A
Course Title	Introduction to Biology
Course-Cast?	Course-cast is available
CourseWeb Sites?	All current sections have CourseWeb sites
Comment	Required for most non-science majors.
Course Number	BIOL 224B
Course Title	Cell Structures of Plants
Course-Cast?	Course-cast is available but may be outdated
CourseWeb Sites?	All current sections have CourseWeb sites
Alternate Instructor?	There is another instructor who can teach this course if necessary
Comment	Course-cast is from 2007.
Course Number	Genetics 810
Course Title	Undergraduate Seminar
CourseWeb Sites?	All current sections have CourseWeb sites
Alternate Instructor?	There is another instructor who can teach this course if necessary
Comment	Required for upper-division undergraduates.

#### **Part B. RECOMMENDED PRACTICES FOR ALL UNDERGRADUATE COURSES**

**PRACTICE 4 (CourseWeb):** Every course has a CourseWeb site.

Current usage of this practice in this department:	Some courses
Can this practice be expanded in this department?	Yes
Comment:	Approx 50% of our courses currently use CourseWeb.

**PRACTICE 5 (GRADES):** Grades are kept current at all times, using the CourseWeb gradebook tool.

Current usage of this practice in this department:	Not sure
Can this practice be expanded in this department?	Maybe
Comment:	

**PRACTICE 6 (GOOD COMMUNICATION AMONG GSIs):** Consistency is achieved across discussion & lab sessions by fostering communication among GSIs. Possible methods are regular meetings, a dedicated CourseWeb site for GSIs, etc.

Current usage of this practice in this department:	Many Courses
--	--------------

*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 &amp; 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

<i>Name</i>	Mary Jones
<i>Title or function</i>	Dept. Administrator
<i>Special skill</i>	
<i>Special role</i>	First Leadership Successor
<i>Comment</i>	
<i>Name</i>	Susan Kelly
<i>Title or function</i>	Professor
<i>Special skill</i>	
<i>Special role</i>	Second Leadership Successor
<i>Comment</i>	senior faculty member, former Chair

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:

<b>Skill</b>	<b>Description</b>	<b>Comment</b>
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	day shift -- 8 hrs	12.00	12.00	0.00
Research	2	Laboratory assistant	day shift -- 8 hrs	28.00	28.00	0.00
Research	2	Research grant support (analyst/specialist)	day shift -- 8 hrs	4.00	4.00	0.00

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

## V. KEY RESOURCES (cont.)

### Part 6: Staff of Other Units

These are staff of other units whom you may need to contact:

<i>Name</i>	Teresa Crowder
<i>Department/Org</i>	Academic Personnel Office
<i>Address</i>	Brownlee Hall, Room 34
<i>Work phone</i>	510-123-4321
<i>Cell phone</i>	510-123-8484
<i>Fax</i>	510-123-4444
<i>Email</i>	tc@myschool.edu
<i>Comment</i>	Contact for all academic personnel issues in College of Letters & Science.

<i>Name</i>	Joanna Johnston
<i>Department/Org</i>	Central Procurement
<i>Address</i>	23 Lassiter Road
<i>Work phone</i>	510-123-7654
<i>Cell phone</i>	510-123-6464
<i>Fax</i>	510-123-9876
<i>Email</i>	jj@myschool.edu
<i>Comment</i>	Principal buyer for Dept. of Biology

<i>Name</i>	Kenichi Tanzake
<i>Department/Org</i>	Central Research Support Unit
<i>Address</i>	Lorimar Pavilion, 3rd floor
<i>Work phone</i>	510-123-9393
<i>Cell phone</i>	510-123-3341
<i>Fax</i>	510-123-4815
<i>Email</i>	kt@myschool.edu
<i>Comment</i>	Does calibration, maintenance & repair of lab equipment in the biological sciences

<i>Name</i>	Roxanna Bankston
<i>Department/Org</i>	College of Letters and Science
<i>Address</i>	54 Carey Hall
<i>Work phone</i>	510-123-4567
<i>Cell phone</i>	510-123-1234
<i>Fax</i>	510-123-1111
<i>Email</i>	rb@myschool.edu
<i>Comment</i>	Director of College HR Services

<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

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*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*                 510-123-5624  
*Fax*                            510-123-9593  
*Email*                        shabazz@xerox.com  
*Products/Services*        Maintenance & repair of Xerox copiers.  
*Alternate Vendors*        Yes - GTP Office Services, El Cerrito, CA  
*Comment*

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

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<b>Action Item # 1</b>	<b>Design departmental networks to allow faculty &amp; students to connect remotely (e.g. from home) in case office/lab space is damaged.</b>
<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

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<b>Action Item # 2</b>	<b>Develop a fund for emergency grants to faculty &amp; graduate students to cover expenses of conducting research in alternate ways or at alternate locations.</b>
<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

---

<b>Action Item # 3</b>	<b>Encourage faculty to request seismic bolting-and-bracing of furniture and equipment. Allocate departmental funds (first-come/first-served up to funding limit).</b>
<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

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<b>Action Item # 4</b>	<b>Cross-train 2 staff members to process dept. payroll (to serve as backup for Harry Chan).</b>
<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

---

<b>Action Item # 5</b>	<b>Investigate whether P-Card limits &amp; restrictions can be lifted for recovery period.</b>
<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.)

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

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<b><i>Action Item # 11</i></b>	<b>Work with Central Stockroom to determine supply vulnerabilities for lab supplies &amp; equipment, and how to manage the supply chain &amp; inventory practices to reduce risk of shortages.</b>
<b><i>Supports this critical function</i></b>	Research
<b><i>Estimated cost</i></b>	\$100 - \$1,000
<b><i>Cost one-time or annual?</i></b>	Both one-time and annual
<b><i>Within whose scope</i></b>	my unit together with other units on campus
<b><i>Comment</i></b>	Biology Chair wants annual report on supply risks.
<b><i>Status</i></b>	In progress

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<b><i>Action Item # 12</i></b>	<b>Develop course-casts for as many new courses as funding will allow.</b>
<b><i>Supports this critical function</i></b>	Instruction
<b><i>Estimated cost</i></b>	\$1,000 - \$10,000
<b><i>Cost one-time or annual?</i></b>	Annual
<b><i>Within whose scope</i></b>	my unit itself
<b><i>Comment</i></b>	Campus fee for course-cast production is \$2,200 per one-semester course.
<b><i>Status</i></b>	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.

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

---

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

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

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