

# EDU - Biology

# Continuity Plan

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## Kuali Demo College

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### Introduction

Continuity planning is a process that helps us become prepared to continue or rapidly resume operations when faced with adverse events, or disasters.

Your departmental continuity plan:

- Identifies your department's Critical Functions.
- Documents the business impact of loss of these functions over periods of time.
- Describes how you might continue these functions under conditions of diminished resources.
- Contains key information that might be needed during and after a disaster-event.
- Includes Action Items designed to help your department become more prepared before an event occurs.

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# 1. General Information

<i>Department</i>	EDU - Biology
<i>Type of unit</i>	Academic Research
<i>Personnel count</i>	28 Faculty and other academic appointees 0 Residents/Fellows 10 Staff (full-time) 2 Staff (part-time, excluding students) 6 Student Staff 0 Volunteers 0 Guests 0 Other
<i>Head of unit</i>	Professor Plum Chair, Department of Biology professorplum@kuali.co
<i>Primary contact(s) for this plan</i>	
<i>Secondary contact for this plan</i>	
<i>Cost center</i>	
<i>Buildings</i>	HAL Hall owned 361 Tudor Close Lane
<i>Evacuation plans for all buildings?</i>	Yes
<i>Comments</i>	

<i>Critical Functions</i>	1	Donor Relations	Critical 3
	2	Payroll	Critical 2
	3	Publish Quarterly Journal	Deferrable
	4	Purchasing	Critical 2
	5	Research	Critical 2
		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	

## 2. Critical Functions

### 2.1. Critical Function: 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>	Professor Plum, Chair.	
<i>Peak periods</i>	May, June, July, August	
<i>Comment</i>		
<i>Documents</i>	<a href="#">See Documents list</a>	
<i>Upstream dependencies</i>		
<i>Downstream dependencies</i>		
<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 if 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>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>If temporary closure is declared, is it possible to stop doing this function?</i>	No
<i>Comments</i>	There would be no reason to cease contact with donors.
<i>Action items for this function</i>	<a href="#">See Action Item list</a>

## 2.2. Critical Function: 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>							
<i>Documents</i>	<a href="#">See Documents list</a>						
<i>Upstream dependencies</i>							
<i>Downstream dependencies</i>							
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	<table><tr><td>Well-being of faculty/staff</td><td>Faculty and staff might not get paid on time.</td></tr><tr><td>Well-being of students</td><td>Student employees might not get paid on time.</td></tr><tr><td>Legal obligations unmet</td><td>Law requires that employees be paid within a certain time period.</td></tr></table>	Well-being of faculty/staff	Faculty and staff might not get paid on time.	Well-being of students	Student employees might not get paid on time.	Legal obligations unmet	Law requires that employees be paid within a certain time period.
Well-being of faculty/staff	Faculty and staff might not get paid on time.						
Well-being of students	Student employees might not get paid on time.						
Legal obligations unmet	Law requires that employees be paid within a certain time period.						
<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 reissuing the former period's payroll checks to all personnel (then making corrections later).						
<i>How to cope if 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>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.
<i>Policy exceptions that may be needed</i>	No policy exceptions needed at department level. Central Payroll will obtain any needed exceptions at its level.
<i>Additional vulnerabilities</i>	(1) Failure of Central Payroll. (2) Prolonged absence of both payroll assistant and backup substitutes.
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	No
<i>Comments</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>Action items for this function</i>	<a href="#">See Action Item list</a>

## 2.3. Critical Function: Publish Quarterly Journal

<i>Description</i>	Publish the quarterly Journal of Biological Forensics
<i>Who performs this?</i>	Department of Biology Chair and faculty Journal committee.

<i>Responsible person(s)</i>	Professor Plum
<i>Peak periods</i>	February, May, August, November
<i>Comment</i>	Peak periods are during final editing and revisions and submission to publisher.
<i>Documents</i>	<a href="#">See Documents list</a>
<i>Upstream dependencies</i>	IT
<i>Downstream dependencies</i>	Facilities
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	
<i>Comments</i>	
<i>Action items for this function</i>	<a href="#">See Action Item list</a>

## 2.4. Critical Function: 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 Kuali Finance (KF). (3) Purchase Requisition (request to CentralPurchasing) created by purchasing assistant within KF.
<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, June
<i>Comment</i>	End of year close-out, release of funds for next FY.
<i>Documents</i>	<a href="#">See Documents list</a>
<i>Upstream dependencies</i>	
<i>Downstream dependencies</i>	

<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Disruption of teaching Disruption of research Payment deadlines unmet Legal obligations unmet	Inability to pay vendors. 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 if 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).	
<i>Any show stoppers?</i>	Phone for Purchasing Assistant.	
<i>Do any of these coping strategies expose the University to risk?</i>	Risk of P-Card abuse if upper limit is raised. Control this by requiring Dept. Administrator to authorize purchases in advance if possible. Risk of individuals not communicating and making duplicate purchases. Risk of individuals not following FEMA purchasing requirements for reimbursement.	
<i>Policy exceptions that may be needed</i>	Raise limit on P-Cards. Lift restricted-item rules on P-Cards. These exceptions need approval by Controller and by Central Procurement.	

<i>Additional vulnerabilities</i>	No.
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	Yes
<i>Comments</i>	It is possible, but could seriously hinder research. Better alternative would be to have purchasing assistant work from home.
<i>Action items for this function</i>	<a href="#">See Action Item list</a>

## 2.5. Critical Function: 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>	January, February, March, April, May, September, October, November, December	
<i>Comment</i>		
<i>Documents</i>	<a href="#">See Documents list</a>	
<i>Upstream dependencies</i>		
<i>Downstream dependencies</i>		
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Well-being of faculty/staff	Faculty and staff might not get paid on time.
	Well-being of students	Student employees might not get paid on time.
	Legal obligations unmet	Law requires that employees be paid within a certain time period.

<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
<i>How to cope if 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. Wet lab functions cannot be conducted remotely.
<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.
<i>Any show stoppers?</i>	Computer networks and libraries (if unavailable for an extended period).
<i>Do any of these coping strategies expose the University to risk?</i>	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.
<i>Policy exceptions that may be needed</i>	Granting agencies might be asked to alter/waive conditions of grants to allow recovery periods
<i>Additional vulnerabilities</i>	Loss of equipment, live specimens, research animals.
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	Yes
<i>Comments</i>	Professors would typically continue their research in any fashion possible. Few faculty would see themselves as "shut down."

Action items for  
this function

[See Action Item list](#)

## 3. Information Technology

### 3.1. Centrally-Owned Applications that are Critical for this Unit

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

Application or System	Criticality Level	Comment
<i>CDS - Campus Deposit System (RTO - 4h)</i>	1	Our dept. has daily cash & check receipts that must be completed
<i>KF - Kuali Finance (RTO - 1h)</i>	2	
<i>KR - Kuali Research (RTO - 1h)</i>	3	
<i>LMS - Canvas (RTO - 1h)</i>	2	Needed for posting emergency announcements to students and faculty and for accessing course materials or creating new assignments if classes can't meet in person.
<i>ERS - Effort Reporting System (RTO - 6h)</i>	2	Needed to fulfill terms of research awards
<i>HRMS - Human Resources Management System (RTO - 6h)</i>	1	Critical for hiring, layoffs etc.

### Definitions

*Critical 1* Cannot pause. Necessary to life, health, security. (Possible example: police dispatch system).

*Critical 2* Failure will lead to imminent & very serious consequences. (Possible examples: data networks, email system, patient scheduling system, medical records system)

**Critical 3** Can endure a pause, but ONLY for a short time. Must be recovered by some time sooner than 30 days. (Possible examples: financial system, payroll system, HR system, research administration systems, student systems, library systems, courseware).

**Deferrable** Important, but we can function without this system for more than 30 days. (Possible examples: calendaring application, document imaging system, budget preparation software.)

## 3.2. Department Applications that are Critical for this Unit

Department applications are those whose technical owner is our department or another department (but not Central IT)

### 3.2.1. Department application: BiologySource

<i>Functional owner</i>	Biology Department
<i>Technical owner</i>	Biology Department
<i>Type</i>	Client/Server application
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Disk
<i>Backup Method</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>Departments 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 location</i>	Hall rm392
<i>Offsite storage location</i>	none
<i>Frequency of offsite storage</i>	No offsite storage

<i>Location of installation disks &amp; documentation</i>	Hall rm392
<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.

### 3.2.2. Department application: GeneMapper

<i>Functional owner</i>	Biology Department
<i>Technical owner</i>	Biology Department
<i>Type</i>	Client/Server application
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Disk
<i>Backup Method</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>Departments that will be impacted by failure of this application</i>	Genetics
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	No offsite storage
<i>Location of installation disks &amp; documentation</i>	
<i>Successful recovery been done?</i>	No
<i>Comment</i>	

### 3.3. Department Servers

#### 3.3.1. Department server: Trident

<i>Server type</i>	File server
<i>Explanation</i>	Biology Dept file server
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Other (describe)
<i>Backup Method</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>Applications that will be impacted by failure of this server</i>	All departmental files. Undergrad & Graduate Student records prior to 2003.
<i>Departments that will be impacted by failure of this server</i>	only our dept.
<i>Server software</i>	Windows Server 2007
<i>Technical expert(s)</i>	Albert Wong
<i>Responsible for recovery</i>	Albert Wong
<i>Onsite storage location</i>	Hall rm 386
<i>Offsite storage location</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>	

#### 3.3.2. Department server: Neptune

<i>Server type</i>	Web server
<i>Explanation</i>	Runs faculty and dept websites plus various applications used in teaching and research.

<i>Backup frequency</i>	Daily
<i>Backup media</i>	Other (describe)
<i>Backup Method</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	All faculty websites plus most instructional software
<i>Applications that will be impacted by failure of this server</i>	All faculty websites plus most instructional software
<i>Departments that will be impacted by failure of this server</i>	only our dept.
<i>Server software</i>	Windows Server 2007 SQL Server 2003
<i>Technical expert(s)</i>	Henry Nguyen
<i>Responsible for recovery</i>	Henry Nguyen
<i>Onsite storage location</i>	Hall rm 542
<i>Offsite storage location</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

### 3.3.3. Department server: Poseidon

<i>Server type</i>	Application server
<i>Explanation</i>	Student websites
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Local tape
<i>Backup Method</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	student web sites only

<i>Applications that will be impacted by failure of this server</i>	student web sites only
<i>Departments that will be impacted by failure of this server</i>	all the depts in the College of Life Sciences
<i>Server software</i>	Windows Server 2007 SQL Server 2003
<i>Technical expert(s)</i>	Carol Brown
<i>Responsible for recovery</i>	Carol Brown
<i>Onsite storage location</i>	Hall rm 348
<i>Offsite storage location</i>	none
<i>Frequency of offsite storage</i>	No offsite storage
<i>Location of installation disks &amp; documentation</i>	Hall rm 348
<i>Successful recovery been done?</i>	No
<i>Comment</i>	Backup is to local tape. Considered to be non-critical server.

## 3.4. Workstations

### 3.4.1. Workstation Backup

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

### 3.4.2. Workstation Support

<b>Workstation Support Provided By</b>	<b>Comment</b>
<i>Technicians employeed by department</i>	IT Tech Team

### 3.5. Recovery Strategies for IT

*Where will you quickly purchase new workstations, servers, or other hardware?*

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.)

*When your support technicians rebuild your workstations or servers in the new location (on the new hardware), where will they find the systems software, applications software, and related documentation that they will need?*

Hall rm 372.

*Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)*

air conditioning for server room

*Will your technical support staff be adequate in numbers & skills to rebuild your systems quickly? Will they be available? Do they have other clients to serve?*

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.

*Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?*

Inability to purchase new hardware quickly. Inability to obtain additional IT support personnel. Need Central IT to re-establish central campus networks & applications.

*Visualize now a flu pandemic. If all staff were requested to work from home (where possible) for a couple of months to minimize contagion, what would you have to do to enable & support their IT? (Presume the users all have adequate computers at home, plus broadband connections.) Be specific, and estimate how long it would take to get them set up & running.*

This depends on what level of support the Dept wants us to offer. To offer full support to all faculty/staff would require traveling 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.

*When IT systems become unavailable for an extended time, people use workarounds – paper forms to gather data, snail-mail, chalkboard instead of PowerPoint. In the collection of IT applications & systems that you support, are there any that could not somehow be “worked around” for a few weeks or months? Explain.*

Lack of the GeneMapper application would bring certain research projects to a halt.

### 3.6. Action Items for IT

[See Action Item List](#)

## 4. Faculty Preparedness

Action Item	Details	Archived?
<i>Have a Canvas course available for every course.</i>	Only 50% of courses use Canvas now.	No
<i>Add emergency information to all syllabi.</i>	Instructors would have to do this manually.	No
<i>Keep copies of course outlines in main Instruction office.</i>	We haven't been requiring this of adjunct faculty.	No

## 5. Key Resources

### 5.1. 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.

*Comment*

### 5.2. Key People in Your Unit

<i>Name</i>	Harry Chan
<i>Title of function</i>	Payroll Assistant
<i>Special skill</i>	
<i>Special role</i>	

<i>Name</i>	Jerry Sanchez
<i>Title of function</i>	IT Manager
<i>Special skill</i>	

*Special role*

*Additional comment* Main contact with Campus Computing

*Name* Jorge Escobar

*Title of function* Admin Specialist

*Special skill* web skills

*Special role*

*Additional comment* payroll backup

*Name* Mary Jones

*Title of function* Dept. Administrator

*Special skill*

*Special role* First leadership successor

*Additional comment*

*Name* Professor Plum

*Title of function* Chair, Biology Department

*Special skill*

*Special role* Holds formal delegation(s) of authority

*Additional comment* former provost, delegated authority for contracts up to \$100K

*Name* Susan Kelly

*Title of function* Professor

*Special skill*

*Special role*      Second leadership successor

*Additional comment*      senior faculty member, former Chair

### 5.3. Work From Home

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

*Name*      Evelyn Jackson

*Position*      Staff

*Home broadband connection?*      Yes

*Currently does connect from home?*      Yes

*Must office computer be running?*      No

*Additional comment*      Business Officer - uses VPN connection from home

*Name*      Gwen Smith

*Position*      Faculty

*Home broadband connection?*      Yes

*Currently does connect from home?*      Yes

*Must office computer be running?*      No

*Additional comment*

*Name*      Kerry Rodriguez

*Position*      Staff

*Home broadband connection?* No

*Currently does connect from home?* Yes

*Must office computer be running?* No

*Additional comment* Uses dial-up. Very slow connection, does email only.

*Name* Stephen Solomon

*Position* Staff

*Home broadband connection?* Yes

*Currently does connect from home?* Yes

*Must office computer be running?* Yes

*Additional comment* uses Windows Remote Desktop to connect from home

*Name* Thomas Cummings

*Position* Faculty

*Home broadband connection?* Yes

*Currently does connect from home?* Yes

*Must office computer be running?* No

*Additional comment*

## 5.4. Staff of Other Units

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

*Name* Joanna Johnston

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

<i>Name</i>	Kenichi Tanzake
<i>Department/Org</i>	Central Research Support Unit
<i>Work phone</i>	510-123-9393
<i>Mobile phone</i>	510-123-3341
<i>Email</i>	kt@myschool.edu
<i>Address</i>	Lorimar Pavilion, 3rd floor
<i>Fax</i>	510-123-4815
<i>Additional 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>Work phone</i>	510-123-4567
<i>Mobile phone</i>	510-123-1234
<i>Email</i>	rb@myschool.edu
<i>Address</i>	54 Carey Hall
<i>Fax</i>	510-123-1111
<i>Additional comment</i>	Director of College HR Services

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

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

## 5.5. Stakeholders

These are stakeholders whom you may need to contact.

<i>Name</i>	Harold Chen
<i>Stakeholder Type</i>	Donor

*Department/Org* Acme Holdings, Inc.  
*Work phone* 230-123-5284  
*Mobile phone* 230-123-3289  
*Email* chen@acme.com  
*Address* 45 Holden Way, Redlands, CA 34278  
*Fax* 230-123-5020

*Products/Supplied*

*Alternate Vendors*

*Additional comment* regular donor to dept. projects

*Name* Henry Nguyen  
*Stakeholder Type* Donor  
*Department/Org* Nguyen Securities, Inc.  
*Work phone* 212-123-2472  
*Mobile phone* 212-123-5496  
*Email* hn@nsec.com  
*Address* 34 Wall St., NY, NY 10047  
*Fax* 212-123-2689

*Products/Supplied*

*Alternate Vendors*

*Additional comment* Graduate and benefactor of the Dept. of Biology

*Name* Joan Baradel  
*Stakeholder Type* Project Partner  
*Department/Org* California State University

*Work phone* 415-123-3487  
*Mobile phone* 415-123-2421  
*Email* jb@state.edu  
*Address* 123 Smith Road, San Francisco, CA 12364  
*Fax* 415-123-0036

*Products/Supplied*

*Alternate Vendors*

*Additional comment* Professor at CSU who is a collaborator in several ongoing research projects.

*Name* Stephanie Shabazz  
*Stakeholder Type* Vendor  
*Department/Org* Xerox  
*Work phone* 510-123-4592  
*Mobile phone* 510-123-5624  
*Email* shabazz@xerox.com  
*Address* 672 Broadway, Oakland, CA  
*Fax* 510-123-9593  
*Products/Supplied* Maintenance & repair of Xerox copiers  
*Alternate Vendors* Yes - GTP Office Services, El Cerrito, CA  
*Additional comment*

*Name* Tomas Rodriguez  
*Stakeholder Type* Vendor  
*Department/Org* Flanders Scientific, Inc.  
*Work phone* 788-123-1234

Mobile phone	788-123-3268
Email	tr@flanders.com
Address	42 Yardley Terrace, Atlanta, GA 53922
Fax	788-123-6527
Products/Supplied	Vendor of specialized lab equipment for the Bio labs
Alternate Vendors	BioSource, Inc., and Gardella Products, Inc.
Additional comment	Flanders has proven fast & reliable. Large product list.

## 5.6. Documents

[See Document List](#)

## 5.7. Equipment and Supplies

Minimum equipment needed to carry out all critical functions.

### 5.7.1 Office Equipment

	Minimum Number	Additional comment
Workstation (includes desktop computer, network connection, table, chair)	27	one per each FTE
Laptop computer (car charger advised)	16	for key staff - faculty
Telephone (hard-wired)	27	
Printer	4	Current printers also include fax/copy/scan
Fax	0	Current printers also include fax/copy/scan
Copier	0	Current printers also include fax/copy/scan

	Minimum Number	Additional comment
Scanner	0	Current printers also include fax/copy/scan
Server	6	See Tom Calloway for details on server needs

## 5.7.2 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.

## 5.7.3 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.

## 5.8. Facilities and 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)* Utility  
Additional comment  
Special Ventilation  
Natural Gas  
De-ionized Water

*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* No

## 6. Action Items

### 6.1. Increase Canvas adoption so more course materials are available online.

*Assigned to* eLearning Department

*Due date* 1970-01-01

*Supports this critical function*

*Supports this department* Biology

*Estimated cost* \$100 - \$1000

*Cost one-time or annual?* Annual

*Within whose scope* My unit itself

*Details* We may need to invest in marketing material or incentives.

*Status* Not Yet Begun

*Archived?* No

### 6.2. Create backup plan for loss of significant number of instructors.

*Assigned to* Chair

*Due date* 1970-01-01

*Supports this critical function*

*Supports this department* Biology

*Estimated cost* less than \$100

*Cost one-time or annual?* One-time

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Within whose scope	My unit itself
Details	There's no cost for creating the plan unless we have to hire consultants. We should talk to Universities that have had faculty strikes recently and see what they recommend.
Status	Not Yet Begun
Archived?	No

### *6.3. Identify funding for more professional development around innovative teaching.*

Assigned to	PD Coordinator
Due date	1970-01-01
Supports this critical function	
Supports this department	Biology
Estimated cost	\$1000 - \$10,000
Cost one-time or annual?	Not sure
Within whose scope	My unit itself
Details	We should consider whether this should be a requirement for annual PD plans.
Status	Needs Further Discussion
Archived?	No

### *6.4. Have department IT Manager discuss work-from-home issues at faculty meeting.*

Assigned to	PD Coordinator
Due date	1970-01-01

*Supports this critical function*

*Supports this department*

*Estimated cost* less than \$100

*Cost one-time or annual?* Other

*Within whose scope* My unit itself

*Details* This should probably be done each quarter.

*Status* In Progress

*Archived?* No

### *6.5. Replace Trident server with Cloud storage.*

*Assigned to* IT Department

*Due date* 1970-01-01

*Supports this critical function*

*Supports this department*

*Estimated cost* \$1000 - \$10,000

*Cost one-time or annual?* Both one-time and annual

*Within whose scope* My unit itself

*Details* I don't know procedures for this or cost for cloud storage. Just making a guess.

*Status* Not Yet Begun

*Archived?* No

### *6.6. Collect emergency contact info from IT Tech Team*

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<i>Assigned to</i>	Department Admin Assistant
<i>Due date</i>	1970-01-01
<i>Supports this critical function</i>	
<i>Supports this department</i>	
<i>Estimated cost</i>	less than \$100
<i>Cost one-time or annual?</i>	Other
<i>Within whose scope</i>	My unit itself
<i>Details</i>	I think there are new team members and we haven't updated the list in a while.
<i>Status</i>	In Progress
<i>Archived?</i>	No

## 6.7. Do periodic trial recoveries of servers/applications.

<i>Assigned to</i>	IT Department
<i>Due date</i>	1970-01-01
<i>Supports this critical function</i>	
<i>Supports this department</i>	
<i>Estimated cost</i>	less than \$100
<i>Cost one-time or annual?</i>	Other
<i>Within whose scope</i>	My unit itself
<i>Details</i>	This might already be done and I'm just not aware of it.
<i>Status</i>	Needs Further Discussion
<i>Archived?</i>	No

## 6.8. Manage Curriculum Electronically

*Assigned to* Chair

*Due date* 1970-01-01

*Supports this critical function*

*Supports this department* Biology

*Estimated cost* Don't know

*Cost one-time or annual?* Not sure

*Within whose scope* My unit itself

*Details* We need to research online Curriculum Management tools that keep track of courses, syllabi materials, etc.. We're at risk allowing faculty to manage their own and not submit them to the department, especially with part time faculty. We need to be able to access curriculum quickly and identify alternate assessment and evaluation strategies in case classes have to end before they are complete.

*Status* Not Yet Begun

*Archived?* No

## 6.9. Train staff on FEMA purchasing requirements during disaster.

*Assigned to* Chair

*Due date* 1970-01-01

*Supports this critical function* Purchasing

*Supports this department*

*Estimated cost* \$1000 - \$10,000

*Cost one-time or annual?* One-time

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Within whose scope	My unit itself
Details	We might need to bring in an external consultant. We need to make sure everyone is aware of FEMA reimbursement rules, so they aren't making purchases or accepting donations without following appropriate procedures.
Status	Not Yet Begun
Archived?	No

#### *6.10. Evaluate existing grants to determine process for requesting emergency project extensions*

Assigned to	Research Managers
Due date	1970-01-01
Supports this critical function	Research
Supports this department	
Estimated cost	less than \$100
Cost one-time or annual?	Not sure
Within whose scope	My unit itself
Details	We might want to check with the Grants and Contracts office first to see if they document this anywhere.
Status	Not Yet Begun
Archived?	No

#### *6.11. An additional P-Card should be obtained for one of the cross-trained staff members, plus one card for the Dept. Administrator.*

Assigned to	Department Admin Assistant
Due date	1970-01-01

*Supports this critical function* Purchasing

*Supports this department*

*Estimated cost* less than \$100

*Cost one-time or annual?* Not sure

*Within whose scope* My unit itself

*Details*

*Status* Not Yet Begun

*Archived?* No

## 6.12. Inventory live specimens

*Assigned to* Lab Managers

*Due date* 1970-01-01

*Supports this critical function* Research

*Supports this department*

*Estimated cost* Don't know

*Cost one-time or annual?* Not sure

*Within whose scope* My unit itself

*Details* I think this is already done, but we need to find out how frequently it's done, and where the records are stored. We should have a central location to store these records for the department.

*Status* In Progress

*Archived?* No

*6.13. Have a Canvas course available for every course.*

*Assigned to*

*Due date*

*Supports this  
critical function*

*Supports this  
department*

*Estimated cost*

*Cost one-time  
or annual?*

*Within whose  
scope*

*Details*      Only 50% of courses use Canvas now.

*Status*

*Archived?*   No

*6.14. Add emergency information to all syllabi.*

*Assigned to*

*Due date*

*Supports this  
critical function*

*Supports this  
department*

*Estimated cost*

*Cost one-time  
or annual?*

*Within whose  
scope*

*Details*      Instructors would have to do this manually.

*Status*

Archived? No

*6.15. Keep copies of course outlines in main Instruction office.*

*Assigned to*

*Due date*

*Supports this critical function*

*Supports this department*

*Estimated cost*

*Cost one-time or annual?*

*Within whose scope*

*Details* We haven't been requiring this of adjunct faculty.

*Status*

Archived? No

## 7. Documents

These documents have been identified as important for continuing our critical functions. Documents uploaded into this tool can be viewed on-screen, then printed.

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

<i>Name</i>	Donor records
<i>Description</i>	Contact information and giving patterns.
<i>Medium</i>	Electronic (computer)
<i>Location</i>	Stored on G: drive, in Donor Relations folder.
<i>Owner (department)</i>	Dept. of Biology.
<i>Contact person(s)</i>	Chair Neil Jefferson.
<i>Backup measures</i>	Chair has a current list.
<i>Comment</i>	
<i>Uploaded in this tool?</i>	No

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<i>Name</i>	Department Calling Tree
<i>Description</i>	Department Calling Tree
<i>Medium</i>	Electronic (computer)
<i>Location</i>	Sharepoint
<i>Owner (department)</i>	Biology Department
<i>Contact person(s)</i>	Professor Plum
<i>Backup measures</i>	Several department admins have downloaded copies to keep on their local machines.
<i>Comment</i>	
<i>Uploaded in this tool?</i>	No