

Basic Continuity Plan Elements (Guidance)

Unit Information:

- Unit Name: _____
- Unit Head: _____
- Coordinator: _____
- Back-Up Coordinator ____ (Identify a person to reach out to in the advent that the Coordinator is unavailable) _____
- Location: ____ (Identify primary and all secondary locations utilized by unit; (ALL locations inc site mgr contact info) _____
- Staff Phone Tree and Contact Information (name, office phone, home phone, mobile phone, email address, alternate email address, members of the response/continuity team, other) (Map crisis communications call tree, for each individual include the information specified)

Top Risks/Vulnerabilities:

- Risks: (Indicate whether the below risks are present)
 - Hazardous Materials in use: Y / N
 - Time Sensitive materials/activities: Y / N (significant adverse impact if materials/activities unable to be maintained or managed for ~24+ hours)
 - Environmental impacts: Y / N (materials/activities could negatively impact environment of lab, floor, building, exterior, etc. if materials/activities unable to be managed or maintained for ~24+ hours)
- Vulnerabilities (indicated if your unit/activities/research/University would experience significant adverse impact under each of the following scenarios)
 - Loss of Space (lab fire, flooding, etc.): Y / N
 - Loss of Equipment: Y / N
 - Loss of Specimens/Samples: Y / N
 - Loss of Data: Y / N
 - What loss would be the most difficult to recover from: _____
- Show stoppers-list any resources that cannot be replaced, substituted or done without: _____ (List those resources that must be had so that research is not lost or stopped; such as animal care, refrigeration, dry ice, single-source vendor or supplier, etc.) _____

Continuity/Recovery:

- List Critical Functions/Activities:
_Research Data Integrity, Continuity of Research Program, Specimen Protection (human, animal, tissues, etc.), Other _____
- For each Critical Function fill out numbers 1-4.
 1. For each Critical Function, describe actions necessary to manage the impact of loss (consider durations of 2 weeks, 2 months, and 6+ months) (could include mitigation strategies, alternate procedures, manual work-arounds, etc. for concerns such as data loss, specimen loss, equipment interruption or loss, space loss, reduced staffing, any type of vital records, etc.)

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2. Peak periods and/or Critical Timeframes (if any) associated with each Critical Function: Note time of year (month) or if year round, etc.
3. Consequences of failure to re-start this function; place an “X” in appropriate columns within the grid below and add any pertinent comments.

<u>Critical Function:</u>							
<u>Possible Harmful Consequence</u>	<u>Time after disaster when this consequence become critical</u>						<u>Comments</u>
	0-2 days	1 wk	2 wks	3 wks	4 wks	>4 wks	
Disruption of teaching							
Disruption of research							
Loss of faculty							
Loss of staff							
Loss of students							
Well-being of faculty/staff							
Well-being of students							
Payment deadlines unmet by unit							
Loss of revenue to campus							
Legal obligations unmet by campus							
Legal harm to university							
Impact on other campus unit(s)							
Impact on other important business partner(s)							
Other							

4. Dependencies for each Critical Function:
 - Upstream (who/what this function depends upon): (Suppliers, FASIS, ISIS, WCAS, loading dock, etc.)
 - Downstream (who/what depend upon this function): (Sponsors, other researchers, facilities, etc.)

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- Minimum Requirements: (Indicate your unit's minimum needs if required to maintain operations under crisis situations with limited resource availability)
 - Space: (Loading dock, clean room, conference room, etc.) Please note: in regards to temporary and/or permanent space, the University will ensure HVAC, power and other basic occupancy requirements are accounted for prior to use _____
 - Equipment: (spectrometers, imaging systems, etc.) _____
 - Telecommunications: (number and type of telephones, voice communication lines, teleconferencing equipment, etc.) _____
 - Data/Network: (number and type of data connections, special computer configurations, etc.) _____
 - Other: (GAV, liquid helium, specialty forms, office supplies, etc.) _____

- Key Contacts (NU, External Partners, Vendors):
(Specify key internal and external partners including contact information which may be necessary to obtain information, resources, or supplies from and/or relay information to during crisis operations) _____

- Procurement of Key Supplies/Equipment:
(Indicate acquisition strategies for critical supplies (specialty forms, etc.), materials (Nitrogen, Helium, Dry Ice, etc.), equipment (spectrometers, imaging systems, etc.) include vendor names and contact information and/or alternate procurement strategies) _____

- Potential Alternate Operations Strategies:
 - Remote local operations (i.e. work from home): Y / N
 - How many people: _____
 - Work with Peers: _____ Y / N
 - Peer Name, Institution, Contact Info: _____
 - Other: _____

- Gap List-Is there anything else you think of that is not included within the plans above that would need to be addressed in the advent of a business disruption? _____
