

Continuity Plan

Facilities Services - Engineering Services and Records

Created Oct 03, 2012
Last modified Aug 03, 2017

Husky Ready 2017

This document was created with the Husky Ready 2017 online Continuity Planning application. It is maintained within the application and can be edited by users with appropriate permissions.

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.

Table of Contents

1. General Information
2. Critical Functions
 - 2.1. Conduct Post Earthquake Building Evaluations
 - 2.2. Professional engineering support operation/maint of UW Fac
 - 2.3. Professional engineering support design and constr of UW Fac
3. Information Technology
 - 3.1. Centrally-Owned Applications
 - 3.2. Department Applications
 - 3.3. Department Servers
 - 3.4. Workstations
 - 3.5. Recovery Strategies for IT
 - 3.6. Action Items
4. Faculty Preparedness
5. Key Resources
 - 5.1. Staff Basics
 - 5.2. Key People
 - 5.3. Work From Home
 - 5.4. Teams
 - 5.5. Skills
 - 5.6. Staffing Requirements
 - 5.7. Staff of Other Units
 - 5.8. Stakeholders
 - 5.9. Documents
 - 5.10. Equipment and Supplies
 - 5.11. Facilities and Transportation
6. Action Items
7. Documents

1. General Information

Department	Facilities Services - Engineering Services and Records		
Department description			
Major division	Finance and Facilities		
Type of unit	UW Seattle-Administrative		
Personnel count	0	Faculty and other academic appointees	
	0	Residents/Fellows	
	20	Staff (full-time)	
	0	Staff (part-time, excluding students)	
	3	Student Staff	
	0	Volunteers	
	0	Guests	
	0	Other	
Head of unit	ALi Ferdos iden@u.washington.edu		
Cost center			
Buildings	Building	Ownership	Notes
	PLANT OPERATIONS ANNEX 6	owned	
	UNIVERSITY FACILITIES ANNEX 2 (CPO ANNEX 2)	owned	
Evacuation plans for all buildings?	Yes		
Comments			

Critical Functions	1	Conduct Post Earthquake Building Evaluations	Critical 1
	2	Professional engineering support operation/maint of UW Fac	Critical 1
	3	Professional engineering support design and constr of UW Fac	Critical 2
Definitions	Critical 1	must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security. (Examples: inpatient care, police services)	
	Critical 2	must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences. (Examples: provision of care to at-risk outpatients, functioning of data networks, at-risk research)	
	Critical 3	may pause if forced to do so, but must resume in 30 days or sooner. (Examples: classroom instruction, research, payroll, student advising)	
	Deferrable	may pause; resume when conditions permit. (Examples: elective surgery, routine building maintenance, training, marketing)	

2. Critical Functions

2.1. Critical Function: Conduct Post Earthquake Building Evaluations

Description	ATC 20 teams from Campus Engineering with assistance from CPO are responsible for evaluating buildings after an earthquake or other disaster that causes building damage.	
Who performs this?	Campus Engineering	
Responsible person(s)	Tom Pittsford	
Peak periods		
Comment		
Documents	See Documents list	
Upstream dependency comment		
Upstream dependencies		
Downstream dependency comment		
Downstream dependencies	All departments and buildings	
Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Disruption of patient care	
	Departure of faculty	
	Departure of staff	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	

How to cope if usual space is not available	From any alternate space
How to cope if 50% absenteeism of staff and faculty	We would continue with less staff.
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	No, all staff are trained
Can this function be performed fully or partly from home?	No, this function must be done on-site at Campus.
How to cope if data network is not available	No Affect.
Any show stoppers?	No
Do any of these coping strategies expose the University to risk?	No
Policy exceptions that may be needed	
Additional vulnerabilities	
If temporary closure is declared, is it possible to stop doing this function?	No
Comments	If post earthquake inspections are needed. then we cannot stop this function.
Action items for this function	See Action Item list in Section 6

2.2. Critical Function: Professional engineering support operation/maint of UW Fac

Description	This is engineering technical support for the daily operations and maintenance of all the buildings and utilities on Campus including the Power Plant.
Who performs this?	Campus Engineering
Responsible person(s)	
Peak periods	

Comment		
Documents	See Documents list	
Upstream dependency comment		
Upstream dependencies		
Downstream dependency comment		
Downstream dependencies	Maintenance Shops, Campus Operations	
Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Disruption of patient care	
	Departure of faculty	
	Departure of staff	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
How to cope if usual space is not available	From any alternate space.	
How to cope if 50% absenteeism of staff and faculty	With reduced staff.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	No, we have multiple staff to conduct the work in each discipline	
Can this function be performed fully or partly from home?	Partially, access electronically to design drawings and on-line existing drawings needed. We would not be able to assess conditons on-site if we were not on Campus.	
How to cope if data network is not available	We would have reduced function without the data network.	

Any show stoppers?	
Do any of these coping strategies expose the University to risk?	
Policy exceptions that may be needed	
Additional vulnerabilities	
If temporary closure is declared, is it possible to stop doing this function?	No
Comments	
Action items for this function	See Action Item list in Section 6

2.3. Critical Function: Professional engineering support design and constr of UW Fac

Description	Review of design documents and construction of Capital Projects on Campus
Who performs this?	Campus Engineering
Responsible person(s)	
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Capital Projects Organization
Downstream dependency comment	
Downstream dependencies	Capital Projects Organization
How to cope if usual space is not available	Froam an alternate location

How to cope if 50% absenteeism of staff and faculty	With reduced staff
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	No, we have multiple staff to conduct the work in each discipline
Can this function be performed fully or partly from home?	Yes, access electronically to design drawings and on-line existing drawings needed. Construction observation could not be done from home.
How to cope if data network is not available	We would have reduced function without the data network.
Any show stoppers?	Cannot perform without the design drawings.
Do any of these coping strategies expose the University to risk?	No
Policy exceptions that may be needed	
Additional vulnerabilities	
If temporary closure is declared, is it possible to stop doing this function?	Yes
Comments	
Action items for this function	See Action Item list in Section 6

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	Name	Criticality Level	Comment
Application or System	MyChem	Critical 2	
Application or System	eProcurement	Critical 2	
Application or System	Procurement Card	Critical 2	
Application or System	FS-WORKS	Critical 3	
Application or System	UW Alert	Critical 2	
Application or System	UW Email - Exchange	Critical 2	
Application or System	FacilityMax	Critical 3	
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: UW IT infrastructure

Functional owner	UW IT
Technical owner	
Type	
Backup frequency	
Backup media	
Backup Method	
Database application?	
Move data to or from core campus systems	
If so, what campus systems?	
Departments that will be impacted by failure of this application	
Technical expert(s)	
Responsible for recovery	
Onsite storage location	
Offsite storage location	
Frequency of offsite storage	
Location of installation disks & documentation	
Successful recovery been done?	
Comment	

3.2.2. Department application: UW Campus Engineering Records

Functional owner	UW Campus Eng
Technical owner	CE Records
Type	
Backup frequency	
Backup media	
Backup Method	
Database application?	
Move data to or from core campus systems	
If so, what campus systems?	
Departments that will be impacted by failure of this application	
Technical expert(s)	
Responsible for recovery	
Onsite storage location	
Offsite storage location	
Frequency of offsite storage	
Location of installation disks & documentation	
Successful recovery been done?	
Comment	

3.2.3. Department application: UW IT computer infrastructure

Functional owner	UW IT
Technical owner	Nebula

Type	
Backup frequency	
Backup media	
Backup Method	
Database application?	
Move data to or from core campus systems	
If so, what campus systems?	
Departments that will be impacted by failure of this application	
Technical expert(s)	
Responsible for recovery	
Onsite storage location	
Offsite storage location	
Frequency of offsite storage	
Location of installation disks & documentation	
Successful recovery been done?	
Comment	

3.3. Department Servers

3.3.1. Department server: Campus Engineering GIS/Sharepoint Server

Server type	
Explanation	

Backup frequency	
Backup media	
Backup Method	
Applications that will be impacted by failure of this server	
Departments that will be impacted by failure of this server	
Server software	
Technical expert(s)	
Responsible for recovery	
Onsite storage location	
Offsite storage location	
Frequency of offsite storage	
Location of installation disks & documentation	
Successful recovery been done?	
Comment	

3.4. Workstations

3.4.1. Workstation Backup

Backup Method	Percent of Workstations Using this Backup Method	Comment
Files are stored on dept. server, which gets backed up	100%	
Automated backup by central IT (via network)	100%	

Local backup of workstation by user (automatic)	10%	
Local backup of workstation by user (manual)	10%	

3.4.2. Workstation Support

Workstation Support Provided By	Comment
Technicians employed by department	
Technicians from another department	UW IT Maintenance and Nebula

3.5. Recovery Strategies for IT

Where will you quickly purchase new workstations, servers, or other hardware?	CDW
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?	UW IT Infrastructure
Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)	No
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?	Yes, Yes, No
Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?	Delivery from CDW
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.	Provide instructions (about one hour class)
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.	Yes, there are not hard copies of all the O&M manuals

3.6. Action Items for IT

See Action Item List in Section 6

4. Faculty Preparedness

See Action Item list in Section 6

5. Key Resources

5.1. Staff Basics

Does your unit have a (printed) emergency contact list for faculty & staff?	Yes
Who holds copies of the emergency contact list? (Be specific)	All staff
Who updates the emergency contact list?	Tom Pittsford
Who knows how to check messages on your department's main phone line?	Cesar Escobar
Who knows how to record a greeting on your department's main phone line?	Cesar Escobar
Who can post messages on your department's web site (i.e., do the actual mechanics)?	Joe Cook
Do your staff use any shared passwords that should be kept available?	No
Comment	

5.2. Key People in Your Unit

Name	Ali Ferdos
Title of function	Campus Eng Manager
Special skill	Mechanical Eng.
Special role	First leadership successor, Holds formal delegation(s) of authority
Additional comment	

Name	Robbie Avila
Title of function	Campus Eng Manager
Special skill	Electrical Eng
Special role	Second leadership successor, Holds formal delegation(s) of authority
Additional comment	

5.3. Work From Home

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

Name	Entire Staff
Position	Staff
Home broadband connection?	Probably
Currently does connect from home?	Probably
Must office computer be running?	Yes
Additional comment	

5.4. Teams

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

Name	ATC 20 Team
Purpose	To evaluate building condition after an earthquake or other significant event.
Members	All Staff
Additional comment	

5.5. Skills

These skills that may be needed post-disaster to perform our unit's critical functions.

Skill	Description	Additional comment
Architecture		
Building Inspection		
CERT-trained	Graduate of a recognized CERT training program that follows the current FEMA curriculum.	
Civil Engineering		
EOC: Planning	EOC responder who works in the Planning section with the planning section chief.	
Electrical Engineering		
Environmental Engineering		
Evacuation Warden	Trained as an evacuation warden through the University of Washington's EH&S department.	
Mechanical Engineering		
Structural Engineering		

5.6. Staffing Requirements

This list displays both

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

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

Function	Criticality Level	Category of Staff	Shift	FTE required under normal conditions	FTE required during crisis	FTE who may be available for reassignment
Professional engineering support operation/maint of UW Fac	1	Professional Staff	Standard (M-F, University business hours)	16.0	16.0	0.00
Professional engineering support design and constr of UW Fac	2	Professional Staff	Standard (M-F, University business hours)	16.0	16.0	0.00
Conduct Post Earthquake Building Evaluations	1	Professional Staff	Standard (M-F, University business hours)	16.0	16.0	0.00
Totals				48.00	48.00	0.00

5.7. Staff of Other Units

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

Name	Feilen Ken
Department/Org	UWMC
Work phone	598-4691
Mobile phone	598-4911
Email	feilen@uw.edu
Address	
Fax	
Additional comment	

Name	Howard Nakase
Department/Org	UW Grounds Manager
Work phone	685-1407
Mobile phone	
Email	hmnakase@uw.edu
Address	
Fax	
Additional comment	

Name	John Carroll
Department/Org	NE Zone Manager
Work phone	685-1445
Mobile phone	419-1798
Email	carroll1@uw.edu
Address	
Fax	
Additional comment	

Name	John Chapman
Department/Org	
Work phone	543-3860
Mobile phone	

Email	jchapman@uw.edu
Address	
Fax	
Additional comment	

Name	Jon Parkin
Department/Org	NE Zone Deputy Director
Work phone	221-6501
Mobile phone	
Email	jtparkin@uw.edu
Address	
Fax	685-7833
Additional comment	

Name	Mark Kirschenbaum
Department/Org	
Work phone	616-8498
Mobile phone	685-1485
Email	markki@uw.edu
Address	
Fax	
Additional comment	

Name	Roy Wechselberger
Department/Org	UW MHSC
Work phone	685-1465
Mobile phone	
Email	rwechsel@uw.edu
Address	
Fax	
Additional comment	

Name	Troy Swanson
Department/Org	UW Tower Properties
Work phone	685-0345
Mobile phone	
Email	troy2@uw.edu
Address	
Fax	
Additional comment	

5.8. Stakeholders

These are stakeholders whom you may need to contact.

Name	Charles Kennedy
Stakeholder Type	Sponsor
Department/Org	UW FS

Work phone	685-1428
Mobile phone	
Email	ken nec@uw.edu
Address	UW Box 352217
Fax	543-4117
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Chip Lydum
Stakeholder Type	Other stakeholder
Department/Org	UW ICA
Work phone	543-7373
Mobile phone	
Email	clydum@uw.edu
Address	UW Box 354070
Fax	616-1523
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Damon Fetters
------	---------------

Stakeholder Type	Other stakeholder
Department/Org	UW M&A
Work phone	685-1468
Mobile phone	
Email	dfetters@uw.edu
Address	UW Box 354285
Fax	543-9746
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Eric Dauplaise
Stakeholder Type	Project partner
Department/Org	UW Construction
Work phone	685-8852
Mobile phone	
Email	dauplais@uw.edu
Address	UW Box 354285
Fax	685-1877
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Howard Nakase
Stakeholder Type	Other stakeholder
Department/Org	Grounds Managr
Work phone	685-1407
Mobile phone	
Email	hmnakase@uw.edu
Address	UW Box 352166
Fax	543-8420
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Jeff Seidel
Stakeholder Type	Project partner
Department/Org	Campus Operations
Work phone	221-4312
Mobile phone	
Email	jseidel@uw.edu
Address	Plant Operations Building
Fax	
Products/Supplied	
Alternate Vendors	

Additional comment	
Name	John Carroll
Stakeholder Type	Other stakeholder
Department/Org	Central & SW Zone Manager
Work phone	685-1445
Mobile phone	685-8814
Email	carroll1@uw.edu
Address	UW Box 355630
Fax	221-7006
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	John Chapman
Stakeholder Type	Sponsor
Department/Org	UW CEO
Work phone	543-3860
Mobile phone	
Email	jchapman@uw.edu
Address	UW Box 352160
Fax	685-1479

Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Jon Parkin
Stakeholder Type	Other stakeholder
Department/Org	NE Zone Deputy Director
Work phone	221-6501
Mobile phone	685-8815
Email	jtparkin@uw.edu
Address	UW Mailbox 354285
Fax	685-7833
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Jonathan Siu
Stakeholder Type	Project partner
Department/Org	Seattle DPD
Work phone	233-5163
Mobile phone	
Email	Jon.Siu@seattle.gov

Address	
Fax	
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Josh Gana
Stakeholder Type	Other stakeholder
Department/Org	UW HFS
Work phone	685-8790
Mobile phone	
Email	jgana@uw.edu
Address	UW Box 355610
Fax	
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Ken Feilen
Stakeholder Type	Other stakeholder
Department/Org	UWMC
Work phone	598-4691

Mobile phone	598-4911
Email	feilen@uw.edu
Address	UW Box 356010
Fax	598-4036
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Lyle Zimmerman
Stakeholder Type	Project partner
Department/Org	UW IT
Work phone	543-2024
Mobile phone	
Email	lylez@uw.edu
Address	UW Box 354150
Fax	
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Mark Kirschenbaum
Stakeholder Type	Other stakeholder

Department/Org	UW Power Plant
Work phone	616-8498
Mobile phone	685-1485
Email	markki@uw.edu
Address	UW Box 352160
Fax	685-2897
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Mark Murray
Stakeholder Type	Project partner
Department/Org	UW EH&S
Work phone	616-6261
Mobile phone	543-0465
Email	mmurray@uw.edu
Address	UW Box 354400
Fax	616-3360
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Robert Stickney
Stakeholder Type	Project partner
Department/Org	UW CPO
Work phone	221-4344
Mobile phone	
Email	rstickne@uw.edu
Address	UW Box 352205
Fax	543-1277
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Ron Fouty
Stakeholder Type	Project partner
Department/Org	UW CPO Safety
Work phone	221-3350
Mobile phone	
Email	
Address	UW Box 352205
Fax	543-1277
Products/Supplied	
Alternate Vendors	

Additional comment	
--------------------	--

Name	Roy Wechselberger
Stakeholder Type	Other stakeholder
Department/Org	UW MHSC
Work phone	6851465
Mobile phone	
Email	rwechsel@uw.edu
Address	UW Box 357140
Fax	616-2925
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Siri-Elizabeth McLean
Stakeholder Type	Project partner
Department/Org	
Work phone	897-8081
Mobile phone	
Email	sirim@uw.edu
Address	UW Box 359531
Fax	

Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Stanley Joshua
Stakeholder Type	Other stakeholder
Department/Org	UW Tacoma
Work phone	253-692-4382
Mobile phone	253-576-7511
Email	smjoshua@uw.edu
Address	UW Box 358451
Fax	253-692-5705
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Steve Charvat
Stakeholder Type	Project partner
Department/Org	UW Emergency Management
Work phone	897-8080
Mobile phone	897-8000
Email	charvat@uw.edu

Address	UW Box 359531
Fax	897-8001
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Steve Kennard
Stakeholder Type	Other stakeholder
Department/Org	UW Real Estate
Work phone	616-3424
Mobile phone	391-9348
Email	skennard@uw.edu
Address	UW Box 359446
Fax	685-1547
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Steve Phieffer
Stakeholder Type	Project partner
Department/Org	Seattle DPD
Work phone	233-7189

Mobile phone	
Email	
Address	
Fax	
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Tony Guerrero
Stakeholder Type	Other stakeholder
Department/Org	UW Bothell
Work phone	425-352-3557
Mobile phone	206-391-1690
Email	
Address	UW Box 358575
Fax	425-352-5431
Products/Supplied	
Alternate Vendors	
Additional comment	

Name	Troy Swanson
Stakeholder Type	Other stakeholder

Department/Org	UW Tower Properties
Work phone	685-0345
Mobile phone	
Email	troy2@uw.edu
Address	UW Box
Fax	543-5545
Products/Supplied	
Alternate Vendors	
Additional comment	

5.9. Documents

See Document List

5.10. Equipment and Supplies

Minimum equipment needed to carry out all critical functions.

5.10.1 Office Equipment

	Minimum Number	Additional comment
Workstation (includes desktop computer, network connection, table, chair)	27	
Laptop Computer (car charger advised)	5	
Telephone (hard-wired)	26	
Printer	4	
Fax	0	
Copier	1	
Scanner	1	
Server	1	

5.10.2 Other Equipment

Major Items Only	Van 923A ATC-20 Backpacks and outside storage containers
------------------	----------------------------------------------------------

5.10.3 Supplies

Necessary Consumables	Copy Paper Emergency Water Emergency Food Basic Other Office Supplies
Inventory or Stockpiling Considerations	

5.11. Facilities and Transportation

Facilities (special needs beyond office-classroom-lab needs)		
Utilities (very important to the functioning of the department)	Utility	Additional comment
	Seattle City Light	
	UW Seattle Campus Power Plant	
	Seattle Public Utilities- Water	

Transportation (special
transportation needs)

UW Van 923A

Other Resources

6. Action Items

6.1. Have yearly training and drills

Assigned To	
Due Date	
Supports this Critical Function	Conduct Post Earthquake Building Evaluations
Estimated Cost	Don't know
Cost Frequency	Annual
Within Whose Scope	My unit itself
Details	This training and drills are currently being done.
Status	
Date Entered	2012-10-03

6.2. Create a computer spec sheet that can be sent to CDW.

Assigned To	
Due Date	
Supports this Critical Function	Information Technology
Estimated Cost	less than \$100
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2012-10-03

6.3. Unset name

Assigned To	
Due Date	
Supports this Critical Function	Information Technology
Estimated Cost	
Cost Frequency	
Within Whose Scope	My unit together with other units on campus
Details	
Status	
Date Entered	2015-06-29

6.4. Arrange back up of Campus Engineering GIS/SharePoint Server

Assigned To	Cesar Escobar
Due Date	
Supports this Critical Function	Information Technology
Estimated Cost	\$100 - \$1000
Cost Frequency	Both one-time and annual
Within Whose Scope	My unit itself
Details	Our unit will consider backing up this server
Status	
Date Entered	2015-06-29

6.5. Put together instructions for staff to access work computers from home.

Assigned To	
Due Date	

Supports this Critical Function	Professional engineering support design and constr of UW Fac
Estimated Cost	Don't know
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2012-10-03

7. Documents

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

Name	On-line record documents
Description	These are the drawings, specifications, O&M manuals etc for all the buildings and utilities on Campus.
Medium	
Location	UW IT
Owner (department)	Campus Engineering and Records
Contact person(s)	Robbie Avila
Backup measures	Yes, these drawings are backed up by UW IT.
Comment	
Uploaded in this tool?	No

Name	ATC Placards and Evaluation Forms
Description	These are the documents to record post earthquake damage and post warning signs on buildings.
Medium	Paper
Location	In steel storage containers outside Plant Operations Annex 6
Owner (department)	Campus Engineering
Contact person(s)	Tom Pittsford
Backup measures	
Comment	
Uploaded in this tool?	No

Name	On-line record documents
Description	These are the drawings, specifications, O&M manuals etc for all the buildings and utilities on Campus.
Medium	Electronic (computer)
Location	UW IT
Owner (department)	Campus Engineering and Records
Contact person(s)	Robbie Avila
Backup measures	UW IT
Comment	
Uploaded in this tool?	No

Name	My Chem
Description	List of what hazardous chemicals are stored in each building.
Medium	Electronic (computer)
Location	
Owner (department)	EH&S
Contact person(s)	Erin McKeown
Backup measures	
Comment	
Uploaded in this tool?	No

Name	All records on-line in CE Records
------	-----------------------------------

Description	All the drawings, reports, specifications that are found on-line at Campus Eng. Records
Medium	Electronic (computer)
Location	The server is fsweb1.u.washington.edu which is located in room 040 of the 4545 data center.
Owner (department)	Campus Engineering and Records
Contact person(s)	Robbie Avila
Backup measures	Files are backed up nightly. Two copies are written to tape. One of those copies is sent to an offsite facility near Spokane
Comment	
Uploaded in this tool?	No