

Continuity Plan

Facilities Services - Finance and Business Services (FABS)

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Husky Ready 2017

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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.

Table of Contents

1. General Information
2. Critical Functions
 - 2.1. Purchasing
 - 2.2. Moving
 - 2.3. Refrigerant Purchasing, Warehousing and Delivery
 - 2.4. Warehousing Materials
 - 2.5. Supply Delivery
 - 2.6. Furniture and Equipment Sales
 - 2.7. Furniture and Equipment Removal and Disposal
 - 2.8. Tool Sales and Rental
 - 2.9. Billing
 - 2.10. Administration
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 - Finance and Business Services (FABS)	
Department description		
Major division	Finance and Facilities	
Type of unit	UW Seattle-Administrative	
Personnel count	0	Faculty and other academic appointees
	0	Residents/Fellows
	36	Staff (full-time)
	0	Staff (part-time, excluding students)
	3	Student Staff
	0	Volunteers
	0	Guests
	3	Other
Head of unit	James Angelosante angelosj@uw.edu	
Cost center		

Buildings	Building	Ownership	Notes
	BRYANTS BUILDING	owned	
	MAGNUSON HEALTH SCIENCES CENTER A	owned	
	MAGNUSON HEALTH SCIENCES CENTER D	owned	
	MAGNUSON HEALTH SCIENCES CENTER E	owned	
	PADEL FORD PARKING GARAGE	owned	
	SW MAINTENANCE BLDG	owned	
Evacuation plans for all buildings?	Some, not all		
Comments	Materials Management Employees 3 Fixed Duration Appointment Full Time Employees		
Critical Functions	1	Purchasing	Critical 1
	2	Moving	Critical 1
	3	Refrigerant Purchasing, Warehousing and Delivery	Critical 1
	4	Warehousing Materials	Critical 2
	5	Supply Delivery	Critical 2
	6	Furniture and Equipment Sales	Critical 2
	7	Furniture and Equipment Removal and Disposal	Critical 2
	8	Tool Sales and Rental	Critical 2
	9	Billing	Critical 3
	10	Administration	Critical 3

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: Purchasing

Description	Procuring materials, equipment, tools and services for Facilities Services.
Who performs this?	Facilities Services Stores.
Responsible person(s)	Program Coordinators
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Facilities-Power, UW-IT
Downstream dependency comment	
Downstream dependencies	UW Campus Community

	Consequence	Explanation
Possible consequences if this function is not continued or recovered quickly enough	Disruption of teaching	
	Disruption of research	
	Departure of faculty	
	Departure of staff	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	
	Legal obligations unmet	
	Legal harm to the institution	
	Impact to other units	
	Impact on important business partners	
	Other (please explain)	Animal Care
	How to cope if usual space is not available	Remotely and/or use of paper records.
How to cope if 50% absenteeism of staff and faculty	Remote telecommuting.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	No.	
Can this function be performed fully or partly from home?	Phone, credit card and computer/printer/fax/scanner and misc. office supplies.	
How to cope if data network is not available	Paper records and telephone/telecommunications and pro card access.	
Any show stoppers?	phone services	

Do any of these coping strategies expose the University to risk?	Yes. Approvals by phone or by courier.
Policy exceptions that may be needed	Suspend spending limits and chain-of-command approvals. Suspend adherence to usage of state/university contracts.
Additional vulnerabilities	Basic human needs: food, water, shelter, sanitation
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

2.2. Critical Function: Moving

Description	Relocation of furniture, equipment, supplies and materials.
Who performs this?	Moving and Surplus
Responsible person(s)	Truck Driver 2s, Driver/Warehouse Workers, Truck Driver 1s, and Warehouse Workers, Truck Driver Lead, Program Support Supervisor Surplus, Program Coordinators for Warehouse Operations.
Peak periods	June, July, August, September
Comment	Full slate of Moving Services is year-round (Moving Services has daily requests).
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Facilities-Power, UW-IT
Downstream dependency comment	
Downstream dependencies	UW Campus Community

Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of research	
	Disruption of patient care	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	
	Legal obligations unmet	
	Legal harm to the institution	
	Impact to other units	
	Impact on important business partners	
	Other (please explain)	Animal Care, Debris Management, Sanitation Mgmt, Delivery of goods
How to cope if usual space is not available	Relocate to alternate campus facility.	
How to cope if 50% absenteeism of staff and faculty	Dependent on staff presence.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	No.	
Can this function be performed fully or partly from home?	No.	
How to cope if data network is not available	Paper and phone	
Any show stoppers?	Fuel, vehicles, transportation routes unimpacted, and people.	
Do any of these coping strategies expose the University to risk?	Yes. Provision of health care to support workers that are not ill.	
Policy exceptions that may be needed	Abundance of OT. Waiver of CDL requirement.	

Additional vulnerabilities	Fatigue and potential safety issues and lack of vehicle maintenance services. Basic human needs: food, water, shelter, sanitation
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: Refrigerant Purchasing, Warehousing and Delivery

Description	Provide refrigerant gas to campus to maintain refrigeration units that are critical for animal care, food storage, and research.
Who performs this?	Warehouse Operations
Responsible person(s)	Jack Nolan, Sam Tillery
Peak periods	May, June, July, August, September, October
Comment	Warm weather days.
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Facilities-Power, UW-IT, Vendor support - Praxair, RSD, Airgas
Downstream dependency comment	
Downstream dependencies	Academic departments/Research , Housing & Food Services food distribution locations, Other campus eateries, Animal care locations

Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Departure of faculty	
	Departure of staff	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	
	Legal obligations unmet	HFS contract obligations, research grants and contracts
	Legal harm to the institution	
	Impact to other units	
	Impact on important business partners	
How to cope if usual space is not available	Could be done out of doors in a sheltered area	
How to cope if 50% absenteeism of staff and faculty	Cross training and/or the use of the refrigerant SOP. Direct delivery and issuance by vendor.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Basic knowledge of AiM system and/or use of manual data entry.	
Can this function be performed fully or partly from home?	Not applicable - cannot happen from home.	
How to cope if data network is not available	Manual data tracking.	
Any show stoppers?	Refrigerant supply chain.	

Do any of these coping strategies expose the University to risk?	Emergency contracts in place with vendors outside of the Puget Sound area.
Policy exceptions that may be needed	UW procurement waiver utilized in state of emergency.
Additional vulnerabilities	Battery supply on hand for scales. Restricted access to onsite refrigerant inventory.
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

2.4. Critical Function: Warehousing Materials

Description	Storing materials for FMC and CEO.
Who performs this?	Warehouse Operations
Responsible person(s)	Warehouse operations staff
Peak periods	
Comment	Year round supply chain support
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Public Transportation, Campus Safety/Security, Facilities-Power, UW-IT
Downstream dependency comment	
Downstream dependencies	Campus community

Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Departure of faculty	
	Departure of staff	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	
	Legal obligations unmet	
	Legal harm to the institution	
	Impact to other units	
	Impact on important business partners	
How to cope if usual space is not available	Utilize outside vendors and alternate storage locations.	
How to cope if 50% absenteeism of staff and faculty	Cross train additional staff in material handling - increase reliance on vendor support	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Operating heavy and material handling equipment / vehicles	
Can this function be performed fully or partly from home?	N/A	
How to cope if data network is not available	Paper ledgering	
Any show stoppers?	Staff and equipment/vehicles	
Do any of these coping strategies expose the University to risk?	Violation of collective bargaining agreements by having staff work outside of job class	

Policy exceptions that may be needed	Suspension of collective bargaining agreements; utilize emergency purchasing contracts
Additional vulnerabilities	Basic human needs: food, water, shelter, sanitation
If temporary closure is declared, is it possible to stop doing this function?	Yes
Comments	Reliance on vendor supply and support
Action items for this function	See Action Item list in Section 6

2.5. Critical Function: Supply Delivery

Description	Deliver custodial and construction supplies and materials to work sites.
Who performs this?	Warehouse Operations and Moving Services.
Responsible person(s)	Jack Nolan, Teresa Seyfried, Anne Eskridge
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Public Transportation, Campus Safety/Security, Facilities-Power, UW-IT
Downstream dependency comment	
Downstream dependencies	Campus community

	Consequence	Explanation
Possible consequences if this function is not continued or recovered quickly enough	Disruption of teaching	
	Disruption of research	
	Departure of faculty	
	Departure of staff	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
	Impact to other units	
	Impact on important business partners	
	Other (please explain)	Public health impacts associated with delivery of sanitation supplies.
	How to cope if usual space is not available	Reliance on external vendors to deliver direct to building locations. Reliance on common carriers for vehicle needs.
How to cope if 50% absenteeism of staff and faculty	External vendors.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Operation of material handling equipment	
Can this function be performed fully or partly from home?	Not applicable for this function	
How to cope if data network is not available	Hand ledgers, hard copies of critical documents	
Any show stoppers?	Fuel availability, operational vehicles, accessible roadways	
Do any of these coping strategies expose the University to risk?	Staff working outside of job classes - collective bargaining agreements.	
Policy exceptions that may be needed	Suspension of collective bargaining agreements - do not know who has authority to suspend in the event of a major catastrophe.	

Additional vulnerabilities	Basic human needs: food, water, shelter, sanitation
If temporary closure is declared, is it possible to stop doing this function?	No
Comments	Maintain supplies for key personnel present, animal care, on campus student residents.
Action items for this function	See Action Item list in Section 6

2.6. Critical Function: Furniture and Equipment Sales

Description	Sale of used furniture, equipment, and materials.
Who performs this?	Moving and Surplus
Responsible person(s)	Surplus warehouse and retail staff.
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Campus Safety/Security, Facilities-Power, UW-IT
Downstream dependency comment	
Downstream dependencies	Campus community, Puget Sound region

Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	
	Impact to other units	
	Impact on important business partners	
How to cope if usual space is not available	Not possible	
How to cope if 50% absenteeism of staff and faculty	Utilize other Materials Management staff	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Knowledge of how to record sales	
Can this function be performed fully or partly from home?	Not applicable	
How to cope if data network is not available		
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?		
Comments		

Action items for this function

See Action Item list in Section 6

2.7. Critical Function: Furniture and Equipment Removal and Disposal

Description	Removal of liquidated business assets not wanted by departments and programs.	
Who performs this?	Moving and Surplus	
Responsible person(s)	Teresa Seyfried	
Peak periods		
Comment		
Documents	See Documents list	
Upstream dependency comment		
Upstream dependencies	Department IT, Facilities-Power, UW-IT	
Downstream dependency comment		
Downstream dependencies	UW Campus Community	
Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Loss of revenue	
	Legal harm to the institution	
	Impact to other units	
	Other (please explain)	Fire hazard if surplus materials left in building hallways, etc.
How to cope if usual space is not available	Use storage vendor for storage external to the UW's facilities. Utilize space at Sandpoint facility.	
How to cope if 50% absenteeism of staff and faculty	Utilize moving vendor to remove materials from campus facilities.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Basic safety and knowledge of using of material handling equipment. Debris management and City of Seattle recycling and solid waste regulations.	

Can this function be performed fully or partly from home?	NA
How to cope if data network is not available	Paper ledgers for inventory management.
Any show stoppers?	Transportation routes, fuel, vehicles, space.
Do any of these coping strategies expose the University to risk?	No
Policy exceptions that may be needed	Departments given broader authority to dispose of surplus materials in order to facilitate debris management following a critical event. Authority: Attorney General's Office.
Additional vulnerabilities	Fatigue and potential safety issues and lack of vehicle maintenance services. Basic human needs: food, water, shelter, sanitation
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

2.8. Critical Function: Tool Sales and Rental

Description	Sale and rental of tools and equipment to campus trades.
Who performs this?	FS Stores
Responsible person(s)	Jack Nolan
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Facilities-Power, Facilities-Water, UW-IT
Downstream dependency comment	

Downstream dependencies	FS Trades shops	
Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Departure of staff	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	Not for FS Stores but for the shops who use the tools.
	Legal obligations unmet	
	Legal harm to the institution	
	Impact to other units	
How to cope if usual space is not available	Utilize other available spaces on campus, rent shipping containers or storage pods.	
How to cope if 50% absenteeism of staff and faculty	Utilize outside vendor to provide tools, e.g. United Tools, Snap-On, Grainger, etc.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Knowledge of tool calibration, ladder safety, lift delivery safety protocol.	
Can this function be performed fully or partly from home?	NA	
How to cope if data network is not available	Paper ledger for inventory management and sales/rental records.	
Any show stoppers?	Transportation functions, fuel, space, lack of availability of PPE for utilizing certain tools	
Do any of these coping strategies expose the University to risk?	Lack of training prior to utilizing specific tools.	
Policy exceptions that may be needed	EH&S consultation needed to move forward. Suspend spending limits and chain-of-command approvals. Suspend adherence to usage of state/university contracts.	

Additional vulnerabilities	Basic human needs: food, water, shelter, sanitation facilities
If temporary closure is declared, is it possible to stop doing this function?	Yes
Comments	Utilize external rental agencies and tool suppliers.
Action items for this function	See Action Item list in Section 6

2.9. Critical Function: Billing

Description	Monthly recharges for move jobs, surplus collection and storage services using the interfaces associated with WHEELS and FAS-trans. Internal/External charges for surplus sales using the interfaces associated with WHEELS and FAS-trans and Invoice Receivables. Accounts Payable to FS Stores vendors using the interfaces associated with FAS-trans, AiM, PAS, and PaymentNet.
Who performs this?	Moving, Surplus, Storage, FS Stores
Responsible person(s)	Linda Brand and Suzanne LeMere - Moving, Surplus, Storage John Houlihan, Ren Gallier and Brian Anderson - FS Stores
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Department IT, Facilities-Power, UW-IT
Downstream dependency comment	
Downstream dependencies	Financial Management, Procurement Services, FS Finance and Business Services

Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Payment deadlines unmet	
	Loss of revenue	
	Legal obligations unmet	Violation of vendor contracts
	Legal harm to the institution	Regulated Federally by the EPA (Refrigerant)
	Impact to other units	
	Impact on important business partners	Multiple Vendor impacts
How to cope if usual space is not available	Telecommuting	
How to cope if 50% absenteeism of staff and faculty	Telecommuting	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Cross-train (to three deep)	
Can this function be performed fully or partly from home?	Computer and Network access. Courier source documents to offsite locations as needed.	
How to cope if data network is not available	Via USPS and hand ledger each transaction.	
Any show stoppers?	Computer hardware, electricity and pens/paper.	
Do any of these coping strategies expose the University to risk?	Inability to manage staff performance Risk associated with issuing payments without necessary documentation No check and balance/dual control when processing financial transactions Potential loss of documentation via method of transporting materials to workers Inability to manage L&I issues at remote locations as well as assigned work site.	
Policy exceptions that may be needed	To expedite payment in Accounts Payable would forego required 3-way match (Purchase Order, Proof of Receipt, Vendor Invoice). Director of FS Finance and Business Services.	
Additional vulnerabilities	Disruption of Puget Sound Transportation System	
If temporary closure is declared, is it possible to stop doing this function?	Yes	

Comments	This could cease up to a max of 90 days.
Action items for this function	See Action Item list in Section 6

2.10. Critical Function: Administration

Description	Provide strategic planning, personnel management, policy development and implementation, budget and financial management, oversee compliance of local, state, and federal laws and regulations.
Who performs this?	Materials Management management staff.
Responsible person(s)	Anne Eskridge Teresa Seyfried Jack Nolan Mark Croskey
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	Any other upstream dependencies previously listed.
Upstream dependencies	Department IT, Public Transportation, Campus Safety/Security, Police, EH&S, Facilities-Power, Facilities-Water, UW-IT, Contracted vendors, Procurement Services, Human Resources, Labor Relations, Attorney General's Office, Facilities Maintenance and Engineering
Downstream dependency comment	Any other downstream dependencies previously listed.
Downstream dependencies	Facilities Maintenance and Engineering

Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Disruption of teaching	
	Disruption of research	
	Disruption of patient care	
	Well-being of faculty/staff	
	Well-being of students	
	Payment deadlines unmet	
	Loss of revenue	
	Legal obligations unmet	
	Legal harm to the institution	
	Impact to other units	
	Impact on important business partners	
	Other (please explain)	Environmental impacts
How to cope if usual space is not available	Alternate campus space would have to be allocated for operations to continue.	
How to cope if 50% absenteeism of staff and faculty	Procurement and Accounts Payable staff can telecommute if necessary. Scheduling functions could be accomplished offsite.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Policy knowledge, compliance knowledge, knowledge of campus facility locations and operations, in-depth knowledge of vendor goods and services, management and issuance of refrigerant gases.	
Can this function be performed fully or partly from home?	No	
How to cope if data network is not available	Paper ledgers and records.	
Any show stoppers?	Water, sewer, power, shelter, food	
Do any of these coping strategies expose the University to risk?	Staff exposure to illness and/or occupational hazards.	

<p>Policy exceptions that may be needed</p>	<p>Approvals from Attorney General's office if policies, procedures, compliance practices need to be modified. Temporary suspension of collective bargaining agreements as approved by Labor Relations/Human Resources.</p>
<p>Additional vulnerabilities</p>	<p>Environmental and health hazards</p>
<p>If temporary closure is declared, is it possible to stop doing this function?</p>	<p>No</p>
<p>Comments</p>	<p>There are downstream dependencies associated with the services provided by this department.</p>
<p>Action items for this function</p>	<p>See Action Item list in Section 6</p>

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	White Pages Directory	Critical 1	
Application or System	MyChem	Critical 1	
Application or System	FS-WORKS	Critical 1	
Application or System	eProcurement	Critical 1	
Application or System	PAS- Purchasing System	Critical 2	
Application or System	Procurement Card	Critical 1	
Application or System	UW Email - Exchange	Critical 1	
Application or System	UW Alert	Critical 1	
Application or System	AiM	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)

No department applications are entered for this plan.

3.3. Department Servers

No department servers are entered for this plan.

3.4. Workstations

3.4.1. Workstation Backup

No workstations backup methods are entered in this plan.

3.4.2. Workstation Support

No workstation support options are entered in this plan.

3.5. Recovery Strategies for IT

Where will you quickly purchase new workstations, servers, or other hardware?	
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<p>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?</p>	
<p>Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)</p>	
<p>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?</p>	
<p>Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?</p>	
<p>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.</p>	
<p>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.</p>	

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?	
Who holds copies of the emergency contact list? (Be specific)	
Who updates the emergency contact list?	
Who knows how to check messages on your department's main phone line?	
Who knows how to record a greeting on your department's main phone line?	
Who can post messages on your department's web site (i.e., do the actual mechanics)?	
Do your staff use any shared passwords that should be kept available?	
Comment	

5.2. Key People in Your Unit

No key people are entered in this plan.

5.3. Work From Home

No one who works from home is entered in this plan.

5.4. Teams

No teams are entered for this plan.

5.5. Skills

No skills are entered for this plan.

5.6. Staffing Requirements

No staffing requirements are entered for this plan.

5.7. Staff of Other Units

No staff from other units are entered in this plan.

5.8. Stakeholders

No stakeholders are entered for this plan.

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)	0	
Laptop Computer (car charger advised)	0	
Telephone (hard-wired)	0	
Printer	0	
Fax	0	
Copier	0	
Scanner	0	
Server	0	

5.10.2 Other Equipment

Major Items Only	
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5.10.3 Supplies

Necessary Consumables	
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)	<table border="1"> <thead> <tr> <th>Utility</th> <th>Additional comment</th> </tr> </thead> <tbody> <tr> <td colspan="2">No utilities are entered for this plan.</td> </tr> </tbody> </table>	Utility	Additional comment	No utilities are entered for this plan.	
	Utility	Additional comment			
No utilities are entered for this plan.					
Transportation (special transportation needs)					
Other Resources					

6. Action Items

6.1. Workplace disaster preparedness kits (first aid, food and water supply, short-term bathroom facilities, short-term shelter)

Assigned To	James Angelosante
Due Date	2015-01-01
Supports this Critical Function	Administration
Estimated Cost	\$1000 - \$10,000
Cost Frequency	Both one-time and annual
Within Whose Scope	My unit itself
Details	Support needed from FABS Director for procurement of basic needs associated with food, shelter, and sanitation at the worksite. Individual staff need to take personal responsibility for a workplace disaster preparedness kit (sleeping bag, extra clothing, food stuffs, personal hygiene supplies, medications)
Status	
Date Entered	2014-02-06

6.2. Develop pen and paper ledger systems to record all financial transactions.

Assigned To	Each Program Manager within Materials Management
Due Date	2014-06-27
Supports this Critical Function	Billing
Estimated Cost	\$100 - \$1000
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	

Date Entered	2013-06-10
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6.3. Key inventory - exterior emergency key cabinet installed

Assigned To	Mike Anderson
Due Date	2014-12-31
Supports this Critical Function	Furniture and Equipment Removal and Disposal
Estimated Cost	\$100 - \$1000
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2014-01-30

6.4. Update emergency supplies for staff.

Assigned To	Teresa Seyfried
Due Date	2014-12-31
Supports this Critical Function	Furniture and Equipment Removal and Disposal
Estimated Cost	\$1000 - \$10,000
Cost Frequency	Annual
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2014-01-30

6.5. Unset name

Assigned To	
Due Date	
Supports this Critical Function	Furniture and Equipment Sales
Estimated Cost	
Cost Frequency	
Within Whose Scope	
Details	If a major incident occurs in this arena there is no contingency plan possible.
Status	
Date Entered	2014-01-30

6.6. Key inventory - exterior emergency key cabinet installed

Assigned To	Suzanne LeMere
Due Date	2014-01-01
Supports this Critical Function	Moving
Estimated Cost	\$1000 - \$10,000
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2013-09-12

6.7. Update emergency supply bags. Update department emergency supplies.

Assigned To	Anne Eskridge
Due Date	2014-07-01

Supports this Critical Function	Moving
Estimated Cost	\$1000 - \$10,000
Cost Frequency	Annual
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2013-09-12

6.8. Additional computer, printer/fax/scanner/copier. Basic emergency supplies available at home, work and vehicle.

Assigned To	Unit managers
Due Date	2020-07-31
Supports this Critical Function	Purchasing
Estimated Cost	\$10,000 - \$100,000
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2013-07-19

6.9. Wire cutters in emergency supply container.

Assigned To	Jack Nolan
Due Date	2014-01-01
Supports this Critical Function	Refrigerant Purchasing, Warehousing and Delivery

Estimated Cost	\$100 - \$1000
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2013-09-12

6.10. Copy of manual with SOP placed in emergency container.

Assigned To	Jack Nolan
Due Date	2013-10-01
Supports this Critical Function	Refrigerant Purchasing, Warehousing and Delivery
Estimated Cost	less than \$100
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2013-09-12

6.11. Updated battery supply.

Assigned To	Jack Nolan
Due Date	2013-11-01
Supports this Critical Function	Refrigerant Purchasing, Warehousing and Delivery
Estimated Cost	\$100 - \$1000
Cost Frequency	Annual

Within Whose Scope	My unit itself
Details	
Status	
Date Entered	2013-09-12

6.12. Have shelter and supplies on hand for staff use.

Assigned To	Anne Eskridge
Due Date	2014-01-01
Supports this Critical Function	Supply Delivery
Estimated Cost	\$1000 - \$10,000
Cost Frequency	Both one-time and annual
Within Whose Scope	My unit together with other units on campus
Details	
Status	
Date Entered	2013-09-25

6.13. Supply of critical tools in an alternate location.

Assigned To	Jack Nolan
Due Date	2014-12-31
Supports this Critical Function	Tool Sales and Rental
Estimated Cost	\$1000 - \$10,000
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	

Status	
Date Entered	2014-01-30

6.14. Identify and/or create supply contracts for critical material supply.

Assigned To	Director of Procurement
Due Date	
Supports this Critical Function	Warehousing Materials
Estimated Cost	\$10,000 - \$100,000
Cost Frequency	Both one-time and annual
Within Whose Scope	My unit together with other units on campus
Details	utilize existing emergency procurement contracts along with identifying gaps in supply chain purchasing.
Status	
Date Entered	2013-09-12

7. Documents

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

Name	FS Stores Accounts Payable Standard Operating Procedures
Description	
Medium	Other (explain in comments)
Location	
Owner (department)	
Contact person(s)	
Backup measures	
Comment	Digital and Paper
Uploaded in this tool?	No

Name	FS Stores Vendor Invoices
Description	
Medium	Other (explain in comments)
Location	Plant Services Building Room 101
Owner (department)	
Contact person(s)	
Backup measures	
Comment	Paper and Electronic
Uploaded in this tool?	No

Name	Proof of Receipt and Delivery
Description	
Medium	Paper
Location	Plant Services Building Room 122, Health Sciences Room D-108, Southwest Maintenance Zone - Cowlitz Road.
Owner (department)	
Contact person(s)	
Backup measures	
Comment	
Uploaded in this tool?	No

Name	Moving Vendor Invoices
Description	
Medium	Other (explain in comments)
Location	Plant Services Building Room 101
Owner (department)	
Contact person(s)	
Backup measures	
Comment	Paper and Electronic
Uploaded in this tool?	No

Name	Storage Vendor Invoices
Description	

Medium	Other (explain in comments)
Location	Plant Services Building Room 101
Owner (department)	
Contact person(s)	
Backup measures	
Comment	Paper and Electronic
Uploaded in this tool?	No

Name	Moving Jobs Cards
Description	
Medium	Other (explain in comments)
Location	WHEELS Server (in 4545 - 15th Ave NE) and Plant Services Building Room 101
Owner (department)	
Contact person(s)	
Backup measures	
Comment	Paper and Electronic
Uploaded in this tool?	No

Name	Surplus Sales Receipts
Description	Surplus sales receipts for UW Dept. Sales, Agency Sales, and Nonprofit Sales.
Medium	Other (explain in comments)

Location	WHEELS Server (4545 - 15th Ave NE) and Plant Services Building Room 101
Owner (department)	
Contact person(s)	
Backup measures	
Comment	Paper and Electronic
Uploaded in this tool?	No

Name	FS Stores Purchase Orders
Description	
Medium	Paper
Location	Plant Services Building Room 101, Health Science Building Room D-108, Southwest Maintenance Zone - Cowlitz Road
Owner (department)	
Contact person(s)	
Backup measures	
Comment	
Uploaded in this tool?	No

Name	The AiM System
Description	Facilities Services Asset Management System
Medium	Electronic (computer)
Location	4545 Building
Owner (department)	Facilities Service IT

Contact person(s)	Chuck Benson
Backup measures	UW IT
Comment	
Uploaded in this tool?	No

Name	Wheels
Description	Request, Scheduling and Billing System
Medium	Electronic (computer)
Location	4545 Bldg.
Owner (department)	UW IT
Contact person(s)	Rick Anglin
Backup measures	UW IT Back-up Protocol
Comment	
Uploaded in this tool?	No

Name	Refrigeration standard operating procedures.
Description	Process involved in issuing and maintaining refrigerant inventory associated with EPA regulations.
Medium	Other (explain in comments)
Location	M2 shared drive; Jack Nolan's work station at PSB 122; FS-FABS-M2 intranet
Owner (department)	Warehouse Operations
Contact person(s)	Jack Nolan
Backup measures	Intranet, hard copy, and on I: drive

Comment	Electronic and paper
Uploaded in this tool?	No

Name	AiM system
Description	material management software system
Medium	Electronic (computer)
Location	4545 15th Ave NE
Owner (department)	FABS IT
Contact person(s)	Chuck Benson
Backup measures	UW IT
Comment	
Uploaded in this tool?	No

Name	Building Services delivery location manual
Description	List of all custodial material delivery locations
Medium	Other (explain in comments)
Location	Plant Services Room 101, M2 I:drive
Owner (department)	Warehouse Operations, Building Services
Contact person(s)	Jack Nolan, Bruce Jitodai
Backup measures	M2 Intranet, Materials Management I: drive
Comment	Electronic and paper copy
Uploaded in this tool?	Yes

Name	Delivery Document
Description	AiM documents and external vendor delivery documents.
Medium	Other (explain in comments)
Location	AiM system, Plant Services Building room 122, HSB D-108, SW Maintenance Zone Admin Office
Owner (department)	Warehouse Operations, FS Stores
Contact person(s)	Jack Nolan, Ken Lindemann
Backup measures	AiM and/or vendor
Comment	Electronic and paper
Uploaded in this tool?	No

Name	Sales receipt
Description	record of sale transaction
Medium	Other (explain in comments)
Location	Wheels database, Plant Services Building room 122 and 101
Owner (department)	Moving and Surplus
Contact person(s)	Teresa Seyfried
Backup measures	
Comment	Electronic and paper
Uploaded in this tool?	No

Name	Wheels
Description	Request, Scheduling and Billing System

Medium	Electronic (computer)
Location	4515 45th Ave NE
Owner (department)	UW IT
Contact person(s)	Rick Anglin
Backup measures	UW IT protocol
Comment	
Uploaded in this tool?	No

Name	AiM
Description	Facilities Services Asset Management System
Medium	Electronic (computer)
Location	4545 Building
Owner (department)	FS IT
Contact person(s)	Chuck Benson
Backup measures	UW IT protocols
Comment	
Uploaded in this tool?	No

Name	See all previous records as noted for Materials Management.
Description	
Medium	Other (explain in comments)
Location	Plant Services Building room 101 Health Sciences Building D-108 Southwest Zone Maintenance Office All other locations as previously defined

Owner (department)	
Contact person(s)	
Backup measures	
Comment	<p>Employee personnel records AiM Wheels UW Administrative Policies Internal department operating procedures Local, state, federal laws EH&S operating policies and procedures Facilities Services policies and procedures Collective Bargaining agreements (WFSE, SEIU) Financial transaction records</p>
Uploaded in this tool?	No