

Continuity Plan

Facilities Services - Facilities Maintenance & Construction

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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.

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1. General Information

Department	Facilities Services -Facilities Maintenance & Construction	
Department description		
Major division	Finance and Facilities	
Type of unit	UW Seattle-Administrative	
Personnel count	0	Faculty and other academic appointees
	0	Residents/Fellows
	317	Staff (full-time)
	2	Staff (part-time, excluding students)
	4	Student Staff
	0	Volunteers
	0	Guests
	0	Other
Head of unit	Damon Fetters dfetters@uw.edu	
Cost center		

Buildings	Building	Ownership	Notes
	CORPORATION YARD BUILDINGS	owned	
	MAGNUSON HEALTH SCIENCES CENTER D	owned	
	PLANT OPERATIONS ANNEX 4	owned	
	PLANT OPERATIONS ANNEX 7 (MODULAR)	owned	
	PLANT SERVICES BUILDING	owned	
	SW MAINTENANCE BLDG	owned	
Evacuation plans for all buildings?	Some, not all		
Comments			
Critical Functions	1	Facilities Maintenance	Critical 1
	2	Facilities Small Construction Projects (<\$90,000)	Critical 2
	3	Grounds Maintenance	Critical 2
	4	Regulatory Materials Management Office	Critical 1
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: Facilities Maintenance

Description	
Who performs this?	
Responsible person(s)	
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	
Downstream dependency comment	
Downstream dependencies	
How to cope if usual space is not available	
How to cope if 50% absenteeism of staff and faculty	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	
Can this function be performed fully or partly from home?	
How to cope if data network is not available	
Any show stoppers?	
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

2.2. Critical Function: Facilities Small Construction Projects (<\$90,000)

Description	
Who performs this?	
Responsible person(s)	
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	
Downstream dependency comment	
Downstream dependencies	
How to cope if usual space is not available	
How to cope if 50% absenteeism of staff and faculty	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	

Can this function be performed fully or partly from home?	
How to cope if data network is not available	
Any show stoppers?	
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

2.3. Critical Function: Grounds Maintenance

Description	
Who performs this?	
Responsible person(s)	
Peak periods	
Comment	
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	
Downstream dependency comment	
Downstream dependencies	

How to cope if usual space is not available	
How to cope if 50% absenteeism of staff and faculty	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	
Can this function be performed fully or partly from home?	
How to cope if data network is not available	
Any show stoppers?	
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

2.4. Critical Function: Regulatory Materials Management Office

Description	
Who performs this?	
Responsible person(s)	
Peak periods	
Comment	

Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	
Downstream dependency comment	
Downstream dependencies	
How to cope if usual space is not available	
How to cope if 50% absenteeism of staff and faculty	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	
Can this function be performed fully or partly from home?	
How to cope if data network is not available	
Any show stoppers?	
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

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	CAAMS	Critical 1	
Application or System	eProcurement	Critical 3	
Application or System	MyFinancial.Desktop	Deferrable	
Application or System	PAS- Purchasing System	Critical 3	
Application or System	Procurement Card		
Application or System	FIN- Finance System	Critical 2	
Application or System	ESS- Employee Self-Service	Critical 3	
Application or System	HEPPS	Critical 3	
Application or System	OPUS- Online Payroll Update System	Critical 3	
Application or System	OWLS- Online Work/Leave System	Critical 3	
Application or System	UW Email - Exchange	Critical 3	
Application or System	UW Alert	Critical 2	
Application or System	OASIS- Fixed Asset Inventory	Deferrable	

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: CAPS Campus Alts Project Scheduling

Functional owner	Facilities Construction
Technical owner	FABS
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

No department servers are entered for this plan.

3.4. Workstations

3.4.1. Workstation Backup

No workstation 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?	
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?	
Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)	

<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?	Yes
Who holds copies of the emergency contact list? (Be specific)	All supervisory staff & Admin staff
Who updates the emergency contact list?	Asst to the Director w/input from unit PSS2.
Who knows how to check messages on your department's main phone line?	Customer Service Centers (4) (685-1411 & 543-3010)
Who knows how to record a greeting on your department's main phone line?	Customer Service Centers (4)
Who can post messages on your department's web site (i.e., do the actual mechanics)?	Brandon Carlson, FABS Adam Sommerhause, Prog Coord FC
Do your staff use any shared passwords that should be kept available?	
Comment	

5.2. Key People in Your Unit

Name	Donna Thompson
Title of function	Asst Director
Special skill	Construction (TI)
Special role	First leadership successor
Additional comment	

Name	Sam Tillery
Title of function	Maintenance Zone Mgr
Special skill	Maintenance
Special role	Second leadership successor
Additional comment	Health Sciences Maintenance Zone

Name	David Fields
Title of function	Maintenance Zone Mgr
Special skill	Maintenance - Electr
Special role	Third leaderships successor
Additional comment	

Name	Damon Fetters
Title of function	Director
Special skill	
Special role	
Additional comment	

Name	Howard Nakase
Title of function	Grounds Manager
Special skill	Grounds Maintenance
Special role	

Additional comment	
Name	John Carroll
Title of function	Maintenance Zone Mgr
Special skill	Maintenance - H&FS
Special role	
Additional comment	

5.3. Work From Home

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

Name	Cynthia Bacon
Position	Staff
Home broadband connection?	Don't know
Currently does connect from home?	Don't know
Must office computer be running?	Don't know
Additional comment	FC Project Services

Name	Peggy Holmberg
Position	Staff
Home broadband connection?	Don't know
Currently does connect from home?	Don't know
Must office computer be running?	Don't know

Additional comment	FC Project Services Manager
Name	Adam Sommerhause
Position	Staff
Home broadband connection?	Don't know
Currently does connect from home?	Don't know
Must office computer be running?	Don't know
Additional comment	FC Project Services

Name	Asst to Director - Vacant
Position	Staff
Home broadband connection?	Don't know
Currently does connect from home?	Don't know
Must office computer be running?	Don't know
Additional comment	Directors Office

5.4. Teams

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

Name	Regulatory Materials Management Unit
Purpose	Deal with compliance issues associated with Federal State law regarding regulated materials in the workplace, i.e. asbestos, lead, silica, etc.
Members	Andrew Wong, Chris Selders, David Yacono, Debra Loeffelholz, Saeid Rastegar
Additional comment	

Name	CAAMS Access Management Team
Purpose	Operate and maintain the CAAMS...building access management system.
Members	Kim Wolk, Maralee Morado, Peter Atkinson
Additional comment	

5.5. Skills

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

Skill	Description	Additional comment
CERT-trained	Graduate of a recognized CERT training program that follows the current FEMA curriculum.	
CPR	Basic CPR as taught for lay-responders from the Red Cross, American Heart Association or similar organization.	
First Aid	Basic First as taught for lay-responders from the Red Cross or similar organization.	
Radio: HAM	Licensed as an Amateur Radio Operator by the FCC.	

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
Facilities Maintenance	1	Contracted Classified Staff	Standard (M-F, University business hours)	146.0	146.0	0.00
Facilities Small Construction Projects (<\$90,000)	2	Contracted Classified Staff	Standard (M-F, University business hours)	96.0	5.0	91.00
Grounds Maintenance	2	Contracted Classified Staff	Standard (M-F, University business hours)	54.0	54.0	0.00
Facilities Maintenance	1	Professional Staff	Standard (M-F, University business hours)	8.0	8.0	0.00
Facilities Small Construction Projects (<\$90,000)	2	Professional Staff	Standard (M-F, University business hours)	1.0	1.0	0.00
Grounds Maintenance	2	Classified Non-Union Staff	Standard (M-F, University business hours)	1.0	1.0	0.00
Regulatory Materials Management Office	1	Contracted Classified Staff	Standard (M-F, University business hours)	4.0	4.0	0.00
Regulatory Materials Management Office	1	Professional Staff	Standard (M-F, University business hours)	1.0	1.0	0.00
Totals				311.00	220.00	91.00

5.7. Staff of Other Units

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

Name	Charles Kennedy
Department/Org	AVP Facilities Services
Work phone	(206) 616-5019
Mobile phone	(206) 334-8467
Email	kenned@uw.edu
Address	Mail Stop 352215 Facilities Services Admin Bldg Rm. 107
Fax	(206) 543-4117
Additional comment	AVP

Name	James Angelosante
Department/Org	Finance & Business Services
Work phone	(206) 685-6599
Mobile phone	
Email	angelosj@uw.edu
Address	Mail Stop 352215 Facilities Services Adm Bldg
Fax	(206) 543-4117
Additional comment	Director, FABS

Name	John Chapman
Department/Org	Campus Engineering & Operations

Work phone	(206) 543-3860
Mobile phone	(206) 310-8678
Email	jchapman@uw.edu
Address	Mail Stop 352160 Plant Ops Bldg, Rm 206
Fax	(206) 685-1479
Additional comment	FS Executive Director

Name	Steve Charvat
Department/Org	FS Emergency Management
Work phone	206 897-8080
Mobile phone	
Email	charvat@uw.edu
Address	UW Tower, Suite C140 (EOC) MS 359531
Fax	206 897-8001
Additional comment	

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)	25	Work order management and time accounting
Laptop Computer (car charger advised)	5	Campus assessment
Telephone (hard-wired)	5	Each major admin area.
Printer	5	Each major admin area
Fax	5	Each major admin area
Copier	5	Each major admin area
Scanner	5	Each major admin area
Server	2	UWIT

5.10.2 Other Equipment

Major Items Only	Vehicles, 18 minimum - transport people & material to/from campus. Trade tools - Issues to each person and stored at shop locations.
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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)	
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	Utility	Additional comment
Utilities (very important to the functioning of the department)	UW Seattle Campus Power Plant	
	Seattle Public Utilities- Sewer	
	Seattle City Light	
	Seattle Public Utilities- Water	
Transportation (special transportation needs)		
Other Resources		

6. Action Items

No action items are entered for this plan.

7. Documents

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

Name	FS FMC Husky Ready Plan 2013
Description	FMC Husky Ready plan updated on Jan 2013
Medium	Electronic (computer)
Location	Damon Fetters' Office
Owner (department)	FMC
Contact person(s)	Damon Fetters, Donna Thompson
Backup measures	Flash drive
Comment	
Uploaded in this tool?	Yes