

Continuity Plan

UWEM - Facilities Services - UW Emergency Management (UWEM)

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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	UWEM - Facilities Services - UW Emergency Management (UWEM)		
Department description	UWEM is the primary emergency management office for the UW Seattle Campus and any other UW-affiliated locations that are not served directly by a local emergency management role on campus. UWEM provides subject matter expertise on all-hazards emergency planning, response, recovery and mitigation/preparedness. UWEM staffs and manages the UW's primary Emergency Operations center and the UW's Business, Academic, and Research Continuity (BARC) program. UWEM is the primary liaison to other Emergency Management agencies.		
Major division	Finance and Facilities		
Type of unit	UW Seattle-Administrative		
Personnel count	0	Faculty and other academic appointees	
	0	Residents/Fellows	
	4	Staff (full-time)	
	0	Staff (part-time, excluding students)	
	0	Student Staff	
	1	Volunteers	
	0	Guests	
	0	Other	
Head of unit	Steve Charvat Director charvat@uw.edu		
Cost center			
Buildings	Building	Ownership	Notes
	UNIVERSITY OF WASHINGTON TOWER BUILDING C	owned	C-140- UW Emergency Operations Center
Evacuation plans for all buildings?	Yes		
Comments			

Critical Functions	1	24x7 UWEM Duty Officer to provide support and assistance to campus and community onsite first responders	Critical 1
	2	Activate and staff the UW EOC to coordinate campus response	Critical 1
	3	Coordinates campus recovery efforts	Critical 1
	4	Coordinates UW emergency planning	Critical 2
	5	Coordinates campus mitigation	Critical 2
	6	Coordinates campus preparedness planning and education	Critical 3
	7	Liason with other emergency management agencies	Critical 3
	8	Manages DHS/FEMA grants for the University	Deferrable
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: 24x7 UWEM Duty Officer to provide support and assistance to campus and community onsite first responders

Description	The UWEM Duty Officer is a rotational duty shared among the 4 emergency managers and is provided a UW issued duty officer phone 206-765-7192. Duty Officers provide after-hours contact for agencies needing to speak with UWEM and provide on-scene liaison support if needed and/or requested.
Who performs this?	UWEM Duty Officers (all UWEM permanent staff).
Responsible person(s)	Steve Charvat, Eli King, Megan Levy and Stacie Louviere
Peak periods	January, February, March, April, May, June, July, August, September, October, November, December
Comment	UWEM Duty Officer is a 24/7, 365 service.
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Crisis Communications Team, Facilities Services-Unit 2 , Seattle Fire Department, EH&S, UW-IT, UW Police Department, National Weather Service
Downstream dependency comment	
Downstream dependencies	Seattle OEM, State EMD, UW EOC, King County OEM, Facilities Services leadership, President's Emergency Policy Council (EPC), Crisis Communications Team

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	
	Loss of revenue	
	Legal obligations unmet	
	Legal harm to the institution	
	Impact to other units	
	Impact on important business partners	
	Other (please explain)	Delayed response may inhibit incident stabilization
How to cope if usual space is not available	The back-up EOC at Poplar or the Mobile Command Post can serve as alternates to the EOC. The UWEM response vehicle may also serve as a small command post.	
How to cope if 50% absenteeism of staff and faculty	A single Duty Officer can serve for extended periods of time in limited capacity for upto a 21 Days before being relieved.	
What to do if certain skills/knowledge are held by only one staff member (unique skills)?	Unique skills for a UWEM Duty Officer include being well-trained in ICS, through at least ICS 400 and being familiar with on-scene UWPD protocols. General familiarity with Hazmat response is a plus as well.	
Can this function be performed fully or partly from home?	Duty Officers can do the initial contact from home, per regular SOP's. However, if the EOC needs to be activated or the Duty Officer is needed on scene at a Command Post, then working from home is not a viable option.	
How to cope if data network is not available	The Duty Officers maintain hard-copy call-sheets as well as secure USB drives with contact information and ICS forms that can be used independently of a network.	
Any show stoppers?	UW duty officer is required to carry and maintain the duty phone.	

Do any of these coping strategies expose the University to risk?	No
Policy exceptions that may be needed	No policy exceptions are required. UWEM has inherent authority to enact appropriate decisions in cooperation with police and/or fire in the absence of senior leadership.
Additional vulnerabilities	If all 4 emergency managers were away from campus and could not respond to campus for some reason.
If temporary closure is declared, is it possible to stop doing this function?	No
Comments	The UWEM Duty Officer role is a life-safety critical function performed by UWEM and is essential.
Action items for this function	See Action Item list in Section 6

2.2. Critical Function: Activate and staff the UW EOC to coordinate campus response

Description	The UW Emergency Operations Center is activated during times when more sophisticated coordination of resources is required to meet the needs of an incident occurring on or near University property.
Who performs this?	UWEM is the primary agency responsible for the activation and staffing of the UW Emergency Operations Center.
Responsible person(s)	Steve Charvat Eli King Megan Levy Stacie Louviere
Peak periods	January, February, September, October, November, December
Comment	Football and winter weather
Documents	See Documents list
Upstream dependency comment	
Upstream dependencies	Facilities-Power, UW-IT, Public Transportation, Campus Safety/Security, UW Police, EH&S, National Weather Service, Crisis Communications Team, Housing and food service, Athletics, Building Coordinators, Student life, UW Medical Center, UW Bothell, UW Tacoma, All UW offsite facilities
Downstream dependency comment	

Downstream dependencies	Facilities-Water, Facilities-Power, UW-IT, Public Transportation, Emergency Policy Council (EPC), All UW EOC Responding Departments, EH&S, UW Police, Crisis Communications Team, Housing and Food Service, Athletics, Building Coordinators, Student Life, UW Medical Center, UW Bothell, UW Tacoma, All UW offsite facilities	
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	
	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)	Delayed response may inhibit incident stabilization
How to cope if usual space is not available	Backup EOC in Poplar Hall- 1st level general meeting room. If EOC cannot be activated physically, the virtual EOC can be activated at bit.ly/UWEMvEOC	
How to cope if 50% absenteeism of staff and faculty	2 staff; request mutual aid support	

What to do if certain skills/knowledge are held by only one staff member (unique skills)?	EOC experience, knowledge of ICS, familiarity of University Systems. Make all EOC plans available in a central location. Mutual aid, training and exercises to prepare staff ahead of time.
Can this function be performed fully or partly from home?	Physical EOC cannot be activated remotely. However, virtual EOC can be activated at bit.ly/UWEMvEOC
How to cope if data network is not available	Yes, the physical EOC can still be activated and function using paper ICS forms and white boards. Virtual EOC requires network connectivity.
Any show stoppers?	EM trained people
Do any of these coping strategies expose the University to risk?	None will cause risk
Policy exceptions that may be needed	Already have needed authorization
Additional vulnerabilities	Cyber security incident. Catastrophic loss of facility. Incapacity of all staff.
If temporary closure is declared, is it possible to stop doing this function?	No
Comments	All staff is essential staff
Action items for this function	See Action Item list in Section 6

2.3. Critical Function: Coordinates campus recovery efforts

Description	After an event that requires assistance from Emergency Management and affects multiple University organizations, UWEM will act as the coordinating agency for campus recovery efforts
Who performs this?	The permanent staff of UWEM are responsible for this function
Responsible person(s)	Steve Charvat Stacie Louviere Eli King Megan Levy
Peak periods	
Comment	Recovery comes post-incident and there is no way to predict timing or frequency of events.
Documents	See Documents list
Upstream dependency comment	

Upstream dependencies	Facilities-Power, UW-IT, Public Transportation, Campus Safety/Security, UW Police, EH&S, National Weather Service, Crisis Communications Team, Housing and food service, Athletics, Building Coordinators, Student life, UW Medical Center, UW Bothell, UW Tacoma, All UW offsite facilities	
Downstream dependency comment		
Downstream dependencies	Facilities-Water, Facilities-Power, UW-IT, Public Transportation, Emergency Policy Council (EPC), All UW EOC Responding Departments, EH&S, UW Police, Crisis Communications Team, Housing and Food Service, Athletics, Building Coordinators, Student Life, UW Medical Center, UW Bothell, UW Tacoma, All UW offsite facilities	
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	
	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)	Delayed recovery may damage University reputation

How to cope if usual space is not available	Backup EOC in Poplar Hall- 1st level general meeting room. If EOC cannot be activated physically, the virtual EOC can be activated at bit.ly/UWEMvEOC
How to cope if 50% absenteeism of staff and faculty	Support from EOC trained University staff, could manage many duties with 50% usual staff but would risk burnout and failure to take appropriate and needed breaks
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?	Some recovery functions can be managed remotely using vEOC. However, staff would need internet connectivity, power, and a computer to access the vEOC, as well as access to a phone and phone service, and a safe place to perform work.
How to cope if data network is not available	In limited capacity, but quality of work would be diminished
Any show stoppers?	Trained staff and back up
Do any of these coping strategies expose the University to risk?	No added risk
Policy exceptions that may be needed	All needed permissions are in place
Additional vulnerabilities	
If temporary closure is declared, is it possible to stop doing this function?	No
Comments	All staff are essential staff. Recovery cannot wait, and is meant to help restart campus operations.
Action items for this function	See Action Item list in Section 6

2.4. Critical Function: Coordinates UW emergency planning

Description	UWEM provides coordination, resources, information, guidance and recommendations for enterprise-wide emergency planning and preparedness efforts.
Who performs this?	UWEM as a whole is responsible for this function
Responsible person(s)	Steve Charvat Stacie Louviere Eli King Megan Levy

Peak periods		
Comment	Year-round need	
Documents	See Documents list	
Upstream dependency comment		
Upstream dependencies	Facilities-Power, UW-IT, Public Transportation, Campus Safety/Security, UW Police, EH&S, National Weather Service, Crisis Communications Team, Housing and food service, Athletics, Building Coordinators, Student life, UW Medical Center, UW Bothell, UW Tacoma, All UW offsite facilities	
Downstream dependency comment		
Downstream dependencies	Facilities-Water, Facilities-Power, UW-IT, Public Transportation, Emergency Policy Council (EPC), All UW EOC Responding Departments, EH&S, UW Police, Crisis Communications Team, Housing and Food Service, Athletics, Building Coordinators, Student Life, UW Medical Center, UW Bothell, UW Tacoma, All UW offsite facilities	
Possible consequences if this function is not continued or recovered quickly enough	Consequence	Explanation
	Well-being of faculty/staff	
	Well-being of students	
	Legal obligations unmet	
	Legal harm to the institution	
How to cope if usual space is not available	Operations can be temporarily ceased for response, or to await space. If space is not available long term, we can use back up locations in	
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

2.5. Critical Function: Coordinates campus mitigation

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

2.6. Critical Function: Coordinates campus preparedness planning and education

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

2.7. Critical Function: Liason with other emergency management agencies

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

2.8. Critical Function: Manages DHS/FEMA grants for the University

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
	MyChem	Critical 3	Used by UWEM D/O on scene
Application or System	UW Email - Exchange	Critical 2	Used for daily business e-mail
Application or System	ESS- Employee Self-Service	Deferrable	Used by UWEM staff for personal records management.
Application or System	UW Alert	Critical 1	Used to call-out EOC responders and notify the UW community at need.
Application or System	SIMS	Critical 3	Used to access building floor plans by UWEM D/O on scene.
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: EOC security camera

Functional owner	UWEM
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Technical owner	UWEM
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: ICS PDF files

Functional owner	FEMA
Technical owner	UWEM
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: vEOC

Functional owner	UWEM
Technical owner	UWEM
Type	Web application
Backup frequency	Other (please explain)
Backup media	Other

Backup Method	Automatic
Database application?	No
Move data to or from core campus systems	No
If so, what campus systems?	N/A
Departments that will be impacted by failure of this application	UWEM and other URC's using versions of vEOC.
Technical expert(s)	Andy Ward, Larry DeBellis, Siri McLean
Responsible for recovery	Larry DeBellis
Onsite storage location	N/A
Offsite storage location	N/A
Frequency of offsite storage	Other (please explain)
Location of installation disks & documentation	I:UWEM
Successful recovery been done?	N/A
Comment	This is a cloud-based tool built on Google Documents with automatic redundancy provided by Google.

3.3. Department Servers

3.3.1. Department server: UWEM 1

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.2. Department server: UWEM 2

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.3. Department server: UWEM 3

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.4. Department server: UWEM 4

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.5. Department server: UWEM 5

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.6. Department server: UWEM 6

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.7. Department server: UWEM 7

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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	

3.3.8. Department server: UWEM 8

Server type	Other (please explain)
Explanation	One of 8 Servers used in the UWEM Rack in the UW Tower Tier 2 DataCenter.
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%	Maintained by UW IT.
Automated backup by central IT (via network)	100%	Maintained by UW IT.

3.4.2. Workstation Support

Workstation Support Provided By	Comment
Technicians from another department	UW-IT/Nebula support
External vendor	Some A/V and radio systems are supported by out-side vendors: Commercial Sound and Video, Antenna & Satellite Tech, Inc and DayWireless. See annexed documentation for additional information.

3.5. Recovery Strategies for IT

Where will you quickly purchase new workstations, servers, or other hardware?	Transitional EOC from primary to back-up will be supported by UW-IT technicians assigned to the EOC for that purpose.
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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?	Most of the UWEM systems are standard COT's packages (ex: Microsoft Office) and are not unique to UWEM. The two systems that are unique are supported and backed up in a cloud computing environment by the owners of those systems (Kuali and Google).
Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)	
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?	UWEM will be supported by technical staff provided by UW IT.
Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?	
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.	As long as the UWEM staff have power and data connectivity at home, they can access Husky Ready and the vEOC from anywhere.
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.	ICS forms for planning and creation of the IAP. Hard copy or offline electronic copy of key passwords, etc for Husky Ready and other critical processes.

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)	Steve Charvat, Stacie Louviere, Megan Levy, and Eli King
Who updates the emergency contact list?	Steve Charvat
Who knows how to check messages on your department's main phone line?	All staff members are trained in this
Who knows how to record a greeting on your department's main phone line?	Director
Who can post messages on your department's web site (i.e., do the actual mechanics)?	All UWEM permanent staff
Do your staff use any shared passwords that should be kept available?	Yes
Comment	Passwords may be found in the current UWEM SOP book, password-protected online file and hard-copy located in the UWEM safe located in the UWEM Directors Office.

5.2. Key People in Your Unit

Name	Eli King
Title of function	Plans and Training
Special skill	Planning
Special role	First leadership successor, Holds formal delegation(s) of authority

Additional comment	May activate the EOC if delegated by Director.
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Name	Steve Charvat
Title of function	Director
Special skill	Command
Special role	First leadership successor, Holds formal delegation(s) of authority
Additional comment	May activate the EOC

Name	Megan Levy
Title of function	Business Continuity
Special skill	Planning, response
Special role	
Additional comment	May activate the EOC if delegated by Director.

Name	Stacie Louviere
Title of function	Seismic Resilience
Special skill	Planning
Special role	
Additional comment	May activate the EOC if delegated by Director.

5.3. Work From Home

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

Name	Megan Levy
Position	Staff
Home broadband connection?	Yes
Currently does connect from home?	Yes
Must office computer be running?	No
Additional comment	

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

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

Name	Eli King
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Position	Staff
Home broadband connection?	Yes
Currently does connect from home?	Yes
Must office computer be running?	No
Additional comment	

5.4. Teams

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

Name	UWEM Duty Officers
Purpose	Provides 24/7 Contact for UWEM.
Members	Eli King, Megan Levy, Stacie Louviere, Steve Charvat
Additional comment	Eli King is the Primary Duty Officer. Stacie Louviere, Megan Levy and Steve Charvat serve as the back-up Duty Officers when Eli is unavailable in that role.

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.	All UWEM permanent staff members have been CERT-trained
Certified Emergency Manager (CEM)	An emergency manager with a current CEM accreditation from the International Association of Emergency Managers.	Steve Charvat and Eli King are Certified Emergency Managers
Foreign Language-Spanish		Steve Charvat is fluent in Spanish

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
Coordinates campus recovery efforts	1	Professional Staff	Standard (M-F, University business hours)	3.0	1.0	2.00
Coordinates UW emergency planning	2	Professional Staff	Standard (M-F, University business hours)	3.0	1.0	2.00
Activate and staff the UW EOC to coordinate campus response	1	Professional Staff	Standard (M-F, University business hours)	3.0	1.0	2.00
Coordinates campus mitigation	2	Professional Staff	Standard (M-F, University business hours)	1.0	0.0	1.00
Coordinates campus preparedness planning and education	3	Professional Staff	Standard (M-F, University business hours)	3.0	0.0	3.00
24x7 UWEM Duty Officer to provide support and assistance to campus and community	1	Professional Staff	Standard (M-F, University business hours)	1.0	1.0	0.00

onsite first responders						
Manages DHS/FEMA grants for the University	4	Professional Staff	Standard (M-F, University business hours)	1.0	0.0	1.00
Liason with other emergency management agencies	3	Professional Staff	Standard (M-F, University business hours)	3.0	1.0	2.00
Totals				18.00	5.00	13.00

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)	2	Minimum PC would be 2 per operational period: 1 for planning and one for EOC manager
Laptop Computer (car charger advised)	2	
Telephone (hard-wired)	10	
Printer	2	
Fax	1	
Copier	1	
Scanner	1	
Server	8	

5.10.2 Other Equipment

Major Items Only	800 mHz radios for comms with UWPD, SEA OEM, KC OEM or WA EMD. UHF Radio for Comms with FS units.
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5.10.3 Supplies

Necessary Consumables	Bare minimum are the FEMA ICS planning forms.
Inventory or Stockpiling Considerations	No. These forms are readily available online and can be replicated by hand, if needed.

5.11. Facilities and Transportation

Facilities (special needs beyond office-classroom-lab needs)	The UW EOC has a back-up location at Poplar Hall. If needed, the UWPD's Mobile Command Center can serve as a reduce EOC as well.	
Utilities (very important to the functioning of the department)	Utility	Additional comment
	Seattle City Light	Back-up power is available at the UW EOC
Transportation (special transportation needs)	UWEM vehicle	

Other Resources

6. Action Items

6.1. Duty Officer should have universal access to UW buildings via the CAAMS system.

Assigned To	Steve Charvat
Due Date	
Supports this Critical Function	24x7 UWEM Duty Officer to provide support and assistance to campus and community onsite first responders
Estimated Cost	less than \$100
Cost Frequency	Other
Within Whose Scope	My larger dept, division or control unit
Details	Letter of request sent to the CAAMS manager, Maralee Morado on June 25, 2012. Sent by Steve Charvat with Charles Kennedy's approval. Steve Charvat to reinitiate access for current 4 UWEM staff for current CAAMS manager by November 15, 2017
Status	In Progress
Date Entered	2015-12-01

6.2. The UWEM Duty Officer needs to participate in more collaborative training with UWPD for Command Post operations, so the UWPD IC will have a better understanding of how to utilize the UWEM Duty Officer and the UWEM Duty Officer will better understand how to support the UWPD IC.

Assigned To	Eli King
Due Date	2018-12-01
Supports this Critical Function	24x7 UWEM Duty Officer to provide support and assistance to campus and community onsite first responders
Estimated Cost	less than \$100
Cost Frequency	One-time
Within Whose Scope	My unit together with other units on campus

Details	Previous requests from UWEM to UWPD to collaborate on training have been unsuccessful. UWEM staff will continue to develop individual skills through SA/COP training via FEMA. Update 10/30/17 - UWEM Plans, Training, And Exercises manager is currently collaborating with UWPD training officer. UWEM lead duty officer working with UWPD chief of police and deputy chief in collaboration of Husky command post and how UWEM duty officer will provide onsite support.
Status	In Progress
Date Entered	2015-12-01

6.3. Develop volunteer and donations management plan

Assigned To	Eli King
Due Date	2020-12-18
Supports this Critical Function	Activate and staff the UW EOC to coordinate campus response
Estimated Cost	\$1000 - \$10,000
Cost Frequency	One-time
Within Whose Scope	The multi-campus system (if any)
Details	
Status	Not Yet Begun
Date Entered	2017-10-30

6.4. Update documents in Kualu

Assigned To	Megan Levy
Due Date	2017-11-30
Supports this Critical Function	Coordinates campus recovery efforts
Estimated Cost	less than \$100
Cost Frequency	One-time
Within Whose Scope	My unit itself

Details	CEMP, Crisis Communications Plan, Phone list, All SOP, communicable disease plan, updated strategic plan
Status	Not Yet Begun
Date Entered	2017-10-30

6.5. Develop a University wide recovery plan

Assigned To	Eli King
Due Date	2020-02-01
Supports this Critical Function	Coordinates campus recovery efforts
Estimated Cost	\$1000 - \$10,000
Cost Frequency	One-time
Within Whose Scope	The multi-campus system (if any)
Details	Must meet federal requirements and EMAP standards
Status	Not Yet Begun
Date Entered	2017-10-30

6.6. Develop all other missing DOE functional annexes

Assigned To	Eli King
Due Date	2023-01-31
Supports this Critical Function	Coordinates campus recovery efforts
Estimated Cost	\$1000 - \$10,000
Cost Frequency	One-time
Within Whose Scope	The multi-campus system (if any)
Details	
Status	Not Yet Begun

Date Entered	2017-10-30
6.7. Back up critical documents for each UWEM staff member to a secure USB drive.	
Assigned To	
Due Date	2018-01-31
Supports this Critical Function	Information Technology
Estimated Cost	less than \$100
Cost Frequency	One-time
Within Whose Scope	My unit itself
Details	UWEM staff members are reminded to review their critical documents Quarterly. Update 10/20/2017: Provide a list of critical documents
Status	Not Yet Begun
Date Entered	2011-04-16

7. Documents

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

Name	Coordinated Response Document
Description	Outline of the agreement between UWEM, EH&S, SFD, UWPD and Unit 2.
Medium	Electronic (computer)
Location	I:\groups\fac2\UWEM\Planning\All Hazards EMP\2012 version
Owner (department)	UWEM
Contact person(s)	Scott Preston, UWEM
Backup measures	Hard copy in the UWEM SOP's notebooks.
Comment	Will be added to the 2012 All-hazards Emergency Management Plan
Uploaded in this tool?	Yes

Name	Emergency Evacuation Occupancy Plan (EEOP)
Description	Fire-code required document detailing how to evacuate the UW Tower Property
Medium	Electronic (computer)
Location	I:\groups\fac2\UWEM\Planning\All Hazards EMP\2012 version
Owner (department)	UW Tower Facilities Services
Contact person(s)	Darren Branum (EH&S) and Troy Swanson
Backup measures	Hardcopy to be included in SOP's
Comment	UW EH&S is the primary agency behind compliance for the EEOP.
Uploaded in this tool?	Yes

Name	UWEM SOP's
Description	All necessary information for UWEM Duty Officers, including contact lists, pass words, etc.
Medium	
Location	I:\groups\fac2\UWEM\Operations & Procedures also: Hardcopies are kept by the UWEM Duty Officers and in the go-kit for the Duty Officer on rotation.
Owner (department)	UWEM
Contact person(s)	Steve Charvat
Backup measures	Stored on Nebula-support network drive.
Comment	DO NOT UPLOAD THIS DOCUMENT as it contains highly sensitive information
Uploaded in this tool?	No