

DEPARTMENT OF HISTORY**BUSINESS RESUMPTION PLAN**

Approved: October 16, 2005
Most recent update: May 10, 2006

PART 1 – GENERAL INFORMATION

- ◆ *This Business Resumption Plan is for*
Department of History
- which is within*
College of Letters
- ◆ *Number of Staff (approximate headcount):*
 - *Academic appointees (covered by Academic Personnel Manual or MOU):* 22
 - *Other full-time staff:* 18
 - *Other part-time staff (excl. students):* 2
 - *Student-staff:* 7
- ◆ *Location(s):*
Higgins Hall
Estrada Hall
- ◆ *Critical Functions performed by this unit. (These are functions essential to the rapid resumption of teaching & research post-disaster):*
 - Classroom instruction
 - Research
 - Payroll
 - Purchasing
 - Donor relations
 - IT support

PART 2 – PREPARATION PHASE (pre-disaster)

“An ounce of prevention is worth a pound of cure.”

*The most effective way to handle a major disaster is to act ahead of time to reduce (mitigate) the potential impacts. Our business resumption plan identifies a number of such mitigative actions. We call them **Action Items**.*

Some of these Action Items may be doable now. Others may exceed current resources. Still others may be the province of another unit, or of the campus as a whole. Taken together, these Action Items are the most important outcome of business resumption planning – a “To Do List” for disaster readiness.

<u>Critical Function</u>	<u>Action Item</u>
◆ Classroom Instruction	<ul style="list-style-type: none"> ◆ Request faculty committee to develop strategy for alternate-channel delivery of courses (in case there is a temporary shortage of classrooms post-disaster). ◆ Develop plan for alternate space in case some classrooms are not usable (campus-level recommendation).
◆ Research	<ul style="list-style-type: none"> ◆ Design departmental networks to allow faculty & students to connect remotely (e.g. from home) in case office space is damaged. ◆ Encourage faculty to request seismic bolting-and-bracing of furniture and equipment. (Allocate departmental funds – first come/first served up to funding limit.) ◆ Develop plan for alternate office space for faculty & graduate students in case normal office space is not usable (campus-level recommendation). ◆ Develop a fund for emergency grants to faculty & graduate students to cover expenses of conducting research in alternate ways or at alternate locations (campus-level recommendation).
◆ Payroll	<ul style="list-style-type: none"> ◆ Cross-train two staff members to process department payroll.
◆ Purchasing	<ul style="list-style-type: none"> ◆ Cross-train two staff members to do departmental purchasing. ◆ Obtain two additional P-Cards. ◆ Investigate whether P-Card limits & restrictions can be lifted for recovery period.
◆ Donor Relations	<ul style="list-style-type: none"> ◆ No action items.
◆ Information Technology	<ul style="list-style-type: none"> ◆ Do trial-recovery of servers/applications. ◆ Expand contract for off-campus storage of backup tapes to include all tapes. ◆ Make mutual arrangements with sister campuses to borrow technical staff if needed during recovery (campus-level recommendation). ◆ Have department IT Manager discuss backup options and other IT

issues at faculty meeting.

◆ **Faculty Preparedness**

- ◆ Request faculty committee to develop strategy for secure storage of non-electronic research materials.

FACULTY PREPAREDNESS**Departmental plan to promote faculty preparedness:**

- ◆ *Do the previous sections of this plan (Critical Functions and Information Technology) contain Action Items related to the preparedness of individual faculty?*

Yes.

Comment?

Several major Action Items. These will give us plenty to focus on.

- ◆ *Are there any other Action Items you would like to add?*

Request faculty committee to develop strategy for secure storage of non-electronic research materials.