

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

LISTS OF KEY PEOPLE AND RESOURCES◆ *Key staff:*

<i>Last name</i>	<i>First name</i>	<i>Category</i>	<i>Comment?</i>
XXXX	XXXX	Head of unit	XXXX
XXXX	XXXX	Possible alternate head	XXXX
XXXX	XXXX	Faculty member w/ admin position	XXXX
XXXX	XXXX	Other management	XXXX
XXXX	XXXX	Non-management	XXXX
XXXX	XXXX	Other	XXXX

◆ *Key staff of other campus units:*

<i>Last name</i>	<i>First name</i>	<i>Department</i>	<i>Address</i>	<i>Phone</i>	<i>Cell phone</i>	<i>Fax</i>	<i>Email</i>	<i>Comment?</i>
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

◆ *Key off-campus partners:*

<i>Last name</i>	<i>First name</i>	<i>Organization</i>	<i>Address</i>	<i>Phone</i>	<i>Cell phone</i>	<i>Fax</i>	<i>Email</i>	<i>Comment?</i>
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

◆ *Key vendors:*

<i>Last name</i>	<i>First name</i>	<i>Organization</i>	<i>Address</i>	<i>Phone</i>	<i>Cell phone</i>	<i>Fax</i>	<i>Email</i>	<i>Comment?</i>
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

◆ *Key Others (donors / stakeholders / clients / customers – UCB or external) that may need to be contacted or kept informed:*

<i>Last name</i>	<i>First name</i>	<i>Organization</i>	<i>Address</i>	<i>Phone</i>	<i>Cell phone</i>	<i>Fax</i>	<i>Email</i>	<i>Comment?</i>
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

◆ *Equipment:*

Listed here are SOME items that will be needed to resume all of the critical functions in this plan:

<i>Item</i>	<i>Minimum No. Required</i>	<i>Comment?</i>
<i>Workstation (including computer, network connection, table, chair)</i>	49	
<i>Laptop computer & car charger</i>	2	Buy now - Chair & MSO should keep at home.
<i>Telephone (hard-wired or cell)</i>	49	Depends on Telecomm.
<i>Printer</i>	6	
<i>Fax</i>	1	
<i>Copier</i>	1	
<i>Scanner</i>	1	
<i>Server</i>	3	

◆ *Other equipment (EXCLUDING classroom equipment, lab equipment, and consumables):*

File cabinets (100), bookshelves (100)

◆ *Facilities: Listed here are special space or facilities needs that are in addition to office-classroom-lab needs:*

One faculty member needs wheelchair access.

◆ *Other resources that will be needed to resume critical functions:*

None.