

**Key Resources**

**Staff Basics:**

Every unit is asked to keep its own list of home contact information for faculty & staff. Your list should be

* in a format of your choosing
* held by enough people to be useful
* treated as confidential
* kept securely at home and at work
* updated at least twice a year

|  |
| --- |
| 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 |

**Work From Home:**

Many of us have jobs that could be done entirely or partially from home. Please list the names of faculty and staff who could do at least part of their work from home if they had adequate computers and high-speed internet access.

It is assumed that all faculty belong in this group, so please list them along with staff.

* You will need to poll your faculty & staff to answer the simple questions on this page - perhaps a show of hands at a faculty/staff meeting, a questionnaire, or just stop them in the corridor!
* Once you know who currently can hook up from home, do you have a strategy for enabling key staff who can't? If the crisis comes, will you loan them the equipment or pay for their broadband connections? Is your IT support team ready to support people working from home?

If no one is able to work from home, check 'Not applicable' and enter an explanation.

Not Applicable

|  |
| --- |
| Please Explain |

**Home Workers**

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |  |
| --- | --- |
| Name | Does this person have reliable home internet connection?  Yes  No  Probably  Probably not  Don’t know |
| Position  Faculty  Staff  Other | Does this person currently connect to the office from home?  Yes  No  Probably  Probably not  Don’t know |
| Comment | Must their office computer be running to connect from home?  Yes  No  Don’t know |
|  |  |

**Skills:**

In time of crisis, we need to enlist the help of others. We borrow staff, do temporary hiring, enlist volunteers, or engage contractors. Please list the skills appropriate to the performance of your department's critical functions.

Keep in mind the critical functions that you have identified.

If a particular skill will be needed post-disaster, include it on your list even though you think you will "have it covered". For example, "ability to process payroll" will be needed by many units. Even though you have a person who does payroll, he/she might not be available.

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |
| --- |
| Skill Name |
| Comment |
|  |

**Staffing Requirements:**

The extreme demands that we may face during time of crisis - including the need to ramp up certain services - may require temporary realignments of staff. These questions attempt to address that need by asking you how many and what types of staff in your department might be available to assist elsewhere.

IMPORTANT:  
When estimating FTEs needed during crisis, please consider the function's criticality level -

* **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)

List Staffing Requirements

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |
| --- |
| Critical Function |
| FTE required under normal conditions (use partial FTEs – eg 3.5) |
| FTE required during crisis (see Guidance above) |
|  |

**Documents**

Please identify any documents that may not be specific to a single critical function – whether they are individual documents (such as policy manuals) or sets of records (such as patient files, research files, vendor invoices, etc.).

The documents listed here may be paper or electronic.

Do not include records that are stored within a database application such as a financial system, an HR system, a medical records system, etc. These will be treated elsewhere.

* Documents uploaded via this screen are copied to a secure server, for access by authorized people only. They also remain in their current location on your own computer or server.
* If a document is confidential or sensitive, please describe it but do not upload it. Although your plan lives on a secure server, the group of people authorized to see your plan may not all be authorized to see that document.

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |  |
| --- | --- |
| Name of Document or Record | |
| Description (brief) | Medium  Paper  Electronic (Computer)  Electronic (Online Storage)  Microfiche Microfilm  More than one (Explain in comments)  Other (Explain in comments) |
| Owner (Department) | Location Where Stored (Physical) |
| Principal Contact Person(s) | Location Where Stored (URL) |
| Backup or Loss-Prevention Measures (be specific) | Comment (if needed) |
|  |  |

**Equipment & Supplies:**

Please indicate on this screen the MINIMUM equipment you will need to perform ALL the critical functions that you listed earlier. Estimate, don't agonize. Guess if you need to.

* "Just-in-time procurement" can be excellent management practice - but your vendor's crisis can quickly become your crisis. Do you have enough crucial supplies on hand?
* If you prefer, existing lists can be uploaded on the Document Summary page.

Office Equipment

|  |  |  |
| --- | --- | --- |
| Item | Minimum Required | Comment |
| Workstation (includes desktop computer, network connection, table, chair) |  |  |
| Laptop Computer (car charger advised) |  |  |
| Telephone (hard-wired) |  |  |
| Printer |  |  |
| Fax |  |  |
| Copier |  |  |
| Scanner |  |  |
| Server |  |  |

Other Equipment

List equipment of any type, major items only. DO NOT list consumables. Explain if necessary. If you prefer, upload lists on the Documents screen.

|  |
| --- |
|  |

Supplies

What supplies (consumables) must your unit absolutely have in order to function? If you prefer, upload lists on the Documents screen.

|  |
| --- |
|  |

In a severe pandemic, delivers may slow or cease for a couple of months due to employee absences at every level of the supply chain. Might your unit face a supply crisis? Do you need to adjust your inventory practices, or to stockpile specific items?

|  |
| --- |
|  |

**Facilities & Transportation:**

Some examples of "special space or facilities needs":

* parking for vehicles
* secure space for cash-handling
* 5 surgical suites
* licensable space for child care.

If you prefer, existing lists can be uploaded on the Document Summary page.

**Facilities:** List any special space or facilities needs that are IN ADDITION TO your office/classroom/lab needs. Be Brief. Explain if necessary.

|  |
| --- |
|  |

**Utilities:** Please indicate the utilities that are very important to the functioning of your department. (electric, natural gas, water, sewer, trash, recycling, technology utilities, and telecommunications)

|  |  |
| --- | --- |
| Utility | Comments |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Transportation:** List any special transportation needs.

|  |
| --- |
|  |

**Other Resources:** Are there any OTHER resources you will need to continue/resume your critical functions?

* Do not list funds.
* List staff ONLY IF you will need temporary staff – for recovery – in addition to your current staff.

|  |
| --- |
|  |