Is your plan complete?	Answers:	

Does your plan contain:	Yes	No
1. Department information page?	☐	☐
a. Description:	○	○

A detailed understanding of what your department does.

	Yes	No
b. Head of Unit:	○	○

The person in charge of the group.

	Yes	No
c. Accurate personnel numbers:	○	○

These numbers help determine a head count afterwards to

see who made it safely from an emergency.

	Yes	No
d. Correct buildings:	○	○

Where all your department is located.

	Yes	No
e. Evacuation plans for buildings:	○	○

Do you have a safe and established route out?

	Yes	No
2. Actions items?	☐	☐
a. Cost:	○	○

An estimated amount needed to complete an action item

	Yes	No
b. Due date:	○	○

When will this action item have to be completed by in

order to prevent an emergency?

	Yes	No
c. Scope:	○	○

Who is responsible to accomplish this task?

	Yes	No
3. Documents?	☐	☐
a. Emergency contact list:	○	○

An updated contact list will help contact any person missing

from your group or find them to help manage the emergency.

	Yes	No
b. Any other documents that might be necessary to restoring	○	○

function after an emergency.

4. Critical Functions?

☐   ☐

    a.   Description: ○   ○

A detailed understanding of the major function.

    b.   Responsible people: ○   ○

Who is designated to accomplish this function?

    c.   Criticality level: ○   ○

How important is it that this function continues undisturbed?

    d.   Peak Periods: ○   ○

When is a particularly challenging time for this function?

    e.   Dependencies: ○   ○

What is required to complete this function?

    f.   Consequences: ○   ○

What will occur if this function is not maintained?

    g.   How to Cope: ○   ○

What steps will need to be taken to continue operations after

an emergency?

    h.   Action items: ○   ○

How can you prepare now to limit damage from an emergency?

5. Information Technology?

☐   ☐

    a.   Central Applications: ○   ○

Applications used generally by the

    b.   Department Applications: ○   ○

Applications used specifically by your department.

    c.   Servers: ○   ○

If your department has no servers, mark as "We have no servers."

If they do fill out the name, type, and how it's used.

    d.   Workstations: ○   ○

An estimation in your opinion on the adequacy of backup at

the workstation level.

    e.   How-to-Restart: ○   ○

What will you need to re-start your IT?

    f.   Action items: ○   ○

Pertaining specifically to the IT requirements of the department.

6. **Instructions?** ☐ ☐

 a. Department management: ○ ○

If your department provides no instruction,

click on "no instruction."

 b. High Priority Courses: ○ ○

A course is considered high priority if it has large enrollment,

is a pre-requisite, whose interruption would most threaten

the progress of students and integrity of the curriculum.

 c. All courses: ○ ○

The goal is to assess what steps are being taken to facilitate

continuity if an incident happens.

 d. Department Practices: ○ ○

What practices are being implemented to be

prepare for continuity of curriculum under adverse circumstances?

 e. Special Teaching Issues: ○ ○

Identify any special teaching-related issues your

department may need to consider.

 f. Action items: ○ ○

Anything that can be done to mitigate an emergency ahead of time.

7. **Key Resources?** ☐ ☐

 a. Staff Basics: ○ ○

Every department should keep a list of their staff's home contact

information. This list should be held by enough people to be useful,

confidential, kept securely at home and at work, and updated at least

twice a year.

 b. "Key People": ○ ○

Who would be called upon first in a time of crisis because of their

experience, skills, or authority.

 c. Work from Home: ○ ○

Click on the "Add Home Worker" button and individually list the

names of staff who could do some work from home.

d. Teams: ○   ○

List here any groups, committees or individuals who might need
to be called together to help address issues related to recovering
your department.

e. Skills: ○   ○

This page will list the skills, licenses, or certifications that are
necessary for working in your unit. If a particular skill will be
needed post-disaster, include it even if you think it may be covered.

f. Staffing Requirements: ○   ○

This page is to identify which units may have staff who could be
temporarily reassigned to help other areas of the institution.
The end result should total your current FTE level.

g. Staff from other Units: ○   ○

Who are the most important people from elsewhere on campus
whom your staff will need to contact within the first few hours or
days after an event?

h. Stakeholders: ○   ○

Identify people, vendors, clients, donors, project partners,
sponsors or other stakeholders here that you might need to contact
after a disruptive event. Include only those that your department makes
individual purchases from.

i. Documents: ○   ○

Think from an outsider's point of view. Where would a 3rd party find the
documents that would be needed to support the key functions of your
department?

j. Equipment and Supplies: ○   ○

Estimate the MINIMUM equipment you would need to perform
ALL the critical functions that you listed earlier.

k. Facilities and Transportation: ○   ○

o Facilities: List any special space or facilities needs that are in
addition to your office/classroom/lab needs. Does your office require
an elevator for disability access?

o Utilities: Select any utilities that are very important to the
functioning of your department (outside of the typical heat/electric/water).

o Transportation: List any special transportation needs.

o Other Resources: Any other resources that you would need to continue or resume your critical functions. Do not list funds, and only list staff if you will need temporary staff.

All requirements of a section must be present in order for it to be considered complete.