

Ocean Sciences Department (fictitious dept.)

BUSINESS CONTINUITY PLAN

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What is a Business Continuity Plan?

Business Continuity is the ability of an organization to continue operations and services in the face of a disruptive event. It's about understanding, anticipating, and planning for events that threaten our mission, so that Cal Poly Pomona remains viable. Business Continuity is more than just the ability to recover from a disaster; it's the ability to continue operating before, **during**, and after.

The goal of business continuity planning is to enable us to continue our mission despite disruptive events. Some departments will be expected not only to continue, but to expand their services during these times (e.g. University Police Department, Student Health Services).

Business Continuity Planning addresses the question, ***"How can we prepare to continue operations despite those adverse events that we call disasters; or if we cannot continue, how can we rapidly resume our operations?"***

A Business Continuity Plan develops and documents arrangements and procedures that enable an organization to respond to an interruption in service and return to performing its most critical functions or operations.

Your departmental business continuity plan:

- Identifies your department's prioritized critical functions,
- Describes how your department might carry out these critical functions under conditions of diminished resources (i.e. diminished staff, space, equipment, or IT infrastructure),
- Contains various information that will be needed during and after the disruptive event, and
- Describes how we can prepare by identifying action items (things we can do now) to lessen the impact of disaster-events, making it easier to recover.

Ocean Sciences Department (fictitious dept.) BUSINESS CONTINUITY PLAN

Listed below are the major sections of a Business Continuity Plan. Your department may choose to include or exclude certain sections. Hence it is possible that one or more of these sections may not appear in this plan document.

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To edit this plan section, use these tabs of the Poly Ready web tool: Plan Home, Step 1, Step 2.

I. GENERAL INFORMATION

<i>Department</i>	Ocean Sciences Department (fictitious dept.)
<i>Division</i>	Academic Affairs
<i>Type of unit</i>	Administrative or Support Instructional Research Library
<i>Personnel count</i>	17 Faculty & other academic appointees 1 Residents/Fellows 10 Staff (full-time) 2 Staff (part-time, excl. student-staff) 6 Student-staff 0 Volunteers 0 Guests 18 Other
<i>Head</i>	Dr. John Smith Department Chair
<i>Primary Contact for this plan</i>	Lisa Dye
<i>Secondary Contact for this plan</i>	Susan Reese
<i>Buildings</i>	Bldg. 3, Science Labs <i>State Facilities</i> Bldg. 8, Science <i>State Facilities</i>
<i>Evacuation plans for all buildings?</i>	Some, not all
<i>Where is a copy of your evacuation plan(s) maintained?</i>	98-B1-31 File Cabinet "A"
<i>Comment</i>	"Other" personnel is the crew of the research vessel MV California: 5 FTE plus 13 seasonal employees.
<i>Critical functions (listed in priority order)</i>	<ol style="list-style-type: none">1. Provide care of research animals --Critical 12. Manage and administer Ocean Sciences Department funding --Critical 13. Provide instruction to students --Critical 24. Conduct research and report findings --Critical 25. Solicit new/additional funding and grant opportunities --Deferrable6. Provide use of laboratories and equipment to the campus --Deferrable
	<i>Definitions:</i> <ul style="list-style-type: none">• <i>Critical 1: must continue (life, health, security)</i>• <i>Critical 2: must continue, perhaps in reduced mode</i>• <i>Critical 3: pause if forced, but must resume in 30 days or sooner</i>• <i>Deferrable: resume when conditions permit</i>

To edit this plan section, use the Step 2 tab of the Poly Ready web tool.

II. CRITICAL FUNCTIONS

Critical Function #1

<i>Name</i>	Provide care of research animals	
<i>Description</i>	The Ocean Sciences Department is responsible for the care of its research animals which are maintained in Bldg. 3 (Lab 16).	
<i>Who Performs this?</i>	Ocean Sciences Department	
<i>Responsible person(s)</i>	Dr. David Dorian Susan Brown (backup)	
<i>Peak Periods</i>		
<i>Comment and/or special instructions</i>		
<i>Documents</i>	See Document List (Appendix 1)	
<i>Upstream dependencies</i>	Office of Research & Sponsored Programs (ORSP) Cal Poly Pomona Foundation, Inc. College of Science, Dean's Office	
<i>Downstream dependencies</i>	Students Faculty Research Units	
<i>Business Impact Analysis: possible consequences if this function is not continued or recovered quickly enough</i>	Disruption of teaching	Courses using the research animals cannot continue.
	Disruption of research	Without animals, some research cannot continue.
	Disruption of patient care	
	Departure of faculty	Faculty on grants may be lost if research discontinued.
	Departure of students	Students specializing in Ocean Sciences may leave to other Universities.
	Loss of revenue	Loss of research funding if fail to meet contractual obligations.
	Legal obligations unmet	Grant contracts may be jeopardized.
	Legal harm to the University	
<i>How to cope if usual space is not available</i>	The fresh water fish and salt water fish maintained in Bldg. 3 (Lab 16) can be maintained in any building with electrical power to plug in the tanks and lighting equipment. There are currently 3 fresh water tanks, and 2 salt water tanks. The plan is that these 5 tanks would be moved to Bldg. 8, Rm. 4165. This alternate location has been stocked with extra fish food and has been fitted with the proper lighting. The sharks will be moved to Mt. Sac's shark facility temporarily until a permanent solution is found. We have a reciprocal MOU with Mt. Sac for this alternate facility agreement. This agreement is uploaded in PolyReady.	
<i>How to cope with 50% absenteeism of staff and faculty</i>	David Dorian normally oversees this function. In his absence, Susan Brown has been cross trained to step in as a replacement. Additionally, written procedures titled "Care of Research Animals" are uploaded in PolyReady.	

<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Care of the research animals must be performed by a licensed shark handler. John Doe is the only certified shark handler on campus. If he was unavailable, we have a 2 MOUs in place: one with Mt. Sac and the other with the Los Angeles Zoo. The MOU with Mt. Sac states that we could temporarily place our sharks in their shark facility under care of their shark handler, until a permanent replacement is found. The MOU with the LA Zoo is a reciprocal temporary staffing agreement that provides the use a certified shark handler for up to 20 hours per week, up to a period of 3 months. These MOUs are uploaded in the Documents section of PolyReady. Please refer to them for further detail.
<i>Can this function be performed fully or partly from home?</i>	Susan Brown is prepared to perform office functions pertaining to the care of research animals from home. She has established VPN access, which is tested on a quarterly basis. Care of the animals cannot be performed from home, so we would move the animals to Mt. Sac as agreed in our MOU for alternate space.
<i>How to cope if data network is not available</i>	The data network is not needed to care for the animals. Feeding patterns and other observations will be recorded manually and date entered when network connection is re-established. No special forms are required to perform manual observation or feeding pattern recording.
<i>Any show-stoppers?</i>	No show stoppers.
<i>If University declares temporary closure, is it possible to stop doing this function?</i>	No
<i>Comment?</i>	Although we cannot cease this function, we have plans in place to ensure it continues.
<i>Do any of these coping strategies expose the University to risk?</i>	No
<i>Policy exceptions that may be needed</i>	Exception to hire temporary shark handler can be granted by the Dean of Science.
<i>Additional vulnerabilities</i>	
<i>Action items for this function</i>	See Action Item List - section VI

Critical Function #2

<i>Name</i>	Manage and administer Ocean Sciences Department funding	
<i>Description</i>	A majority of the funding for our department's research comes from outside sources (grants, etc.) and these funds are administered through our Office Coordinator with management by the Department Chair.	
<i>Who Performs this?</i>	Ocean Sciences Department	
<i>Responsible person(s)</i>	Susan Brown (Office Coordinator); Dr. John Smith is the backup (Department Chair)	
<i>Peak Periods</i>	May Jun	
<i>Comment and/or special instructions</i>	Our biggest grant is funded on a two-year cycle. Every other May and June is especially busy with applying for renewal of this grant. If recovery period falls in May or June, we would need special instructions (see Document "End of Fiscal Year Funding Process" that is uploaded in PolyReady).	
<i>Documents</i>	See Document List (Appendix 1)	
<i>Upstream dependencies</i>	Instructional & Information Technology (I&IT) Office of Research & Sponsored Programs (ORSP) Cal Poly Pomona Foundation, Inc.	
<i>Downstream dependencies</i>	Students Faculty Staff Instructional Departments	
<i>Business Impact Analysis: possible consequences if this function is not continued or recovered quickly enough</i>	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	Distribution of funding in accordance with grant timelines.
	Loss of revenue	
	Legal obligations unmet	Payment to employees funded by the grants.
	Legal harm to the University	
	Impact on other unit(s)	
	Impact on important business partner(s)	
<i>How to cope if usual space is not available</i>	If alternate space is not provided by the campus, we are prepared to provide this critical function from home (telecommuting using the campus' VPN). Specifically, Susan Brown will coordinate this process from home. Susan has tested her VPN access, and continues to test its availability on a quarterly basis.	
<i>How to cope with 50% absenteeism of staff and faculty</i>	At present, Susan Brown (Office Coordinator) is the primary provider of these activities. The department maintains a very clear set of written instructions on how to manage and administer its funding (please see Document "Procedures for Managing and Administering Funding - Ocean Sciences Department" that is in PolyReady. The department chair, John Smith, has also been cross trained and can perform this function from home using his VPN access.	

<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Although Susan Brown's experience in managing the department funding is a skill that would not be easily replaced, the task could be completed by following the department's written instructions. We have also cross-trained John Smith, Department Chair. In the event neither John or Susan are available, please see written procedures "Procedures for Managing and Administering Funding - Ocean Sciences Department" in the Document section of PolyReady.
<i>Can this function be performed fully or partly from home?</i>	Staff will work from home and will connect to the campus' VPN. Staff save their files to the shared drive, so that they can access the files from home through the VPN. Their VPN connections have already been established and tested. Additionally, the share drive contains the "Procedures for Managing and Administering Funding - Ocean Sciences Department" which contains the procedures and guidelines needed to accomplish this function.
<i>How to cope if data network is not available</i>	If campus email is not available, department staff is prepared to utilize alternate email addresses set up through Yahoo. We have already established the alternate Yahoo addresses for department staff. These addresses are tested quarterly at each department meeting. Manual submissions of information (attendance, account information, etc.) would occur where possible.
<i>Any show-stoppers?</i>	No show stoppers.
<i>If University declares temporary closure, is it possible to stop doing this function?</i>	No
<i>Comment?</i>	We would have to ensure that payments keep flowing and that we are meeting the timelines in accordance with each grant.
<i>Do any of these coping strategies expose the University to risk?</i>	Risk of delayed receipt of funding and payments. Risk of violating grant contracts and becoming ineligible for renewal. These risks can be mitigated by communicating early and often with funders and payees about the status of our operations. Risk of delayed payments to employees.
<i>Policy exceptions that may be needed</i>	No policy exceptions for payment to employees. Policy exceptions may be made by Grantors under special circumstances.
<i>Additional vulnerabilities</i>	Inability to communicate with Payroll Services or lengthy interruption to CPP Foundation accounts receivable and payable. Prolonged absence of Department Chair and Office Coordinator who have detailed knowledge of funding operations.
<i>Action items for this function</i>	See Action Item List - section VI

Critical Function #3

<i>Name</i>	Provide instruction to students
<i>Description</i>	Undergraduate and graduate instruction including staff support of faculty.
<i>Who Performs this?</i>	Ocean Sciences Department
<i>Responsible person(s)</i>	faculty instructors graduate student instructors
<i>Peak Periods</i>	Sep
<i>Comment and/or special instructions</i>	No peak periods as instruction occurs year-round.
<i>Documents</i>	See Document List (Appendix 1)
<i>Upstream dependencies</i>	Instructional & Information Technology (I&IT) Registrar's Office CoS Dean's Office Admissions & Outreach
<i>Downstream dependencies</i>	Students Faculty
<i>Business Impact Analysis: possible consequences if this function is not continued or recovered quickly enough</i>	Disruption of teaching
	Disruption of research
	Departure of faculty
	Departure of staff
	Departure of students
	Well-being of faculty/staff
	Well-being of students
<i>How to cope if usual space is not available</i>	Online instruction could continue. Classroom instruction will be temporarily converted to online instruction using Blackboard. If sufficient classroom space is not available, the Chair will provide the Registrar's Office with a prioritization of courses for post-disaster resumption. This prioritization list is created quarterly. Courses of lower priority for which classroom space is not available will either be held at an informal location chosen by the faculty instructor or continued online. All faculty now include instructions for accessing Blackboard on their syllabi, which is handed out to students in the beginning of each quarter. Faculty instructors are prepared to communicate class changes to students though email.
<i>How to cope with 50% absenteeism of staff and faculty</i>	Staff: We have pre-prioritized staff work and will share tasks among those who are at work. Faculty: In some cases, graduate student instructors will be reassigned to high-priority courses. The Department Chair maintains a list of these courses, as well as the contact information for the qualified graduate student instructors. For the remaining courses, temporary lecturers will be borrowed from other Universities. We have an MOU with Mt. Sac for temporary lecturers, as they also have an Ocean Sciences Program. Please see this MOU in the Documents section of PolyReady.
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Faculty. We have an MOU with Mt. Sac for temporary lecturers, as they also have an Ocean Sciences Program. Please see this MOU in the Documents section of PolyReady.
<i>Can this function be performed fully or partly from home?</i>	Staff will work from home and will connect to the campus' VPN. Staff save their files to the shared drive, so that they can access the files from home through the VPN. Their VPN connections have already been established and tested. All faculty can access VPN and Blackboard. Additionally, some faculty can work from home using podcast technology.

<i>How to cope if data network is not available</i>	Classes could be held in the absence of computer networks for about one month but would require the networks to function after that time. Faculty are prepared to maintain record information manually (attendance, grades, etc.) until networks are restored. The department will communicate internally using our alternate Yahoo emails, which is tested at each quarterly department meeting.
<i>Any show-stoppers?</i>	Most faculty and graduate student instructors.
<i>If University declares temporary closure, is it possible to stop doing this function?</i>	Yes
<i>Comment?</i>	Exception would be if MV California was at sea.
<i>Do any of these coping strategies expose the University to risk?</i>	Primary risk is that students would be unable to take desired courses.
<i>Policy exceptions that may be needed</i>	Changes in curriculum and to the academic calendar. Dean of the College of Science, Campus President, Academic Senate.
<i>Additional vulnerabilities</i>	None that we can think of.
<i>Action items for this function</i>	See Action Item List - section VI

Critical Function #4

<i>Name</i>	Conduct research and report findings	
<i>Description</i>	Faculty research and graduate student research, including staff support	
<i>Who Performs this?</i>		
<i>Responsible person(s)</i>	Faculty graduate students	
<i>Peak Periods</i>	Apr May Nov Dec	
<i>Comment and/or special instructions</i>	Peak periods are typically connected with the fall and spring expeditions of the MV California.	
<i>Documents</i>	See Document List (Appendix 1)	
<i>Upstream dependencies</i>	Instructional & Information Technology (I&IT) Office of Research & Sponsored Programs (ORSP) Institutional Research & Academic Resources Cal Poly Pomona Foundation, Inc. University Library	
<i>Downstream dependencies</i>	Faculty Graduate students	
<i>Business Impact Analysis: possible consequences if this function is not continued or recovered quickly enough</i>	Disruption of research	
	Disruption of patient care	
	Departure of faculty	
	Departure of students	
	Well-being of faculty/staff	
	Well-being of students	
	Loss of revenue	Possible loss of grant funding. Lost tuition if graduate students leave.
	Legal obligations unmet	Obligations to Grantors
	Impact on important business partner(s)	We have several corporate research partners.
	<i>How to cope if usual space is not available</i>	Research will be moved and conducted from the lab in Bldg. 8, Rm. 4165. This alternate location has been stocked with the necessary equipment and lighting. Additionally, we have stocked this room with extra research reporting forms and copies of current research in-progress. In the event that the usual office space for faculty and graduate students is not available, faculty and graduate students will work from home using their VPN connections. Their files are saved to the shared drive and can be accessed from home. They test their VPN access from home on a quarterly basis.
<i>How to cope with 50% absenteeism of staff and faculty</i>	Affected research projects might have to delay their schedules. Substitues are generally not feasible for faculty and graduate students engaged in research, as the funding is specific to the student/faculty member's project.	
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Faculty and graduate students performing specific research. Research skills are not easily replaced.	
<i>Can this function be performed fully or partly from home?</i>	Faculty, staff, and students can work from home using their VPN connections. Some research can not be conducted at home (e.g. research requiring a laboratory, etc.).	

How to cope if data network is not available Research can continue without the network for approximately 3 weeks. In that time, findings and other information will be recorded manually until the network is restored (at which point the manual records will be transferred to the network). Additionally, research can be recorded on laptops, and data entered later. Each faculty is provided with a laptop. For periods lasting longer than 3 weeks, public libraries, other University libraries, and the internet can be used to gather data.

Any show-stoppers?

If University declares temporary closure, is it possible to stop doing this function? Yes

Comment? Professors would typically continue their research in any fashion possible. Few faculty would see themselves as "shut down". if MV California is at sea, preferred strategy might be to NOT shut down that research expedition, unless a pandemic appeared onboard.

Do any of these coping strategies expose the University to risk? If research projects are unable to continue for extended periods of time, funding could be threatened by lack-of-performance. To control this risk, communication with granting agencies is established ASAP following a disaster. David Dorian is responsible for coordinating this communication.

Policy exceptions that may be needed Granting agencies could be asked to alter/waive conditions of grants to allow for recovery periods.

Additional vulnerabilities none

Action items for this function See Action Item List - section VI

To edit this plan section, use the Step 3 tab of the Poly Ready web tool.

III. INFORMATION TECHNOLOGY

Part 1: Centrally-Owned Applications that are critical for our Unit

Definitions:

Centrally-owned applications are those whose technical owner is Central IT. The functional owner could be any department.

Critical 1: Cannot pause. Necessary to life, health, security.

Critical 2: Failure will lead to imminent and very serious consequences.

Critical 3: Can endure a pause, but ONLY for a short time. Must be recovered sooner than 30 days.

Deferrable: Important, but we can function without this system for more than 30 days.

Application or System	Criticality Level	Comment
Banner	Deferrable	contains archives of old student information created before conversion to PeopleSoft
BroncoDirect	Critical 3	front-end portal to PeopleSoft Student and Financial applications
Data Warehouse	Critical 3	Archives current and past data for reporting purposes.
Files Services	Critical 2	provides an arena for staff to place documents to share with others; this would be needed to utilize our departmental share drive: FictitiousDept_shared_filer
PeopleSoft	Critical 3	provides database tracking for Student and Financial data
Public Schedule of Class	Deferrable	identifies what classes are in which rooms and when
Student Eval	Deferrable	on-line evaluation of faculty by students
VPN	Critical 2	needed to utilize Remote Desktop connection to the campus network from off campus

To edit this plan section, use the Step 3 tab of the Poly Ready web tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 2: Departmentally-Owned Applications that are critical for our Unit

Definitions:

Departmentally-owned applications are those whose technical owner is our department or another department (but not central IT).

*Functional owner is the Unit that **authorizes** any modifications. Technical owner is the Unit that has system administrator or programming access and **implements** any modifications.*

Application #1

<i>Name of application or system</i>	SeaMapper
<i>Functional owner</i>	Ocean Sciences Department
<i>Technical Owner</i>	Ocean Sciences Department
<i>Type</i>	Client-Server Application
<i>Backup frequency</i>	Daily and Weekly
<i>Backup media</i>	Other
<i>Backup auto or manual?</i>	Automatic
<i>Database application?</i>	Yes
<i>Move data to or from core campus systems?</i>	No
<i>If so, what campus systems?</i>	
<i>Depts that will be impacted by failure of this application</i>	Ocean Sciences Department US Coast Guard US Navy NOAA
<i>Technical expert(s)</i>	Helen Jefferson
<i>Responsible for recovery</i>	Helen Jefferson
<i>Onsite storage</i>	n/a
<i>Offsite storage</i>	Iron Mountain; Sacramento, CA
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Bldg. 8, Room 101B
<i>Successful recovery been done?</i>	Yes
<i>Comment</i>	This is a seafloor mapping application used by our department and by government partners and is a major source of funding for department projects. Extremely critical, pace-setting application in this field.

Application #2

<i>Name of application or system</i>	Departmental Student Roster & Database
<i>Functional owner</i>	Ocean Sciences Department
<i>Technical Owner</i>	Ocean Sciences Department
<i>Type</i>	Desktop
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Other
<i>Backup auto or manual?</i>	Automatic
<i>Database application?</i>	Yes
<i>Move data to or from core campus systems?</i>	No
<i>If so, what campus systems?</i>	
<i>Depts that will be impacted by failure of this application</i>	Ocean Sciences Department
<i>Technical expert(s)</i>	Sal Roberts
<i>Responsible for recovery</i>	Sal Roberts
<i>Onsite storage</i>	n/a
<i>Offsite storage</i>	Iron Mountain; Sacramento, CA
<i>Frequency of offsite storage</i>	No offsite storage
<i>Location of installation disks & documentation</i>	Bldg. 8, Room 101B
<i>Successful recovery been done?</i>	Yes
<i>Comment</i>	Backed up to network server that is co-located in the campus' data center.

Application #3

<i>Name of application or system</i>	Departmental Faculty Roster & Database
<i>Functional owner</i>	Ocean Sciences Department
<i>Technical Owner</i>	Ocean Sciences Department
<i>Type</i>	Desktop
<i>Backup frequency</i>	Daily and Weekly
<i>Backup media</i>	Other
<i>Backup auto or manual?</i>	Automatic
<i>Database application?</i>	Yes
<i>Move data to or from core campus systems?</i>	No
<i>If so, what campus systems?</i>	
<i>Depts that will be impacted by failure of this application</i>	Ocean Sciences Department
<i>Technical expert(s)</i>	Sal Roberts x4444
<i>Responsible for recovery</i>	Sal Roberts x4444
<i>Onsite storage</i>	n/a
<i>Offsite storage</i>	Iron Mountain; Sacramento, CA
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Bldg. 8, Room 101B
<i>Successful recovery been done?</i>	Yes
<i>Comment</i>	Backed up to network server that is co-located in the campus' data center.

To edit this plan section, use the Step 3 tab of the Poly Ready web tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 3: Departmentally-Owned Servers

Server #1

<i>Name of server (or group of servers)</i>	Kurtz
<i>Server Type</i>	File server
<i>Explanation</i>	Department's file server
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Other (describe)
<i>Backup auto or manual?</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	All department desktop applications
<i>Departments that will be impacted by failure of this server</i>	Ocean Sciences Department
<i>Server software</i>	Windows Server 2003
<i>Technical expert(s)</i>	James Nguyen
<i>Responsible for recovery</i>	James Nguyen
<i>Onsite storage</i>	n/a
<i>Offsite storage</i>	Iron Mountain; Sacramento, CA
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Bldg. 8, Room 101B
<i>Successful recovery of this server been done?</i>	Partial
<i>Comment</i>	Backup is to campus' data center via CPPBackup

Server #2

<i>Name of server (or group of servers)</i>	Marlow
<i>Server Type</i>	Web server
<i>Explanation</i>	Runs both department and faculty websites plus various instructional applications used in courses.
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Remote backup server
<i>Backup auto or manual?</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	All instructional applications used in undergraduate Ocean Sciences courses.
<i>Departments that will be impacted by failure of this server</i>	Ocean Sciences Department
<i>Server software</i>	Windows Server 2003; SQL Server 2003
<i>Technical expert(s)</i>	James Nguyen
<i>Responsible for recovery</i>	James Nguyen
<i>Onsite storage</i>	n/a
<i>Offsite storage</i>	Iron Mountain; Sacramento, CA
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Bldg. 8, Room 101B
<i>Successful recovery of this server been done?</i>	No
<i>Comment</i>	

Server #3

<i>Name of server (or group of servers)</i>	Conrad
<i>Server Type</i>	Application server
<i>Explanation</i>	Runs SeaMapper, the critical seafloor mapping application used by government partners.
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Other (describe)
<i>Backup auto or manual?</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	SeaMapper
<i>Departments that will be impacted by failure of this server</i>	Ocean Sciences Department US Coast Guard US Navy NOAA
<i>Server software</i>	Apache/Unix
<i>Technical expert(s)</i>	James Nguyen x5555
<i>Responsible for recovery</i>	James Nguyen x5555
<i>Onsite storage</i>	Onsite backup server in Bldg. 8, Room 101A
<i>Offsite storage</i>	Iron Mountain; Sacramento, CA
<i>Frequency of offsite storage</i>	Weekly
<i>Location of installation disks & documentation</i>	Bldg. 8, Room 101B
<i>Successful recovery of this server been done?</i>	Yes
<i>Comment</i>	Dual backup - onsite backup server in Bldg. 8, Room 101A plus co-located server in campus' data center.

To edit this plan section, use the Step 3 tab of the Poly Ready web tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 4: Workstations

A. Workstation Backup

Backup Method	Percent of Workstations Using this Backup Method	Comment
Files are stored on dept. server, which gets backed up.	90%	
Local backup of workstation by user (automatic)	0%	
Local backup of workstation by user (manual)	5%	
Don't Know	5%	One professor is currently on sabbatical; will check upon her return.

B. Workstation Support

Workstation Support is provided by...	Comment
Technicians from another department	AAIS technicians provide our desktop support.

To edit this plan section, use the Step 3 tab of the Poly Ready web tool.

III. INFORMATION TECHNOLOGY (cont.)

Part 5: Recovery Strategies for IT

<i>Where to purchase hardware</i>	If Procurement is functioning, we would purchase through them to receive campus special pricing. If not, purchase direct from manufacturer via web or phone. (Dell & HP are preferred vendors - ask for higher education pricing) Another option would be to contact Bronco Bookstore to see if they have the necessary items in stock. Our department owns 2 laptops - those could be used if needed as well.
<i>If workstations, servers, etc. need to be rebuilt at a new location, where can technicians locate the software & documentation?</i>	Bldg. 8, Room 101A (file cabinet #3).
<i>Environmental requirements for hardware</i>	Server room needs controlled climate (air conditioning).
<i>Will your IT staff be sufficient to the task?</i>	Two technicians service our department but are also responsible for the entire division. If Ocean Sciences Department had to relocate, it could take 3-4 weeks to rebuild all desktops and servers (after hardware arrives). Possible solutions: outside vendor/temporary emergency hire/borrow technician from another division or even from another CSU campus.
<i>Other obstacles</i>	-- Inability to purchase hardware quickly. -- Inability to obtain additional IT support technicians, if needed. -- If central campus networks and applications could not be re-established.
<i>How your IT staff will assist faculty & staff to work from home</i>	Assuming remote access could be used, staff could utilize VPN from home. Best approach for this is to train staff NOW on how to setup, access, and utilize VPN.
<i>IT applications for which there is no workaround</i>	SeaMapper does not have a workaround. Conceivably, we could get it running at a remote site, if one were available. Payroll and purchasing information can be tracked and submitted manually. Administrative applications and files can generally be worked-around with guidance from HR, Procurement, etc. The instructional applications that we support do not have workarounds. Faculty would need to adapt their teaching to the resources available and be prepared to teach without the normal resources such as classroom space, BlackBoard, or both, for example.

Part 6: Action Items for IT

See Action Item List (Section VI)

To edit this plan section, use the Step 4 tab of the Poly Ready web tool.

IV. FACULTY PREPAREDNESS

Listed here are actions that can be done to promote disaster-consciousness and disaster-readiness among our unit's faculty.

These will also appear in the Action Item List of section VI.

<u>Action Item</u>	<u>Comment</u>
Request the faculty committee to develop a strategy for secure storage of non-electronic research materials.	
Practice using alternate methods of teaching.	

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES

Part 1: Staff Basics

<i>Does your unit have a (printed) emergency contact list for faculty & staff?</i>	Yes
<i>Who holds copies of the emergency contact list? (be specific)</i>	All staff and faculty within the department are given a copy of the emergency contact list.
<i>Who updates the emergency contact list?</i>	Susan Brown (Office Coordinator)
<i>Who knows how to check messages on your department's main phone line?</i>	Dr. John Smith (Department Chair); Susan Brown (Office Coordinator); Alicia Torres (Office Assistant); Written instructions on checking the department's phone messages are saved on the departmental share drive; document Telephone is in folder Office Affairs
<i>Who knows how to record a greeting on your department's main phone line?</i>	Dr. John Smith (Department Chair); Susan Brown (Office Coordinator); Alicia Torres (Office Assistant); Written instructions on creating a greeting for the department's phone line are saved on the departmental share drive; document Telephone is in folder Office Affairs
<i>Who can post messages on your department's web site (i.e., do the actual mechanics)?</i>	Susan Brown (Office Coordinator); Alicia Torres (Office Assistant); Sal Roberts (technical expert); Written instructions on maintaining the department's website are saved on the departmental share drive; document Department Website is in folder Office Affairs
<i>Do your staff use any shared passwords that should be kept available?</i>	Yes to access several of our applications. Passwords are saved on the departmental share drive; document Passwords is in folder Office Affairs and has been encrypted using PGP.
<i>Comment</i>	The departmental share drive path is: FictitiousDept_shared_filer.

Key People in Your Unit:

<i>Name</i>	Dr. David Dorian
<i>Title or function</i>	Professor
<i>Special skill</i>	Extensive knowledge of the degree program and department with respect to instruction
<i>Special role</i>	Second Leadership Successor,
<i>Comment</i>	senior faculty member

<i>Name</i>	Dr. John Smith
<i>Title or function</i>	Department Chair
<i>Special skill</i>	Authorized to make decisions for the department
<i>Special role</i>	Holds formal delegation(s) of authority
<i>Comment</i>	

<i>Name</i>	Helen Jefferson
<i>Title or function</i>	Analyst/Programmer
<i>Special skill</i>	Technical expert for SeaMapper application
<i>Special role</i>	
<i>Comment</i>	

<i>Name</i>	James Nguyen
<i>Title or function</i>	Analyst/Programmer
<i>Special skill</i>	Technical expert for department servers

Special role Third Leadership Successor,
Comment

Name John Doe
Title or function Shark Handler
Special skill Certified to handle sharks in research lab.
Special role
Comment

Name Sal Roberts
Title or function Information Technology Consultant
Special skill Technical expert for Student & Faculty Roster Databases
Special role
Comment

Name Susan Brown
Title or function Office Coordinator
Special skill Knowledge of payroll, dept. web page, dept. procedures and most department-related business functions
Special role First Leadership Successor,
Comment

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES (cont.)

Part 2: Work from Home

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

<i>Name</i>	Alicia Torres
<i>Position</i>	Staff
<i>Home broadband connection</i>	No
<i>Currently does connect from home</i>	No
<i>Must office computer be running?</i>	Yes
<i>Comment</i>	Alicia serves as backup to the Office Coordinator - we need to look into getting her enabled to work from home.

<i>Name</i>	Cathy Wilson
<i>Position</i>	Faculty
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	No
<i>Comment</i>	

<i>Name</i>	Dr. John Smith
<i>Position</i>	Staff
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	Yes
<i>Comment</i>	Could complete partial duties from home using campus' VPN.

<i>Name</i>	Dr. Robert Towne
<i>Position</i>	Faculty
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	Yes
<i>Comment</i>	

<i>Name</i>	Helen Jefferson
<i>Position</i>	Staff
<i>Home broadband connection</i>	Yes
<i>Currently does connect from home</i>	Yes
<i>Must office computer be running?</i>	Yes
<i>Comment</i>	Has worked on the SeaMapper application from home; would require use of campus' VPN.

<i>Name</i>	James Nguyen
<i>Position</i>	Staff
<i>Home broadband connection</i>	Don't know
<i>Currently does connect from home</i>	Don't know
<i>Must office computer be running?</i>	Don't know

Comment Will check when he returns from leave of absence.

Name Sal Roberts

Position Staff

Home broadband connection Yes

Currently does connect from home No

Must office computer be running? Don't know

Comment Has not tried to work from home but says he is able to access databases if needed.

Name Susan Brown

Position Staff

Home broadband connection Yes

Currently does connect from home Yes

Must office computer be running? Yes

Comment Could complete partial duties from home using campus' VPN.

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES (cont.)

Part 3: Skills

Skills that may be needed post-disaster to perform our unit's critical functions:

Skill	Description	Comment
Application programmer	Skilled in application development and usually also in network & database issues	critical for our SeaMapper application
Attendance coordinator	Experienced providing time & attendance records to Payroll Services	critical for tracking and submitting attendance for payroll purposes
Equipment technician	Capable of performing a variety of technical equipment functions	would be especially critical if we are having to use alternate workspace and classrooms
Lab technician	Experienced in performing laboratory work	critical if we need to restore a laboratory to complete research
Workstation technician	Capable of general end-user IT support	critical for rebuilding workstations post-disaster

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES (cont.)

Part 4: Staff of Other Units

These are staff of other units on campus whom you may need to contact:

<i>Name</i>	Shari Trinidad
<i>Department/Org</i>	Cal Poly Pomona Foundation, Inc.
<i>Address</i>	Bldg. 55, Room 5555
<i>Work phone</i>	909-123-4567
<i>Cell phone</i>	909-765-4321
<i>Fax</i>	909-222-2222
<i>Email</i>	fnd@csupomona.edu
<i>Comment</i>	Coordinates disbursements.

<i>Name</i>	Steve Brown
<i>Department/Org</i>	I&IT
<i>Address</i>	Bldg. 98, Room C7-1234
<i>Work phone</i>	909-123-4567
<i>Cell phone</i>	909-111-2222
<i>Fax</i>	909-222-3333
<i>Email</i>	abc123@csupomona.edu
<i>Comment</i>	Steve Brown helped us establish the SeaMapper application and is also an expert on the student database.

<i>Name</i>	Raymond Sanford
<i>Department/Org</i>	Office of Research & Sponsored Programs
<i>Address</i>	Bldg. 1, Room 4321
<i>Work phone</i>	909-454-5454
<i>Cell phone</i>	909-323-2323
<i>Fax</i>	909-676-7676
<i>Email</i>	123@csupomona.edu
<i>Comment</i>	Oversees current research grants and contracts.

<i>Name</i>	Sara Cheung
<i>Department/Org</i>	Payroll Services
<i>Address</i>	Bldg. 98, Room B1-2020
<i>Work phone</i>	909-333-4444
<i>Cell phone</i>	909-444-5555
<i>Fax</i>	909-777-8888
<i>Email</i>	abc@csupomona.edu
<i>Comment</i>	Sara is our Payroll Technician and Payroll contact.

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES (cont.)

Part 5: Stakeholders

These are stakeholders whom you may need to contact:

		<i>Type of Stakeholder</i>
<i>Name</i>	Willingham, Teresa	Donor
<i>Department/Org</i>	Acme Holdings, Inc.	
<i>Address</i>	45 Holden Way, Redlands, CA 34278	
<i>Work phone</i>	475-123-4567	
<i>Cell phone</i>	475-888-9999	
<i>Fax</i>	475-888-9999	
<i>Email</i>	abc@123.com	
<i>Products/Services</i>	benefactor of the Ocean Sciences Department	
<i>Alternate Vendors</i>	n/a	
<i>Comment</i>		

		<i>Type of Stakeholder</i>
<i>Name</i>	Rodriguez, Thomas	Vendor
<i>Department/Org</i>	WaterSoft, Inc.	
<i>Address</i>	42 Yardley Terrace, Atlanta, GA 44367	
<i>Work phone</i>	227-123-4567	
<i>Cell phone</i>	227-555-5555	
<i>Fax</i>	227-555-5555	
<i>Email</i>	123@abc.com	
<i>Products/Services</i>	vendor of specialized oceanographic software	
<i>Alternate Vendors</i>	no alternate vendor -industry leader of a unique product	
<i>Comment</i>	also has an office in Toronto, Canada	

		<i>Type of Stakeholder</i>
<i>Name</i>	Shabazz, Stephanie	Vendor
<i>Department/Org</i>	Xerox	
<i>Address</i>	672 Broadway Oakland, CA	
<i>Work phone</i>	510-333-4444	
<i>Cell phone</i>	510-555-7777	
<i>Fax</i>	510-555-7777	
<i>Email</i>	abc@123.com	
<i>Products/Services</i>	provides maintenance and repair of department copier	
<i>Alternate Vendors</i>	GTP Office Services - Pasadena, CA	
<i>Comment</i>		

		<i>Type of Stakeholder</i>
<i>Name</i>	Young, Henry	Donor
<i>Department/Org</i>	Young Securities, Inc.	
<i>Address</i>	34 Wall Street, New York, NY 10047	
<i>Work phone</i>	212-123-4567	
<i>Cell phone</i>	212-444-5555	
<i>Fax</i>	212-444-5555	
<i>Email</i>	abc@123.com	

<i>Products/Services</i>	graduate and benefactor of Ocean Sciences Department
<i>Alternate Vendors</i>	n/a
<i>Comment</i>	

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES (cont.)

Part 6: Equipment & Supplies

Minimum equipment and supplies needed to carry out all critical functions:

A. Office Equipment

	<i>Minimum Number</i>	<i>Comment</i>
<i>Workstation (includes desktop computer, network connection, table, chair)</i>	27	one per FTE, including faculty
<i>Laptop computer (car charger advised)</i>	5	for key staff; faculty has their own
<i>Telephone (hard-wired)</i>	4	minimum of 4 devices, two telephone numbers
<i>Printer</i>	3	2 for Building 8 1 for Building 3 (Labs)
<i>Fax</i>	1	
<i>Copier</i>	1	we could share a copier with other units if needed
<i>Scanner</i>	0	
<i>Server</i>	3	Specifications for each server are located on the departmental shared drive: FictitiousDept_shared_filer; document Servers is in folder IT Info

B. Other Equipment

(major items only)

A pick-up truck is needed to prepare the research vessel (MV California) for expeditions.

C. Supplies

<i>Necessary Consumables</i>	Mainly office supplies: paper, writing utensils, etc. Probably should include disposable cameras just to have on-hand for documentation purposes if needed.
<i>Inventory or Stockpiling Considerations</i>	We currently maintain a 2-week inventory but plan to increase that to 6 weeks.

To edit this plan section, use the Step 5 tab of the Poly Ready web tool.

V. KEY RESOURCES (cont.)

Part 7: Facilities & Transportation

Transportation and facilities needs in addition to your office/classroom/lab needs:

Facilities (special needs beyond office-classroom lab needs) Loading dock for bulky/heavy equipment related to our research expeditions.

<i>Utilities (very important to the functioning of the department)</i>	<i>Utility Name</i>	<i>Comment</i>
	distilled water	
	special ventilation reqts. (explain)	for labs
	emergency backup generator	can be used to keep labs running
	gasoline	for pick-up truck and MV California

Transportation (special transportation needs) Transportation to and from the MV California which is located off-campus, approximately 26 miles south. A pick-up truck is needed to prepare the research vessel (MV California) for expeditions.

Other Resources no additional resources at this time

To edit this plan section, use the Action Item Summary tab of the Poly Ready web tool.

VI. ACTION ITEM LIST

<p>Action Item #1</p> <p><i>Supports this critical function</i></p> <p><i>Estimated cost</i></p> <p><i>Cost one-time or annual?</i></p> <p><i>Within whose scope</i></p> <p><i>Comment</i></p> <p><i>Status</i></p>	<p>Design departmental networks to allow faculty and students to connect remotely (e.g. from home) in case office/lab space is damaged.</p> <p>Conduct research and report findings</p> <p>Don't know</p> <p>One-time</p> <p>my unit together with other units on campus</p> <p></p> <p>Completed</p>
<p>Action Item #2</p> <p><i>Supports this critical function</i></p> <p><i>Estimated cost</i></p> <p><i>Cost one-time or annual?</i></p> <p><i>Within whose scope</i></p> <p><i>Comment</i></p> <p><i>Status</i></p>	<p>Develop a fund for emergency grants to faculty and graduate students to cover expenses of conducting research in alternate ways or at alternate locations.</p> <p>Conduct research and report findings</p> <p>Don't know</p> <p>Annual</p> <p>the campus</p> <p></p> <p>Not yet begun</p>
<p>Action Item #3</p> <p><i>Supports this critical function</i></p> <p><i>Estimated cost</i></p> <p><i>Cost one-time or annual?</i></p> <p><i>Within whose scope</i></p> <p><i>Comment</i></p> <p><i>Status</i></p>	<p>Develop a plan for alternate office and lab space for faculty and graduate students in case normal office/lab space is not usable.</p> <p>Conduct research and report findings</p> <p>Don't know</p> <p>Not Sure</p> <p>my unit together with other units on campus</p> <p></p> <p>Not yet begun</p>
<p>Action Item #4</p> <p><i>Supports this critical function</i></p> <p><i>Estimated cost</i></p> <p><i>Cost one-time or annual?</i></p> <p><i>Within whose scope</i></p> <p><i>Comment</i></p> <p><i>Status</i></p>	<p>Develop MOU with another campus for use of their laboratories.</p> <p>Conduct research and report findings</p> <p>\$100 - \$1,000</p> <p>One-time</p> <p>my unit together with other units on campus</p> <p></p> <p>Needs further discussion</p>
<p>Action Item #5</p> <p><i>Supports this critical function</i></p> <p><i>Estimated cost</i></p> <p><i>Cost one-time or annual?</i></p> <p><i>Within whose scope</i></p> <p><i>Comment</i></p> <p><i>Status</i></p>	<p>Encourage faculty to request seismic bolting and bracing of furniture and equipment. Allocate departmental funds (i.e. first come, first served until funding exhausted).</p> <p>Conduct research and report findings</p> <p>\$10,000 - \$100,000</p> <p>One-time</p> <p>my unit together with other units on campus</p> <p></p> <p>In progress</p>
<p>Action Item #6</p>	<p>Implement backup measure for grant documents (paper format).</p>

Supports this critical function Conduct research and report findings
Estimated cost less than \$100
Cost one-time or annual? One-time
Within whose scope my unit itself
Comment Ideas include: save to flash drive, scan and save on shared drive
Status Completed

Action Item #7 **Practice using alternate methods of teaching.**
Supports this critical function Faculty Preparedness
Estimated cost
Cost one-time or annual?
Within whose scope
Comment
Status

Action Item #8 **Request the faculty committee to develop a strategy for secure storage of non-electronic research materials.**
Supports this critical function Faculty Preparedness
Estimated cost
Cost one-time or annual?
Within whose scope
Comment
Status

Action Item #9 **Develop formal arrangement (MOU) with another CSU to borrow technical staff if needed during recovery.**
Supports this critical function Information Technology
Estimated cost Don't know
Cost one-time or annual? Not Sure
Within whose scope the campus
Comment
Status

Action Item #10 **Discuss work-from-home issues at faculty meeting (e.g. VPN, challenges, security, etc.).**
Supports this critical function Information Technology
Estimated cost less than \$100
Cost one-time or annual? One-time
Within whose scope my unit together with other units on campus
Comment Should it be I&IT or AAIS discussing with the group?
Status

Action Item #11 **Perform trial-recovery of servers/applications.**
Supports this critical function Information Technology
Estimated cost \$100 - \$1,000
Cost one-time or annual? Annual
Within whose scope my unit together with other units on campus
Comment
Status

Action Item #12 **Cross train at least one other employee to manage and administer the department's funding.**
Supports this critical function Manage and administer Ocean Sciences Department funding
Estimated cost less than \$100
Cost one-time or annual? One-time
Within whose scope my unit itself
Comment
Status Completed

Action Item #13 **Train identified to staff to utilize remote desktop (VPN) and ensure their home computers are properly setup to support this capability.**
Supports this critical function Not associated with a critical function
Estimated cost \$100 - \$1,000
Cost one-time or annual? One-time
Within whose scope my unit itself
Comment
Status In progress

Action Item #14 **Develop a plan for alternate space in case some classrooms are not usable.**
Supports this critical function Provide instruction to students
Estimated cost \$100 - \$1,000
Cost one-time or annual? One-time
Within whose scope my unit together with other units on campus
Comment
Status Needs further discussion

Action Item #15 **Prioritize courses and submit list to Registrar's Office.**
Supports this critical function Provide instruction to students
Estimated cost less than \$100
Cost one-time or annual? Other
Within whose scope my unit together with other units on campus
Comment
Status In progress

Action Item #16 **Request that faculty develop strategy for alternate-channel delivery of courses (in case there is a temporary shortage of classrooms post-disaster).**
Supports this critical function Provide instruction to students
Estimated cost \$100 - \$1,000
Cost one-time or annual? One-time
Within whose scope my unit together with other units on campus
Comment
Status Not yet begun

To edit this plan section, use the Step 5 tab (Document Summary) of the Poly Ready web tool.

Appendix A.
List of Key Documents

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

Documents that have been uploaded into the Poly Ready system (as indicated below) can be viewed on-screen and printed.

Name	Care of Research Animals
Description	Procedures manual describing how to care for the Ocean Science Department's research animals.
Medium	Electronic (computer)
Location	David Dorian's computer and home, and PolyReady.
Owner (department)	Ocean Science Department
Contact person(s)	David Dorian or Susan Brown
Backup measures	Daily backup of David Dorian's computer performed by I&IT. Additional copy at David's home. Backup of PolyReady performed daily by AAIS.
Comment	
Uploaded into Poly Ready system?	Yes

Name	Current course list/student rosters
Description	record of students enrolled in each course
Medium	Electronic (computer)
Location	department share drive and with each faculty instructor
Owner (department)	Ocean Sciences Department
Contact person(s)	Susan Brown
Backup measures	nightly (Monday - Friday) backup performed by our IT staff
Comment	These are the only documents that record fulfillment of specific course requirements leading to the award of credit for that course.
Uploaded into Poly Ready system?	Yes

Name	Current list of funded research projects
Description	List of funded research projects with specifics related to the distribution of funds for each account
Medium	Electronic (computer)
Location	Departmental share drive
Owner (department)	Ocean Sciences Department
Contact person(s)	Susan Brown, Office Coordinator
Backup measures	Nightly backup (Monday through Friday) performed by our IT Staff.
Comment	The departmental share drive path is: FictitiousDept_shared_filer; document Funded Projects is in folder Grants
Uploaded into Poly Ready system?	No

Name	Current list of pending grant applications
Description	List of grants applied for including timelines, status, contact information, deadlines, etc.
Medium	Electronic (computer)
Location	Departmental share drive
Owner (department)	Ocean Sciences Department
Contact person(s)	Susan Brown

Backup measures Nightly backup (Monday through Friday) performed by our IT Staff.
Comment The departmental share drive path is: FictitiousDept_shared_filer; document Pending Grants is in folder Grants
Uploaded into Poly Ready system? No

Name Grant documents
Description documents related to securing and utilizing grant awards
Medium Paper
Location Locked file cabinet in Ocean Sciences Administrative Office (Bldg. 8, Rm. 101)
Owner (department) Ocean Sciences Department
Contact person(s) Susan Brown
Backup measures none at this time
Comment
Uploaded into Poly Ready system? No

Name MOU with LA Zoo
Description Agreement with the LA Zoo for temporary staffing, specifically staffing of a certified shark handler.
Medium Electronic (computer)
Location David Dorian and Susan Brown's computers. David's home and in PolyReady.
Owner (department) Ocean Sciences Department
Contact person(s) David Dorian Susan Brown
Backup measures Daily backup of David and Susan's computers performed by I&IT. Additional copy at David's home. Backup of PolyReady performed daily by AAIS.
Comment
Uploaded into Poly Ready system? Yes

Name MOU with Mt. Sac
Description Agreement with Mt. Sac for alternate storage space for our sharks and for temporary lecturers.
Medium Electronic (computer)
Location David Dorian and Susan Brown's computers. David's home and in PolyReady.
Owner (department) Ocean Sciences Department
Contact person(s) David Dorian Susan Brown
Backup measures Daily backup of David Dorian's computer performed by I&IT. Additional copy at David's home. Backup of PolyReady performed daily by AAIS.
Comment
Uploaded into Poly Ready system? Yes

Name Procedures for Managing and Administering Funding - Ocean Sciences Department
Description Clear set of procedures and guidelines to follow for managing and distributing the department's funding, including processing attendance, administering grant monies, etc.
Medium Electronic (computer)
Location Departmental share drive; copy maintained on a flash drive stored off-site
Owner (department) Ocean Sciences Department
Contact person(s) Susan Brown (Office Coordinator); Dr. John Smith (Department Chair)
Backup measures Nightly backup (Monday through Friday) performed by our IT Staff.
Comment FictitiousDept_shared_filer; document Managing Dept. Funding is in folder Policies and Procedures
Uploaded into Poly Ready system? No

Name Project records and research findings
Description Documents related to various projects and the conducting of research; includes expenses associated with each research project.
Medium More than one (explain in comment)
Location Office of Research and Sponsored Programs and Ocean Sciences Department
Owner (department) Office of Research and Sponsored Programs
Contact person(s) Susan Brown (Ocean Sciences Department); Mary Jones (Office of Research & Sponsored Programs)
Backup measures Electronic records are backed up nightly (M-F). Originals held in Office of Research & Sponsored Programs. Some copies are kept in Ocean Sciences Department.
Comment Electronic records are backed up and are recoverable. Paper documents (e.g. vendor invoices) are not.
Uploaded into Poly Ready system? No

Name Risk Assessment
Description Risk Assessment performed on the Ocean Sciences Department
Medium Paper
Location Departmental share drive
Owner (department) Ocean Sciences Department
Contact person(s) John Smith, Department Chair
Backup measures
Comment The departmental share drive path is: FictitiousDept_shared_filer; document Risk Assessment is in folder Business Continuity Plan
Uploaded into Poly Ready system? Yes
