



Pandemic Scenario/Questionnaire for Business Continuity Planning

During a pandemic, the University could face a business disruption related to following scenarios:

- a) Absenteeism. This could be up to 40% and last up to 10 weeks (numbers based on UR Pandemic Plan assumptions)
- b) Social Isolation. This could impact teaching and meetings for your school.
- c) Supply Chain. There could be interruptions to deliveries of equipment and supplies you need to do your job.

These scenarios would result in a major impact on your department and may require some activities to cease for an extended period of time.

The following questions/activities are intended to help you develop your business continuity plan and prioritize what activities need to continue throughout the three scenarios and how your department will continue those and communicate internally (within the department) and externally (to leadership and other departments at UR).

Section 1: Succession

- 1. Who does the department head report to?
- 2. Complete this table for your department leadership.

	Name	Phone Number	Alt. Phone Number
Department Head			
First Successor			
Second Successor			
Third Successor			

- 3. Are there signatory authorizations that need to be addressed with succession planning? Is so identify signature authority succession (recommend going 3 deep)

Section 2: Communication

- 1. Someone in your department will need to take responsibility for communicating to University Leadership and the faculty and staff in your department. Who is responsible? Identify a primary, secondary and tertiary individual.

2. Insert your faculty and staff contact information here including phone and email address. This could be an existing phone tree.

Name	Phone Number	Email

Section 3: Mission Critical Functions

1. List all the activities your department performs. Examples include teaching classes, research, lab maintenance, administrative work etc. Add more bullets if necessary.
 - I.
 - II.
 - III.
2. Mission critical functions are defined as functions that the University need to conduct to provide vital services, maintain safety, maintain physical infrastructure and continue essential services to sustain the University’s economic base in an emergency. Of the list of all activities performed above, list the most critical in order of priority and complete the information for each function. Add more rows if necessary.

Priority	Function	Who is responsible	Primary, Secondary and Tertiary Back ups
1			
2			
3			
4			

These functions will be the focus of your planning for each scenario.

Section 4: Absenteeism Plan

Planning scenario: You could experience an absenteeism rate of 40% for up to 10 weeks for faculty, staff and students.

1. What services could you curtail to redirect staff toward mission critical functions? List them all here.
2. Are there any activities that *must* continue that do not have multiple people who know how to perform it? The recommendation is a depth of three. List those here.
3. Of the activities listed above, are there instructions for how to perform them? If no, see instructions template at bottom of this document to use to complete instructions.

Section 5: Social Isolation Plan

Planning scenario: You could experience the need to follow social isolation guidelines to help prevent the spread of illness. This would mean face to face meetings and in person classes would need to halt and the need to work from home for faculty and staff.

1. Describe your plan for faculty and staff meetings when face to face is not possible.
2. What other meeting options do you have?
3. How will you communicate this change in procedure and subsequent updates to faculty and staff?
4. Describe your plan for classes/operations when in person is not possible.
5. What do you need to execute this plan? If you do not have what you need, develop a plan to address the gaps.
6. How are you communicating to students/faculty/staff the change in how classes/operations are administered?

Planning scenario: Social isolation is the concept of working from home/remotely. Some or all of your critical business functions may be able to be completed with faculty and staff working remotely.

1. Describe your plan for working from home/remotely for faculty and staff.
2. Who can feasibly work from home?
3. What do they need to work from home? This includes IT resources, phone, computers, access to department drives, etc.
4. Do the people identified as being able to work from home have what they need? If not, develop a plan to address the gaps.
5. How will you communicate the work from home procedure is in effect to faculty and staff?

Section 6: Supply Chain Disruption Plan

Planning scenario: You could experience interruptions including delivery delays, vendor travel restrictions and unable to repair your equipment, or extended back order for equipment and supplies you need to do your job.

1. List the equipment and supplies that are needed to conduct mission critical functions (see table in Section 2, question 2).

Priority	Function	Equipment	Supplies
1			
2			
3			
4			

2. List the vendors you use to provide support or supply any equipment or supplies in the table above.

Vendor	POC Name	Phone	Email	Supply/Equipment

3. Have you contracted with alternate vendors to provide assistance in the event the primary vendor is unable to fulfill your service, equipment and/or supply needs?
4. Do you have equipment or supplies that could pose a safety issue if left unattended? Is so, are there instructions for managing the equipment or supplies? If no, please create instructions using the template at the bottom of the document.

Standard Operating Procedure Template
[insert title here]

Scope

Provide a brief description of the process that this document is addressing and the expected outcomes upon completion.

Who can perform this procedure?

Insert names of individuals or required qualifications (if any) to perform this procedure. Ensure there are multiple faculty/staff trained on this procedure.

	Name	Contact information (phone and email)
Primary		
Secondary		
Tertiary		

Procedure Steps

List each step sequentially, providing enough detail so any individual completing this procedure can fully understand.

Escalation

If there are issues during this procedure, please notify [insert name, contact number].