**Name of Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Function during an Emergency**

***Procedure:*** *Determine the function your department performs under emergency conditions within the University and check appropriate responses to an emergency situation.*

[ ]  The department's responsibility is limited to considering the safety and security of faculty, staff, administrators, and students, plus equipment and materials which support its program.

[ ]  The department is also responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Delegation of Authority and Order of Succession**

***Procedure:*** *In the absence of the department head, assign authority to another person by checking the boxes below.*

[ ]  The persons named in the list below are designated to make decisions on behalf of this department during emergency situations in the order shown below.

[ ]  This person in charge is also designated to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Procedure:*** *Clearly state an order of succession for decision making by listing names in order on the following table. Recognize that in emergencies, all members of a department may not be available. The chain of command should be hierarchical with good communication, so persons know with whom they must communicate and how that communication is to occur.*

 **Order of Succession for the Department**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4.  |
| 5.  |

**Continuity of Operations**

The concept of continuity of operations relates to how will Western will continue with its mission of …*bringing together individuals of diverse backgrounds and perspectives in an inclusive, student-centered university that develops the potential of leaners and the well-being of communities.* Each department on campus contributes to this mission and so need to consider what steps they can take to ensure their continuity following a disaster.

To assist departments in determining their continuity needs, this section helps to establish a list of your department’s essential tasks and needs to complete these tasks. Think about how your department might continue to provide these tasks following a major emergency or disaster.

A department essential task is one that the department needs to provide to the campus community. Associated with each identified essential task are things that are needed to deliver it. Examples of this are a science class requiring a laboratory to deliver curriculum, or mail services requiring a list of mail stops and locations to deliver campus mail.

Contingency planning involves developing understandings of personnel, information systems, supplies and equipment needed should a disaster interrupt normal delivery of departmental services.

Examples of things to think about include:

* Resources that are needed to continue a task;
* Possible dependencies with other Western units or outside vendors;
* Supplies, materials or equipment that might be useful to store to continue providing a task for some period of time;
* Whether multiple people might be capable of performing a particular task;
* Determining if any cross-training could prove useful;
* Considering if a maximum allowable downtime is relevant; and
* Data access for all employees in the event of restricted access to the normal workspace.

A department may use the chart on the following page to capture these contingency planning ideas, referring to the chart during its recovery and resumption process following a major emergency. Generally, there are multiple, appropriate ways to approach essential tasks and alternative methods of providing them.

***Procedure:*** *List the essential tasks that you believe are needed for the continuation of your department operations in the chart below and Include the needs for each essential task, and a backup “workaround” (an alternative method for performing a task). Use additional lines, as necessary. Recognize that different types of emergencies may require different approaches to essential tasks.*

*Note that if your department provides core university services, continuity of operations is key. Such services include but are not limited to: payroll, facilities operation, academic technology and user services, and business/financial services, etc.*

**Department Essential Tasks and Needs**

|  | **Essential Task** | **Impact of loss of Task**  | **Time you can maintain without Task**  | **Vulnerability for ability to maintain** | **Persons Who Can Perform** | **Needs to Perform Essential Task:** |
| --- | --- | --- | --- | --- | --- | --- |
| **Electrical Power Y/N ?** | **Computer Y/N?** | **Banner/Aim/ p-drive Y/N?** | **Internet Y/N?** | **Personnel/****Equipment** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| Workarounds:  |
| 2 |  |  |  |  |  |  |  |  |  |  |
|  Workarounds:  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| Workarounds: |
| 4 |  |  |  |  |  |  |  |  |  |  |
|  Workarounds: |