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| **Dept. Name** |  | **College/****Division:** |  |
| **Contact Person:** |  | **Phone/****Email:** |  |
| **Item** | **Answer Yes or No** | **Comments**  |
| **1** | **General - Responding to Disaster** |   |  |
|  | a. Is there a list of all departments' staff home telephone numbers and addresses maintained by Dept. head? |   |   |
|  | b. Is there a department protocol in place for contacting employees in off hours? |   |   |
|  | c. Have you prepared a department organization chart - identifying functional roles / positions? |   |   |
|  | d. Have department employees reviewed the departments Emergency Action Plan and Continutity of Operations Plan this year? |   |   |
|  | e. Is there a Quick Flip Guide to Emergencies located in your office and is staff familiar with how to use? |   |   |
|  |  |   |  |
| **2** | **If command center activated** |   |  |
|  | a. Are you prepared to supply command center with your immediate and / or long term needs to get your operation up and running, (i.e., the command center should have immediate assess to your department's disaster recovery plan)? |   |   |
|  |  |   |  |
| **3** | **Office Records and Equipment** |   |  |
|  | a. Are you saving your department computer files in folders on the central drive Campus server? Or if files are saved on individual "C" drives, have you contracted with OIT for back-up services? |   |   |
|  | b. Is there an up-to-date inventory of department critical records? This should identify both computer and paper documents (see #4 re identifying critical functions). |   |   |
|  | c. Has each staff member prepared an inventory of paper files in his/her office? Inventory should identify key critical documents and how they are backed up. |   |   |
|  | d. Is there a list of all office furniture and equipment? Or a video to document each space? |   |   |
|  | e. Does the List of Office Furniture & Equipment include office support equipment and production equipment (if applicable) - i.e., copiers, printers, fax machines, etc.?  |   |   |
|  | e. Is there a separate inventory of PCs with an inventory of software by PC and a listing of any licenses utilized by the department? |   |   |
|  |  |   |  |
| **4** | **Defining critical operations** |   |  |
|  | a. Have you identified your critical functions?  |   |   |
|  | b. For each critical function have you identified that the key data sources are backed up and available off site? |   |   |
|  | c. For those key data sources identified above, have you identified the frequency they need to be accessed - that is do you need to access them -  |   |  |
|  |  ¨ Daily? |
|  |  ¨ Weekly? |   |   |
|  |  ¨ Monthly? |   |   |
|  |  ¨ Sporadically throughout year? |   |   |
|  | d. Have you identified any external sources critical to your operation - such as contractors, consultants - and how you will continue this interface? [Key External Dependencies on template will assist in documenting these resources and contact info] |   |   |
|  |  |   |  |
| **5** |  **People** |   |  |
|  |  |   |  |
|  | a. Have you identified staff needs if current staff is not able to get to the Campus or cannot do their tasks at home? |   |   |
|  |  |   |  |
| **6** |  **Telecommunications / Network -**  |   |  |
|  | a. If operation is relocated to another Campus facility have you identified minimum # of phones needed - or are there other means available to provide your telecommunication needs? |   |   |
|  | b. Does your plan identify how you will access central University systems if staff is not on campus? including security approvals?  |   |   |
|  | c. Have you tested remote connections to critical data systems on a regular basis? |   |   |
|  | d. Have you addressed how staff will contact each other (if that is an integral part of your operation) or how will staff contact other Campus personnel (if that is an integral part of your operation)? |   |   |
|  |  |   |  |
| **7** |  **Space** |   |  |
|  | a. Do you have an outline of basic needs if located to alternate temporary quarters? This should identify minimum furniture / computers / equipment /supplies / needs for staff. |   |   |
|  | b. Does your plan identify staff who could work at home? If so have you made arrangements to effect this when needed?  |   |   |
|  | c. Have you established capability for remote connections to critical data systems and test on a regular basis? |   |  |
|  |  |   |  |
| **8** | **Office Communication Needs** |   |  |
|  | a. Have you identified how you will communicate with staff in alternate work sites or if working from home? |   |   |
|  | b. If courier service is needed to transport documents between different temporary work locations as well as to other Campus offices - have you established arrangements so it can be put into immediate action when needed? |   |   |
|  | c. Have you identified if you will need shuttle bus service to transport people and /or documents between various work sites? If so have you established arrangements so they can be quickly activated? |   |   |
|  |  |   |  |
| **9** | **Risk Management / Insurance Recovery** |   |  |
|  | a. Have you videotaped your office common and individual offices? |   |   |
|  | b. Have you inventoried documents in common department areas as well as in each individual office?  |   |   |
|  | c. Have you inventoried fine art and essential equipment of value? |   |   |
|  | d. Is the video of office furniture and equipment and the inventory of all department files kept in a safe offsite location easily available for insurance recovery purposes?  |   |   |
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