

UCSF Department Planning Checklist

Department Planning Checklist

Department Main Contact Person

Mission Continuity is the ability of an organization to continue serving its constituents and maintain its viability following a disaster or other disruption. It assures you and your staff have a plan to continue your critical administrative, academic, research, or service functions.

How quickly you are able to efficiently and effectively resume your UCSF functions after an emergency depends upon your department, division, unit or lab having an up-to-date Continuity Plan. Continuity Plans go beyond emergency management to ensure that critical functions can resume. Continuity measures include such things as being able to perform function at alternate locations, backing up data and taking it offsite, maintaining current contact information for staff, vendors, etc.

The following is a list of steps complete the annual planning process.

	Step	Assigned To	Due Date
1.	Watch the Introduction to the UCSF Mission Continuity Program Video maintained on the Police Department Website at http://police.ucsf.edu/index.php?Preparing-for-Emergencies/business-continuity-planning.html		
2.	Determine the plans that will be created. ¹ List them in the table on page 3.		
3.	Assign an individual to complete each plan. List their names in the table on page 2. If you are having difficulty with this step, contact the Mission Continuity Program Manager, Esther Silver (esilver@police.ucsf).		Within One week after receiving initial e-mail
4.	Send the completed table on page 3 to the Mission Continuity Program Manager, Esther Silver (esilver@police.ucsf) so she can set up the plans in the UC Ready System and provide access to the		Within One week after receiving initial e-mail

¹ Some small departments may only need one plan that includes all of their functions (e.g., administration, patient care, laboratory research, etc.). However, other large departments may have a plan for each unit or lab. One approach is to break the department plan into manageable units. For example, in a small department, the MSO may be able to create the whole plan. In a large department the MSO may assign subsections of the department to individuals more familiar with their areas and therefore may want to create a plan for each area. Another thing to keep in mind is that resource needs are done at a plan level. If it is more logical to separate the resource needs between areas, generally more than one plan is needed.

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	planners.		
5.	<p>Signe your department up for continuity plan workshop. See workshop schedule at http://police.ucsf.edu/index.php?/Preparing-for-Emergencies/business-continuity-planning.html</p> <p>Once you have chosen a date, please contact the Mission Continuity Program Manager, Esther Silver (esilver@police.ucsf) so she can reserve the space for your department.</p>		Within One week after receiving initial e-mail
6.	<p>Ensure each Planner Completes the first draft of their plan. Contact the Mission Continuity Program Manager, Esther Silver (esilver@police.ucsf) when the drafts are done.</p>		Within 2 weeks of attending the workshop.
7.	<p>Ensure each planner invites their Recovery Team Members to “Tabletop” Exercise². See Template Below.</p>		Within 2 weeks of completing draft
8.	<p>Ensure each planner updates their plans with items noted during the exercise</p>		Within 2 weeks of the exercise
9.	<p>Ensure each planner obtains approval of the Plan by their Unit head.</p>		Within 4 weeks of the exercise
10.	<p>Provide Feedback to Esther. See form below.</p>		N/A

² We strongly recommend that you ensure each unit performs a tabletop review exercise of their plans. However, at a minimum, if they are unable to schedule a tabletop review, ensure they distribute the plan to their recovery team for them to review.

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This is not a working form – for demonstration purposes only. You can get a copy of this form at <http://police.ucsf.edu/index.php?/Preparing-for-Emergencies/business-continuity-planning.html>

The purpose of this form is to document a Continuity Plan Exercise

Exercises

An exercise is an activity that is designed to:

- Practice and improve the procedures in our continuity plans to make sure they are complete, appropriate and will work during an actual disruption.
- Ensure that the resources needed to recover have been identified, documented and will be readily available when needed.

There are many approaches to exercising a continuity plan but we recommend the following:

- Determine Type of Exercise. The two main types of continuity plan exercises are tabletops and functional. A tabletop exercise is a review and discussion of the plan that does not include response activities. It is performed to solve problems in a group discussion and identify missing or inaccurate information. Functional exercises actually include performing some or all of the response procedures within the plan.
- Determine the scope of the exercise i.e., decide what aspects of the continuity plan will be included in the exercise. Tabletop exercises usually include all aspects of a plan but functional exercises can range from testing one piece of recovery equipment to relocating the recovery team to a backup site. Generally, exercise should become more realistic, integrated and robust as time goes on.
- Based on the scope, invite the members of the recovery team to the exercise. Make sure there is at least one person is dedicated to documenting the actions identified to improve the plan.
- Just like with the continuity plan, the head of the unit should review the exercise and any new action items to ensure they are addressed appropriately.

Plan(s) Reviewed:

Date:

Attendees:

Type of Exercise (select from dropdown):

If "Other", please describe:

Scenario(s) Considered (scenarios should include the critical resources that would not be available):

Form continues on next page

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Add additional plan objectives that are not listed at the bottom of the table. If a plan objective is included in the scope of the exercise and is not met, add the actions need to meet the objective as an Action Item in UC Ready.

	Plan Objectives	Included in Scope of Exercise	Met?(Y/N /NA) select from drop down
1.	Recovery Roles are clearly defined and appropriately assigned	<input type="checkbox"/>	
2.	Skill sets required to recover the function(s) are identified and appropriate	<input type="checkbox"/>	
3.	Critical Roles have more than 1 person assigned	<input type="checkbox"/>	
4.	Critical Functions are Identified and adequately described	<input type="checkbox"/>	
5.	Overall Strategy for recovering the function is documented and optimal	<input type="checkbox"/>	
6.	Critical Applications and Servers are identified	<input type="checkbox"/>	
7.	Critical Data is not kept on workstations (in general all critical data should be kept on the network) but if some must be kept on a workstation, answer question 8.	<input type="checkbox"/>	
8.	Critical Data on workstations is properly backed up	<input type="checkbox"/>	
9.	Records and other information that will be needed to restart the function are identified and stored appropriately	<input type="checkbox"/>	
10.	Communication Resources such as Contact Lists are current, complete and distributed to all appropriate employees	<input type="checkbox"/>	
11.	Staff that can work from home are identified along with their available home resources	<input type="checkbox"/>	
12.	Key staff from other units are identified and their contact information is complete, current and accurate	<input type="checkbox"/>	
13.	Key stakeholders (Client, Donor, Sponsor, Vendor, Project Partner, etc.) and their contact information is complete, current and accurate	<input type="checkbox"/>	
14.	All Office and IT Equipment, Supplies and other miscellaneous items needed to recover are included in the plan	<input type="checkbox"/>	
15.	Copies of Current Plans have been distributed to the recovery team and are maintained offsite (i.e., at their homes, in their car, on their palm pilot, etc.)	<input type="checkbox"/>	
16.		<input type="checkbox"/>	
17.		<input type="checkbox"/>	
18.		<input type="checkbox"/>	
19.		<input type="checkbox"/>	
20.		<input type="checkbox"/>	
21.		<input type="checkbox"/>	
22.		<input type="checkbox"/>	

Additional Comments

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This form is to help ensure that the plan development and exercise guidance and assistance provided by HSEM adds as much value as possible in order to build an effective and sustainable Business Continuity Program. Please answer the questions below. We would also greatly appreciate your comments or suggestions to improve the approach to business continuity planning and exercising. Please return the completed form to Chris Jones at cjones@police.ucsf.edu

Name of Plan (Optional)	
Feedback Provider (Optional)	

Please indicate the degree to which you agree with the following:	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
#1 The HSEM representative was knowledgeable of appropriate planning and exercise measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 The HSEM representative was knowledgeable of the UC Ready Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3 The HSEM representative was flexible and respectful of your other time commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4 The HSEM representative provided valuable support in creating the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#5 The HSEM representative provided valuable support in exercising the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the space below to provide any comments or suggestions

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