



APPENDIX 3B (STUDENT AFFAIRS-UA BOOKSTORES) TO ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

OBJECTIVE

The University of Arizona has identified as critical the function of providing textbooks and supplies to students. The objective of this plan is to ensure that the texts, supplies, and other customer service needs are met.

CRITICAL FUNCTIONS

Providing textbooks sales, educational tools and supplies, satisfying other customer service needs; and accounting, payroll, and computer operations.

CRITICAL STAFF

University of Arizona Book Stores has a reporting structure for all critical areas. The Disaster Recovery Structure (see attached) identifies all of these areas within University of Arizona Bookstores and has assigned Team Coordinators and Team Leaders to each critical function within our retail environment. Depending on the severity of the situation each identified individual would be contacted and the proper staff would be assembled.

CRITICAL VENDORS

OMMITTED FOR SECURITY REASONS

CRITICAL SUPPLIERS

OMMITTED FOR SECURITY REASONS.

CRITICAL CONSUMERS

- Students, staff and invited guests of the University of Arizona.
- All Salary and Wage Staff of the University of Arizona BookStores.
- All departments dependant upon funds from the University of Arizona BookStores.

BUSINESS RESUMPTION PLAN (LIVING DOCUMENT)

Facility Needs

- USA Building (immediate temporary location).

- Satellite Stores (immediate temporary location).
- U of A Payroll Department.
- 11000SF of selling space – building or trailers.
- Trailers or off site office areas for the critical functions identified.
- Shelving units to hold books.
- Cash-each store has a safe to store cash. In the event of a disaster if this cash. could not be recovered the Bursars office would fund the cash necessary for daily operations. Cash handling would occur in a secure area with coordination from the Bursar's Office and University Police.

Technology Needs

- R/S 6000.
- Servers.
- Computers.
- POS System.
- Printers.
- Telephones.
- Barcodes or other tagging mechanism.
- Registers.
- Access to PSOS, Internet, SIS.
- Cash Registers and cash boxes.

BOOK VENDORS

- See attached Spreadsheet