



Volume 2 - APPENDIX 6 (HUMAN RESOURCES) TO ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

OBJECTIVES

The objectives of Human Resources' Business Continuity and Disaster Plan are to ensure the safety of faculty and staff, minimize disruption, staffing interruptions, and mitigate damage to HR information and systems during times of disaster.

PLAN ORGANIZATION

The succeeding paragraphs identify this unit's procedures and requirements that are in place to cope with a major emergency.

CONTINUAL READINESS

Data	Network data is backed up weekly and stored in an off site location. Employment data is housed in the PSOS system, but no back-up system exists for paper-based application materials, performance-related documents, work authorization documents (I-9s) and emergency contact information. These documents, housed in the University Services Building, are vulnerable to fire and water damage.
Staffing	Human Resources maintains a directory with each HR member's home and cell phone and emergency contact information. Other university employee home numbers are stored in PSOS.
Supplies	The department owns two radios, a TV, 3 laptop computers , and five flashlights that can be deployed in the event of an emergency.
Power	The primary HR location (within the University Services Building) is served by a back-up generator.
Fire Protection	Extinguishers and sprinkler systems are in place in the primary HR location (University Services Building). Life&Work Connections facilities on Mabel street have no sprinkler systems and are more vulnerable.

Relationships Human Resources' leadership has established relationships with mental health providers and other local employers. In the event of a localized disaster, these resources will be available to assist us.

PRE-DISASTER

Data Network data will be backed up and transferred to an off site location. If appropriate, employee records will be transferred to a more secure location

Staffing HR leadership will be put on call and a 24-hour staffing schedule will be implemented. Advice on University-wide staffing and assistance with communication will be provided.

Volunteer Center Space for a volunteer center will be identified and staffing plans will be developed.

POST-DISASTER RECOVERY

Employees Notification of next-of-kin will be coordinated if necessary.

Communication Communication to UA employees will be coordinated (e.g., return to work expectations, alternative work sites, etc.)

HR Staffing All HR employees will be placed on call and deployed to meet University needs.

Volunteer Center A volunteer center will be activated.

STAFFING REQUIREMENTS

Critical Services In the event of a disaster, priority will be given to protecting University personnel, providing crisis mental health services contacting the next of kin of employees harmed in a disaster, protecting information assets, coordinating employee communication, and assisting managers to make staffing and pay decisions.

Critical Staff In the event of a disaster, all members of the HR leadership team and employee assistance service will be placed on 24-hour call and expected to serve 12-18 shifts. Telecommuting could be an option depending on the nature of the disaster.

Mental Health Providers Our employee assistance service has established relationships with local crisis management providers who may be called upon to provide assistance.

Other Staff In the event of disaster, other supervisors and non-management staff will be placed on 24-hour call and will be assigned shifts depending on the nature of the disaster and the needs it creates. First priority will be the provision of services deemed “essential” for the health and safety of University personnel. The next priority will be business continuity.

NECESSARY SUPPLIES

Sustenance The department maintains a supply of 30 gallons of water and food provisions to last 10 people 24 hours.

Building & Equipment Protection Plywood and other protective materials are stored within the University Services Building. Plastic sheeting adequate to protect all department servers, computers, printers and phones is maintained in storage.

CRITICAL EQUIPMENT

Communication Tools Each member of the HR management team possesses a cell phone. The department has a radio, TV, three laptops and five flashlights.

Phones There are 51 phones in the primary HR location (University Services Building). Depending on the nature of the disaster, up to 40 of these phones could be reallocated to other departments.

Computers There are 56 computers in the primary HR location (University Services Building). Depending on the nature of the disaster, up to 20 of these computers could be reallocated to other departments. Access to confidential and secure data would be limited by changing access procedures to the network where sensitive information is housed.

TELEPHONE LISTS

Phone Lists

Human Resources maintains a directory with each member's home and cell phone and emergency contact information. Each member of the leadership team possesses this list and is required to keep it accessible at all times. A phone tree for reaching staff members has been established.

The Executive Director and Director of Institutional Relations and Information Technology possesses the contact list for UA CERT members.

Contact information for University employees is maintained in PSOS.