

UC Santa Barbara
Research Continuity Planning
Abbreviated Worksheet

Introduction

Thank you for taking part in the Mission Continuity Planning process. A Mission Continuity Plan will work to ensure our campus community can continue to operate, and can recover more effectually, in the case of a serious emergency or disaster.

Your Laboratory Mission Continuity Plan:

- Contains various information that will be needed during and after the disruptive event
- Identifies your Laboratory's most essential tasks/functions
- Provides likely scenarios for you to anticipate how your Laboratory can prepare and carry out these tasks/functions under diminished resources

A Mission Continuity Plan centers on each unit's **Essential Functions**. An Essential Function (EF) is a task or service that either must be continued through a disruption, or restored as soon as possible in order to continue the critical functioning of the Laboratory and the University as a whole.

This worksheet is designed to establish a basic understanding of your Laboratory's continuity-critical functions. Once you have completed the following questions to the best of your ability, please provide a copy of the document to your Laboratory head, the Office of Research, and the campus Mission Continuity Specialist. It will serve as the basis of your Mission Continuity Plan, and may be updated and added to as needed in the future.

Essential Functions*

*Helpful tips for identifying Essential Functions:

1. Essential functions are your unit's ordinary, day-to-day, critical functions – **not** your unit's extraordinary, emergency response functions
2. Typically, each functional area of a unit has between two and four essential functions
3. Consider combining functions that use similar resources, have similar outputs and objectives, or are discrete steps of a larger process

Questions to consider:

- Is the function necessary to achieve your unit's mission?
- Are other functions or campus units dependent on this function for its successful completion?
- Are these services that your unit's customers/clients depend on?
- Is there a potential for significant revenue loss if this function is not performed?
- Does the function fulfil a legal obligation?
- Does the function play a key role in maintaining the campus's reputation?
- Does the function safeguard an irreplaceable asset?

If you answered **yes** to three or more of these questions, then the function is likely one of your unit's essential functions.

Laboratory:

Briefly name and describe your Laboratory's Essential Functions:

Essential Function Name/Title	Brief Description	Maximum Tolerable Downtime (MTD)*

*The Maximum Tolerable Downtime (MTD) is the maximum length of time this function can be down without intolerable consequences to the Campus. Choose from: <1 day, 1 day, 1 week, 2 weeks, 4 weeks, or > 4 weeks.

Strategies for Continuing to Function

If for some reason your Laboratory experiences a loss of the IT Network, which of the following will the Laboratory do to maintain the Essential Functions? (Indicate all that apply; please elaborate below.)

- Reduce or prioritize services
- Keep local backups of key records
- Defer operations until network restored
- A strategy needs to be developed
- Work from home
- Not applicable
- Work from other remote site
- Other strategy: _____
- Use manual or paper workarounds

Details of Loss of IT Network Plan:

If for some reason your Laboratory experiences a loss of your normal workspace, which of the following will the Laboratory do? (Indicate all that apply; please elaborate below.)

- Reduce or prioritize services
- Backup lab materials in remote location
- Work at home
- Request grantor to approve project delay
- Work at alternate site (on-campus)
- Defer operations until space restored
- Work at alternate site (off-campus)
- A strategy needs to be developed
- Make advance agreement to share space
- Not applicable
- Backup vital records in remote location
- Other strategy: _____

Details of Loss of Normal Workplace Plan*:

*Please also indicate if your Laboratory has any existing agreements with other facilities for use as alternate workspaces in the event of a disruption, and with which facilities.

If for some reason your Laboratory experiences a loss of key personnel, which of the following will the Laboratory do? (Indicate all that apply; please elaborate below.)

- Ensure clear line of management authority
- Reduce or prioritize services
- Defer operations until staff available
- Use overtime/comp time
- Reassign staff
- Borrow staff from other Laboratories
- Borrow staff from other UC locations
- Use vendor personnel
- Hire temporary staff
- Standing contract with temp agency
- Transfer workload to another facility
- Cross-train staff in advance
- Maintain good training materials
- Ensure accessibility of files/systems
- A strategy needs to be developed
- Not applicable
- Other strategy: _____

Details of Loss of Key Personnel Plan:

Important Resources

Essential staff/other contacts:

Contact Name/Position	Why Essential

Final Notes:

Use this space to indicate any additional information deemed important to your Laboratory's Continuity Plan under limited planning time.

For any questions regarding the continuity planning process, please contact the Campus Mission Continuity Specialist:

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