Utilities and
Facilities Management

MISSION CONTINUITY PLANS

Approved by:

Rick Wiggins, Associate Vice President
Director, Facilities Management
and
Joe Harrell, Director
Utilities and Technical Support

Updated: March 2008
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INTRODUCTION

Mission Continuity Planning is the advanced planning and preparations taken by organizations which are necessary to:

- Identify the impact of potential losses;
- Formulate and implement viable mission continuity strategies;
- Develop mission continuity plans which ensure continuity of organizational services in the event of an emergency or disaster;
- Administer a comprehensive training, testing, and maintenance program.

This is an all encompassing, "umbrella" term covering both disaster recovery planning and business resumption planning.

A. Related to Mission Continuity, there are four essential steps.

1. **Preparation**: Each Department has outlined clear roles and procedures for emergencies and disasters.
2. **Prevention**: Each Department operates daily to minimize the potential for preventable emergencies/disasters.
3. **Response**: Each Department management team strives through education and actual emergencies/disasters to keep personnel in readiness.
4. **Recovery**: Each Department has roles to play to support the recovery work by other UC Departments and outside vendors, agencies, etc.

B. Emergencies and disasters that Facilities Management leaders have considered in their preparation, planning, education and practice, include:

- fires
- explosions
- chemical spills
- localized flooding
- hazardous materials
- severe weather
- utility outages
- building collapse
- terrorist threats
- workplace violence
- bomb threats
- out-of-control crowds

C. Key Roles to be served by Facilities Management Departments:

1. **Mail Services**: Maintain and continue communications and services for ongoing operations of the university.
2. **Facilities Management**: Primary assistance with immediate facility personnel, knowledge and mitigation.
3. **Utilities**: Primary assistance with immediate utility personnel, knowledge and mitigation.
4. **Central Receiving**: Expeditiously deliver necessary products from outside vendors for ongoing operations of the university.
5. **All Departments**: Support one another closely in a team response to any emergency or disaster.
BUILDING SERVICES - AREA I

In the event an emergency or disaster occurs within the East Campus Housekeeping unit the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternatives are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jamie Toran, Director, Bldg. Svcs.</td>
<td>513-556-9945</td>
<td>513-919-5468</td>
<td>513-563-8617</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from G-604 MSB Work Control. In the event this command center is not available, the alternates are:
   - Alt 1 – G-13 Wherry Hall
   - Alt 2 – 260 University Hall

3. Current Main Offices housing business functions include the following:
   - G-604 - Medical Science Building (MSB)
   - G-05 - Health Professions Building (HPB)
   - Vontz – Dock Area

   Business functions shall operate in all unaffected main offices, or moved to either functioning office available.

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. If Work Control cannot be used, we would forward the Work Control number (558-2500) to alternate locations. Those alternates are:
   - West Campus Work Control – 556-6404
   - Housing Work Control – 556 – 6465

   Priority 1 calls would be dispatched through two-way radios. Priority 2, 3 and Project Services work orders will be deferred.

5. Current software/database/records/computers are located in the main offices and are backed up daily in Suite 260 University Hall
6. Risk Management – All office and shop areas, office equipment, and shop equipment is photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Office of Asset and Space Management.

7. The Facilities Management Emergency Operations Plan will be used for any needed information. This includes staging areas for employees, fire and police, emergency disaster equipment locations, external support contractors and contact numbers.
BUILDING SERVICES - AREA II

In the event an emergency, or disaster, occurs within the West Campus Housekeeping-Area II unit the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternatives are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jamie Toran, Director, Bldg. Svcs.</td>
<td>513-556-9945</td>
<td>513-919-5468</td>
<td>513-563-8617</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from 651 Langsam Library. In the event this command center is not available, the alternate is:
   - Alt 1 – Lindner Hall Dock Area

3. Current Main Offices housing business functions include the following:
   - 651 Langsam Library
   - 634 Rieveschl Hall
   - Basement Level Morgens Hall

   Business functions shall operate in all unaffected main offices, or moved to either functioning office available.

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. If Work Control cannot be used, we would forward the work control number (556-6404) to alternate locations. Those alternates are:
   - East Campus Work Control – 558-2500
   - Housing Work Control – 556 – 6465

   Priority 1 calls would be dispatched through two-way radios. Priority 2, 3 and Project Services work orders will be deferred.

5. Current software/database/records/computers are located in the main offices and are backed up daily in Suite 260 University Hall
6. Risk Management – All office and shop areas, office equipment, and shop equipment is photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Office of Asset and Space Management.

7. The Facilities Management Emergency Operations Plan will be used for any needed information. This includes staging areas for employees, fire and police, emergency disaster equipment locations, external support contractors and contact numbers.
BUILDING SERVICES - AREA III

In the event an emergency, or disaster, occurs within the West Campus Housekeeping Area III unit the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternatives are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC</td>
<td>Jamie Toran, Director, Bldg. Svcs.</td>
<td>513-556-9945</td>
<td>513-919-5468</td>
<td>513-563-8617</td>
</tr>
<tr>
<td>ALT 1</td>
<td>Annette Steagall, Assoc. Dir. Bldg. Svcs.</td>
<td>513-556-4830</td>
<td>513-490-7172</td>
<td>513-631-4437</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from Room 42 McMicken Hall. In the event this command center is not available, the alternate is:
   - Alt 1 – Basement area of Blegen Hall
   - Alt 2 - 651 Langsam Library

3. Current Main Offices Housing business functions include the following:
   - Room 42 McMicken Hall
   - 651 Langsam Library
   - 634 Rieveschl Hall
   Business functions shall operate in all unaffected main offices, or moved to either functioning office available.

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. If Work Control cannot be used, we would forward the work control number (556-6404) to alternate locations. Those alternates are:
   - East Campus Work Control – 558-2500
   - Housing Work Control – 556 – 6465

   Priority 1 calls would be dispatched through two-way radios. Priority 2, 3 and Project Services work orders will be deferred.

5. Current software/database/records/computers are located in the main offices and are backed up daily in Suite 260 University Hall
6. Risk Management – All office and shop areas, office equipment, and shop equipment is photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Office of Asset and Space Management

7. The Facilities Management Emergency Operations Plan will be used for any needed information. This includes staging areas for employees, fire and police, emergency disaster equipment locations, external support contractors and contact numbers.
BUILDING SERVICES – HOUSING

In the event an emergency, or disaster, occurs within the Housekeeping – Housing unit the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternatives are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jamie Toran,</td>
<td>513-556-9945</td>
<td>513-919-5468</td>
<td>513-563-8617</td>
</tr>
<tr>
<td>DRC</td>
<td>Director, Bldg. Svcs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALT 1</td>
<td>Annette Steagall, Assoc. Dir. Bldg. Svcs.</td>
<td>513-556-4830</td>
<td>513-490-7172</td>
<td>513-631-4437</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from the Basement Housekeeping offices of Morgens Hall. In the event this command center is not available, the alternate is:
   - Alt 1 – Room 651 Langsam Library
   - Alt 2 – Room 634 Rieveschl

3. Current Main Offices Housing business functions include the following:
   - Basement Level of Morgens Hall
   - 651 Langsam Library

   Business functions shall operate in all unaffected main offices, or moved to either functioning office available.

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. If Work Control cannot be used, we would forward the work control number (555-6404) to alternate locations. Those alternates are:
   - East Campus Work Control – 558-2500
   - Housing Work Control – 556 – 6465

   Priority 1 calls would be dispatched through two-way radios. Priority 2, 3 and Project Services work orders will be deferred.

5. Current software/database/records/computers are located in the main offices and are backed up daily in Suite 260 University Hall.
6. Risk Management – All office and shop areas, office equipment, and shop equipment is photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Office of Asset and Space Management.

7. The Facilities Management Emergency Operations Plan will be used for any needed information. This includes staging areas for employees, fire and police, emergency disaster equipment locations, external support contractors and contact numbers.
Mission Continuity Team Plan

Name of Department: Utilities & Facilities Business Affairs

Department Director:
Name: Sallie Troutman
Campus Phone: 513-556-9966
Cell Phone: 513-702-1413
Title: Director of U&F Business Affairs
Home Phone: 513-777-6156

Mission Continuity Coordinator:
Name: Sallie Troutman
Campus Phone: 513-556-9966
Cell Phone: 513-702-1413
Title: Director of U&F Business Affairs
Home Phone: 513-777-6156
1. **Mission Continuity Coordinator:**
Sallie Troutman will be the Coordinator for U&F Business Affairs. However, each manager reporting to Sallie Troutman has designed a plan of action and will be directly responsible for coordinating the operations of their unit of responsibility:

- Laurie Nelson: Purchasing and Material Control
- Lisa Deckard: Business Office

2. **Command Center:**
The command center for coordinating and implementing the continuity plan will be the office of the Director of U&F Business Affairs located at 200C University Hall (U-Hall). In the event that U-Hall is not habitable, the director's office, and the Business Office, will relocate to Campus Services Building (CSB), 3rd floor. Purchasing operations will relocate to the Stockroom in Calhoun Street Garage (CSG) Room 4263.

In the event that Calhoun Street Garage (CSG) is not habitable, Stockroom operations will be modified on a short-term basis and operate from U-Hall. If Stockroom operations were required to relocate on a longer-term basis (>1month), arrangements have been made to relocate to the Mechanical Shop located at 633 Rieveschel, or a trailer (60’ x 24’=1,440 sq.ft. will be rented to be located on the property of CSB (Williams-Scottsman, 800/782-1500, contact: Bill Minehart).

3. **Departmental Functions:**
All purchasing, personnel and payroll functions can be resumed within 24 hours, or as soon as relocation into the temporary work environment has been completed. Systems utilized by the staff are backed up every evening. Kronos is backed up at a remote location.

In the event that stockroom inventory is damaged or destroyed, departmental functions will be modified on an interim basis. Orders will be placed with local suppliers on an as-needed basis, and stockroom personnel will coordinate the pick-up and delivery of the orders to the requestor(s). When a more permanent temporary environment can be established (see item 2), inventory levels will be replenished of critical, fast-moving items for immediate pick-up or delivery.

4. **Departmental Team:**
The departmental team for Purchasing/Material Control will include Laurie Nelson, Steven Fancher and supporting staff.

The departmental team for the Business Office will include Lisa Deckard, Deanna Stevens, Barbara Fox, and Maria Philpot.
5. **Crisis Communications Plan:**
Continuity of communications throughout the department and with those U&F Business Affairs supports will be achieved through the combined use of the following communication methods: telephone, fax, email, cell phone, pager and two-way radio.

In the event that CSG is damaged, the Stockroom may need to immediately replace phones, cell phones and/or pagers.

6. **Vital Records Program:**
Business Office: Vital records include: personnel files (currently being scanned into electronic database); employment files; Kronos. All vital records are stored electronically and backed up on a daily basis by Administration & Finance Information Technologies (AFit), Payroll and Employment Information Services (PEIS) or Human Resources (HR).

Purchasing: Vital records for purchasing operations would include order history data, term contracts, and vendor information. Most of this information is stored electronically, and hardcopy backup of term contracts and vendor contacts is stored at University Hall.

Stockroom: Vital records for stockroom operations would include current inventory documentation and order history data, for both requisitions and receptions. All necessary records are currently stored on the computer directory, and daily backup is performed and stored off-site. A hardcopy of the *Current Inventory Report* is updated quarterly and stored off-site at 260 U-Hall, and can be used for insurance reimbursement purposes. A hardcopy report of critical, fast-moving items is also updated quarterly and maintained off-site (260 U-Hall) to expedite the resumption of stockroom operations.

It is recommended that AFit consider utilizing digital storage of data to prevent the loss of this information and to enable quick retrieval in the event of an emergency.

7. **Present Inventory:**
Purchasing: Operational inventory (i.e. computers, desks, filing cabinets, etc.) has been recorded and is also stored off-site at 260 U-Hall.

Stockroom: Stockroom inventory is captured in the *Current Inventory Report* that is regularly updated and stored off-site. Operational inventory (i.e. computers, desks, filing cabinets, etc.) has been recorded and is also stored off-site at 260 U-Hall.

Business Office: Inventory will be maintained on the H drive and backed up daily.
CENTRAL RECEIVING

Introduction

Campus Receiving at the University of Cincinnati provides the University Community with a central delivery point for incoming shipments in addition to handling, processing and re-distribution of said shipments to their ultimate destinations on the campus.

Central Receiving Departmental Function

If, in the event that Central Receiving is displaced from the McMillan and Melrose building, the primary objective would be to handle receipt and processing to the Campus Service Building, CSB. There are two serviceable docks at the CSB, which would reduce efficiency, but operations would continue normally.

All employees of Central Receiving would report to CSB to work, as CSB would be the central point of operations.

Manager of Central Receiving would act as a Dock Director, as incoming shipments could overwhelm the limited dock space. The Manager would need to safely direct trucks to areas around the CSB as they wait for entrance to the dock. This person would also need to prioritize incoming and outgoing access to the dock.

Central Receiving manager would also need to contact local carriers, UPS, FedEx, Overnite, etc, to alert them to the change of location. The University Community would also need to be notified of the change of service and new location.

Central Receiving Mission Continuity Team Plan

Department Manager: David Breen
Campus Phone: 556-5655
Mobile Phone: 238-3861
Home Phone: 859-441-2806

Department Director: Richard Von Nida
Campus Phone: 556-3987
Mobile Phone: 207-1332
Home Phone: 541-8375

Mission Continuity Coordinator: David Breen
Title: Manager, Central Receiving
Evacuation Plan

When it becomes necessary to evacuate the building, all personnel should meet at the entrance of the parking lot on East McMillan Street.

If damage occurs when employees are not at work, the Manager will notify the staff via phone of the change of location.

Steps For Disaster Declaration

1. Incident occurs and is detected
2. Notify the appropriate emergency personnel
3. Management team from FM will assemble at the designated command center for incident evaluation
4. The decision will be made to declare a disaster
5. The department will be relocated, if necessary
6. Restoration of effected area or service will be handled in conjunction with FM
7. Resume business functions

Identification of Lost Resources and Procedures and Forms for Filing Claims of Risk Management

Asset inventory of items costing $5,000 or more is on file with the Space and Asset Management Department located in room 510 University Hall. The Asset Management Department has backup data in an off site location.
ELEVATOR OPERATIONS

In the event of an emergency or disaster occurring within the main campuses at UC affecting elevator operations, the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternates are listed below:

2.  

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC</td>
<td>Bill Duncan, Assoc. Dir., Contract Svcs.</td>
<td>513-556-9159</td>
<td>513-919-5374</td>
<td>513-876-2916</td>
</tr>
<tr>
<td>ALT 1</td>
<td>Rick Wiggins, Assoc. Vice President, Dir. Facilities Mgt.</td>
<td>513-556-2891</td>
<td>513-919-5307</td>
<td>513-733-9379</td>
</tr>
<tr>
<td>ALT 2</td>
<td>Bill Crone, Assoc. Dir., Project Svcs.</td>
<td>513-556-0760</td>
<td>513-919-5298</td>
<td>513-367-2797</td>
</tr>
</tbody>
</table>

3. The DRC will coordinate efforts from 4270A Calhoun Street Garage (CSG). In the event the command center is unusable the alternates are:

   ALT 1 – Suite 260 University Hall  
   ALT 2 – Room 416 Dabney Hall

4. There are no current shop spaces associated with elevator maintenance and repair. All work is contracted to our current vendor KONE at 513-755-6195-Ext. 211, contact Bob Adams. Work orders can be processed at 1-877-276-8691. In the event contact cannot be made with KONE the alternates are:

   ALT 1 – FUJITEC – phone 513-755-6200 contact Steve Scott  
   ALT 2 – Thyssen – phone 513-241-6000 contact Harry Shorenborg

5. Communications currently consist of the University phone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. In the event West Campus Work Control (556-6404), East Campus Work Control (558-2500) or Housing Work Control (556-6465) are unusable those numbers will be forwarded to either Work Control left functioning, or to a new Work Control Office.
6. Current Office Space, Housing business functions, is located in 4270A CSG. In the event of an emergency the alternate locations are:

   ALT 1 – Suite 260 University Hall
   ALT 2 – 416 Dabney

7. Current software/database/computers relating to elevators are located in 4270A CSG and 260-G University Hall and backed up on a daily basis. Any computer terminal located within Facilities Management can be used as an alternate.

8. Current vital records include past and current elevator maintenance and repair contracts, purchasing, elevator permits, state elevator inspection reports and contractor elevator reports. These records are stored primarily in room 4270A CSG and room 260-G University Hall. All documents will be digitally photographed, or scanned and kept in both locations.

9. The Facilities Management Emergency Operations Plan will be used for any other needed information. This includes staging areas for employees, fire and police; emergency disaster equipment locations, external support contractors and telephone contact numbers.
GROUNDs, MOVING AND TRANSPORTATION

In the event an emergency, or disaster, occurs within the Grounds, Moving and Transportation unit (GMT) the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternatives are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC</td>
<td>Bob Bauer, Director, GMT</td>
<td>513-556-4147</td>
<td>513-706-6061</td>
<td>513-481-4658</td>
</tr>
<tr>
<td>ALT 1</td>
<td>Greg Mendell, Mgr., Trans.</td>
<td>513-556-4424</td>
<td>513-910-0052</td>
<td>812-926-2522</td>
</tr>
<tr>
<td>ALT 2</td>
<td>Mark McKee, Mgr., Fac. Mgt.</td>
<td>513-556-4147</td>
<td>513-910-0048</td>
<td>859-534-5553</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from the Campus Services Garage located on Reading Road. In the event this command center is not available, the alternates are:

   Alt 1 – Office/Shops located at Winslow and Lincoln Rds.
   Alt 2 – 260 University Hall

3. Current Main Offices Housing business functions include the following:

   - Campus Services Garage on Reading Rd.
   - Office/Shops at Lincoln and Winslow
   - 260 University Hall

   Business functions shall operate in all unaffected main offices, or moved to either functioning office available.

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. If Work Control cannot be used, we would forward the work control number (556-4147) to alternate locations. Those alternates are:

   - West Campus Work Control – 556-6404
   - East Campus Work Control – 558-2500

   Priority 1 calls would be dispatched through two-way radios. Priority 2, 3 and Project Services work orders will be deferred.

5. Current software/database/records/computers are located in the main offices and are backed up daily in Suite 260 University Hall
6. Risk Management – All office and shop areas, office equipment, and shop equipment is photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Office of Asset and Space Management.

7. The Facilities Management Emergency Operations Plan will be used for any needed information. This includes staging areas for employees, fire and police, emergency disaster equipment locations, external support contractors and contact numbers.
MAIL SERVICES

The University of Cincinnati Mail Services strives to provide the University community with timely and accurate handling, distribution and processing of all mail, utilizing staff and resources effectively and efficiently with auditable accountability.

Mail Services Departmental Function

In the event that the Mail Services Department is displaced from Campus Services Building (CSB), the primary objective will be to handle the accepting and processing of mail in the Central Receiving Center. Sortation and acceptance will occur in that facility. Metering of outbound mail for letters and flats will occur with "United Mail" vendor located off Spring Grove Avenue. Processing Business Reply and International will occur at the Central Receiving facility.

All delivery routes will use the Central Receiving facility as the base of leaving and returning.

All Mail Center staff will report to Central Receiving facility to work. We will limit deliveries to once a day. Drivers will be used to help prepare outbound mail, identify the charges to be accessed using scales we would rent from “Mailco”, a local vendor.

The manager or director will contact the USPS to inform them of the new location and estimated dislocation time. The University Community would be notified of the change of service and new location of center.

Mission Continuity Team Plan

Department: Mail Services Department

Department Director: Richard Von Nida Campus Phone 556-3987
               Cellular Phone 207-1332
               Home Phone 541-8375

Title: Director Mail Services / Director Property Control

Mission Continuity Coordinator: Richard Von Nida

Evacuation Plan

When it becomes necessary to evacuate the building, all personnel should meet in the parking lot for instructions. Everyone will need to follow safety directions that will be announced to ensure a safe exit. If damage occurs when employees are not at work, the director will notify the staff via phone of the change of location.
Steps for Disaster Declaration

- Incident occurs and is detected
- Notify the appropriate emergency personnel
- Management team from including FM will assemble at the designated command center for incident evaluation
- The decision will be made to declare a disaster
- The department will be relocated, if necessary
- Restoration of effected area or service will be handled in conjunction with FM
- Resume business functions

Identification of Lost Resources

Asset inventory of items costing $5,000 or more is on file with the Space and Asset Management Department located in room 510 University Hall. The Asset Management Department has backup data in an off-site location.
MAINTENANCE AND OPERATIONS

In the event an emergency or disaster occurs within the Maintenance and Operations unit, the following procedures will be in effect:

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternates are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC</td>
<td>Ken Bloomer, Dir. M&amp;O</td>
<td>513-556-0605</td>
<td>513-503-8610</td>
<td>513-575-4855</td>
</tr>
<tr>
<td>ALT 1</td>
<td>Ron Lambers, Asst. Dir. M&amp;O</td>
<td>513-556-2977</td>
<td>513-919-5378</td>
<td>513-451-5030</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from University Hall Room 260G. In the event this command center is unusable, the alternates are:

   ALT 1 – Rieveschl Hall – Room 632
   ALT 2 – MSB Receiving – Room G612

3. Current main shop spaces and alternates are listed below:

   Carpenters, Painters, Area Maintenance – Calhoun Street Garage Shops
   ALT – East Campus M&O Shops

   Electricians – Calhoun Street Garage Shops
   ALT – East Campus M&O Shops

   HVAC – Calhoun Street Garage Shops (West); MSB Receiving-Room G612 (East)
   ALT – Rieveschel Hall-Room 632 (West); French East HVAC Shop (East)

   Plumbing – CCM Garage Shop – Level P2
   ALT – Langsam Library Garage Shop – Room 310

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will be occurring through systems that remain operational. If West Campus Work Control cannot be used, we would forward all calls to East Campus Work Control, and vice versa. Priority one calls would be dispatched through two-way radios. Priority 2 and 3 work will be deferred.
5. If current office space housing business functions in West Campus Work Control cannot be used, we would move operations to East Campus Work Control, and vice versa.

6. Current software/database/computers are managed by AFit and AFit provides backup and disaster recovery.

7. Current vital records consist of work orders, monthly reports, purchasing records, personnel and timekeeping records, building data and blueprints. All documents are either backed up by computer or paper records offsite, or electronic records. Those locations include:

<table>
<thead>
<tr>
<th>University Hall-Suite 260</th>
<th>Timekeeping, personnel records, forms, reports, software, etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic records</td>
<td>Blueprints and building data</td>
</tr>
<tr>
<td>Architect’s Office</td>
<td>Blueprints and building data</td>
</tr>
<tr>
<td>Individual shops</td>
<td>Blueprints and building data</td>
</tr>
</tbody>
</table>

8. Risk Management:
All office and shop areas; office equipment; shop equipment will be digitally photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Asset and Space Management Department and can be easily accessed in the event of an emergency. All computer equipment is documented and records kept with the AFit group in University Hall, Suite 260.

9. The Facilities Management Emergency Operations Plan will be used for any other needed information. This includes staging areas for employees, fire and police; emergency disaster equipment locations; external support contractors; and telephone contact numbers.
MAINTENANCE AND OPERATIONS - HOUSING

In the event an emergency or disaster occurs within the Housing Maintenance and Operations unit, the following procedures will be in effect:

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternates are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC</td>
<td>Roger Hausman, Dir. of Housing M&amp;O</td>
<td>513-556-6480</td>
<td>513-919-5219</td>
<td>513-741-7554</td>
</tr>
<tr>
<td>ALT 1</td>
<td>Dennis Tenhundfeld, Mgr. FM</td>
<td>513-556-6681</td>
<td>513-477-4417</td>
<td>513-489-0327</td>
</tr>
<tr>
<td>ALT 2</td>
<td>Ken Bloomer, Dir. M&amp;O</td>
<td>513-556-0605</td>
<td>513-503-8610</td>
<td>513-575-4855</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from Dabney Hall (Work Control Office). In the event this command center is unusable, the alternates are:

ALT 1 – Calhoun Street Garage shop
ALT 2 – University Hall – Suite 260

3. Current main shop spaces and alternates are listed below:

Carpenters, Painters, Area Maintenance – Daniels Hall Shop
   ALT 1 – Calhoun Street Garage shop

Electricians – Daniels Hall Shop
   ALT 1 – Calhoun Street Garage shop

HVAC – Daniels Hall Shop
   ALT 1 – Calhoun Street Garage shop

Plumbing – Daniels Hall Shop
   ALT 1 – Calhoun Street Garage shop

4. Communications currently include the University telephone system, cell phones and two-way radios. In the event of an emergency, or system failure, all communications will occur through systems that remain operational. If Work Control cannot be used, we would forward the Work Control number (556-6465) to alternate locations. Those locations are:
ALT 1 – Calhoun Street Garage shop  
ALT 2 – University Hall – Suite 260

Priority one calls would be dispatched through two-way radios. Priority 2 and 3 work will be deferred.

5. Current office space housing business functions in Dabney Hall would be moved to the following alternates, if necessary:
   ALT 1 – Calhoun Street Garage shops
   ALT 2 – University Hall – Suite 260

6. Current software/database/computers are located in Dabney Hall and backed up daily in Suite 260 University Hall. Alternate computer terminals are located, and can be accessed, in the Calhoun Street Garage shops and Dabney Hall Housing Office.

7. Current vital records consist of work orders, monthly reports, purchasing records, personnel and timekeeping records, building data and blueprints. All documents are either backed up by computer or paper records offsite, or electronic records. Those locations include:
   - University Hall-Suite 260 - Timekeeping, personnel records, forms, reports, software, etc.
   - Electronic records - Blueprints and building data
   - Architect’s Office - Blueprints and building data
   - Individual shops - Blueprints and building data

8. Risk Management:
   All office and shop areas; office equipment; shop equipment will be digitally photographed for ease of replacement in the event of a loss. All equipment valued over $5,000 is documented by the Asset and Space Management Department and can be easily accessed in the event of an emergency. All computer equipment is documented and records kept with the AFit group in University Hall, Suite 260.

9. The Facilities Management Emergency Operations Plan will be used for any other needed information. This includes staging areas for employees, fire and police; emergency disaster equipment locations; external support contractors; and telephone contact numbers.
PROJECT SERVICES

In the event an emergency, or disaster, occurs within the Project Services group (or facilities) the following procedures will be in effect.

1. A Disaster Recovery Coordinator (DRC) will be contacted to ascertain the disaster or emergency. The DRC and alternates are listed below:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name/Title</th>
<th>Office</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC</td>
<td>Bill Crone – Assoc. Dir., Project Services</td>
<td>513-556-0760</td>
<td>513-919-5298</td>
<td>513-367-2797</td>
</tr>
<tr>
<td>ALT 1</td>
<td>Rick Wiggins, Assoc. Vice President, Fac. &amp; Const. Svcs.</td>
<td>513-556-2891</td>
<td>513-919-5307</td>
<td>513-733-9379</td>
</tr>
<tr>
<td>ALT 2</td>
<td>Bill Duncan, Assoc. Dir., Contract Svcs.</td>
<td>513-556-9159</td>
<td>513-919-5374</td>
<td>513-876-2916</td>
</tr>
</tbody>
</table>

2. The DRC will coordinate efforts from Calhoun Street Garage (CSG) Room 4270-C. In the event this command center is unusable the alternates are:

   ALT 1 – University Hall – Suite 260
   ALT 2 – Medical Sciences Building – Room G-8

3. Main workshops are located on the P-4 Level of CSG and include the carpenter, electric and paint shops. In the event these shops are unusable the alternate shop sites are:

   ALT 1 – Medical Sciences Receiving
   ALT 2 – Daniels Hall – Basement Shops

   Note that tools and equipment will be shared until replacements are acquired.

4. Communications currently include the University Phone System, cell phones and two-way radios. In the event of emergency or system failure, all communications will occur through systems that remain operational. Critical phone numbers will be forwarded to operational phones.

5. Current office spaces, housing business functions consist of University Hall – Suite 260 and P-4 Level of CSG. In the event either is unable to be used, all business functions will move to the other. If neither is usable, business functions will move to Room 416 Dabney Hall.
6. Current software/database/computers are located in University Hall – Suite 260 and P-4 Level of CSG. Either location can be used for business functions and work control operations. Database is backed up nightly.

7. Current paper records are located within University Hall – Suite 260. Any lost paper records can be recovered through purchasing records (purchases) and Work Control (labor).

8. Old paper records will be scanned and stored within the near future. These records serve only as reference and are not considered crucial.

9. Risk Management – All office and shop areas; office equipment; shop equipment will be digitally photographed for ease of replacement in the event of loss. All equipment etc. valued over $5,000 is documented and stored by the Asset and Space Management department and can be easily accessed in the event of an emergency. Computing inventory is documented and records kept with the AFit group in Suite 260 University Hall.

10. The Facilities Management Emergency Operations Plan will be used for any other needed information. This includes staging areas for employees, fire and police; emergency disaster equipment locations external support contractors and telephone contact numbers.
UTILITIES AND TECHNICAL SUPPORT

Background Information

Approximately 48 employees are on staff within the Utilities Department supplying power, steam and chilled water to both the West and East University campuses. There are a variety of job functions within the Department; which includes operators, apprentices, maintenance, engineers and stationary engineers. Many of these individuals maintain a mandatory license in order to effectively operate the utility plant.

The Director of Utilities is Joe Harrell and he is on call 24 hours per day, seven days a week. Two plant managers report to him – Jim Balzer is responsible for the Central Utility Plant (3001 Vine Street, Cincinnati, Ohio 45221) and Ron Webb resides in the East Campus power plant (3150 Eden Avenue, Cincinnati, Ohio 45267).

The Utility plants operate 24 hours per day, seven days per week. A minimum of two operators at the East plant and 3 Operators at the Central Utility plant must oversee the plant functions at all times during a rotating shift. Three staff engineers are also on call 24 hours a day to support the plant personnel:

- Ray Miller, Senior Plant Engineer at the Central Plant Office 513 556-0252; Cell 513 919-5476; and home 513 791-0898.
- Don Davidson is also in the Central Plant, office number 556-4827, home phone number 662-4905 and Cell 919-5240.
- Dan Pumphrey office 556-3140, cell 919-5220, and home 426-7667.

The mission continuity coordinators for the Utility Department are Joe Harrell and Jim Balzer. Their contact information can be found in the directory attached to this document. Joe’s main office is located at 3001 Vine Street, ML 0390, Cincinnati Ohio 45221-0390. His office number is 558-4635, home phone is (812)-637-6413 and his cell phone is 604-9217. Jim’s office is also located in on the 2nd floor of the Central Utility Plant and his number is 556-2502, home phone is 729-2310 and cell phone is 919-5268. Both of them do carry cell phones and can be directly contacted in the event of an emergency.

The plants are occupied with trained, licensed personnel, who are prepared to manage and resolve many kinds of emergencies. Plant employees are fully prepared to contact plant managers, unit directors, other employees and on occasion contractors who can provide timely intersession to eliminate the problem.

Command Center Location

As stated previously, the two power plants are located close to one another, but can operate independently of one another. However, each one has the capability to supply some power in the event of an emergency. Essentially, if one power plant was taken off
line to any extent, even assuming the worst of tragedies, one plant is completely shut down, each one can supply some power for the campus.

Therefore, for example, if the Central Utility Plant were to be destroyed by a fire or a tornado, then, the East Campus power plant would become the command center. The reverse of that statement would also be true (if the East Campus Utility Plant were destroyed then the personnel would report to the Central Utility Plant). In the unlikely event that employees cannot enter either one of the plants, the command center would temporarily be relocated to University Hall, 51 Goodman Drive, Suite 260, Cincinnati, Ohio 45221-0080.

Other Utility Support personnel in addition to Dan Pumphrey reside in University Hall and there are many conference rooms and offices that can act as a command center or as a temporary office for other Utility personnel. Daniel Pumphrey—located in Suite 260C, office number 556-3140, cell phone 673-2461 and home phone number (606) 426-7662—could act quickly in an emergency situation. He is familiar with the operation of both plants.

Planning + Design + Construction personnel would also be contacted in an extreme emergency situation. The main contact person is Pete Luken, located on the sixth floor of University Hall. The department phone number is 556-6804, his direct line is 556-3160, his cellular phone number is 919-5343 and his home phone number is 941-0429. Pete Luken was one of the individuals who was instrumental during the construction phase of the Central Utility Plant and who is knowledgeable in the overall utility function. If any additional Planning + Design + Construction staff is necessary during the emergency, Pete can contact these individuals and the contact list for Planning + Design + Construction has been included as an attachment. Their department has architects, as well as licensed, professional engineers who are somewhat familiar with utilities and the surrounding real estate. In addition, the majority of the various buildings on campus are documented and the data is stored on CAD files.

Data Storage Locations

Blueprints of the layout of both utility plants will be stored in each plant location and in the offices of Joe Harrell & Ray Miller (located in Central Utility Plant). Also, these blueprints will be stored in the Facilities Management CAD Department, under the direction of Maury DuPont and another CAD copy is saved in the Planning + Design + Construction Department, where the copies of the desired blueprints can be requested, printed and received in a short cycle of time.

Blueprints of the Central Plant can also be found with M – Engineering, located in Columbus, Ohio. Dan Schoenberg is also a contact person and his information is in the back section of this document.

A listing of all Utility Plant personnel is also attached. Depending upon the requirement of the skill, various individuals can be contacted from both Utility Plants to work through
many emergency situations. Their home phone numbers are also attached at the end of the document.

Within Utilities, all personnel have office and department phone numbers. Clerical support staff covers department phones Monday through Friday from 8 to 5. All of the managers or key individuals have cell phones. Both plants have a radio system that can interface directly with each other, Maintenance, Housekeeping, Plumbing, Carpentry and the Department of Public Safety. Public Safety is the unit that directs the operations of the University police officers and the Fire Safety Department.

Video tapes of the Central and East Campus Utility plants are stored within the plants. The alternate location is in Joe Harrell’s office in University Hall. In addition, various pictures of the plants, the equipment (major and auxiliary) and peripheral office equipment has been stored in the Utility Plants and also stored in University Hall. A brief description of the equipment can be cross-referenced on the CAD blueprints.

Photographs were taken to document the plant and office equipment located at both sites. A set of the photographs will be stored in each of the utility plant locations and a duplicate set in the University Hall Office of Dan Pumphrey. Please note that the photos for the Central Plant will be stored in the East Campus plant and vice versa.

Establishment of Departmental Tasks

The main Utilities Support team and mission continuity coordinators will determine the extent of the emergency and the amount of damage sustained within any Utility plants, to the piping infrastructure, or to the many miles of Utility tunnels. This team would undergo a period of pinpointing exact problems. Depending upon the type(s) of problems and the extent of the emergency, these factors would determine the internal and external agencies that would be contacted in order to bring the power plants back into 100% operating capacity.

The key internal University employees include: Joe Harrell, Ray Miller, Jim Balzer, Dan Pumphrey, Don Davidson, and Ron Webb. The next steps could be to contact Pete Luken, Maintenance, Purchasing, outside contractors and/or the Utility plumbers. One of the first outside agencies that may be contacted is the Cincinnati Fire Department, which would be summoned through our internal system of 6-1111 (at the Public Safety Dispatch Center).

The Office of Environmental Health and Safety can be reached 24 hours per day, seven days a week. They can be reached through their office at 556-4968, through central dispatch at 556-1111 or through the on-call person. The Public Safety Fire Safety Department can be reached also 24 hours per day, seven days a week. They can be reached through their office at 556-4934, or through central dispatch at 556-1111 or through their on-call person.
In the event of fire, power plant personnel would work to contain the fire and notify emergency personnel. If the fire is relatively minor and the plant can operate in a safe manner, then the plant would remain functioning. Depending upon the magnitude of the incident, the plant personnel would attempt to de-energize all equipment prior to exiting the building. (If the fire is of a very large scale, the employees would immediately evacuate the building and should always place personal safety first.)

However, the basic decision process is roughly the same for any type of emergency situation. The extent of the emergency would determine the number of the factors used and the extent that they are actually exercised.

1. Evacuation of personnel.
2. Containment to avoid adding “fuel” to the situation.
4. Valving off systems.
5. De-energization of equipment.
7. Notification of contractors.
8. Notification of other personnel in auxiliary departments.

Inspection Criteria

An assessment of the following criteria would be addressed by the Utilities Support Team:

1. Access to the building:
   - Can occupants safely enter and exit the building?
   - Are passageways clear?
   - Is there any debris?
   - Are there any safety or security concerns?

2. Structural Integrity:
   - Check the major doorways and entrances for damage
   - Are the walls damaged?
   - Is the ceiling intact?
   - Are the floors still level – stress cracking?
   - All levels must be checked

3. Major Equipment within the Plant:
   - Are there any structural or mechanical problems that are immediately visible through a cursory inspection?
   - Have all of the boilers been thoroughly checked?
   - Have the software functions of the boilers been thoroughly checked so that the appropriate set points are maintained?
4. Mechanical Systems
   - Are the HVAC systems intact and functioning properly?
   - Are the room supplies and exhausts working as designed?
   - Should maintenance be contacted to check any of the building systems?
   - Are any of the systems vibrating or has the noise level elevated?
   - Is there any whistling or leaks in the ductwork?

5. Major Leaks
   - Are there any leaks in the chilled water pipes?
   - Are there any leaks in the domestic water into or out of the building?
   - Are there any sewer leaks in the piping leading into or out of the building?
   - Have the tunnels been checked for piping integrity leading to and from the utility plants?
   - Please note: caution must be exercised to trace down steam leaks in the tunnels?
   - Does the software indicate any system leaks?

6. Storage Tanks
   - All storage tanks (including small above ground and large below ground tanks) should be checked for leaks and cracks:
   - Oil, CFC, Thermal Storage Unit.

After the assessment is complete, the team may decide to contact various members within the UC community. As mentioned previously, if all of the resources are exhausted in Facilities Management and Planning + Design + Construction, outside contractors would be contacted to mitigate the emergency and to bring the plants back to full working capacity.

**External Resources**

These outside agencies include:

1. **CUTLER HAMMER**
   - Paul Gerth; 387-2019; Cell 325-8631
   - Tom Visconti; 130 Commonwealth Drive; Warrendale, PA 15086; (724) 779-5805; fax (724) 779-5828; cell 412-849-0393; pager 412-597-1987; **24 hour emergency service** 1-800-498-2678

2. **FOSDICK AND HILMER**; 36 East Fourth Street; Cincinnati, OH 45202
   - Joel Grubbs; 241-5640 (company); Cell 608-4337
3. FAST CORPORATION
   - Jeff Jones; 513-353-9399; 6078 Route 128; Suite 4; P.O. Box 465; Miamitown, Ohio 45041; Cell 607-7874

4. GE WATER TREATMENT
   - Nick Bellisemo; Office 477-9071; Cell 477-9071; Fax 528-6614

5. LAWRENCE ELECTRIC CO.
   - Denny Peter; 542-1100; Fax 513 542-2422

6. M CORPORATIONS, INC.
   - Dan Schoenberger: Cell 614 205-9798, home 614 864-3376
     - Ron Carr; 1257 Kemper Meadow Drive; Suite 900; Forest Park, OH 45240; 513 825-1152; 513 825-4549 (FAX)

7. YORK INTERNATIONAL; 7863 Palace Drive; Cincinnati, OH 45249-1635
   - Brian Isaacs; (513) 605-6053; 513-489-0950; 513 265-4556; 1-800-359-9675; Fax 513 489-7516; Parts 513-605-6044

8. TRANE; 10300 Springfield Pike; Cincinnati, Ohio 45215; 513-771-8884
   - Bob Richter; Fax 513-772-7281; Pager 513-844-7378

9. GE ENERGY RENTALS; 955 Redna Terrace; Cincinnati, OH 45215; 513-771-5700
   - Gary Potenziano; fax 513-771-3650; cell 513-484-0343; pager 877-481-9202

10. JOHNSON ELECTRIC SUPPLY
    - Kent Swisher; 4566 Cornell Road; Cincinnati, Ohio 45241; 513-247-3700; Fax 513-247-3704

11. ENERFAB [Boiler Repair]
    - Andy Oswalt, Ned Larick; 4460 Chickering Avenue; Cincinnati, Ohio 45232-1925; 513-482-7806; Home 513-893-0743; Fax 513-482-7702; Cell 513 300-2798
12. **METROPOLITAN SEWER DISTRICT**; 225 West Galbraith Road; Cincinnati, Ohio 45215; (513) 352-4900; fax (513) 352-4910
   - **Peter Caldwell**; 352-4212

13. **CORNERSTONE CONTROLS**
   - **Scott Rollman**; 7251 E. Kemper Road; Cincinnati, Ohio 45249-1030; Phone (513) 489-2500; Fax 513-489-3693

14. **CINERGY**; 7200 Industrial Road; Florence KY 41042
   - **Dale Ankeman**; (513) 287-3577; Fax (513) 287-3662; Mobile (513) 403-0492; Pager (513) 639-4104; Home 859 282-1860

15. **WATER WORKS**; 4747 Spring Grove Avenue; Cincinnati, OH 45232-1986
   - **Jeffrey Pieper, P.E.**; Office 591-7908; Fax 591-7922; Cell 378-0788

16. **PECK, HANNAFORD AND BRIGGS**; Chester and Clinton Streets; Winton Place, OH
   - **Jim Briggs** - 681-4600; Fax 681-4746

17. **DEBRA-KUEMPLE**; 3976 Southern Avenue; Fairfax, Ohio; 513 271-6500; 513 631-1911

18. **CATERPILLAR**;
   - **Amy Nixon**; (614)-851-3557
   - **John McDonald**; 313-7203

19. **CUMMINS RENTAL**
   - **Jim Sturtz**; 563-66701; 1-800-969-3966

20. **RA MUELLER, INC.** [Pumps]; 11270 Cornell Park Drive; Blue Ash, Ohio; 513 489-5200
Summary

1. Primary responsibilities of Facilities Management include:

   - Maintaining (maintenance, housekeeping and grounds) University of Cincinnati owned buildings under the jurisdiction of Facilities Management.

     (This excludes the Shoemaker 5/3 Arena, under the jurisdiction of the Department of Athletics; Clermont College and Raymond Walters College, which are under the jurisdiction of their respective Deans and off-site rental properties, which are under the jurisdiction of Campus Planning + Design.)

   - Production and distribution of utility services to include: chilled water, steam, electric, water, sewer and gas.

   - Receipt and delivery of U.S. mail as well as internal mail delivery operations.

   - Receipt and delivery of products through central receiving operations.

2. Support responsibilities of Facilities Management include the following:

   - Provide support personnel and equipment in the event of a disaster
   - Secure all utilities, buildings and grounds against damage
   - Work with Public Safety and other University departments to effect emergency repairs, assist in damage assessment, barricade damaged areas as necessary etc.

3. Recovery responsibilities of Facilities Management include:

   - Repair and restoration of structures, utilities and grounds
   - Coordination of cleanup and infrastructure support activities
   - Identifying contractors to support recovery activities

4. Departmental areas and assets:

   - Affected departments are responsible for their respective assets, relocation, temporary space and cleanup
   - Affected departments are responsible for filing their respective insurance claims through Risk Management
   - All restorations shall follow University guidelines

5. Evacuation Plans
• Facilities Management employees shall use the evacuation procedures outlined in the Emergency Operations Plan (EOP), as outlined for their specific areas. These procedures are necessary to ensure that all employees have safely left the building(s) affected and are available to provide assistance as necessary.

6. Steps for Disaster Declaration

• Incident occurs and is reported. Public Safety is notified.
• All news media questions will be referred to the authorized spokesperson for the University to ensure accurate and timely information is distributed
• The appropriate Facilities Management employees will be notified, as outlined in the Emergency Operations Plan (EOP)
• Response teams will secure the area
• Management team will assemble at the designated command center
• Decisions will be made to declare an outage or disaster
• The command center will activate the Mission Continuity Plan, if necessary
• Assessments are made as to the extent of any damage to buildings or services
• Restoration of affected area(s) will begin
• Resume normal business functions

7. Mission Continuity Plan Coordinator (MCPC) responsibilities:

• Keeping the unit’s Mission Continuity Plan current and workable
• Maintenance and distribution of the Mission Continuity Plan documents
• Supervision of plan contents, inventory and scheduled replacement of vital records stored in an offsite facility, if applicable
• Coordination of plan requirements between participating departments, other University organizations, vendors, UCIT and Management Services
• Team education, to include: training, updates on changes, sending copies to the Internal Audit-Management Services Department (ML 0085) and keeping Mission Continuity Plans available at multiple locations
• Serve as the primary contact during any annual maintenance, testing or disasters
• Scheduling of annual meetings to review and update plans as necessary
• Coordination of all recovery operations
• Annual reporting, as required by Administrative Memo #126, on the status of Mission Continuity Plans by June 30th.
8. Final Word

- Mission Continuity Planning defines the organizational procedures necessary to ensure timely and orderly resumption of organizational business functions. An emergency will occur at some time. Never assume it will not happen. Readiness isn’t possible without the commitment of management and every employee at the University of Cincinnati.