

# RECOVERY PLAN

## UC Davis Health Education & Research

### 1. DEPARTMENT SPECIFIC INFORMATION

The Schools of Health has put together the following procedures to insure restoration of critical functions after any emergency. The following procedures include a summary of critical departmental functions and staff expected to perform them. Procedures to be used as well as resources required to accomplish the recovery activities are listed. Preparedness training, testing and editing of recovery procedures will take place on a regular basis or annually. Reference to campus units outside the Department involved in the recovery process will clarify communication pathways.

### 2. DEPARTMENT RECOVERY PHILOSOPHY

The primary goal of the Department's recovery process is to restore the critical business functions listed below within an acceptable period of time.

### 3. CRITICAL FUNCTIONS

Critical business functions are those actions or activities that would cause serious or irreparable harm to UC Davis and/or the Department if not performed or interrupted during an emergency. (Examples include: activities leading to or dependence upon services resulting in lost research products, unique collections, or animals, lost research grants or revenue.) The critical functions performed within the Schools of Health are:

<b>Critical Functions: Research</b>	<b>Critical Recovery Window</b>
1. Animal Rooms	30 minutes
2. Incubators, growth chambers & special equipment	2 hours
3. -80 freezers and fume hoods	6 hours
4. Phones, computers, business office	24 hours
5. Autoclaves	48 hours

If critical functions could not be restored in the recovery window, some long-term research would be destroyed and could not be replaced. Tissue culture and cell lines in incubators or growth chambers could be destroyed. DNA libraries in -80 freezers would be destroyed. Some of these libraries are irreplaceable. Research would cease if critical functions could not be restored.

### 4. DEPENDENCIES FOR CRITICAL FUNCTIONS

- a. System Dependencies:
  - i. Electrical, water (domestic, industrial and D.I.), sewer, steam
  - ii. Phones, computer connections, building ventilation
  - iii. Vacuum, air, natural gas
- b. Supporting Departments:
  - i. Facilities Services (utility systems)
  - ii. Telecommunications (phone systems)
  - iii. Information Technology (DaFIS)

## 5. DEPARTMENT RECOVERY TEAM

List the departmental staff expected to participate in recovery activities and their roles.

<u>Name:</u>	<u>Assignment:</u>
Department Chair: _____	Team Leader
MSO: _____	Administration
Coordinator: _____	Safety & Utility
Resource Services: _____	Chk Computer Network Problems
Animal Care: _____	Relocation
Incubators & Growth Chambers: _____	Equipment Problems & Condition
-80 freezers & Fumehoods: _____	Equipment Problems & Condition

## 6. RECOVERY TEAM NOTIFICATION

- a. Notification Procedures – Communication specifics: who calls who, when, and location where staff will report. **See attached list for phone tree.**
  - i. Campus blackout communication specifics: Notification of a power curtailment will be posted at entrances to Schools of Health Buildings, by voice mail, and computer pop up screen notice.
  - ii. Phone and pager will notify the Research Satellite Locations.
- b. Assessment Procedures – What assessments must be made before action is taken? What actions will be taken when building entry is permitted?
  - i. The Recovery Team (chaired by the Department Chair or Acting Chair) will make assessments to see if the critical functions of the Department can be recovered in the recovery time set and who will receive priority for shared space or equipment, when equipment will be moved and to what location, who will share space and who will have what responsibilities in moving equipment.
  - ii. The Team will try to make accommodations within departmental space before going outside the Department to another campus department (to be arranged).
  - iii. The Recovery Team may add Principal Investigators or lab personnel on an ad hoc basis as the situation dictates to aid in the assessment process.
- c. Key Emergency Contacts
  - i. The campus keeps a list of vendors and grant agencies.
  - ii. The vendors and grant agencies lists are not backed up by the Department.
  - iii. Individual labs and offices in the Department are responsible for having a list of their equipment and suppliers as well as backing up their research data and notes.
- d. Campus-wide Power Curtailments (Blackouts) – Buildings with hazardous material shall be evacuated during power curtailments (blackouts) and not reentered until power and ventilation have been restored for 30 minutes or unless otherwise instructed by Environmental Health & Safety.
  - i. Personnel in individual offices will be responsible for turning off their computers, coffee pots, teapots and other office equipment during a blackout. Unplugging individual equipment may be advisable. Individuals are also responsible for powering up their equipment one by one when campus power is restored.
  - ii. The elevator will be posted with caution tape and signs stating “do not use” on both floors.
  - iii. Labs
    - 1) Laboratories are responsible for preparing a checklist of equipment to be turned off and / or unplugged during a blackout and powered up one by one when campus power is restored.
    - 2) All chemical activity is to cease and all chemicals, whether in fume hoods or on lab

- benches, must be capped.
- 3) All compressed gas cylinders in use at the time of a blackout must be turned off at the regulator.
  - 4) All gas, air and vacuum lines are to be turned off.
  - 5) Water use should be diminished.
  - 6) All alcohol burners should be capped.
  - 7) If a hazardous material spill occurs involving flammable or toxic materials, the building will be evacuated.
  - 8) All labs should have a working flashlight and backup batteries for the flashlight.
  - 9) All freezers and refrigerators should not be opened to conserve cold.
- iv. All department building equipment failures, after return of power to the campus, should be reported to the department Safety Coordinator.

## **7. RECOVERY MANAGEMENT**

### Administrative Procedures

- a. A record of hours worked by staff during recovery efforts and their work locations will be maintained.
- b. Expenses incurred by staff on behalf of the Department during the recovery process will be recorded by those individuals incurring expense and receipts will be submitted for reimbursement.

## **8. SUPPORTING DEPARTMENTS RECOVERY ACTIONS**

### Service Departments restoring systems for critical functions:

- a. Facilities
- b. Telecommunications
- c. Human Resources
- d. Purchasing
- e. Police
- f. EH&S

## **9. FACILITIES**

### Facilities Services will be responsible for the following functions:

- a. Damage assessment in conjunction with Architects & Engineers, encompasses assessing structural and non-structural damage, utility issues, damage to building equipment. Document the damage by photograph or video. Facilities must identify the need for contracted services, including labor and material for damage repair and restoration of operations.
- b. Estimated repair costs and recovery schedules will be developed and distributed to Property and Liability and insurance underwriters.
- c. Building Repairs – Provide technical direction on damage repair performed by campus and contracted personnel.
- d. Facilities is responsible for the following:
  - i. Electricity
  - ii. Gas
  - iii. Water
  - iv. Heating/Air Conditioning
  - v. Facilities will be responsible for salvaging capital asset equipment from damaged buildings.

## **10. TELECOMMUNICATIONS**

Telecommunications personnel are responsible for recovery of the phone systems. They will be responsible for evaluating the extent of the damage and interfacing with service providers and vendors. During the recovery, Telecommunications may need to work directly with vendors to reconstruct and restore all switching and cabling requirements for service reconnection.

## **11. HUMAN RESOURCES**

Human Resources is responsible for providing employee information & support in any or all of the following ways:

- a. Coordinate employee assistance and benefits programs for affected employees.
- b. Provide counseling services and guidance for employees.
- c. Coordinate additional temporary labor as needed.

## **12. PURCHASING**

Assuming a substantial amount of equipment and supplies will not be salvageable in the event of an emergency, Purchasing will be responsible for facilitating the procurement of necessary items on short notice. Purchasing will be responsible for the following:

- a. Processing requests to replace damaged equipment to restore critical functions.
- b. Processing departmental requests for supplies to restore critical functions.

## **13. POLICE**

The Police Department will maintain ongoing security services for facilities throughout site recovery activities and will be responsible for the following functions:

- a. Restore security access control systems.
- b. Provide support as needed by staffing site recovery operations as needed.
- c. Provide status reports to the campus through the campus News Service PIO for dissemination to employees and students.

## **14. EH&S**

EH&S will conduct site investigations for damage or disruption to containment systems and assess loss of containment for hazardous materials:

- a. Monitor biological, chemical and radiological containment systems.
- b. Assess impacts on animal health and welfare.