DEPARTMENT CONTINUITY OF OPERATIONS PLAN

Emergencies and circumstances may arise that force the Central Administration at Michigan State University to modify, interrupt, suspend or curtail certain operations or services for a period of time. The University as a whole, however, never shuts down. This means that certain functions critical to keeping the University open must always be maintained. (Please refer to the Guidelines for Maintaining Critical Functions/Services at MSU for more detail.)

MSU Department:  Dean’s Office

Reporting College or MAU: Veterinary Medicine

MAU Representative: Kathy Benington

Phone Number: 355-6667

Email Address: kathyb@msu.edu

Name of Person Completing or Updating BCP (if different than above): Kelsey Koenigsknecht (koenig57@cvm.msu.edu)

CRITICAL FUNCTIONS/SERVICES

Critical functions/services will always be maintained at the University, even during periods when some operations and/or services are modified or curtailed. Critical functions/services are those functions required to maintain the safety and welfare of University students, faculty, staff and visitors, key activities, and the integrity of the University’s infrastructure. Critical functions/services include those necessary to:

- Protect life and safety
- Assure campus security
- Maintain key human and animal health services
- Preserve research projects and infrastructure
- Maintain business, finance and physical infrastructure necessary to operations and services during an emergency or to the prompt restoration of normal operations and services.

Use the grid below to list the critical functions/services in your department:
**Critical Function/Service** | Personnel Requirements (i.e., one faculty member, two graduate assistants, etc.) | Situational Requirements (i.e., needed during flood, power outage, all situations, etc.)
---|---|---
Business operations necessary for Payroll/Personnel | HR Administrator/Budget Officer | All situations
Research Faculty | Faculty (determine if technician can handle, or if it is something that needs to be addressed by them) | All situations
Building Integrity | Dean/Facilities Manager | Any building function emergency (floods/spills/fire/power outages, etc.)
IT Support | Robert Barto, CVM Clinical IT Manager | All situations
Web Administration/Communication | Director, Marketing & Communications | University Closures or Power Outages with potential research lab repercussions.
Student Counseling and Advising | Asc Dean, Academic Programs | Registration periods/semester changes

**CRITICAL PERSONNEL**

Critical personnel are MSU faculty and staff who support the above critical functions/services and are, therefore, required to work when a modification or curtailment of normal operations occurs. Use the grid below to list the critical personnel in your department:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Critical Functions/Services Supported</th>
<th>MSU Contact Info (phone and email)</th>
<th>Alternate Contact Info (home phone, cell, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristen Lare</td>
<td>Director, Marketing &amp; Communications</td>
<td>Update website</td>
<td>517-355-5165 (<a href="mailto:flory@cvm.msu.edu">flory@cvm.msu.edu</a>)</td>
<td>Gmail address</td>
</tr>
<tr>
<td>Sean Yancey</td>
<td>Facilities Manager</td>
<td>Phone/Doors/Building Integrity</td>
<td>517-432-2948 (<a href="mailto:yanceys@cvm.msu.edu">yanceys@cvm.msu.edu</a>)</td>
<td>517-230-8396</td>
</tr>
<tr>
<td></td>
<td>Dean</td>
<td>Emergency Operations</td>
<td>517-355-6509</td>
<td></td>
</tr>
<tr>
<td>Kaye Boucher</td>
<td>HR Administrator</td>
<td>Payroll</td>
<td>517-353-3039</td>
<td>517-927-8708</td>
</tr>
<tr>
<td>Kathy Benington</td>
<td>Budget Officer</td>
<td>Business Functions</td>
<td>517-355-6667</td>
<td>517-202-0143</td>
</tr>
<tr>
<td>Julie Funk</td>
<td>Asc Dean, Academic Programs</td>
<td>Student Advising</td>
<td>517-432-2386</td>
<td>989-307-0206</td>
</tr>
</tbody>
</table>
COMMUNICATIONS PLAN

Faculty and Staff have been instructed to sign up for MSU Alert.

Faculty and Staff will be directed to view the university and college website in case of emergency.

Website posted/updated by Communications staff with information for external clients and internal personnel with appropriate communications for the situation.

Phone forward and/or voice mail changed (external clients) by the Dean’s Administrative Assistant as appropriate for the situation.

Alternate Locations and/or Telecommuting

All Critical Personnel listed above can perform their functions from alternative locations, in cases of power outages or weather conditions that close the university.