BUSINESS CONTINUITY PLAN

MSU Department: Microbiology & Molecular Genetics

Reporting College or MAU: Veterinary Medicine

MAU Representative: Coreena Spitzley

Phone Number: 517-884-5290

Email Address: spitzley@msu.edu

Name of Person Completing or Updating BCP (if different than above):

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; and
- 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:

<table>
<thead>
<tr>
<th>Critical Function/Service</th>
<th>Personnel Requirements (i.e., one faculty member, two graduate assistants, etc.)</th>
<th>Situational Requirements (i.e., needed during flood, power outage, all situations, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain business and finance necessary to operations (i.e. payroll, human resources).</td>
<td>Chair/Finance and Personnel Administrator/HR Coordinator</td>
<td>Any emergency</td>
</tr>
<tr>
<td>Maintain and preserve essential research</td>
<td>Individual faculty members and any research staff notified by the faculty member.</td>
<td>Any emergency - Faculty will be responsible for determining if any of their lab members must report to work due to experiments that might require oversight</td>
</tr>
</tbody>
</table>

(Use the tab key to add and move to a new row)

**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>Victor DiRita</td>
<td>Chairperson</td>
<td>Unit Administration</td>
<td>517-884-5292, diritavi</td>
<td>734-846-2021</td>
</tr>
<tr>
<td>Coreena Spitzley</td>
<td>Financial Administrator</td>
<td>Unit Administration</td>
<td>517-884-5290, spitzley</td>
<td>517-927-2495</td>
</tr>
<tr>
<td>Christine Vandeuren</td>
<td>H.R. Coordinator</td>
<td>Unit Administration</td>
<td>517-884-5289, vandeurn</td>
<td></td>
</tr>
</tbody>
</table>
COMMUNICATIONS PLAN

Please describe below how you will communicate to faculty, staff and student employees when University operations are modified or curtailed. Include details on how employees (both critical and non-critical) should respond to a modification and curtailment of normal operations.

Possible methods of communication include:

- Landline, cell phone or text message
- Departmental intranet, Facebook page or email
- Departmental voicemail message – have employees call in and listen to instructions

*Phone communication will be used to alert individuals of service responsibilities/attendance in emergencies.*

*Business communication handled by landlines to departmental offices.*

*Email*

*Message posting on MMG Website/Twitter*

ALTERNATE LOCATIONS AND/OR TELECOMMUTING

Your department may use alternate locations or telecommuting during a modification or curtailment in operations, please describe your plan for such activities below. At least one phone line from each department must be answered, so calls may need to be transferred to an off-campus number. Instructions for transferring phone lines are available at [http://ipf.msu.edu/services/emergency-resources-toolkit.html](http://ipf.msu.edu/services/emergency-resources-toolkit.html).
Business communication handled by landlines to departmental offices.

Financial and H.R. administration, website management, and other business may be handled offsite.