DEPARTMENT CONTINUITY OF OPERATIONS PLAN

MSU Department: Small Animal Clinical Sciences

Reporting College or MAU: Veterinary Medicine

MAU Representative: Cindy Wilson

Phone Number: 884-4654 wk; 285-1561 cell

Email Address: wilsonci@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
- 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>Preserve Research</td>
<td>Faculty/PI</td>
<td>All situations</td>
</tr>
<tr>
<td>Maintain Business</td>
<td>Chair/Business Manager</td>
<td>All situations</td>
</tr>
</tbody>
</table>


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>Bari Olivier</td>
<td>Chair</td>
<td>Preserve Research &amp; Maintain Business</td>
<td>(517) 432-3072 <a href="mailto:olivier@msu.edu">olivier@msu.edu</a></td>
<td>(517) 281-5081</td>
</tr>
<tr>
<td>Cindy Wilson</td>
<td>Business Manager</td>
<td>Maintain Business</td>
<td>(517) 884-4654 <a href="mailto:wilsonci@msu.edu">wilsonci@msu.edu</a></td>
<td>(517) 285-1561</td>
</tr>
</tbody>
</table>

COMMUNICATIONS PLAN

Please share 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

1. All faculty and staff have been instructed to sign-up for MSU Alert ([www.alert.msu.edu](http://www.alert.msu.edu)).
2. Email—an email will be sent to all faculty and staff indicating that MSU is closed and/or whatever information is relevant to the situation.
3. The College Website will be updated with appropriate information.
4. Departmental voicemail messages will be updated based on the situation.

**Alternate Locations and/or Telecommuting**

If your department may use alternate locations or telecommuting during a modification or curtailment in operations, please share 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).

Main Department phone line 355-6570 will be transferred to an off-campus number and telecommuting will be coordinated on a situational basis.