BUSINESS CONTINUITY PLAN

MSU Department: Diagnostic Center for Population and Animal Health

Reporting College or MAU: College of Veterinary Medicine- VDL

MAU Representative: Dr. Rachel Reams

Phone Number: 517-353-0635

Email Address: reamsrac@VDL.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>Animal drop-off</td>
<td>1 to 3 employees (faculty and/or staff)</td>
<td>All situations</td>
</tr>
<tr>
<td>Necropsy processing</td>
<td>1 to 2 staff members</td>
<td>Modified operations</td>
</tr>
<tr>
<td>Equipment alarm response</td>
<td>1 to 3 staff members</td>
<td>All situations</td>
</tr>
<tr>
<td>Specimen processing</td>
<td>3 to 6 staff members</td>
<td>All situations</td>
</tr>
<tr>
<td>Ongoing diagnostic test procedures</td>
<td>1 to 6 staff members</td>
<td>All situations</td>
</tr>
<tr>
<td>Animal disease outbreak emergency response</td>
<td>2 to 6 employees (faculty and/or staff)</td>
<td>Emergency response</td>
</tr>
<tr>
<td>Animal drop-off</td>
<td>1 to 3 employees (faculty and/or staff)</td>
<td>All situations</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><strong>See attached emergency contact list for VDL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Rachel Reams</td>
<td>Director</td>
<td>All</td>
<td>(517)353-0635 <a href="mailto:reamsrac@VDL.msu.edu">reamsrac@VDL.msu.edu</a></td>
<td>(317) 432-8327</td>
</tr>
<tr>
<td>Dr. Steve Bolin</td>
<td>Associate Director</td>
<td>All</td>
<td>(517) 432-9926 <a href="mailto:bolins@VDL.msu.edu">bolins@VDL.msu.edu</a></td>
<td>(517) 896-0430</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

In the event of an unplanned University closure or modified operation plan, instructions on how critical laboratory functions will be maintained will be communicated through the Lab Director (or designee) in-person, by phone, text or email as appropriate.
- An email and/or text message will be sent to all VDL Faculty and Staff.
- VDL Administrative Staff will also contact Lab Section Chiefs and Supervisor using text message or cell phone.
- VDL Supervisors will communicate to their individual staff using text messages or cell phone.
- The VDL Communications Manager will update the VDL website with a notice of the operations modification, as soon as reasonably possible. Also, when time allows, a message of modified operations will be included on all reports and billings statements. Additionally, signs will be posted on the Main client entrances (North and South) for any walk-in clients.
In the event of an animal disease outbreak, the Laboratory Administration and the appropriately trained staff will be contacted by cell phone and the emergency response protocol will be followed in conjunction with state and/or federal regulatory agencies. This may require after hours or weekend staffing.

**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).

During modified operations, the VDL Faculty and Staff, who are designated as essential employees, have access to remote in to the VDL computer systems in order to work from alternate locations if necessary and practical.