The overarching purpose of this comprehensive emergency plan is to provide guidelines for effective leadership, organization, coordination and unified response during a public health emergency. A public health emergency exists with the emergence of a serious illness that threatens to overwhelm public and private health systems.
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I. PLAN AUTHORIZATION

A public health emergency exists with the emergence of a serious illness that threatens to overwhelm public and private health systems. A public health emergency can be a single case of hepatitis A in a food handler, a few cases of meningitis, or illness in thousands of people infected as a result of an influenza pandemic or bioterrorist attack. Public health emergencies include not only these types of infectious diseases but also diseases caused by non-infectious agents of a biological nature, such as botulinum toxin. The initial response to the health and societal consequences of an emergency will generally occur at the University level, with close monitoring and assistance from the Johnson County Health Department and the Iowa Department of Public Health. A comprehensive emergency plan provides a framework for organizing and executing a coordinated response to a public health emergency.

This plan should be exercised on a regular basis to ensure its practicality, relevance, and completeness. Although this plan was originally written to respond to a pandemic caused by influenza, the plan itself can be used in the event of nearly any public health emergency. Due to extensive flooding that affected the University of Iowa campus in 2008, this plan will not be exercised again until 2009. Persons expected to carry out activities described in the plan should routinely receive training sufficient to carry out their responsibilities in a safe and professional manner. Training levels should be assessed to identify knowledge/skill gaps resulting from turnover, regulatory changes, or changes in this plan or related emergency plans and procedures.

The goals of this plan are to:

1. Ensure that the University of Iowa community has an opportunity to participate in an ongoing public health emergency planning process.
2. Build collaborative networks between the public health and health service systems of the University and the surrounding community.
3. Define relationships, responsibilities and communication expectancies among the University and other organizations at the local, state and regional levels.
4. Assure that appropriate legal authorities are in place and understood for an emergency.
5. Obtain the necessary support and resources, in advance of an emergency, from the Iowa Board of Regents, University administration, faculty, staff, and students as well as community partners, stakeholders, lawmakers, and decision makers.
6. Focus on actions most crucial to an effective public health emergency response as it affects or is affected by the University. At a minimum these actions include the following:
   a. Devise and articulate a concept of operations (i.e., the command structure and lines of authority and communication for managing activities during an emergency);
   b. Develop policies and procedures for distributing and monitoring vaccines and/or pharmaceuticals;
   c. Develop a comprehensive communications plan for effective interactions with the media, the medical community, students, faculty, staff, the general public, neighboring jurisdictions, and state government;
   d. Develop contingency plans designed to ensure the maintenance of essential services (e.g. “human infrastructure”), including:
i. Providing adequate medical care when primary delivery systems are diminished, disrupted, or destroyed;

ii. Devising strategies for protecting key functions related to the University’s teaching, research and service missions;

iii. Assessing the readiness of resources (people, facilities, capital) likely to be mobilized by the University or external agencies in the event of a pandemic; and

iv. Proposing additional measures as required to promote readiness.

e. Develop infectious disease prevention and mitigation strategies, including:

i. Contingency plans for augmenting personnel delivering essential services [or performing essential functions]; and

ii. Contingency plans, developed in conjunction with the appropriate authorities, for closing campus facilities, suspending academic classes and canceling or postponing University events.

Plan Authorization

Wallace Loh, J.D., Ph.D.
Executive Vice President and Provost

DATED: ________________________________

This plan will be incorporated into the University of Iowa Critical Incident Management Plan.
II. EXECUTIVE SUMMARY

The University of Iowa Pandemic Influenza Response Plan (hereinafter “plan”) is a manual for the University community to use when preparing for and subsequently responding to a public health emergency, specifically an influenza pandemic. This plan is designed to supplement the University of Iowa’s Critical Incident Management Plan (CIMP). The primary purpose of this plan is to create a self-contained manual with all of the relevant information necessary to reduce the impact of interruptions caused by a public health emergency in order to protect the life, health, integrity and welfare of University of Iowa community members, their families and the community at large.

Despite annual vaccinations, the United States faces a burden from influenza that results in approximately 36,000 deaths and 200,000 hospitalizations each year. A pandemic would result in significantly higher numbers of illness, hospitalizations, and mortalities than any regular influenza season. An influenza pandemic or other public health emergency would affect the University of Iowa differently than a natural disaster or terrorist activity. During a pandemic, most buildings and physical structures would remain intact provided that they continue to receive maintenance. However, personnel absences due to personal illness, perceived illness or caretaker responsibilities would limit the ability of the University to continue offering full, regular services. Therefore, this plan adopts the concept that during a pandemic the University of Iowa will reduce services to “essential” services. Essential services are defined narrowly to those services necessary to protect health and safety of University community members and avoid irreparable damage to University property. The plan was drafted with careful attention paid to the University’s academic, health care and research missions.

The plan is composed of five Sections: Plan Structure, Development, Coordination, and Evaluation (Section A); Public Health: Surveillance, Epidemiology and Disease Control (Section B); Health Care Services (Section C); Continuity of Operations (Section D); and Communications (Section E).

Sensitive information such as locations of stockpiled items or other potential security concerns are not contained within this plan. Personnel requiring access to information not contained within this plan should follow existing protocol or contact a supervisor using the chain of command call trees provided herein for direction.

The plan highlights the requirement that University actions align with other organizations at the local, state and national levels that are similarly committed to assuring the health of the public. As with any preparedness plan, the University must continue to study the health threat posed by an influenza pandemic, the efforts to interdict its development and spread as well as the continuing and multi-jurisdictional work now underway to prepare our nation.
III. INTRODUCTION

(a) PURPOSE

The overarching charge to the Pandemic Influenza Preparedness Task Force is to develop and test a clear and explicit pandemic influenza response plan that can be rapidly and effectively executed to guarantee that the University of Iowa fulfills its commitments to teaching, research and service missions as well as ensures the health and safety of all members of the University community.

The purpose of the University of Iowa Public Health Emergency – Pandemic Influenza Response Plan is to provide an organized, comprehensive statement of the University’s intended response to a possible influenza pandemic.

The ultimate objectives of the response efforts outlined in this plan are to minimize transmission, morbidity and mortality resulting from such a public health emergency, and to maintain public health, health care, and other essential community services during periods of high absenteeism due to illness.

(b) SCOPE

The University of Iowa will use this plan for a public health emergency response to pandemic influenza or a similar, transmissible public health emergency. This plan is written from the perspective of The University of Iowa and it focuses primarily on describing expected actions of and coordination among University and locally based governmental and private sector entities, particularly those responsible for public health, health care and emergency response. The University of Iowa is prepared to act in a consulting capacity to internal and external constituencies (including the Board of Regents, State of Iowa, other Regents institutions, and other academic institutions in the State) regarding response to an influenza pandemic.

The basic elements of an emergency response, as addressed in this plan, are assignment of roles and responsibilities; direction, control and coordination; crisis communications; disease surveillance and detection; epidemiologic investigation; implementation of disease control/prevention measures; patient transport and health services; and continuity of operations.

The plan has been designed to work in concert with the University’s Critical Incident Management System. Every effort was made to maintain consistency with existing authorities, planning assumptions, systems, procedures, and organizational structures. Interface with other levels of government is also addressed.

(c) POLICIES

The President of the United States, in Homeland Security Presidential Directive (HSPD)-5 directed the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which provides a nationally consistent approach for a coordinated response to any emergency, regardless of cause, size or complexity. In order to facilitate the most efficient and effective incident management it is critical that during emergencies or disasters any responding organization utilize standardized terminology; standardized organizational structures; interoperable communications;
consolidated action plans; unified command structures; uniform personnel qualification standards; uniform standards for planning, training and exercising; comprehensive resource management; and designated incident facilities. This plan incorporates NIMS components, principles and policies including planning, training, exercise, response, evaluation, and corrective actions.

The services rendered to the University and the community as a result of implementing this plan will be delivered without regard to race, religion, ethnicity, socio-economic status, or sexual orientation. To the fullest extent practical, all reasonable accommodations will be made in both the development and implementation of this plan to meet the needs of groups of people whose situations or characteristics require considerations other than those afforded to the general population. The Iowa Department of Public Health identifies members of this class as: “Any individual, group, or community whose circumstances create barriers not experienced by the general population, to obtaining or understanding information, or preparing for, and reacting to emergencies. Circumstances or disabilities that may create barriers include, but are not limited to: age, physical, mental, emotional or cognitive status, cultural, ethnic, religious, language, citizenship or socio-economic status.”

(d) PLAN ORGANIZATION

This plan is organized along functional lines. Information pertaining to all applicable response functions is included in the main body of the plan, and is called the “Basic Plan.” The Basic Plan follows this introductory section. More detailed information pertaining to each of the response functions is contained in the sections that follow the Basic Plan. Greater detail, such as the identification of lead authority and critical resources, will be contained in attachments to each section.

(e) LIST OF ABBREVIATIONS

BOR—Board of Regents
CDC—United States Centers for Disease Control and Prevention
DOHS—United States Department of Homeland Security
FEMA—Federal Emergency Management Agency
FSS—UI Faculty and Staff Services
HAN—Health Alert Network
HHS—United States Department of Health and Human Services
HICS—Hospital Incident Command System
HR—Human Resources
ICS—Incident Command System
IDPH—Iowa Department of Public Health
IMU—University of Iowa Memorial Union
ITS—Information Technology Services
JCPH—Johnson County Public Health
NIMS—National Incident Management System
PHO—Public Health Official
PIO—Public Information Officer
PPE—Personal Protective Equipment
SHS—University of Iowa Student Health Service
UCS—University of Iowa Counseling Services
UI—University of Iowa
UIHC—University of Iowa Hospitals and Clinics
VAMC—Veterans Affairs Medical Center
WHO—World Health Organization
IV. BASIC PLAN

(f) PRINCIPLES UPON WHICH THE PLAN IS BASED

1) The UI Public Health Emergency – Pandemic Influenza Response Plan will be an Annex to the University’s Critical Incident Management Plan as published in the University Operations Manual, and maintained by the UI Department of Public Safety.

2) A public health emergency such as an influenza pandemic represents a low to moderate probability of occurring. However, an influenza pandemic would be a high-consequence event. This makes planning more challenging than for more conventional threats that, by comparison, are higher probability but lower consequence.

3) Pandemic influenza planning activities should serve as a catalyst for broader all-hazards emergency planning. Many of the activities underway to maximize pandemic influenza preparedness and response will also enhance capabilities for other threats including but not limited to natural disasters, errors from human mistakes and intentional terrorist acts.

4) Coordinated pandemic influenza planning must occur across the University of Iowa in:
   a. Central Administration
   b. University of Iowa Hospitals and Clinics
   c. All University of Iowa Colleges
   d. All University of Iowa Departments, Units and Offices essential to protect the health and security of persons and University structures

5) The plan utilizes an organizational framework compatible with the National Incident Management System (NIMS) and the Hospital Incident Command System (HICS).

6) The plan utilizes a phased approach to disease emergence referencing models developed by the World Health Organization (WHO), Department of Homeland Security (DOHS), Centers for Disease Control and Prevention (CDC) and Department of Health and Human Services (DHHS). The phases are:
   a. Alert/Standby: A virus with pandemic potential present somewhere in the world (WHO Stages 1-3)
   b. Limited Services: Effective transmission of a virus with pandemic potential from one person to another anywhere in the world (WHO Stage 4)
   c. Full Services: Local effective transmission person to person (WHO Stage 5-6)
   d. Recovery/Preparation for Next Wave: Dramatic reduction in new reported cases of illness

7) The plan will be coordinated with State and Local Public Health and Emergency Management officials.

8) The University will have a plan for continuity of operations as an employer, as an educational institute, and as a health care provider.
9) A comprehensive educational plan is necessary to educate students, faculty, staff, and their families about:
   a. Individual responsibility to limit the spread of infection if they or their family members become ill
   b. Nonpharmaceutical measures to limit infection, including social distancing
   c. Preparedness planning at the University, county, state, and federal levels

10) The University of Iowa represents 45,403 persons with the following designations:
    a. 30,409 Students (20,907 Undergraduates and9,502 Graduate/Professional)
    b. 2,156 Faculty
    c. 7,440 Professional and Scientific Staff
    d. 5,398 General Service Staff

(g) ASSUMPTIONS: PANDEMIC INFLUENZA


2) As shown during 1918-1919, an influenza pandemic may create several waves of acute health crises with each wave lasting for approximately three months.

3) An influenza pandemic might not follow traditional seasonal influenza patterns.

4) The first wave of a pandemic would have the greatest health consequences.

5) The first pandemic outbreak of influenza would most likely not occur in the United States. As of August 2008, many experts predict that the most likely location of a pandemic outbreak will be in Southeast Asia.

6) Once a confirmed pandemic influenza case is reported in the United States, federal and state officials will respond quickly to isolate and control; this plan assumes those attempts will be unsuccessful, resulting in impact to Iowa and the University of Iowa.

7) The University will be expected to provide health care services needed by its faculty, staff and students during a pandemic.

8) During a pandemic, individuals will seek health care services closest to their residence. The University of Iowa Hospitals and Clinics as well as University-sponsored triaging facilities may receive individuals seeking care who are not University community members.

9) University resources would be considered community and state assets in responding to a pandemic.

10) Vaccines may not be available for the first six months following specific identification of the virus causing the pandemic.
11) Antivirals will be in limited supply throughout the pandemic and subject to use restrictions imposed by state and federal authorities.

12) Based on National (CDC) estimates during a severe pandemic:
   - 35% of Students, Staff and Faculty will be ill
   - 15% of Students, Staff and Faculty will require treatment
   - 2% mortality rate

13) Health care workers and other essential service providers will encounter an attack rate similar to the general population.

14) Absenteeism may reach as high as 40% due to personal illness, family caretaking responsibilities or voluntary absenteeism due to concerns of contracting influenza.

15) Utilization of University health care resources may be subject to a priority needs protocol set by State or Federal authorities, which may raise security and ethics issues.

16) International and domestic travel may be restricted.

17) Social distancing strategies including the imposition of quarantine and isolation may be employed.

18) Quarantine and isolation strategies will most likely be voluntary and require serious community efforts to be effective.

19) Personal protective equipment will need to be available on a wide basis, especially for anyone exposed to greater health risks than the general public. Personal protective equipment may be in short supply during a pandemic and subject to priority needs protocols.

20) Internal and external communications will need to be intensified, coordinated and rapid.

21) Decisions will need to be made rapidly using limited or incomplete information.

22) Services providing for fundamental human needs may be in short supply.

23) During each wave of contagion, there may be significant economic disruption, including inventory shortages, shipment delays, and reduced business activities.

24) There will be widespread circulation of conflicting information, misinformation, and rumors, highlighting the need for coordinated communications.

25) Most faculty and staff are likely to remain on campus and available for work unless authorities close the Regents Universities or impose quarantine measures.

26) Most professional and graduate students are likely to remain on campus or in the immediate community and will want to continue to work toward their degrees.
27) Most undergraduate students are likely to leave campus to return to their families.

28) Contagious employees will come to work, both asymptomatic employees and symptomatic employees who feel compelled to work. Steps need to be taken to minimize this risk. Source: http://ehs.unc.edu/healthy/assumptions.pdf, page 5.

29) Closure of the campus or suspension of classes may be achieved through a variety of ways including a joint decision involving the University of Iowa, Iowa Department of Public Health and Johnson County Public Health; order from the Governor; order from a public health agency; or order from the Board of Regents.

30) At WHO Phase 4 (Limited Services) the incident command team, including persons with medical knowledge and experience, will be activated to plan how best to educate the University community and provide available resources to mitigate the impact of a pandemic.

31) Demand from faculty and staff for medical treatment and advice will increase.

32) All public information will be coordinated and disseminated by University Relations staff with assistance from other University departments and/or personnel. The incident command team will include a Public Information Officer (PIO) to disseminate information to the public.

33) Effective communications are a critical element within all aspects of the plan. The audiences for communications are varied and diverse, including University faculty, staff and students; family members of these groups; local media; city and county community members; other higher education institutions in the State; and the general public.

34) After the first wave has passed, resumption of normal activities in private and public sectors will be difficult. There will be grieving for the deceased and concerns over the next pandemic wave (in the event that an effective vaccine is not developed during the first wave). The University will need to make mental health services available for staff, as well as provide training for supervisors to identify the signs of stress among staff.
V. CONCEPT OF OPERATIONS

The protection of the health and welfare of the University community will be managed by the University. Johnson County Public Health (JCPH), the Iowa Department of Public Health (IDPH), and other agencies when appropriate, as well as the Centers for Disease Control and Prevention (CDC), will provide technical assistance when requested or in cases where emergency needs exceed the capability of University response resources. In extreme circumstances, such as the incapacitation of University officials, the state may move beyond an advisory role and assume direction and control responsibilities within the campus.

In a very large outbreak of disease, many or all communities will be affected and the state may not be able to meet all requests for assistance. Under these circumstances the state will use available mechanisms, including the National Response Framework, for obtaining resources and other assistance from the federal government.

With assistance from county, state and federal agencies, the University will be responsible for:

1. Management of epidemiologic surveillance and response activities, including contact tracing and the selection and implementation of disease control and prevention measures, such as vaccine/pharmaceutical administration for prophylactic or treatment purposes.

2. Communication of information to students, staff and faculty regarding prevention and control measures and the local effects of a disease.

3. Maintenance of health care and other essential University functions during periods of high absenteeism.
VI. ORGANIZATION AND RESPONSIBILITIES

The University will perform the following functions:

1) Establish provisions for notification;
2) Develop and maintain this plan in collaboration with other agencies;
3) Identify resources (personnel, supplies, reference materials) to carry out an emergency vaccination or medication dispensing/administration (“triaging”) clinic;
4) Obtain information from neighboring jurisdictions, as needed to develop and maintain this plan;
5) Coordinate emergency exercises to test this plan as needed;
6) Conduct or otherwise arrange to provide emergency related training as need.

Programs and offices with responsibilities under this plan will develop and maintain procedures for implementing this plan. JCPH and the State of Iowa will provide assistance to the University as provided for in state statute and the Iowa Emergency Response Plan.
VII. PLAN REVIEW AND MAINTENANCE

This plan will be reviewed and updated as necessary, such as after an exercise or an actual disease outbreak, but not less than annually. The Plan Coordinator to receive edits and updates for any materials within this plan is Elizabeth Hosmanek, elizabeth-hosmanek@uiowa.edu.

Those items that should be reviewed include, but are not limited to:

1. Community notification and alerting lists, including 24/7 contact information for personnel who perform essential functions.
2. Inventories and/or identified sources of critical equipment, supplies and other resources.
3. Facility and community-specific functions and procedures.

The following policies apply to the review and maintenance of this plan.

1. It is the responsibility of the University of Iowa Pandemic Influenza Planning Task Force chair to coordinate the review and maintenance of this plan. The Task Force chair is appointed by the Executive Vice President and Provost. Other University officials, departments, facilities, and others who have a role in emergency response under the plan will provide support.
2. The plan must be reviewed on an annual basis or as necessary.
3. Departments, agencies and facilities that maintain sections and/or procedures that are a part of this plan should review the portions of the plan pertaining to their function on an annual basis.
4. The University of Iowa Pandemic Influenza Planning Task Force chair is responsible for maintaining a list of plan holders and ensuring that plan changes are disseminated in a timely manner.
5. The most current version of the plan will be posted on the website of the Executive Vice President and Provost.
SECTION A
PLAN STRUCTURE, DEVELOPMENT, COORDINATION AND EVALUATION

I. PURPOSE

The purpose of the University of Iowa Pandemic Influenza Response Plan is to provide effective leadership, coordination and unified response during a public health emergency.

II. SITUATION

All Iowa counties are required by Chapter 29C of Iowa Code to develop and maintain multi-hazard emergency response plans to cope with major disasters such as tornadoes, floods, airplane crashes, and dangerous hazardous materials releases. These plans address many aspects of planning, including command and control functions, descriptions and operation of emergency communication systems, public health and medical care resources, and other key response elements that are relevant to biological emergencies. However, public health emergency planning requires the consideration of factors not normally addressed in the jurisdiction’s multi-hazard emergency response plan.

One of the main differences between public health emergencies and natural disasters is the potential for widespread adverse effects on human health but negligible effects on physical infrastructure. Catastrophic health effects caused by a public health emergency may disrupt critical human infrastructure. A public health emergency is not typically focused on a geographically discrete “incident scene,” but is understood gradually as a result of the expertise and efforts of trained epidemiologists.

The University of Iowa, while operating within a county jurisdiction, is established both as an entity within state government with reporting responsibilities to the Board of Regents and, through the University of Iowa Hospitals and Clinics, as one of the state’s primary providers of health services.

III. RESPONSE PARTNERS NEEDED TO IMPLEMENT THIS PLAN

In order to effectively implement the University’s Public Health Emergency Response Plan, partners from both the University and community are essential in providing expertise to assist in addressing the types of response required for each situation. These partners include:

1) University offices and/or individuals
2) Community officials
3) Community health care providers

IV. ROLES AND RESPONSIBILITIES

a. Role of the President

The chief executive officer of the University is responsible for protecting the health and safety of the University’s staff, faculty, students and visitors during an emergency. Specific responsibilities as applied to a public health emergency may include:
1. Being prepared to answer the following questions during an emergency:
   a. Who is the Incident Commander for the University of Iowa? Who is the Public Information Officer? Who will populate the University’s NIMS chart?
   b. What is the overall situation (e.g., areas affected, number of people affected, and number of fatalities)?
   c. Does the University have enough resources to respond to the incident? If not, who has these resources? How will they be obtained?

2. Considering the need for a local emergency declaration in consultation with the County Public Health Director and the County Emergency Management Coordinator.

3. Obtaining copies of all press releases and summaries of all statements provided to the media in live or taped broadcasts.

4. Participating in press conferences, in collaboration with state or local officials.

b. Internal and External Initial Notifications

The threat or actual occurrence of an emergency requires prompt notification of those individuals and agencies that may play a role in effecting a response.

c. Use of an Incident Command System

During a public health emergency of any size, direction, control, and coordination of all aspects of the response is a major determinant of success and becomes essential when the response includes multiple jurisdictions and/or agencies. The National Incident Management System (NIMS) is a widely used and accepted incident command system that is appropriate for use during a public health emergency. A basic premise of NIMS is that agencies with jurisdictional responsibilities and authority at an incident will contribute to the process of:

1. Determining response strategies;
2. Selecting response objectives;
3. Jointly planning tactical activities and their application;
4. Ensuring integrated planning and application of operational requirements, including emergency measures and vaccine management/pharmaceutical dispensing;
5. Ensuring that span of control remains within acceptable limits (in general this means 5-7 people under direct management of the next level in the organizational structure);
6. Maximizing effectiveness of available resources and tracking their use throughout the incident period; and
7. Ensuring dissemination of accurate and consistent information.

A proposed incident command organizational chart, following a NIMS framework, is found in Attachment A-IV.
d. Responsible University Authority

The President of the University of Iowa, in conjunction with the Executive Vice President and Provost, is the lead authority for the University’s preparation, response and recovery from a public health emergency. The President may appoint an Incident Commander. In conjunction with the Incident Commander, the President may appoint a Safety Officer, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. Appointments may be predetermined prior to a public health emergency.

Depending upon the size of an incident on campus, the President as Incident Commander may find it necessary to activate the incident command system (ICS) organizational chart, Attachment A-IV. Necessary ICS positions may be a Public Information Officer, Safety Officer, Liaison Officer, Academic and Research Mission Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance & Administration Section Chief. Job action sheets for officer and section chief positions are found in Attachment A-V.

e. Responsible Local Agency

Johnson County Public Health (JCPH) is the lead local agency for responding to a public health emergency. The director of JCPH, or a designee, is responsible for the development and implementation of the county plan.

f. Responsible State Agency

The Iowa Department of Public Health (IDPH) is the lead state agency for response to a public health emergency. IDPH will disseminate information concerning an emergency to county public health departments, including information on prevention and control.

g. University of Iowa Activities by Response Level

[Based on IDPH delineation of the World Health Organization (WHO) threat model]

As of September 1, 2008, the University of Iowa is in the “Alert/Standby” Phase

Alert/Standby: An influenza virus with pandemic potential is identified anywhere in the world (WHO Phases 1-3; Federal Government Response Stages 0-2/3)

1. Meet with appropriate partners and stakeholders to review major elements of the plan.
2. Modify the plan as needed to address significant changes in the nature of magnitude of the threat.
3. Assess training levels and remedy deficiencies.
4. Routinely test the plan through exercises.
5. Develop policies to address anticipated mass absences of personnel during an extended incident.
6. Identify essential functions and develop continuity plans to maintain essential functions during an extended event.
7. Identify non-pharmaceutical interventions that may be effective in containing and reducing transmission of disease during a public health emergency.

**Limited Services: Effective human-to-human transmission of a virus with pandemic potential anywhere in the world**
(CDC Standby; WHO Phases 4-5; Federal Government Response Stages 3/4-5)

1. Develop and activate the communications plan (see Section E).
2. Initiate and manage the jurisdiction’s epidemiologic response (see Section B).
3. Begin vaccine administration/pharmaceutical dispensing, if selected as a control and prevention measure and such pharmaceuticals are available. If vaccine, pharmaceuticals or other medical supplies are to be obtained through the Strategic National Stockpile (SNS) program, coordinate with IDPH through JCPH.
4. Notify key government officials and legislators of the need for additional monetary resources.
5. Begin heightened surveillance through SHS and UIHC.
6. Coordinate activities with neighboring jurisdictions.
7. Track all emergency-related expenses throughout the incident period. These records are important for future planning and for obtaining reimbursement.

**Full Services: Pandemic virus identified in Iowa**
(CDC Activate; WHO Phases 5-6; Federal Government Response Stage 4-5+)

1. Suspend non-essential business/academic/research/service activities including classes, events, gatherings.
3. Anticipate mass absences of personnel due to illness, worried well, caring for ill family members, caring for dependent children and family members due to school/elder care closures.

**Recovery/Post-Pandemic**
(Federal Government Response Stage 6)

1. Evaluate response during pandemic. Conduct an after-action review and report successes as well as lessons learned.
2. Gradually return to normal, pre-pandemic business/academic/research/service activities.
3. Assess losses, both in terms of loss of lives and financial losses. Provide counseling services to University community members.
4. In the event that an effective vaccine is not developed during the initial pandemic wave, prepare for subsequent waves.
5. Identify any aspects of this plan that could not be executed, or that were inadequate in responding to the emergency, and amend the plan to reflect response lessons learned.
ATTACHMENT A-I
UNIVERSITY AND COMMUNITY CONTACT LIST

HAWK ALERT NETWORK
Website: http://hawkalert.uiowa.edu/

UNIVERSITY OF IOWA OFFICE OF UNIVERSITY RELATIONS
Website: http://news.uiowa.edu/

Steve Parrott, Director
Phone: (319) 335-0552
Email: steven-parrott@uiowa.edu

Charlie Drum, Editor
Phone: (319) 384-0048
Email: charles-drum@uiowa.edu

Lois Gray, University Relations News Service
Phone: (319) 384-0077
Email: lois-gray@uiowa.edu

Linda Kettner, Associate Director
Phone: (319) 384-0030
Email: linda-kettner@uiowa.edu

Tom Snee, Associate Editor
Phone: (319) 384-0010
Email: tom-snee@uiowa.edu

UNIVERSITY OF IOWA HYGIENIC LABORATORY (UHL)
Website: http://www.uhl.uiowa.edu

Christopher Atchison, Director
Phone (UHL): (319) 335-4259
Fax (UHL): (319) 335-4555
Phone (College of Public Health): (319) 384-5487
Email: chris-atchison@uiowa.edu
Patricia Blake, Public Information Officer  
Phone: (319) 335-4177  
Email: patricia-blake@uiowa.edu

Bonnie Rubin, Assistant Director  
Phone: (319) 335-4500  
Email: bonnie-rubin@uiowa.edu

Michael Pentella, Associate Director (Disease Control Division)  
Phone: (319) 335-4765  
Email: michael-pentella@uiowa.edu

Michael Wichman, Associate Director (Environmental Division)  
Phone: (319) 335-4479  
Email: michael-wichman@uiowa.edu

UNIVERSITY OF IOWA PRESIDENT AND EXECUTIVE VICE PRESIDENT AND PROVOST’S OFFICE

Sally Mason, President  
Phone: (319) 335-3549  
Email: sally-mason@uiowa.edu

Mark Braun, Special Assistant to the President  
Phone: (319) 335-3549  
Email: mark-braun@uiowa.edu

Wallace Loh, Executive Vice President and Provost  
Phone: (319) 335-3565  
Email: wallace-loh@uiowa.edu

Jonathan Carlson, Senior Associate to the President  
Phone: (319) 335-1759  
Email: jonathan-c-carlson@uiowa.edu

JOHNSON COUNTY PUBLIC HEALTH (JCPH)  
Website: http://www.johnson-county.com/publichealth/index.shtml  
Contact local public health authorities BEFORE contacting state or federal public health authorities.

First contact: Douglas Beardsley, Director  
Phone: (319) 356-6028 extension 104  
Email: dbeardsley@co.johnson.ia.us
Second Contact: Trisha Kitzmann, Deputy Director  
Phone: (319) 356-6040 extension 110  
Email: tkitzmann@co.johnson.ia.us

Third contact: Becky Mills, Business Manager  
Phone: (319) 356-6040 extension 103  
Email: bmills@co.johnson.ia.us

If no response, proceed to:  
Becky Mills - home phone: (319) 627-2600  
JCPH pager: (319) 341-1130

JOHNSON COUNTY EMERGENCY MANAGEMENT AGENCY  
Website: http://www.johnson-county.com/emergencymgmt/index.shtml

Dave Wilson, Emergency Manager  
Phone: (319) 356-6028  
Email: dwilson@co.johnson.ia.us

IOWA DEPARTMENT OF PUBLIC HEALTH  
Website: http://www.idph.state.ia.us/

Polly Carver-Kimm, Public Information Officer  
Phone: (515) 281-7689  
Email: pcarver@idph.state.ia.us

Patricia Quinlisk, State Epidemiologist  
Phone: (515) 281-4941  
Email: pquinsl@idph.state.ia.us

John Satre, Iowa Disease Surveillance System (IDSS) Coordinator  
Phone: (515) 242-5090  
Email: jsatre@idph.state.ia.us

IOWA DEPARTMENT OF HOMELAND SECURITY  
David Miller, Administrator, (515) 725-3231  
Bret Voorhees, Communications and Technology Bureau Chief, (515) 725-3207  
Kara Berg, Communications and Technology Public Affairs, (515) 725-3271  
Lucinda Robertson, Communications Manager, (515) 725-3239
Dave Hempen, Chief Training Officer, (515) 725-3281

HEALTH CARE FACILITIES

UNIVERSITY OF IOWA HOSPITALS AND CLINICS (UIHC)
UI Health Access (24 hour source for health information)
Phone: (319) 384-8442
General/Patient Information
Phone: (319) 356-1616

UNIVERSITY OF IOWA STUDENT HEALTH SERVICE
David Braun, Director
General Phone: (319) 335-8370
Nurseline: (319) 335-9704
Fax: (319) 335-7247

MERCY HOSPITAL
Pete Wallace, Vice President of Medical Staff Affairs
Phone: (319) 339-3673
Email: pete.wallace@mercyic.org
Mercy On-Call, Healthcare Hotline operating 7 a.m. – 12 midnight, 7 days a week
Phone: (319) 358-2767
Toll free: (800) 358-2767
Mercy Community Relations
Phone: (319) 339-3658

VETERANS AFFAIRS MEDICAL CENTER (VAMC)
General Information: (319) 338-0581
Fax: (319) 339-7171

LAW ENFORCEMENT

UNIVERSITY OF IOWA DEPARTMENT OF PUBLIC SAFETY
Phone: (319) 335-5022
Fax: (319) 335-5800
Email: police@uiowa.edu

IOWA CITY POLICE DEPARTMENT
Non-emergency phone: (319) 356-5275
Fax: (319) 356-5449
Sergeant Troy Kelsay, Public Information Officer, (319) 356-5293

**JOHNSON COUNTY SHERIFF**
Routine Business Phone: (319) 356-6020
Civil Department: (319) 356-6030
Fax: (319) 339-6122

Lonnie Pulkrabek, County Sheriff
Email: lpulkrab@co.johnson.ia.us

**IOWA DEPARTMENT OF PUBLIC SAFETY**
Phone: (515) 281-5261
Email: dpsinfo@dps.state.ia.us

**FBI**
All Iowa counties are covered by the Omaha, Nebraska field office:
Phone: (402) 493-8688
Email: omaha@ic.fbi.gov

**EXTERNAL NOTIFICATIONS**

**BOARD OF REGENTS**
Robert Donley, Executive Director
Phone: (515) 281-6426
Fax: (515) 281-6420
Email: bdonley@iastate.edu

Thomas A. Evans, General Counsel
Phone: (515) 281-6527
Fax: (515) 281-6420
Email: taevans@iastate.edu

Timothy Cook, Policy & Operations Officer/Associate Counsel
Phone: (515) 281-6422
Fax: (515) 281-6420
Email: timcook@iastate.edu

**HEALTH ALERT NETWORK**
HAN Messages Archive: [http://www2a.cdc.gov/HAN/ArchiveSy/](http://www2a.cdc.gov/HAN/ArchiveSy/)
**Disclaimer:** The definitions included herein are for advisory purposes only and should not be detrimentally relied upon as some may be subject to change based on policy or state of the science or divergence in common usage. Websites consulted for references included the Centers for Disease Control and Prevention (CDC), Federal Emergency Management Agency (FEMA), numerous medical facilities, and numerous publicly posted emergency plans from various organizations.

**Absenteeism:** The percentage of an organization or institution’s absence rate due to personal illness, caretaking responsibilities, uncertainty about reporting to work, or other reasons.

**After-Action Report (AAR):** A report created after an incident, event or exercise to summarize procedures, actions and lessons learned. The AAR is integral to future preparedness planning and should be drafted as close to the event as possible to preserve information and provide opportunities for improvement.

**All-hazards:** Any incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities. Hazards may include severe weather, violence scenarios, acts of terrorism, releases of chemical or biological agents, or any other incident.

**Alternate Care Facility:** A location separate from traditional medical facilities where medical care can be provided, usually as a result of an incident that would quickly overwhelm available facilities. An alternate care facility in the context of a university setting may be a re-purposed dormitory or athletic facility.

**Annual influenza:** see “seasonal influenza”.

**Antiviral drugs:** Medications used specifically to treat viral infections, such as influenza. Drug resistance may result as the pathogens evolve to survive exposure to the treatment; therefore caution should be exercised when administering antivirals.

**Attack rate:** The incidence of illness in a group of people over a period of time, defined as the number of exposed persons infected with the disease divided by the total number of exposed persons. For example, if 100 persons were exposed to a disease and 64 became ill, the attack rate would be 64%.
**Case definition:** The method by which public health professionals define which persons are included as a case (i.e. a person considered directly affected by an outbreak). As investigations proceed, a case definition may be expanded or narrowed based on the dynamic nature of outbreak investigations.

**Centers for Disease Control and Prevention (CDC):** An agency of the United States Department of Health and Human Services. The CDC works to protect public health and safety by providing information to enhance health decisions and it promotes health through partnerships with state health departments and other organizations. The CDC focuses national attention on developing and applying disease prevention and control (especially infectious disease), environmental health, occupational safety and health, health promotion, prevention, and education activities designed to improve the health of the people of the United States.

**Communicable:** A disease that is infectious. An infectious disease is a clinically evident disease that damages or injures the host from the presence or one or more pathogen microbial agents including viruses, bacteria or fungi and is easily spread from one person to another.

**Contact tracing:** The identification and diagnosis of persons who may have come into contact with an infected person. For highly virulent diseases such as pandemic influenza or tuberculosis, contact tracing would require thorough information regarding even casual contacts.

**Contagious disease:** An infectious disease that is capable of being transmitted from one person to another. Contagious diseases are often spread through direct contact with an infected individual, contact with the bodily fluids of infected individuals, or with objects that the infected individual contaminated.

**Core functions:** See “essential services.”

**Critical Incident Management Plan (CIMP):** The all-hazards emergency plan for the University of Iowa, maintained by the Department of Public Safety and available online at http://www.uiowa.edu/~pubsfty/cimp.pdf.

**Diagnostics:** The process of identifying a medical condition or disease by its signs, symptoms, and from the various diagnostic procedures. Diagnosis has two distinct dictionary definitions, the first being “the recognition of a disease or condition by its outward signs and symptoms,” whereas the second is “the analysis of the underlying physiological/biochemical causes of a disease or condition.”

**Disease tracking:** Epidemiological monitoring, passive surveillance and active surveillance of a disease once it is identified and assigned a case definition. This function is to learn lessons and possible interventions to reduce spread and prevent illness.

**Droplet precautions:** Precautions used to reduce the risk of infectious disease from droplets, most commonly generated from coughing, sneezing or talking to an ill person. Generally the precaution is use of a surgical mask.
Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g. fire, law enforcement, medical services), by jurisdiction (e.g. Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.


Enforced: Used interchangeably with “involuntary.”

Epidemic: An outbreak of a disease within a determined geographical boundary; i.e. an outbreak that is localized.

Epidemiology: The study of factors affecting wellness and illness within human populations which serves as the foundation of interventions made in the interest of public health and preventive medicine. A cornerstone methodology that identifies risk factors for disease and determines optimal treatment approaches to clinical practice. Epidemiological work could include outbreak investigation, study design, data collection, and analysis including development of statistical models to test hypotheses.

Essential services: Defined narrowly as those services necessary to protect the health and safety of University community members and avoid irreparable damage to University property. Used synonymously with “core functions.”

Event: A planned, nonemergency activity (e.g. exercise, sporting event, concert, etc.)

Exercise: A planned testing of an emergency plan or parts thereof. Exercise events include drills, workshops, tabletops, functional, and full-scale exercises.

Exposed: A description of the condition where a person may have been in contact with an ill person and therefore should be observed, generally through a process called quarantine, to ensure that person does not develop symptoms of illness.

Health Alert Network (HAN): A nationwide, high-speed, secure, internet-based program to establish the communications, information, distance learning, and organizational structure for a new level of
defense against health threats, including the possibility of bioterrorism. The HAN links local health
departments to one another and to other organizations critical for preparedness and response: community
first responders, hospital and private laboratories, state health departments, the Centers for Disease
Control and Prevention (CDC), and other federal agencies. The HAN is used to ensure that each
community has rapid and timely access to emergent health information; a cadre of highly trained
professional personnel; and evidence-based practices and procedures for effective public health
preparedness, response, and service on a 24/7 basis. The HAN home page can be found at
http://www2a.cdc.gov/han/Index.asp.

H5N1: A subtype of the Influenza A virus that causes severe illness in birds (avian influenza). H5N1 is
currently an avian disease and there is no evidence of efficient human-to-human transmission at the time
of this writing, although experts are concerned that H5N1 may mutate or reassert to infect humans
directly, possibly causing the next pandemic.

Hospital Incident Command System (HICS): A comprehensive incident command system for
hospitals to implement in both emergent and non-emergent situations such as moving the facility,
dispensing medications to hospital staff, or planning for a large hospital or community incident. HICS
was developed by a National Work Group of 20 hospital subject matter experts from across the United
States. Ex officio members were included to ensure consistency with governmental, industrial and
hospital accreditation planning efforts and requirements.

Incident Command System (ICS): A standardized on-scene emergency management construct
specifically designed to provide for the adoption of an integrated organizational structure that reflects
the complexity and demands of single or multiple incidents, without being hindered by jurisdictional
boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications
operating within a common organizational structure, designed to aid in the management of resources
during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and
complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private,
to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the
development of strategies and tactics and the ordering and the release of resources. The IC has overall
authority and responsibility for conducting incident operations and is responsible for the management of
all incident operations at the incident site.

Infectious: The state where an individual is capable of transmitting a disease, regardless of whether they
are symptomatic.

Infectious Disease: An illness capable of transmission from one person to another.

Influenza A: A genus of the family of viruses called Orthomyxoviridae in virus classification that is
hosted by birds but also infects several species of mammals including humans and pigs.
Investigation: In epidemiology, the process by which a disease’s characteristics are observed and identified.

Involuntary: Relying upon state law to require a person to comply with public health recommendations that benefit the population at large.

Iowa Department of Public Health (IDPH): The state governmental agency in Iowa whose mission is to promote and protect the health of Iowans. IDPH is organized into the Director’s office and six divisions: Acute Disease Prevention and Emergency Response; Administrative and Professional Licensure; Behavioral Health; Environmental Health; Health Promotion and Chronic Disease Prevention; and Tobacco Use Prevention and Control.

Isolation: Separation of an ill individual from the general population to reduce the spread of illness.

Job Action Sheet (JAS): A document distributed to employees describing their expected duties and responsibilities, generally during an emergency situation where staff may be moved from one division to support another with little advanced notice. The JAS provides a description of the job, qualifications, and may contain a mission statement.

Johnson County Public Health (JCPH): The local governmental public health agency in Johnson County, Iowa. JCPH is divided into three divisions: Maternal Care (MCH), Community Health and Administration. JCPH would be the lead agency for local government’s response to a public health emergency. It is governed by the Board of Health and has authority to impose isolation and quarantine.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may also include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses and the public on measures they can take to reduce loss and injury.

Morbidity rate: Can refer to either the incidence rate or to the prevalence rate of a disease. The incidence of a disease is the number of new cases in a particular population during a particular time interval. The prevalence of a disease is the total number of cases in a particular population at a particular point in time.

Mortality rate: The number of people dying from a disease during a given time interval, divided by the total number of people in the population.
**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility, NIMS includes a core set of concepts, principles and terminology. These include the Incident Command System (ICS), multiagency coordination systems, training, identification and management of resources (including systems for classifying types of resources), qualification and certification, and the collection, tracking and reporting of incident information and incident resources.

**National Response Framework (NRF):** Part of the National Strategy for Homeland Defense that presents the guiding principles enabling all levels of domestic response partners to prepare for and provide a unified national response to disasters and emergencies.

**Nonpharmaceutical interventions/measures (NPIs):** Public health measures that do not rely on antivirals or vaccinations (pharmaceutical measures) to reduce the spread of illness in a population of persons. Nonpharmaceutical interventions outside of healthcare settings focus on measures to 1) limit international spread of the virus (e.g., travel screening and restrictions); 2) reduce spread within national and local populations (e.g., isolation and treatment of ill persons; monitoring and possible quarantine of exposed persons; and social distancing measures, such as gathering information and closure of schools); 3) reduce an individual’s risk for infection (e.g. hand hygiene); and 4) communicate risk to the public.

**Pandemic:** A global outbreak of a particular disease; an epidemic that spreads worldwide.

**Personal Protective Equipment (PPE):** Refers to protective clothing, face masks, gowns, gloves, or other items designed to protect the wearer against infection from a contagious disease.

**Point of Dispensing/Distribution (POD):** A staging area for mass dispensing of emergency response materials. A POD should be capable, within 48 hours, of distributing a substantial amount of product, whether it is vaccinations, antivirals, food, or water, to that POD’s entire designated service area.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Prophylaxis:** In medical terms, application of antivirals or other treatments given before a person is ill with the expectation that such treatment will prevent the person from developing an illness, or will
reduce the impact of the illness if a person does contract it. In one instances, prophylaxis may be given to passengers on a plane who were on a flight for four or more hours with a person later discovered to have an illness.

**Public Health Emergency:** Exists with the emergence of a serious illness that threatens to overwhelm public and private healthcare systems. The situation could vary from a single case of hepatitis A in a food handler to thousands of people infected due to an influenza pandemic or bioterrorist event.

**Public Health Officer (PHO):** The Director of the local public health agency (JCPH) appointed by the county Board of Health. The PHO applies preventive and public health techniques to reduce and control the incidence of communicable diseases and other threats to the health of the general public.

**Public Information Officer (PIO):** The member of incident command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Quarantine:** Separation of a person who is not symptomatic but may have been exposed to an ill person, to reduce the spread of illness. The reasoning applied is that asymptomatic persons may be a carrier of the disease. A number of diseases may incubate for a period of time lasting up to several days where the host is not yet ill but capable of transmitting the disease.

**Recovery:** The development, coordination and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incident.

**Redundancy:** Development of duplicative procedures, particularly in the area of communications, to protect against complete collapse of a system in the event that one technology fails. Communication redundancies may include electronic mail, telephone systems, courier services, or the use of the United States Postal Service.

**Seasonal influenza:** Non-pandemic influenza viruses that infect humans, most actively during the months of November through April. Common symptoms of the disease are fever, sore throat, muscle pains, severe headache, coughing, weakness, and general discomfort. In more serious cases, influenza causes pneumonia, which can be fatal. Approximately 36,000 Americans die each year from influenza and complications associating with influenza. Seasonal vaccinations are the most effective way of preventing influenza.

**Social distancing:** A group of non-pharmaceutical interventions that includes limiting group activities and contact with other persons to reduce the transmission of illness.
**Standard precautions**: Refers to standard medical precautions that are developed and followed based upon the particular characteristics of a disease.

**Specimen**: An individual, plant, animal or microorganism representative of the whole population of that species.

**Stockpile**: A reserve or store of items that may be used during an emergency.

**Surge capacity**: A facility’s ability to increase its capacities to serve a larger population than the organization was designed to serve and actually does serve during its normal course of business.

**Surveillance**: The monitoring of a disease or public health related indicators; prior to a pandemic this would include watching populations for a change in behavior or health indicating that a novel threat is present.

**Susceptibles**: An individual who is a member of a population at risk of becoming infected by a disease if they are exposed to the infectious agent. Susceptibles have not been exposed to the disease or a vaccination and therefore have not developed immunity to the disease.

**Symptom**: A physical or otherwise outward condition which indicates that a person is suffering from a particular illness. The plural, symptoms, refers to the list of physical conditions that indicate a particular disease.

**Tabletop Exercise (TTX)**: A discussion-based exercise involving key personnel discussing hypothetical scenarios in an informal setting. This type of exercise can be used to assess plans, policies and procedures or to assess the systems needed to guide the prevention of, response to and recovery from a defined incident. TTXs typically aim at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in the approach to a particular situation. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures and plans. TTX methods are divided into two categories: basic and advanced. In a basic TTX, the situation established by the scenario materials remains constant. It describes an event or emergency incident (i.e., scenario) and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the leader/moderator; problems are discussed as a group; and the leader generally agrees on and summarizes the resolutions. In an advanced TTX, play revolves around delivery of pre-scripted messages to players that alter the original scenario. The exercise controller (or moderator) usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the simulated problem, applying appropriate plans and procedures.
Transmission: The act of passing an illness to an uninfected person.

Triage: A system of sorting patients according to need when resources are insufficient for all to be treated. Simple triage is used in a scene of mass casualty or epidemic, in order to sort patients into those who need critical attention and immediate transport to a hospital and those with less serious injuries or illness. In advanced triage, medical professionals may determine that some seriously injured or ill people will not receive advanced care because they are unlikely to survive, therefore allocating advanced care to those with less severe injuries or illness. Advanced triage has ethical implications and is used only in drastic circumstances to divert scarce resources away from patients with little chance of survival in order to increase the chances of survival of others.

Vaccine: An antigenic preparation used to establish immunity to a disease.

Voluntary: An action that does not require intervention from a government organization, but rather stems from an individual’s desire to comply with recommendations.

Wave (of disease transmission): A period of active illness in a community, characterized by a peak of illness prior to decline.

Worried well: Unaffected individuals concerned that they are ill and/or believe themselves to be particularly susceptible to contracting illness.

World Health Organization (WHO) Disease Progression Phase: Refers to the six stages that the WHO assigns to an illness with pandemic potential to indicate that illness’s real time impact upon a population.
Position assigned to:

Deputy:

Second Deputy:

Support:

Report to:

Command Center:____________________________________________________

Telephone:________________________________________________________

Summary of Position Responsibilities:

The Incident Commander (IC) serves as the lead person during an emergency and has ultimate responsibility for all operations, communications and inquiries. The IC organizes and directs the Emergency Operations Center (EOC), as well as appoints Officers and Section Chiefs (which may be pre-established). A Deputy and support for those positions should also be established. The IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to
ordering and releasing incident resources. The IC is directly responsible for ensuring that all functional area activities are directed toward accomplishment of the strategy outlined in the IAP. The IC gives overall direction for operations and if needed, authorizes evacuation, cancellation of events, or suspension of campus gatherings and closure of campus buildings.

**Immediate Duties:**

1. Initiate the Incident Command System by assuming role of the Incident Commander.

2. Read this entire Job Action Sheet.

3. Appoint Section Chiefs (Finance/Administration, Planning, Logistics, and Operations) and Officers (Safety, Liaison, Public Information, and Academic and Research Mission); distribute Job Action Sheets. (Appointments may be pre-established.)

4. Announce a status/action plan meeting of all Section Chiefs and Officers.

5. Assign someone as Documentation Recorder/Aide.

6. Receive status report and discuss an Incident Action Plan (IAP) with Section Chiefs and Officers. Emphasize proactive actions within the Planning Section.

7. Determine appropriate level of services during immediate aftermath.

8. Obtain patient census and status from Planning Section Chief.

9. Call for a county-wide projection report for 4, 8, 24, and 48 hours from the time of incident onset, if applicable. Adjust projections as necessary.
10. Assure that contact and resource information has been established with outside agencies through the Liaison Officer.

11. Direct media inquiries to the Public Information Officer (PIO). Provide PIO with restrictions/guidance on content to release. Determine whether media releases should be submitted by PIO prior to release.

12. Obtain aides as necessary from volunteers in Planning Section or human resources in Finance/Administration Section.

Ongoing Duties:

1. Authorize resources as needed or requested by Section Chiefs and Officers.

2. Designate routine briefings with Section Chiefs and Officers to receive status reports and update the Incident Action Plan regarding the continuance and termination of the IAP.

3. Communicate status to President of the Board of Regents or their designee.

4. Consult with Section Chiefs on needs for student, staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.
Extended Duties:

1. Approve media releases submitted by Public Information Officer (PIO).

2. Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Mental Health Support Unit. Provide for staff rest periods and relief.

3. Be prepared to provide input during the debriefing meeting and review the after-action report.
LIAISON OFFICER

Position assigned to:

Deputy:

Second Deputy:

Support:

Report to:

Command Center: ____________________________________________

Telephone: _________________________________________________

Summary of Position Responsibilities:

Function as the incident contact person for representatives from other agencies. Position is activated when incidents are multi-jurisdictional or have several agencies involved.

Immediate:

1. Receive appointment from the Incident Commander.

2. Read this entire Job Action Sheet and review incident command organizational chart.
3. Receive status report and discuss an Incident Action Plan (IAP) with Section Chiefs and Officers.

4. Determine appropriate level of service and project involvement of other agencies during immediate aftermath.

5. Create and maintain a list of assisting and cooperating agencies and agency representatives. Establish contact with liaison counterparts of each assisting and cooperating agency.

6. Direct media inquiries to the Public Information Officer (PIO).

7. Obtain aides as necessary.

8. Monitor incident operations to identify current or potential inter-organizational issues.

**Ongoing Duties:**

1. Designate routine briefings with Section Chiefs and Officers to receive status reports and update the Incident Action Plan regarding the continuance and termination of the IAP.

2. Keep governmental Liaison Officers updated on changes and development of University of Iowa response to incident.

3. Disseminate information from the Public Information Officer through the Health Alert Network (HAN) and other public health channels, as appropriate.
Extended Duties:

1. Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Mental Health Support Unit. Provide for staff rest periods and relief.

2. Inventory any material resources which may be sent upon official request and method of transportation, if appropriate.

3. Be prepared to provide input during the debriefing meeting and review the after-action report.
SAFETY OFFICER

Position assigned to:
Deputy:
Second Deputy:
Support:
Report to:
Command Center:______________________________________________
Telephone:____________________________________________________

Summary of Position Responsibilities:

Monitor and maintain authority over the safety of incident operations and hazardous conditions. Develop and recommend measures for assuring personnel safety. Anticipate hazardous and unsafe situations. Organize and enforce scene/facility protection, traffic security, respond to requests for security. Distribute protocol for personal protective equipment recommendations, where applicable. Exercise emergency authority to stop, suspend, alter, and prevent unsafe acts.
Immediate Duties:

1. Receive appointment from Incident Commander.
2. Read this entire Job Action Sheet and review NIMS organizational chart.
3. Obtain a briefing from Incident Commander.
5. Determine supply needs (computers, printers, fax machines, copiers, internet access, etc.) and enter request through Logistics Section.
6. Obtain personal protective equipment (PPE) recommendations from the Operations Section.
7. Brief staff on current situation; outline action plan and designate time for next briefing.
9. Implement the facility’s disaster plan emergency lockdown policy and personnel identification policy.
10. Remove unauthorized persons from restricted areas.
11. Establish ambulance entry and exit routes in cooperation with the Logistics Section, if applicable.
12. Secure closed buildings; recommend closure of additional facilities to Incident Commander, as applicable.
13. Obtain aides as necessary.
Ongoing Duties:

1. Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas.
2. Secure and post non-entry signs around unsafe areas. Keep staff alert to identify and report all hazards and unsafe conditions.
3. Initiate contact with fire, police and public health agencies through the Liaison Officer, when necessary.
4. Communicate frequently with Incident Commander.
5. Advise the Incident Commander and Section Chiefs immediately of any unsafe, hazardous or security related concerns.
6. Ensure all media contacts are referred to the Public Information Officer.
7. Inform Public Information Officer of the physical areas which media have access to and those which are restricted.
8. Ensure all resource needs are coordinated through the Logistics Section.
9. Based on field reports, recommend changes to the Incident Action Plan to the Incident Commander and coordinate changes with general staff.
10. Request assistance as needed.
Extended Duties:

1. Document actions and decisions on a continual basis. Inform staff to document all actions and observations.

2. Observe staff for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide staff rest periods and relief.

3. Direct calls from those who wish to volunteer to Planning Section.

4. Assist Planning Section with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers, including directing volunteers who show up unannounced at the incident site.

5. Secure food, water, medical, and other resources, including stockpile sites, where applicable.

6. Establish routine briefings with staff.

7. Be prepared to provide input during the debriefing meeting and review the after-action report.
PUBLIC INFORMATION OFFICER (PIO)

Position assigned to:

Deputy:

Second Deputy:

Support:

Report to:

Command Center:______________________________________________

Telephone:____________________________________________________

Summary of Position Responsibilities:
Serve as the central information source from the incident command team to external media. Coordinate with other agencies to ensure consistent and unified releases. Develop material for use in media briefings; obtain Incident Commander approval of media releases when necessary. Arrange for tours and other interview or briefings that may be required.

Immediate Duties:

1. Receive appointment from Incident Commander.

2. Read this entire Job Action Sheet and review NIMS organizational chart.
3. Obtain a briefing from Incident Commander.

4. Identify restrictions in contents of news release information from Incident Commander, if any.

5. Establish the appropriate level of staffing within the PIO office, continuously monitoring the effectiveness and modifying accordingly.

6. Establish Joint Information Center away from the Emergency Operations Center and patient care activity (including alternate care facility as well as triage & screening sites).

7. Determine supply needs (computers, printers, fax machines, copiers, internet access, etc.) and enter request through Logistics Section.

8. Brief staff on current situation; outline action plan and designate time for next briefing.


10. Reference the Incident Action Plan when responding to media inquiries.

11. Ensure that the Planning Section is provided with frequent status reports as appropriate.

12. Obtain aides as necessary.
**Ongoing Duties:**

1. Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas.

2. Communicate frequently with Incident Commander.

3. Issue incident information reports to the news media.

4. Inform on-site media of the physical areas which they have access to and those which are restricted. Coordinate with Safety Officer.

5. Contact at-scene agencies to coordinate released information.

6. Ensure that all resource needs are coordinated through the Logistics Section.

7. Continuously monitor sufficiency of communications, messages and audience responses. Determine adequacy of progress. Determine need for additional resources.

8. Based on field reports, recommend changes to the Incident Action Plan to the Incident Commander and coordinate changes with general staff.

9. Report special incidents/accidents involving staff. Coordinate with the Safety Officer.

10. Request assistance as needed.
Extended Duties:

1. Document actions and decisions on a continual basis.

2. Observe all staff for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide staff rest periods and relief.

3. Obtain progress reports from Section Chiefs as appropriate.

4. Direct calls from those who wish to volunteer to Planning Section. Contact Planning Section to determine requests to be made to the public via the media.

5. Be prepared to provide input during the debriefing meeting and review the after-action report.
OPERATIONS SECTION CHIEF

Position assigned to:

Deputy:

Second Deputy:

Support:

Report to:

Command Center:______________________________________________

Telephone:____________________________________________________

Summary of Position Responsibilities:

The Operations Section is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. The Operations Section Chief activates and manages all operations in accordance with the Incident Action Plan. They ensure that all operational objectives and assignments identified in the Incident Action Plan are carried out effectively.

During a public health emergency, the Operations Section will have at least two branches: Public Health Operations and Medical Operations.
Immediate Duties:

1. Receive appointment from Incident Commander.
2. Read this entire Job Action Sheet and review NIMS organizational chart.
3. Obtain a briefing from Incident Commander.
4. Establish the appropriate level of staffing within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
5. Brief branch directors and division supervisors on current situation; outline action plan and designate time for next briefing.
6. Assist in formulating the Incident Action Plan and direct its execution.
7. Ensure that the Planning Section is provided with frequent status reports as appropriate.

Ongoing Duties:

1. Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas.
2. Communicate frequently with Incident Commander.
3. Obtain needed supplies with assistance of the Finance Section Chief.
4. Ensure all media contacts are referred to the Public Information Officer.
5. Ensure that all resource needs are coordinated through the Logistics Section.
6. Continuously monitor field operations. Determine adequacy of progress. Determine need for additional resources.

7. Based on field reports, recommend changes to the Incident Action Plan to the Incident Commander and coordinate changes with general staff.


9. Request assistance as needed.

Extended Duties:

1. Document actions and decisions on a continual basis.

2. Observe all staff for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

3. Be prepared to provide input during the debriefing meeting and review the after-action report.
PLANNING SECTION CHIEF

Position assigned to:
Deputy:
Second Deputy:
Support:
Report to:
Command Center:______________________________________________
Telephone:____________________________________________________

Summary of Position Responsibilities:

The primary function of the Planning Section is to develop the Incident Action Plan (IAP). To do this, the Planning Section Chief collects, analyzes, and displays situation information; prepares periodic situation reports; distributes the IAP and facilitates action planning meetings to update the IAP; provides technical support services to the various sections and branches; and documents and maintains files on all Emergency Operations Center (EOC) activities. Information is needed to understand the current situation, predict the probably course of incident events, and prepare alternative strategies for the incident.
Immediate Duties:

1. Receive appointment from Incident Commander.
2. Read this entire Job Action Sheet and review NIMS organizational chart.
3. Obtain a briefing from Incident Commander.
4. Establish the appropriate level of organization for the Planning Section.
5. Brief unit leaders on current situation; outline action plan and designate time for next briefing.
6. Obtain aides as necessary.

Ongoing Duties:

1. Establish and maintain a position log which chronologically describes actions taken during your shift.
2. Chair planning meetings and participate in other meetings as required.
3. Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas.
4. Communicate frequently with Incident Commander.
5. Obtain needed supplies with assistance of the Finance Section Chief.
6. Supervise the development of daily action plan including information collection, plan approval and distribution.
**Extended Duties:**

1. Document actions and decisions on a continual basis.

2. Observe all staff for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

3. Be prepared to provide input during the debriefing meeting and review the after-action report.
LOGISTICS SECTION CHIEF

Position assigned to: ________________________________
Deputy: ________________________________
Second Deputy: ________________________________
Support: ________________________________
Report to: ________________________________
Command Center: ________________________________
Telephone: ________________________________

Summary of Position Responsibilities:

Provide facilities, services and material in support of the incident. Organize and direct those operations in support of the incident response; including those associated with maintenance of the physical environment, adequate levels of food and shelter and supplies to support the incident objectives. This includes providing communication and transportation services, supporting information technologies, acquiring equipment, supplies, personnel (including all human resources), and facilities.
Immediate Duties:

1. Receive appointment from Incident Commander.
2. Read this entire Job Action Sheet and review NIMS organizational chart.
3. Obtain a briefing from Incident Commander.
4. Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
5. Brief personnel on current situation; outline action plan and designate time for next briefing.
6. Identify service and support requirements for planned and expected operations.
8. Direct media inquiries to the Public Information Officer.
9. Obtain aides as necessary.

Ongoing Duties:

1. Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas.
2. Communicate frequently with Incident Commander.
3. Obtain needed supplies with assistance of the Finance Section Chief; determine level of purchasing authority and purchasing process.

4. Coordinate closely with the Operations and Planning Section Chiefs to establish priorities for resource allocation during the response.

5. Ensure that position logs and other necessary files are maintained.

6. Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

7. Develop necessary documentation as requested by Planning Section Chief prior to planning meetings.

8. Ensure food/shelter requirements for responders and displaced faculty, staff and students are addressed.

**Extended Duties:**

1. Document actions and decisions on a continual basis.

2. Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

3. Be prepared to provide input during the debriefing meeting and review the after-action report.
FINANCE/ADMINISTRATION SECTION CHIEF

Position assigned to:

Deputy:

Second Deputy:

Support:

Report to:

Command Center: ________________________________

Telephone: ________________________________

Summary of Position Responsibilities:
The Finance/Administration Section Chief manages all financial aspects of an incident. Monitor the utilization of financial assets and the accounting for financial expenditures to support incident response. Supervise the documentation of expenditures and cost reimbursement activities. Track and assemble all information for eligible activities that may be reimbursed by state or federal agencies following a declaration of emergency.
Immediate Duties:

1. Receive appointment from Incident Commander.

2. Read this entire Job Action Sheet and review NIMS organizational chart.

3. Obtain a briefing from Incident Commander.

4. Determine appropriate staffing needs for the Finance/Administration for the duration of the incident; appoint staff.

5. Brief unit leaders on current situation; outline action plan and designate time for next briefing.

6. Participate in Incident Action Plan preparation, briefings and meetings as needed. Ensure that the Incident Action Plan is within financial limits established by the Incident Commander. Provide guidance to determine financial limits, if applicable.

7. Provide cost implications of incident objectives.

8. Determine if any special contractual arrangements/agreements are needed.

9. Obtain aides as necessary.

Ongoing Duties:

1. Obtain information and updates regularly from unit leaders and officers; maintain current financial status of all areas.

2. Communicate frequently with Incident Commander.
3. Document all key activities, actions and decisions on a continual basis.

4. Monitor staff ability to meet workload demands, staff health and safety, resource needs, and documentation practices.

**Extended Duties:**

1. Document actions and decisions on a continual basis.

2. Observe all staff for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

3. Maintain cash reserves on hand.

4. Consult with local, state and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received.

5. Be prepared to provide input during the debriefing meeting and review the after-action report.
ATTACHMENT A-VI
GENERAL PANDEMIC WEB-BASED RESOURCES:

FEDERAL GOVERNMENT RESOURCES, NATIONAL ORGANIZATIONS, INTERNATIONAL ORGANIZATIONS

Centers for Disease Control and Prevention: Interim Pre-pandemic Planning Guidance: Community Strategy for Pandemic Influenza Mitigation in the United States:  


Centers for Disease Control and Prevention (CDC) Pandemic Flu leadership blog:  
http://blog.pandemicflu.gov/

Centers for Disease Control and Prevention (CDC) travel advisory website:  http://www.cdc.gov/travel/

Infectious Disease Society of American (IDSA) Avian/Pandemic Flu page:  
http://www.idsociety.org/pandemicinfluenza.htm


PAHO draft publication “Creating a Communication Strategy for Avian/Pandemic Influenza”:  
http://www.paho.org/English/AD/argguidelines.doc

State plans for containment of pandemic influenza, includes the plans of 49 states:  
http://www.cdc.gov/ncidod/eid/vol12no09/06-0369_appT1.htm


United States Department of Agriculture (USDA) Avian Influenza website:  
United States Department of Health and Human Services (HHS) National Institutes of Health (NIH) Animal Resources Team Continuity of Operations Plan:  
http://oacu.od.nih.gov/disaster/ARTHandbkSept06.pdf

United States Department of Health and Human Services National Vaccine Program Office:  
http://www.hhs.gov/nvpo/pandemics/

United States Department of Homeland Security National Incident Management System (NIMS)  

United States Department of Homeland Security National Response Framework website:  
http://www.fema.gov/emergency/nrf/

United States Department of Office Personnel Management (OPM) Pandemic Influenza Information Page:  
http://www.opm.gov/pandemic/

United States Department of State fact sheet How to Prepare for “Sheltering-in-Place”:  
http://travel.state.gov/travel/tips/health/health_3096.html

United States Department of State travel site: http://travel.state.gov/


White House National Strategy for Pandemic Influenza:  
http://www.whitehouse.gov/homeland/pandemic-influenza.html

World Health Organization (WHO) Avian Influenza:  

World Health Organization (WHO): Guidance on Public Health Measures in Countries Experiencing Their First Outbreaks of H5N1 Avian Influenza:  

World Health Organization (WHO): National plans submitted by all countries:  
LINKS TO UNIVERSITY PANDEMIC INFLUENZA PLANS AND PLANNING RESOURCES

Ball State University Pandemic Flu Information: http://www.bsu.edu/fluinfo/

Bluegrass Community College Pandemic Response Planning:
http://www.bluegrass.kctcs.edu/info/pandemic/

Brown University Avian Influenza Preparedness:
http://www.brown.edu/Administration/EHS/emergency_preparedness/pandemic/

Bucknell University Pandemic Influenza Planning:
http://www.bucknell.edu/x21063.xml

Butler University Avian Flu/Pandemic Flu website:
http://www.butler.edu/healthservices/?pg=1676

Case Western University Flu & Emerging Infections Website: http://www.case.edu/news/avianflu/

Coconino County Community College Pandemic Flu Preparedness Plan:
http://www.coconino.edu/pandemic/

Colorado State University Pandemic Flu Information:
http://safety.colostate.edu/index.asp?url=flu

Columbia University Pandemic Flu Overview:
http://www.columbia.edu/cu/studentservices/preparedness/docs/General_Info/index.html

Columbia University School of Nursing and School of Public Health; and University at Albany School of Public Health Public Health Incident Command System (PHICS):
Volume II (Appendixes):

Cornell University Pandemic Flu Preparedness:
http://www.gannett.cornell.edu/campushealth/pandemicFlu/index.html

Dartmouth College Pandemic Flu Planning:
http://www.dartmouth.edu/~vox/0506/0515/pandemic.html

East Carolina University Pandemic Flu Planning:
Germanna Community College Pandemic Influenza Planning:
http://www.germanna.edu/hr/pandemic_flu/

Harvard School of Public Health University Tabletop Exercise Template Master Sequence of Events:
http://www.ualbanycphp.org/pinata/planning/HSPH-CPHP_pandemic_exercise.pdf

Hastings College Pandemic Flu Planning:
http://www.hastings.edu/igsbase/igstemplate.cfm?SRC=DB&SRCN=&GnavID=189

Howard University Pandemic Influenza (Avian Influenza) website:
http://www.howard.edu/newsroom/releases/2006/060308avianinfluenza.htm

Idaho State University Pandemic Flu Response and Recovery Plan:
http://www.isu.edu/pubsafe/Pandemic_Flu_Plan/Chapter_11.html

Indiana University at Bloomington Pandemic Flu planning website:
http://www.iub.edu/~prepare/flu.shtml

Iowa State University Pandemic Flu Preparedness website:
http://www.ehs.iastate.edu/cms/default.asp?action=article&ID=386

Jefferson College of Health Sciences Avian Flu Overview:
http://www.jchs.edu/page.php/prmID/351

John Hopkins Bloomberg School of Public Health Avian Influenza Information:
http://www.jhsph.edu/flu/index.html

Kansas State University Continuity of Operations Planning Form:
http://www.k-state.edu/safety/Documents/Pandemic_Flu_COOP_Form_Draft.pdf

Kansas State University Draft Pandemic Influenza Plan:
http://www.k-state.edu/safety/Documents/PandemicFluPlan.pdf

Loras College Pandemic Flu Planning:
http://depts.loras.edu/StudentDevelopment/health/healthnews.html

Lord Fairfax Community College Avian Flu Planning:
http://www.lfcc.edu/Health_Alerts/pandemicflu.htm

Madison Area Technical College Avian Flu/Pandemic Flu Information:
http://matcmadison.edu/facilities/EHS/bulletins/AvianUpdate.shtm
Malone College Pandemic Preparedness Planning: http://www.malone.edu/5833

Michigan State University Pandemic/Avian Flu Information and Planning: http://pandemicflu.msu.edu/


Nebraska Wesleyan University Pandemic Influenza Information: http://www.nebrwesleyan.edu/faculty_staff/flu.php


Princeton University Pandemic Influenza Emergency Guidelines for the Campus Community: http://web.princeton.edu/sites/emergency/panademic.htm

Rollins College Pandemic Influenza Planning: http://www.rollins.edu/pr/news/06avianflu.shtml

Skidmore College Pandemic Planning: http://cms.skidmore.edu/pandemic/

Southern Methodist University Flu Pandemic Plan: http://www.smu.edu/flu/pandemic/

South Dakota State University Avian/Pandemic Flu website: http://sdces.sdstate.edu/avianflu/


St. Lawrence University Pan Flu website: http://www.stlawu.edu/ucomm/flu.html

Stony Brook University Pandemic Planning: http://www.sunysb.edu/sb/emergency/flu.shtml

Texas Tech University Pandemic Influenza Planning: http://www.ttuhscc.edu/pandemicflu/

University of Alabama Pandemic Influenza Task Force: http://main.uab.edu/Sites/CEIEP/5009/
University of California at Berkeley Pandemic Influenza Resources:
http://www.uhs.berkeley.edu/pandemicflu/resources.shtml#pandemicflu

University of California at Davis Pandemic Influenza Planning:
http://safetyservices.ucdavis.edu/emergencymgmt/AvianInfluenza.cfm

University of California at Irvine Business Continuity Plan:

University of California at Riverside Draft Pandemic Influenza Plan:
http://respond.ucr.edu/docs/Avian%20and%20Pandemic%20Flu/Pandemic%20Influenza%20Emergency%20Action%20Plan%20for%20UCR.pdf

University of California at Riverside Pandemic Influenza Planning:
http://www.ehs.ucr.edu/pandemic/

University of Cincinnati Draft Pandemic Influenza Annex Plan:
http://www.uc.edu/uhs/documents/uc_avian_flu_plan_09062006_2_.pdf

University of Colorado at Boulder Pan Flu Planning:
http://www.colorado.edu/safety/panflu/

University of Iowa Critical Incident Management Pan Flu Home:
http://www.uiowa.edu/~crisis/panflu/index.html

University of Iowa Pandemic Influenza Response Plan:
http://provost.uiowa.edu/work/panflu.htm

University of Maryland Pandemic Influenza Planning:
http://www.umd.edu/emergencypreparedness/pandemic_flu/avfplan.cfm

University of Michigan Business Continuity Plan:
http://www.oseh.umich.edu/buscont/UM%20Business%20Continuity%20Template.doc

University of Michigan 2005 Pan Flu Tabletop Exercise:

University of Michigan Influenza and Avian (Bird) Flu Preparedness:
http://www.umich.edu/flu.php

University of Minnesota CIDRAP Pandemic Influenza website:
http://www.cidrap.umn.edu/cidrap/content/influenza/panflu/

University of Minnesota Pandemic Influenza Preparedness Plan:  
http://www.ahc.umn.edu/img/assets/19701/Pandemic_Influenza_Preparedness_Workplan_and_Progress_Report_091506.pdf

University of Minnesota Pandemic Influenza Tabletop Exercise (Overview):  

University of Missouri Pandemic Flu website:  
http://askdrc.missouri.edu/pandemic-flu.php

University of New England Pandemic Influenza Planning:  
http://www.une.edu/campus/ehs/flu.asp

University of New Hampshire Avian Flu Preparedness:  
http://www.unh.edu/emergency/avian-flu.html

University of New Hampshire Draft Pandemic Influenza Preparedness Plan:  

University of North Carolina at Chapel Hill Avian Flu/Pandemic Flu Planning:  
http://ehs.unc.edu/healthy/pandemic_flu.shtml

University of North Carolina at Chapel Hill, Continuity of Operations Planning:  
http://ehs.unc.edu/healthy/coop.shtml

University of North Carolina at Greensboro Pandemic Flu Planning:  
http://www.uncg.edu/ure/flu/uncg_fluplan.html

University of North Carolina at Pembroke Pandemic Flu Plan:  

University of Southern Main Pandemic Flu website:  
http://www.usm.maine.edu/pandemicflu/flu-facts.html

University of Vermont Pandemic Influenza Planning website:  
http://www.uvm.edu/~emergncy/?Page=UVMflu.html&SM=flumenu.html

University of Virginia Pandemic Flu Preparedness website:  
http://www.virginia.edu/pandemic/
University of Washington Business Continuity Management:
http://www.washington.edu/admin/business/oem/bcm/

University of Washington DRAFT Pandemic Influenza Response Plan:

University of Waterloo Preliminary Response to a Pandemic:

Vanderbilt University Pandemic Influenza Resources:
http://www.safety.vanderbilt.edu/resources/emergency_pandemic.htm

Warren Wilson College and Avian Flu Issues:
http://www.warren-wilson.edu/~worldwide/avianflu.shtml

Western Carolina University Pandemic Flu website:
http://www.wcu.edu/4995.asp

West Kentucky Community and Technical College Avian Flu Prevention Handbook:
http://www.westkentucky.kctcs.edu/geninfo/ref/afphdbook.pdf

Wheaton College Avian Flu Information:
http://www.wheatoncollege.edu/Global/StudyAway/Predeparture/AvianFlu.html

Winston Salem State University Pandemic Bird Flu Preparedness Plan:
http://www.wssu.edu/NR/rdonlyres/279EA801-381D-4792-B08E-7C95E6635E07/0/Pandemic_Plan.pdf

Yavapai College Pandemic Flu Planning:
http://www2.yc.edu/content/opi/pandemicflu/default.htm

MISCELLANEOUS LINKS

Flu Wiki: Pandemic Influenza Planning at Specific Schools (open code):
SECTION B
PUBLIC HEALTH: SURVEILLANCE, EPIDEMIOLOGY
AND DISEASE CONTROL

The University of Iowa community has established practices related to public health events, which will continue in the event of pandemic influenza. Disease control measures must be consistent and in conjunction with county, state, and national policy. Established disease control measures will be followed until appropriate adjustments are needed to address an evolving pandemic. New measures will be implemented as identified by federal, state, and county policy development.

I. Alert/Standby Period

A. Surveillance and Epidemiology
Surveillance and disease reporting responsibilities of the medical community within the University will continue as required by Iowa Code (Chapter 139A). The University medical community will increase surveillance activities in response to requests from the Iowa Department of Public Health (IDPH), either directly or through Johnson County Public Health (JCPH). Heightened surveillance will include increased attention to symptoms indicative of influenza-like illness and disease in persons who have engaged in travel to affected area(s). Johnson County Public Health will issue medical alerts to the greater community, utilizing the existing Public Information Officer function at the department and the existing communication system for the medical community. Messages will be reinforced to the University medical services through internal communication mechanisms. Epidemiologic follow-up activities will follow the established model (IDPH Epi Manual) and may expand by direction of the state health department or federal government. The University medical community will continue to provide follow-up for their employees and JCPH will follow patients and non-medical staff, faculty, and students. Student Health Service (SHS) will be an active participant in gathering epidemiologic information from students seen in their clinical setting.

1. Notifications
Staff of the University of Iowa, University Hygienic Laboratory (UHL) and University of Iowa Hospitals and Clinics (UIHC) who participate in the Iowa Health Alert Network (HAN) will immediately provide information to the University of Iowa Incident Commander regarding human-to-human transmission and resulting implications for the University.

2. Disease Tracking
   a. Laboratory
The University Hygienic Laboratory will provide public health laboratory services consistent with and in consultation with IDPH. The UHL will disseminate messages for the medical community regarding instruction on the collection and submission of influenza specimens. UIHC and SHS will provide specimens to UHL from persons with
symptoms indicative of influenza as indicated for clinical care, disease identification and outbreak response.

b. Contact tracing
Policies and procedures (IDPH Epi Manual and UIHC internal policies and procedures) regarding contact tracing for pandemic influenza response will be reviewed with IDPH and JCPH. Contact tracing will be conducted consistent with the guidelines provided by IDPH and federal agencies, including the Centers for Disease Control and Prevention (CDC). UIHC Epidemiology staff will prepare to conduct contact tracing for medical facility staff and JCPH will prepare to conduct contact tracing for persons who are not part of the medical community. SHS will gather information from students seen in clinical settings as appropriate.

B. Vaccine Distribution
Vaccine will be acquired through the IDPH by a joint request of the community hospitals and JCPH. It will then be distributed following IDPH guidance and priority protocols. The vaccine distribution within UIHC will utilize the existing employee health system. The UIHC will identify high-risk clinical staff within the University hospital employee health system for inclusion in vaccine distribution to health care providers. Student vaccination will be conducted by the SHS. University-related persons (such as volunteers) who are neither UIHC employees nor students will be provided vaccine through the JCPH community vaccination distribution plan.

C. Antiviral Pharmaceutical Distribution and Use
Antiviral pharmaceuticals will be acquired through the IDPH by a joint request of the community hospitals and JCPH and will be distributed following IDPH guidance and priority protocols. The pharmaceutical distribution within UIHC will utilize the existing employee health system. The UIHC will identify high-risk clinical staff for inclusion in pharmaceutical distribution to health care providers within the University hospital employee health system. Student pharmaceutical distribution will be provided by the SHS. University-related persons (such as volunteers) who are neither UIHC employees nor students will be provided pharmaceuticals through the JCPH community pharmaceutical distribution plan.

D. Psycho-Social
UIHC, SHS, University Counseling Service (UCS), UI Faculty and Staff Services (FSS), and JCPH will contact psycho-social health providers on campus and within Johnson County to alert them regarding the status of the pandemic. Information will be passed along to the provider community as it becomes available. SHS, UCS and FSS will identify and collect appropriate patient education materials pertaining to expected psycho-social issues and prepare for dissemination through clinic and electronic venues. SHS and UCS will convene a meeting of psycho-social health providers to discuss and plan for collaboration throughout the pandemic situation.
E. Disease Control
1. Clinical Guidelines
UIHC, SHS, and JCPH will incorporate evolving variations on the existing guidelines (IDPH Epi Manual) and/or new guidelines from CDC and IDPH as they become available.

2. Personal Protective Equipment (PPE)
UIHC, SHS and JCPH will follow CDC and IDPH guidelines (IDPH Epi Manual) regarding respiratory protection. The provider community will be alerted to the need for respiratory protection for patients with an index of suspicion for influenza.

3. Social Distancing
Public service announcements will provide the University community with social distancing guidance, including planning for reduction of in-person meetings and encouraging use of communication technology to reduce exposure. All information and announcements will be coordinated and released through the Office of University Relations or designee.

4. Travel
Travel to areas with influenza activity will be discouraged. Guidance will be provided in accord with CDC and IDPH recommendations for necessary travel. Mandatory isolation and quarantine can be implemented under county, state, or federal rule contingent on the geographical distribution of the affected population.

II. Limited Services Period

A. Surveillance and Epidemiology
Information will be provided to the Office of University Relations or designee for distribution to media outlets informing the public of the presence and risk of influenza, including messages regarding how to respond if symptoms occur. Surveillance and disease reporting responsibilities of the medical community within the University will continue as required by Iowa Code (139A). The University medical community will increase surveillance activities in response to requests from IDPH, either directly or through JCPH. Heightened surveillance will include increased attention to symptoms indicative of influenza-like illness and disease in persons who have engaged in travel to the affected area(s). JCPH will issue medical alerts to the greater community and this message will be reinforced to the University medical services through internal communication mechanisms. Epidemiologic follow up activities will follow the established model (IDPH Epi Manual) and may expand by direction of the state health department or federal government. The medical community will continue to provide follow up for their employees and JCPH will follow patients and non-medical staff, faculty, and students. SHS will be an active participant in gathering epidemiologic information from students seen in their clinical setting.

1. Notifications
University of Iowa, University Hygienic Laboratory (UHL) and UIHC staff who participate in the Iowa Health Alert Network (HAN) will immediately provide information to the University of
Iowa Incident Commander regarding human-to-human transmission and resulting implications for the University.

2. Disease Tracking
   a. Laboratory
      The University Hygienic Laboratory will provide public health laboratory services consistent with and in consultation with IDPH. The UHL will disseminate messages for the medical community regarding instruction on the collection and submission of influenza specimens. UIHC and SHS will provide specimens to UHL from persons with symptoms indicative of influenza as indicated for clinical care, disease identification and outbreak response.
   
   b. Contact tracing
      Policies and procedures (IDPH Epi Manual and UIHC internal policies and procedures) regarding contact tracing for pandemic influenza response will be reviewed with IDPH and JCPH. Contact tracing will be conducted consistent with the guidelines provided by IDPH and federal agencies, including the Centers for Disease Control and Prevention (CDC). UIHC Epidemiology staff will conduct contact tracing for medical facility staff and JCPH will conduct contact tracing for persons who are not part of the medical community. SHS will gather information from students seen in clinical settings as appropriate.

B. Vaccine Distribution
Vaccine will be acquired through the IDPH by a joint request of the community hospitals and JCPH. It will then be distributed following IDPH guidance and priority protocols. The vaccine distribution within UIHC will utilize the existing employee health system. The UIHC will identify high-risk clinical staff within the University hospital employee health system for inclusion in vaccine distribution to health care providers. Student vaccination will be conducted by the SHS. University-related persons (such as volunteers) who are neither UIHC employees nor students will be provided vaccine through the JCPH community vaccination distribution plan.

C. Antiviral Pharmaceutical Distribution and Use
Antiviral pharmaceuticals will be acquired through the IDPH by a joint request of the community hospitals and JCPH and will be distributed following IDPH guidance and priority protocols. The pharmaceutical distribution within UIHC will utilize the existing employee health system. The UIHC will identify high-risk clinical staff for inclusion in pharmaceutical distribution to health care providers within the University hospital employee health system. Student pharmaceutical distribution will be provided by the SHS. University-related persons (such as volunteers) who are neither UIHC employees nor students will be provided pharmaceuticals through the JCPH community pharmaceutical distribution plan.
D. Psycho-Social
UIHC, SHS, UCS, FSS, and JCPH will contact psycho-social health service providers to alert them regarding the status of the pandemic. Information regarding expected psychological reactions to pandemic, coping resources, and services available will be made available to all psycho-social service providers on campus and within Johnson County. Patient information regarding psychological reactions to pandemic, coping strategies, and resources for support will be made available through clinical and electronic venues. UIHC and SHS providers will be given information regarding screening and referral of individuals being seen for vaccine and anti-viral distribution who might also exhibit a need for psycho-social evaluation and/or support. Providers on campus will be informed regarding the probability of increased demand for psycho-social screenings, referrals, and treatment. All information and announcements will be coordinated and released through the Office of University Relations or designee.

E. Disease Control
1. Clinical Guidelines
UIHC, SHS, and JCPH will incorporate evolving variations on the existing guidelines (IDPH Epi Manual) and/or new guidelines from the CDC and IDPH as they become available.

2. Personal Protective Equipment (PPE)
UIHC, SHS and JCPH will follow CDC and IDPH guidelines (IDPH Epi Manual) regarding respiratory protection. The provider community will be alerted to the need for respiratory protection for patients with an index of suspicion for influenza.

3. Social Distancing
Public service announcements will provide the University community with social distancing guidance, including planning for reduction of in-person meetings and encouraging use of communication technology to reduce exposure. All information and announcements will be coordinated and released through the Office of University Relations or designee.

4. Travel
Travel to areas with influenza activity will be discouraged. Guidance will be provided in accord with CDC and IDPH recommendations for necessary travel. The University will consult with JCPH regarding the need to implement isolation and quarantine utilizing voluntary and/or mandatory measures. Mandatory isolation and quarantine can be implemented under county, state, or federal rule contingent on the geographical distribution of the affected population.

III. Full Services Period

A. Surveillance and Epidemiology
Information will be provided to the Office of University Relations or designee for distribution to all media outlets informing the public of the presence and risk of influenza, including messages regarding how to respond if symptoms occur. Surveillance and disease reporting responsibilities of the medical community within the University will continue as required by Iowa Code (139A). The University
medical community will increase surveillance activities in response to requests from IDPH, either directly or through JCPH. Heightened surveillance will include increased attention to symptoms indicative of influenza-like illness and disease in persons who have engaged in travel to the affected area(s). JCPH will issue medical alerts to the greater community and this message will be reinforced to the University medical services through internal communication mechanisms. Epidemiologic follow-up activities will adjust as directed by the state health department or federal government. The medical community will continue to provide follow up for their employees and JCPH will follow patients and non-medical staff, faculty, and students. SHS will be an active participant in gathering epidemiologic information from students seen in their clinical setting. Daily and weekly reports of cases will be distributed to the community, including descriptive details as appropriate to each audience.

1. Notifications
University of Iowa, University Hygienic Laboratory (UHL) and UIHC staff who participate in the Iowa Health Alert Network (HAN) will immediately provide information to the University of Iowa Incident Commander regarding human-to-human transmission and resulting implications for the University.

2. Disease Tracking
   a. Laboratory
      The University Hygienic Laboratory will provide public health laboratory services consistent with and in consultation with IDPH. The UHL will disseminate messages for the medical community regarding instruction on the collection and submission of influenza specimens. UIHC and SHS will provide specimens to UHL from persons with symptoms indicative of influenza as indicated for clinical care, disease identification and outbreak response.

   b. Contact tracing
      Policies and procedures (IDPH Epi Manual and UIHC internal policies and procedures) regarding contact tracing for pandemic influenza response will be reviewed with IDPH and JCPH. Contact tracing will be conducted consistent with the guidelines provided by IDPH and federal agencies, including the Centers for Disease Control and Prevention (CDC). UIHC Epidemiology staff will conduct contact tracing for medical facility staff and JCPH will conduct contact tracing for persons who are not part of the medical community. SHS will gather information from students seen in clinical settings as appropriate.

B. Vaccine Distribution
Vaccine will be acquired through the IDPH by a joint request of the community hospitals and JCPH. It will then be distributed following IDPH guidance and priority protocols. The vaccine distribution within UIHC will utilize the existing employee health system. The UIHC will identify high-risk clinical staff within the University hospital employee health system for inclusion in vaccine distribution to health care providers. Student vaccination will be conducted by the SHS. University-related persons (such as
volunteers) who are neither UIHC employees nor students will be provided vaccine through the JCPH community vaccination distribution plan.

C. Antiviral Pharmaceutical Distribution and Use
Antiviral pharmaceuticals will be acquired through the IDPH by a joint request of the community hospitals and JCPH and will be distributed following IDPH guidance and priority protocols. The pharmaceutical distribution within UIHC will utilize the existing employee health system. The UIHC will identify high-risk clinical staff for inclusion in pharmaceutical distribution to health care providers within the University hospital employee health system. Student pharmaceutical distribution will be provided by the SHS. University-related persons (such as volunteers) who are neither UIHC employees nor students will be provided pharmaceuticals through the JCPH community pharmaceutical distribution plan.

D. Psycho-Social
UICH, SHS, UCS, FSS, and JCPH will contact psycho-social health service providers to alert them regarding the status of the pandemic. Information regarding expected psychological reactions to the pandemic, coping resources, and services available will be made available to all psycho-social service providers on campus and within Johnson County. Patient information regarding psychological reactions to pandemic, coping strategies, and resources for support will be made available, as appropriate, through clinical and electronic venues. Psycho-social providers will provide screenings and triage of individuals who request support and will respond to referrals from UIHC, SHS and other health care personnel who are providing medical care to affected persons. At vaccination and anti-viral distribution settings, psycho-social providers will assist health care personnel with group patient education sessions and triage and referral services. All information and announcements will be coordinated and released through the Office of University Relations or designee.

E. Disease Control
1. Clinical Guidelines
UIHC, SHS, and JCPH will incorporate evolving variations on the existing guidelines (IDPH Epi Manual) and/or new guidelines from CDC and IDPH as they become available.

2. Personal Protective Equipment (PPE)
UIHC, SHS and JCPH will follow CDC and IDPH guidelines (IDPH Epi Manual) regarding respiratory protection. The provider community will be alerted to the need for respiratory protection for patients with an index of suspicion for influenza. Public service announcements will be provided to the public regarding creation of respiratory protective devices from available materials, in the event of respirator shortages.

3. Social Distancing
Public service announcements will provide the University community with social distancing guidance, including planning for reduction of in-person meetings and encouraging use of
communication technology to reduce exposure. All information and announcements will be coordinated and released through the Office of University Relations or designee.

4. Travel
Travel to areas with influenza activity will be discouraged. Guidance will be provided in accord with CDC and IDPH recommendations for necessary travel. The University will consult with JCPH regarding the need to implement isolation and quarantine utilizing voluntary and/or mandatory measures. Mandatory isolation and quarantine can be implemented under county, state, or federal rule contingent on the geographical distribution of the affected population.

IV. Recovery Period

A. Surveillance and Epidemiology
Surveillance and disease reporting responsibilities of the medical community within the University will continue as required by Iowa Code (Chapter 139A). The University medical community will return surveillance activities to normal, pre-pandemic levels in response to direction by IDPH, either directly or through JCPH. Utilizing the existing Public Information Officer function of JCPH and the existing communication system for the medical community, the county health department will issue medical updates to the greater community and the messages will be reinforced to the University medical services through internal communication mechanisms. Epidemiologic follow-up activities will return to normal, pre-pandemic levels. The medical community will return to normal, pre-pandemic disease response patterns for their employees and JCPH will return to normal, pre-pandemic follow up for patients and non-medical staff, faculty, and students. SHS will return to normal, pre-pandemic response regarding students seen in their clinical setting.

1. Notifications
University of Iowa, University Hygienic Laboratory (UHL) and UIHC staff who participate in the Iowa Health Alert Network (HAN) will immediately provide information to the University of Iowa Incident Commander regarding human-to-human transmission and resulting implications for the University.

2. Disease Tracking
   a. Laboratory
      The University Hygienic Laboratory will provide public health laboratory services consistent with and in consultation with IDPH. The UHL will disseminate messages for the medical community regarding instruction on the collection and submission of influenza specimens. UIHC and SHS will provide specimens to UHL from persons with symptoms indicative of influenza as indicated for clinical care, disease identification and outbreak response.

      b. Contact tracing
Policies and procedures (IDPH Epi Manual and UIHC internal policies and procedures) regarding contact tracing for pandemic influenza response will be reviewed with IDPH and JCPH. Contact tracing will be conducted consistent with the guidelines provided by IDPH and federal agencies, including the Centers for Disease Control and Prevention (CDC). UIHC Epidemiology staff will conduct contact tracing for medical facility staff and JCPH will conduct contact tracing for persons who are not part of the medical community. SHS will gather information from students seen in clinical settings as appropriate.

B. Vaccine Distribution
Vaccine distribution will continue through normal health care facility systems consistent with recommendations from IDPH.

C. Antiviral Pharmaceutical Distribution and Use
Antiviral pharmaceuticals distribution will continue through normal, pre-pandemic health care facility systems consistent with recommendations from IDPH.

D. Psycho-Social
UIHC, SHS, UCS, FSS, and JCPH will contact psycho-social health providers on campus and within Johnson County to update them regarding the status of the pandemic. Information will be passed along to the provider community as it becomes available. SHS, UCS and FSS will continue to identify and collect appropriate patient education materials pertaining to expected psycho-social issues and prepare for dissemination through clinic and electronic venues. Depending upon the magnitude of mortality as a result of pandemic, UCS and FSS will coordinate responses to the need for grief counseling for individuals and assist in coordinating any community responses to losses as a result of pandemic. All information and announcements will be coordinated and released through the Office of University Relations or designee.

E. Disease Control
1. Clinical Guidelines
UIHC, SHS, and JCPH will incorporate evolving variations on the existing guidelines (IDPH Epi Manual) and/or new guidelines from CDC and IDPH into the response plan as they become available.

2. Personal Protective Equipment (PPE)
UIHC, SHS and JCPH will incorporate CDC and IDPH guidelines (IDPH Epi Manual) regarding respiratory protection into existing plans. The provider community will be reminded of the ongoing need for respiratory protection for patients with an index of suspicion for influenza.

3. Social Distancing
Public service announcements will be provided to the University community regarding the discontinuance of recommendations regarding social distancing. All information and
announcements will be coordinated and released through the Office of University Relations or designee.

4. Travel
Travel recommendations will be consistent with CDC and IDPH. The University will consult with JCPH regarding the need to implement isolation and quarantine utilizing voluntary and/or mandatory measures. Mandatory isolation and quarantine can be implemented under county, state, or federal rule contingent on the geographical distribution of the affected population.

A specific plan to collect epidemiologically significant information on all University employees and students related to specific health symptoms indicative of influenza has not been formalized to date, although existing collaborative practices will support that goal. For example, information gathered at the SHS lab from rapid influenza test results (which would seem to indicate the start of a pandemic wave) will be shared, as always, with the University Hygienic Laboratory (UHL) for identification of predominant strains. The information will also be shared with Johnson County Public Health. In addition, the UIHC’s new EPIC Electronic Health Record (EHR) may support identification of daily patterns in diagnosis codes at SHS and the Quick Care clinics as an “early warning” system for influenza-like illness when the numbers are out of range from previous years. However, this potential application of EPIC will take several years to develop a reference database.

Community-based public health activities initiated by JCPH will not include sick care clinics (public health nursing services will continue as appropriate). Johnson County Public Health maintains a listing of licensed health care professionals with a mailing address in Johnson County. There is no mechanism to determine if these licensed professionals are available or capable to assist during a public health emergency, although a survey prior to onset of a public health emergency is possible. The Johnson County Emergency Operations Center will be open to facilitate communication between all parties. A Joint Information Center operation will assure consistent messaging.
ATTACHMENT B-1
EDUCATIONAL MATERIALS

1) Student Checklist for Pandemic Flu Planning

FLU PREVENTION

General Guidelines
To protect yourself and others from the seasonal flu or a more serious outbreak such as a pandemic flu, pay attention to the following prevention guidelines.

• Wash your hands frequently
• Don't share eating and drinking utensils, lip balms, etc.
• Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
• Stay home from classes, work, social gatherings, errands, and non-essential activity when you are sick.
• Cover your mouth and nose with a tissue when coughing or sneezing to keep those around you from getting your germs.
• Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches her or his eyes, nose or mouth.
• Take care of your immune system by eating well, getting plenty of sleep, engaging in physical activity, and managing stress.
• Manage stress by recognizing it’s a natural reaction to a difficult situation and work on relaxation techniques
• Continue to take any daily medications you normally need for ongoing medical reasons like asthma, diabetes, depression, seizure disorders, birth control, or other reasons.

Make Your Emergency Plan Now
Your ability to stay healthy and to respond effectively will depend in part on your advance planning. You should think through your personal emergency plan and address the following considerations:

• If you live on or near campus and have to travel some distance to your permanent residence, what are your primary travel plans? Do you have alternatives if those plans are not possible?
• If you plan to travel by air or rail, do you have your travel agency or airline reservation information handy?
• If you plan to drive, do you have at least one alternate route?
• If you will be picked up, do you have contact information ready?
• If you cannot get home, is there a friend or loved one who lives nearby who would agree to let you stay during a campus closure (for what could be up to several months)?
• What are the plans for closure in your residence hall, chapter house, apartment or private residence? Prepare when you move in. Ask your RA, house director, manager or landlord what the procedures for evacuation might be.
• If you commute and evacuation is ordered, do you have at least one alternative commuter route?
• Make sure you are signed up for the Hawk Alert to receive emergency updates quickly
• Check the University of Iowa website for updates

What should you prepare to have at home, in the event that the campus is closed, but academic activities continue remotely, through e-mail or other communications?

• Books and ongoing research.
• Laptop and portable technology devices.
• Syllabi for your classes, including faculty contact information.
• Individual course plans in the event of a campus evacuation.

Prepare a Personal Emergency Kit. As a result of social distancing, evacuation, closures, and travel restrictions, it is a good idea to anticipate what personal items you will need to take and keep with you in the event of a pandemic.

• Food and water (preparation experts recommend at least a two-week supply of non-perishable items for those students not living in the UI residence halls, so that you do not need to go to the store).
• Medications (fill prescriptions and have over-the-counter items in supply).
• Health and Hygiene items: Tissues, toilet paper, anti-bacterial (waterless) gel, soap, disinfecting cleaning solution, trash bags.
• Practical items: Flashlight, portable radio with batteries, manual can opener.
• Contact information: Have phone and e-mail contact information for loved ones, as well as a previously identified third-party contact, in the event that you cannot reach a loved one directly.

2) Faculty/Staff Guidelines

For faculty and staff, guidelines published on the Internet by the CDC would be appropriate, e.g., see http://www.pandemicflu.gov/plan/pdf/individuals.pdf
SECTION C
HEALTH CARE SERVICES

I. Introduction and Assumptions

This section of the University of Iowa Pandemic Flu Response Plan has been structured to ensure that the University of Iowa, operating in collaboration with community partners, will be able to effectively screen, triage, quarantine, and refer ill and worried students, staff, faculty and members of the community to definitive care sites during an influenza pandemic. It is based on the assumptions presented in the Basic Plan and, in particular, those listed below:

1. The University would be responsible for the health care services needed by its faculty, staff and students during a pandemic.

2. Some University students might elect to leave campus before the full force of the pandemic occurs. However, unless the Board of Regents closes the University, the majority of students will stay on campus or at least in the Iowa City area, along with faculty and staff. It is also possible that the student population could be quarantined and prohibited from leaving the campus.

3. Based on the Flu-Surge Program developed by the CDC, hospitals within the UIHC’s Primary, Secondary and Tertiary Service areas will likely need to admit:
   - 4,200 patients in a six-week period (“Best Case”)
   - 9,800 patients in a 12-week period (“Worst Case”)

   The level of admissions to various hospitals cannot be precisely projected. However, it is likely that the UIHC would receive many of the most severely ill patients who would require intensive care. The CDC estimates that of the pandemic influenza patients requiring admission, 15% will need Intensive Care Unit (ICU) care. Given the above expectations on hospital admissions, ICU admissions could range from approximately 850 to 1,500 in the six- and 12-week periods respectively. The UIHC has almost half the reported ICU/critical care bed capacity in the service area. And it would be reasonable to project that half of the patients requiring ICU care, or from 325 to 750 in the six- and 12-week periods respectively, would be referred here.

4. Funding will be available to procure supplies, equipment, furniture, pharmaceuticals and other resources specified in this Plan.
II. Phases of Implementation

The UI Pandemic Response Plan, including the plan for Health Care Services, will be implemented in four phases: an “Alert/Standby” phase,” which covers the pre-pandemic period, a “Limited Services” phase,” a “Full Services” phase and a “Recovery” phase. Actions that would be taken in each of these phases are discussed in the following section.

(a) Alert/Standby Phase – Pre-pandemic Phase (WHO Phases 1-3)

The “Pre-pandemic Phase” encompasses active planning for pandemic influenza through confirmation of sustained human to human transmission of a potential pandemic strain of influenza. It includes:
- Work underway through the Pandemic Influenza Preparedness Task Force;
- Work underway within the UIHC, Mercy and the VAMC to amend/develop bio-emergency plans that include preparations for an influenza pandemic;
- “Collaborative Hospital Planning for an Influenza Pandemic” that involves the University of Iowa Hospitals and Clinics (UIHC), Mercy Hospital, and the Veterans Administration Medical Center (VAMC), including the development of a “Mutual Aid Memorandum of Understanding;”
- Addressing issues that are identified in all planning forums;
- Developing operational policies and procedures for implementing plans;
- Identifying the need for and securing required consumable supplies, equipment and pharmaceuticals;
- Developing needed informational materials and any information systems enhancements to incorporate forms and reports that will be needed during an influenza pandemic;
- Developing staffing assignments and identifying/recruiting volunteers to supplement assigned staff; and
- Confirmation of sustained human-to-human transmission of a potential pandemic strain of influenza (e.g. pandemic influenza) in any part of the world.

(b) Limited Services – Phase A (WHO Phases 4 & 5)

The “Limited Services – Phase A” of the “Health Care Services” plan will be implemented upon issuance of a directive by the University President or Incident Commander. Possible factors that could prompt issuance of the directive include:
- Confirmation of the first human-to-human transmission case of a potential pandemic strain of influenza (e.g. pandemic influenza) in the United States;
- Results of Iowa Department of Public Health (IDPH) surveillance within the State of Iowa suggesting the possible presence of pandemic influenza cases;
- Request from IDPH to initiate pandemic influenza plans across the state; or
- “Small cluster(s) [of pandemic influenza patients] with limited human-to-human transmission [have been identified] but spread is highly localized, suggesting that the virus is not well adapted to humans” (WHO Phase 4 indicator).
1. Services Provided
The “Limited Services – Phase A” will involve commencement of patient screening, triage and referral of ill or worried students, staff, faculty and members of the community for follow-up tests and/or supportive care; when necessary, referral through normal channels for care at the UIHC, Mercy Hospital or, if appropriate, the VAMC; and confirming the availability of supplies and pharmaceuticals that may be needed if additional influenza cases are detected and it is determined the other phases of this plan need to be implemented. The screening and triage functions would be conducted, using standard criteria, through the following mechanisms:

i. Phone- and Web-based screening/triage, which will provide information on symptoms associated with a pandemic influenza and guidance on whether to seek professional assistance. The expertise for preparing this information will be drawn from physicians in Epidemiology and Infectious Disease. Specific phone numbers and websites will be established for students and staff and faculty members; and they will be administered by the Student Health Service (SHS) and the University Employee Health Clinic (UEHC) respectively. The UIHC, Mercy, the VAMC and community physicians may establish similar screening/triage mechanisms.

ii. Screening/triage conducted at the Student Health Service and the University Employee Health Clinic for students and staff/faculty respectively. Screening and triage may also be conducted at other sites where University students, staff and faculty and members of the community routinely receive health care, including ambulatory clinics at the UIHC, Mercy Hospital, the VAMC and physician’s offices within the community.

iii. Pandemic Influenza Data Collection and Reporting, which will be initiated as presented in Attachment C-I.

2. Provisions for Meeting Consumable Supply, Equipment and Pharmaceutical Needs
Based on information supplied by the Directors of SHS and the Employee Health Clinic or their designees, the Director of Material Services at the UIHC will assess inventory levels of supply items that may be needed if future phases of this Plan are implemented. The Director of Material Services will order items through UIHC Procurement Services and the UI Purchasing Department, if necessary, as identified in Attachment C-II. These items will include:
   i. Personal protective equipment
   ii. Medical instruments and supplies required for screening functions and care of quarantined individuals
   iii. Equipment to support emergency fit-testing capability
   iv. Infection control supplies (e.g. liquid hand sanitizer)
   v. Other items (e.g. facial tissue)

Directors will also request that equipment/furniture specified in Attachment C-III for each screening site be delivered to the respective sites (responsibility for obtaining, storing and delivering the noted equipment remains to be determined).
The Director of Pharmaceutical Care at the UIHC, in consultation with the Directors of the SHS and the Employee Health Service and others that may be indicated, will verify the availability of needed medications and procure or assure the availability of additional quantities as identified in Attachment C-IV if necessary.

3. Communications/Reports

- Information on signs and symptoms (i.e. fever, muscle and joint aches, shortness of breath) and circumstances (e.g. contact with and/or exposure to someone diagnosed with a pandemic flu strain) that should prompt students, staff, faculty and others in the community to seek screening and the options for doing so will be provided to University Relations, Health Science Relations, and UIHC Marketing and Communications. This information will be distributed through multiple sources and be available as “Hotline” messages. The multiple channels through which this information would be available is presented in the “Influenza Pandemic Communication Template” which is presented in Attachment C-V.

- Each day, SHS and the Employee Health Clinic will report on persons screened and the disposition of those screened to the University President, Incident Commander or designee.

(c) Limited Services - Phase B (WHO Phase 5)

The “Limited Services – Phase B” will be implemented upon issuance of a directive by the University President or Incident Commander. Possible factors that would prompt issuance of the directive would include:

- Detection of the first case of a pandemic flu strain among the University of Iowa student, staff or faculty populations, or within the greater Iowa City area community;
- Detection of several cases of a pandemic flu strain in other parts of Iowa and/or bordering states; or
- “Larger cluster(s) [of influenza patients have been identified] but human-to-human spread, including cases in the Midwest, are still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible” (WHO Phase 5 indicator).

1. Services Provided

When the directive is issued to commence the “Limited Services – Phase B” of this plan, the following steps will be taken:

- Screening, triage and referral would continue as specified in the “Limited Services – Phase A” section.
- Predetermined sites for mass screening, triaging and vaccination at the Iowa Memorial Union on the East Campus will be readied for use under the direction of the SHS Director. This site would be prepared for screening and triaging between 600 and 700 persons per day. Plans for opening other sites for mass screening, triaging and vaccinations would be reviewed so that they could be readied for use if and when the IMU screening, triage and vaccination site reaches full capacity. Those other sites are listed below and would be opened in the following order:
  - West High School
• Predetermined sites for isolating and quarantining exposed and/or ill students at the Halsey Gymnasium and the UI Tennis Center on the Hawkeye Campus would be readied for temporary occupancy under the joint direction of the SHS and University Housing Directors. A notice will also be sent to residents of the Mayflower Hall that it may be necessary for them to vacate their rooms so that the entire facility could be used for isolation and quarantining other students.

• Operational plans prepared under the direction of the Directors of the SHS, the Employee Health Clinic, University Housing and the Iowa Memorial Union are presented in Attachment C-VI. These plans include staffing assignments for the screening/triage and vaccination sites, facility layout and set-up details and requirements for consumable supplies, equipment and pharmaceuticals. Prior to their distribution during the “Limited Services - Phase B” period, they will be reviewed by the Directors of the Employee Health Clinic, the SHS and University Housing and if necessary revised; and then distributed to University staff and volunteers who will serve at these sites.

• Plans to monitor and provide outpatient health care for students and others housed on campus under isolation and/or quarantine conditions have been prepared under the direction of the Directors of the SHS, the Employee Health Clinic and UI Housing and are presented as Attachment C-VII. This attachment features a standard protocol on setting up the Mayflower Residence Hall as an Alternate Care Facility to serve students who must be quarantined or isolated. This attachment also specifies other facilities that would be used if the Mayflower is not available for some reason. Prior to distribution during “Limited Services – Phase B,” the plans presented in Attachment C-VII will be reviewed by the Directors of these units and revised if necessary. They will then be distributed to staff and volunteers assigned duties for monitoring and providing care to isolated/quarantined individuals on campus.

2. Provisions for Meeting Consumable Supply, Equipment and Pharmaceutical Needs
• Needed supplies for operating the screening, triage and vaccination sites sponsored by the University of Iowa and the isolation and quarantine sites over a seven-day period will be delivered to those locations by the UIHC’s Hospital Stores so they will be available for use upon activation of the sites.

• Needed pharmaceuticals will be identified and made ready for movement to screening, triage and vaccination sites by the UIHC Department of Pharmaceutical Care.

• Lists of consumable supplies, equipment and pharmaceuticals that will be needed at these sites during the initial week of operation have been prepared by staff from the SHS, Employee Health Clinic, UIHC Materials Services, Procurement Services and Pharmaceutical Services and are presented in Attachments C-II, C-III and C-IV respectively. Lists of consumable supplies, equipment and pharmaceuticals that will be required in subsequent weeks will be submitted by the Director of Procurement Services at the UIHC as requests for supplies, equipment and pharmaceuticals from the Strategic National Stockpile to the Johnson County Emergency Management office so they may be amalgamated with other requests and then submitted to the IDPH when and if needed.
3. Communications/Reports
• The communications and reports initiated during “Limited Services - Phase A” will be continued.
• In addition, the Directors of the SHS, Employee Health Clinic and University Housing will submit daily reports to the University President, Incident Commander or designee on the status of readying screening, triage, mass care and quarantine sites.

4. Other Arrangements
An orientation program will be provided by University and Hospital Human Resources for volunteer faculty, staff and students in the Colleges of Medicine, Nursing, Dentistry, Public Health and Pharmacy who will perform duties at or in support of:
• Mass screening, triage and vaccination sites
• Isolation/quarantine/care site at Mayflower Hall
• University students and others who are isolated/quarantined in their own residences

(d) Full Services Phase (WHO Phase 6)

The “Full Services Phase” will be implemented upon issuance of a directive by the University President or Incident Commander. Possible factors that could prompt issuance of the directive include:
• The daily requirements for screening/triage exceed the capacities of the SHS, the Employee Health Clinic and other clinics; and/or
• The capacity to care for new patients exceeds the operating bed capacities of the UIHC, Mercy Hospital and the VAMC;
• “Pandemic increased and sustained transmission [of influenza] in general population [has been identified]” (WHO Phase 6 indicator).

1. Services Provided
At such time as the directive for the “Full Services Phase” is issued, the following steps will be taken to initiate and operate services established for University students, staff and faculty:
• Any items listed for the “Limited Services – Phase B” that have not been implemented will be completed as soon as possible.
• The site at the IMU that has been readied for mass screening and triaging will be activated under the direction of the SHS. Staff and volunteers assigned to this site will be contacted and asked to report to their assigned work locations at a time that will be specified by the Director of the SHS.
• Isolation and quarantine sites that have been readied for use at the Halsey Gymnasium and UI Tennis Center will be activated and the residents at Mayflower Hall will be asked to store their possessions (at a site to be determined) and to vacate the Residence Hall within 48 hours. If they are unable to return home, they will be provided with temporary housing at Burge Residence Hall. Staff and volunteers assigned to these units will be contacted and asked to report to their duty site at a time specified by the Directors of the SHS and University Housing.
2. Provisions for Meeting Consumable Supply, Equipment and Pharmaceutical Needs
The Director of Procurement Services at the UIHC will contact the Johnson County Emergency Management office and ask that the University’s lists of needed supplies and pharmaceuticals for operation of the mass screening/triage and quarantine sites be submitted to the IDPH for immediate acquisition and distribution from the Strategic National Stockpile.

3. Communications/Reports
The communications and reports initiated during “Limited Services – Phases A and B” will be continued. In addition, the Directors of the SHS, Employee Health Clinic and University Housing will submit daily reports on the operation of the mass screening, triage and vaccination facilities, mass care sites and isolation-quarantine sites to the University President or Incident Commander/designee.

4. Other Arrangements
- UIHC, Mercy Hospital and the VAMC will implement their own bio-emergency plans for addressing the needs of large numbers of patients afflicted with the virus. For reference purposes, the UIHC’s Bio-Emergency Preparedness Plan is included as Attachment C-VIII.
- The performance of the mass screening, triage and vaccination sites and isolation and quarantine services at Mayflower Hall will be monitored by the Directors of SHS, Employee Health Clinic and UI Housing. They will submit daily reports on the operation of these units as well as requests and recommendations for actions, other than those related to facility, supply and staffing issues, to the University President.
- Hospitals will provide information on admissions, discharges and deaths of University students, staff or faculty on a daily basis through their respective liaison officers within their own Incident Command structures to the University President or Incident Commander. Reports on hospitalized influenza patients will also be provided to designated family members and significant others by the individual hospitals in accord with the Memorandum of Understanding between Mercy, UIHC and the VAMC (under development).
- Throughout the Pandemic, all personnel involved in the response will follow “Personal Protective Equipment (PPE) Guidelines.” In addition, “Non-Pharmaceutical Interventions (NPI)” will be observed by all personnel where applicable. These, along with recommendations applying to personnel and PPE supply needs, are presented in the “Standard Protocol and Guidance for Medical and Non-medical Environments,” included here as Attachment C-IX.

(e) Recovery Phase
The “Recovery Phase” will be implemented upon issuance of a directive by the University President or Incident Commander. Possible factors that could prompt issuance of the directive include:
- The number of individuals coming to screening, triage and vaccination sites has declined to a level that can be accommodated at SHS, Employee Health Clinic and other health care sites within the community.
• The number of individuals referred from screening, triage and vaccination sites to hospitals and to the residential/outpatient care isolation and quarantine units has declined to a level experienced during “Limited Services – Phase B.”
• Pandemic influenza patients are being discharged in large numbers on a daily basis from hospitals and care sites and surge capacity arrangements for serving exceedingly large numbers of patients are no longer needed.
• Students and staff are asking when classes will resume and when work on what had been deemed non-essential functions can begin.
• Vaccines are now available for preventing the spread of the pandemic influenza strain that has afflicted large numbers of individuals within the University of Iowa and greater Iowa City communities and it is possible to administer those to individuals who have not been afflicted through customary sites for providing health care services.

1. Curtailment of Pandemic Influenza Services
When the directive is issued to commence the “Recovery Phase” of this plan, the following steps will be taken:
• Screening, triage and vaccination sites will be reduced to no more than one and then closed when volumes have decreased to a level that can be accommodated within customary care sites
• Space within the Mayflower Hall used to accommodate isolation patients and to quarantine exposed individuals will be reduced to a single floor and then ultimately closed for use as isolation and quarantine facilities following the discharge of all students in those units. All facilities will then be cleaned and prepared for return of former residents

2. Other Actions
• All equipment that had been used at the screening, triage and vaccination sites and moved to the Mayflower Hall and any other care, isolation and/or quarantine sites will be returned to the units within or outside the University that provided them. If any items have been damaged, they will be repaired prior to return and, if not salvageable, arrangements will be made to seek compensation for these losses through the FEMA claims process, if funding through this source is available.
• All unused PPE, medical and other supplies that are still usable will be returned to UIHC Material Services. Records on the usage of these items will be completed for submission through the FEMA claims process, if funding through this source is available.
• All pharmaceutical supplies that are in usable condition will be returned to the UIHC Department of Pharmaceutical Care and records will be finalized on the use of these items for submission as part of a FEMA claim if such funds are available.
• After-Action Reports will be prepared by all operating units within the Health Care Services Section and where indicated, the “Health Care Services” Plan will be revised for use during the next wave of the pandemic.
• Letters of thanks to all staff and volunteers who served at screening, triage and vaccination sites and in care sites and the isolation and quarantine sites will be distributed.
III. Organizational Structure

The Health Care Services Plan will be implemented with other components of the University of Iowa’s Pandemic Influenza Plan through an all-hazards incident command structure that is based on the National Incident Management System (NIMS). The Health Care Services component of this organizational structure is depicted in Attachment C-X; and preliminary Job Action Sheets for each of the Health Care Services positions are presented in Attachment C-XI.
Attachment C-I

Pandemic Influenza Data Collection and Reporting

GOAL: Creation of data collection tool(s) that will:

- Provide means for screening individuals in the community for illness
- Provide education to individuals based on responses to screening questions (prevention, home care, symptom monitoring, when to seek care)
- Direct individuals to appropriate level of healthcare if treatment is needed (Emergency Treatment Center, any lower-level treatment centers that may be set up)
- Allow for surveillance capabilities (report of how many individuals have specific symptoms, are symptomatic and still at home, are seeking care/hospitalized, etc)
- Track vaccinations and antivirals distributed, with ability to download/interface with electronic medical records (EMRs)

DESCRIPTION: Screening tool should be electronic, and accessible off the UI Pandemic Influenza website, the websites of the SHS, UEHC, and Johnson County Public Health (JCPH). For individuals and families in the community without computer access, would need dedicated phone lines to utilize this tool with callers (data entered in database). For those without phone or computers, would have to utilize local media (TV, radio) but would lose electronic capture of these individuals (IDPH could utilize the Educational Channel and provide continuous education, briefings, screening tool). Triage sites could use the same screening tool. The UEHC would need to use the tool for screening hospital employees for clearance to come to work.

Ideally could function similar to the Integrated Call Center system of the UIHC, in which the algorithm is built into questions. Once an individual has answered questions and clicked “submit”, the system produces information based on the responses:

- **Individual has no symptoms**: would receive “prevention” infection control information (handwashing, social distancing, symptom monitoring, etc.)

- **Individual is only mildly ill**: would receive home care/symptom management information AND infection control information to limit spread to others in family and community (handwashing, masks, etc)
- **Individual is very ill and needs some level of treatment but not hospitalization**: would receive instructions on what to do, where closest treatment center is located based on address given, AND infection control information to limit spread to others in family and community (handwashing, masks, etc)

- **Individual is critically ill**: advice and directions to the nearest Emergency Treatment Center (ETC) or designated hospital access area, AND infection control information to limit spread to others in family and community (handwashing, masks, etc).

**Possible reports that could be generated from responses:**

- Population assessment—UI staff, faculty, student or community member
- Other limited demographics—age, gender (prevalence in age groups)
- Location of community “pockets” of illness
- How severe symptoms are in those still at home
- How many individuals need to seek low-level treatment
- How many directed to area hospitals
- Patients treated with antivirals (inventory management)
- Individuals vaccinated (inventory management)

This information would assist in reporting status of current situation to local, state and federal health officials and for media briefings. It would be utilized to assist with monitoring and implementing changes in the University of Iowa Pandemic Flu Response Plan (could identify the need for more triage sites, more treatment centers, more staff, etc).

**WHO CAN DO THIS WORK:** Will need strong ITS leadership in working with designated clinicians to create the format for this programming. Will need to consider potential interfaces/ability to download to various EMRs or other central database (especially antiviral administration and vaccination documentation). Should be able to pull reports / view aggregate data on user-end.
SAMPLE SCREENING TOOL

Name:

Date of birth (identifier and age):

Address:

Status:  
- UI student
  - College program:
- UI student, also staff
  - College program:
    - Area of employment:
- UI staff
  - Area of employment:
- UI faculty
  - College or department:
- Other (member of community, not UI student or staff)

Symptoms:  
- None
- Temperature above 38 degrees C. or 100.4 F.
- Cough
- Shortness of breath
- Respiratory distress (can’t breathe)
- Sore throat

How long symptoms have been present:  
- (?) May be important if antivirals available
  - Less than 12 hours
  - 12-24 hours
  - 2-3 days
  - Longer than 3 days
## ATTACHMENT C-II: CONSUMABLE SUPPLIES

Influenza Pandemic PPE and Medical Supplies (for two sites, eight stations at each site, seeing 180 walk-ins per site = 7560 patients)

<table>
<thead>
<tr>
<th>Stores #</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Vendor</th>
<th>Ship Unit/Issue Unit</th>
<th>Ship Unit Price</th>
<th>3-Week Pandemic Need by Ship Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PPE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Masks</strong></td>
<td>MASK FILTER ISO DISP ( Standard ) ( Masks we used for Mumps )</td>
<td>KIMBERLY CLARK 47117</td>
<td>CARDINAL HEALTH</td>
<td>CA10&gt;BX50</td>
<td>$30.15720</td>
<td>Since we used this for the mumps outbreak can we use this instead of a surgical mask? Don’t know for how long or if the N95 will be worn. My numbers give the healthcare worker a new mask to don for every new patient they see. Can Employee health provide the hoods and solutions for fit testing?</td>
<td>16</td>
</tr>
<tr>
<td>MH05445</td>
<td>MASK FLTR ISO WILLSON SM ( Respiratory-N95 )</td>
<td>WILLSON 14110320</td>
<td>CONTINENTAL SAFETY</td>
<td>BX&gt;BX50</td>
<td>$31.50000</td>
<td>1% of N95 usage</td>
<td>2</td>
</tr>
<tr>
<td>MH08455</td>
<td>MASK FLTR ISO WILLSON MED ( Respiratory-N95 )</td>
<td>WILLSON 14110320</td>
<td>CONTINENTAL SAFETY</td>
<td>BX&gt;BX50</td>
<td>$31.50000</td>
<td>1% of N95 usage</td>
<td>2</td>
</tr>
<tr>
<td>MH08456</td>
<td>MASK FLTR ISO WILLSON LG ( Respiratory-N95 )</td>
<td>WILLSON 14110321</td>
<td>CONTINENTAL SAFETY</td>
<td>BX&gt;BX50</td>
<td>$31.50000</td>
<td>1% of N95 usage</td>
<td>2</td>
</tr>
<tr>
<td>MH08457</td>
<td>MASK FLTR ISO IMUNO 3M SM ( Respiratory-N95 )</td>
<td>3M 1860S</td>
<td>DEKROYFT METZ AND CO</td>
<td>BX&gt;BX20</td>
<td>$9.82000</td>
<td>27% of N95 usage</td>
<td>103</td>
</tr>
<tr>
<td>MH08437</td>
<td>MASK FLTR ISO IMUNO 3MREG ( Respiratory-N95 )</td>
<td>3M 1860</td>
<td>DEKROYFT METZ AND CO</td>
<td>BX&gt;BX20</td>
<td>$9.82000</td>
<td>29% of N95 usage</td>
<td>110</td>
</tr>
<tr>
<td>MH08398</td>
<td>MASK FLTR ISO</td>
<td>KIMBERLY CLARK 46827</td>
<td>CARDINAL HEALTH</td>
<td>CA6&gt;BX35</td>
<td>$99.02815</td>
<td>9% of N95 usage</td>
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<tr>
<td>MH08399</td>
<td>Respiratory-N95</td>
<td>KIMBERLY CLARK 46727</td>
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<td>$99.02815</td>
<td>31% of N95 usage</td>
<td>12</td>
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<tr>
<td>MH08475</td>
<td>Respiratory-N95</td>
<td>GERSON FM2735</td>
<td>AIRGAS SAFETY</td>
<td>BX&gt;BX20</td>
<td>$10.50000</td>
<td>1% of N95 usage</td>
<td>4</td>
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</table>

**PAPR Unit**

- 3M 231-01-30 | 3M | EA | $230.44000 | These accessory amounts are a mere approximation. | 4 | $921.76000 |

**PAPR Air Hose**

- 3M 008-00-14R01 | 3M | EA | $17.53000 | | 10 | $175.30000 |

**PAPR Hepa Air Filter**

- 3M 451-02-01R01 | 3M | EA | $17.30000 | | 10 | $173.00000 |

**PAPR Battery Pack**

- 3M 007-00-15R01 | 3M | EA | $66.86000 | | 10 | $668.60000 |

**PAPR 5 Unit Battery Charger**

- 3M 520-03-72 | 3M | EA | $551.45000 | | 2 | $1,102.90000 |

**PAPR Air Flow Indicator**

- 3M 520-04-24 | 3M | EA | $6.50000 | | 10 | $502.60000 |

**PAPR External Battery Charger**

- 3M 021-14-00R01 | 3M | EA | $50.26000 | | 10 | $502.60000 |

**PAPR Head Covers**

- MH09601 | HEAD COVER REPLACE REG | 3M BE123 | FISHER SCIENTIFIC CO | PK3>EA | $57.99000 | | 40 | $2,319.6000 |
- MH09442 | HEAD COVER REPLACE LG | 3M 522-02-03R03 | FISHER SCIENTIFIC CO | EA>EA | $20.07000 | | 20 | $401.40000 |

**Gloves**

- MH08096 | GLOVE EXAM NLTX/PF NS XS | ANSELL NP V4000 | CARDINAL HEALTH | BX>BX100 | $4.07000 | XS is 1% of exam glove usage | 2 | $8.14000 |
- MH08097 | GLOVE EXAM NLTX/PF NS S | ANSELL NP V4002 | CARDINAL HEALTH | CA10>BX100 | $40.69700 | S is 23% of exam glove usage | 2 | $81.39400 |
- MH08098 | GLOVE EXAM NLTX/PF NS M | ANSELL NP V4004 | CARDINAL HEALTH | CA10>BX100 | $40.69700 | M is 45% of exam glove usage | 4 | $162.78800 |
- MH08099 | GLOVE EXAM NLTX/PF NS L | ANSELL NP V4006 | CARDINAL HEALTH | CA10>BX100 | $40.69700 | L is 24% of exam glove usage | 2 | $81.39400 |
- MH08100 | GLOVE EXAM NLTX/PF NS XL | ANSELL NP V4008 | CARDINAL HEALTH | BX>BX100 | $4.07000 | XL is 7% of exam glove usage | 6 | $24.42000 |

**Hygiene**

- MH09240 | GERMICIDAL WIPE 6X7 TUB | PDI Q55172 | CARDINAL HEALTH | CA12>TB160 | $51.88300 | 16 stations, new tub at each station for 21 days | 28 | $1,452.72400 |
<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Description</th>
<th>Supplier</th>
<th>Part No.</th>
<th>Price</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Sanitizer</td>
<td>MH08885</td>
<td>SCRUB HAND WATERLESS LRG 3M 9222</td>
<td>CARDINAL HEALTH</td>
<td>CA12-BT16.9OZ</td>
<td>$82.72900</td>
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<td>$4,632.82400</td>
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<td><strong>Diagnostic/Resuscitation</strong></td>
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<td></td>
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<tr>
<td>Blood Pressure</td>
<td></td>
<td>BLOOD PRESSURE CUFF FROM HEARTLAND MEDICAL</td>
<td>Heartland Medical</td>
<td>EA-EA</td>
<td>$21.00000</td>
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<td>$252.00</td>
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<td></td>
<td>Reg</td>
<td>040902</td>
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<td>XL</td>
<td>040974</td>
<td>Heartland Medical</td>
<td>EA-EA</td>
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<td>Defibrillator</td>
<td>MH08447</td>
<td>ELECT DEFIB HEARTSTREAM VALVE 1 WAY/</td>
<td>PHILIPS MEDICAL SYS</td>
<td>CA10-EA</td>
<td>$213.00000</td>
<td>2</td>
<td>$426.00000</td>
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<tr>
<td></td>
<td></td>
<td>POCKET MASK BAG RESUSCITATOR PM2 AD MASK</td>
<td>NELLCOR PURITAN BENN</td>
<td>EA-EA</td>
<td>$111.39450</td>
<td>2</td>
<td>$222.78900</td>
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<td>Pocket Masks</td>
<td>MS10236</td>
<td>BLOOD PRESSURE CUFF FROM HEARTLAND MEDICAL</td>
<td>TRI ANIM HEALTH</td>
<td>EA-EA</td>
<td>$4.50000</td>
<td>5</td>
<td>$22.50000</td>
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<td>MY00029</td>
<td>040974</td>
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<td>Oxygen Bag</td>
<td>MY00029</td>
<td>ADLT 5 CANULA NASAL OXYGEN AD</td>
<td>MEDLINE INDUSTRIES</td>
<td>CA20-EA</td>
<td>$26.80000</td>
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<td>$53.60000</td>
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<td>Oxygen Mask</td>
<td>MH06723</td>
<td>RESUSCITATION PROBE COVER</td>
<td>MEDLINE DYNJAAMASK5</td>
<td>CA50-EA</td>
<td>$25.15900</td>
<td>2</td>
<td>$50.31800</td>
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<tr>
<td>Oxygen Tubing</td>
<td>MH02917</td>
<td>OXYGEN AD</td>
<td></td>
<td></td>
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<tr>
<td>Stethoscope</td>
<td>MH00192</td>
<td>STETHOSCOPE BOWLES TYPE</td>
<td>KREISERS INC</td>
<td>EA-EA</td>
<td>$3.22000</td>
<td>52</td>
<td>$167.44000</td>
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<tr>
<td>Thermometer (Epi will not approve</td>
<td></td>
<td>TYPANIC THERMOMETER PROBE COVER</td>
<td>EXERGEN 13383OF</td>
<td>EA-EA</td>
<td>$377.00000</td>
<td>16</td>
<td>$6,032.0000</td>
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<tr>
<td>of the Oral Digital</td>
<td>MH08361</td>
<td>EXERGEN INFRA PCT 2500</td>
<td>EXERGEN CORP</td>
<td>CT10-BX250</td>
<td>$75.00000</td>
<td>4</td>
<td>$300.00000</td>
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16 stations, new bottle at each station for 21 days, Entrances/exits to each bldg? est. 8 per bldg. 52 staff per day. Thinking stethoscope will last at least 3 weeks of use. Put one at each station 16 $6,032.00000

Put one at each station 16 $6,032.00000
**Tongue Blades**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Supplier</th>
<th>Model</th>
<th>Quantity</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>MH01144</td>
<td>Tongue Blades N-S Adult</td>
<td>Solon</td>
<td>320</td>
<td>BX&gt;8x500</td>
<td>$3.68000</td>
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We will need handle (25020) $94.10 and chargeable stand (71000C) $112.00 $206.10

**Otoscope**

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<tr>
<th>Item ID</th>
<th>Description</th>
<th>Supplier</th>
<th>Model</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH05360</td>
<td>Otoscope Tip Otoscope 4MM</td>
<td>Welch Allyn</td>
<td>52434-U</td>
<td>EA&gt;Ea</td>
<td>$18.14100</td>
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</tbody>
</table>

We will need handle (25020) $94.10 and chargeable stand (71000C) $112.00 $206.10

**Vaccination**

**Band aids**

<table>
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<tr>
<th>Item ID</th>
<th>Description</th>
<th>Supplier</th>
<th>Model</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH03914</td>
<td>Bandaid 3/4&quot;X 3&quot; Ball Abst Prep Med</td>
<td>Kendall</td>
<td>6947LFWC</td>
<td>CA3600&gt;Ea</td>
<td>$64.50000</td>
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**Cotton Balls**

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<tr>
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<th>Model</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH07685</td>
<td>Cotton Ball Abst Prep</td>
<td>Med</td>
<td>2600</td>
<td>CA8&gt;BG500</td>
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**Needles**

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<tr>
<th>Item ID</th>
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<th>Model</th>
<th>Quantity</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>MH04121</td>
<td>Needles Draw up vaccine</td>
<td>BD</td>
<td>20X1</td>
<td>BX100&gt;Ea</td>
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<tr>
<td>MH08704</td>
<td>Needles Ndl Plas 23x1 Saf</td>
<td>BD</td>
<td>20X1</td>
<td>CA500&gt;Ea</td>
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<tr>
<td>MH08702</td>
<td>Needles Ndl Plas 22X1-1/2 Saf</td>
<td>BD</td>
<td>22X1-1/2</td>
<td>CA500&gt;Ea</td>
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**Prep Pads**

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<tbody>
<tr>
<td>MH09291</td>
<td>Prep Pads Swab Sepps Chg .67ml</td>
<td>Mediflex</td>
<td>260449</td>
<td>CT200&gt;Ea</td>
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**Sharp Containers**

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<tbody>
<tr>
<td>MH07312</td>
<td>Sharps Container 8 Gall</td>
<td>Kendall</td>
<td>8536SA</td>
<td>CA10&gt;Ea</td>
<td>$49.46200</td>
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Plan is for a fresh container at each station each day. Larger size enables placement on floor rather than on the table.

**Syringes**

<table>
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<tr>
<th>Item ID</th>
<th>Description</th>
<th>Supplier</th>
<th>Model</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH08725</td>
<td>Syringe 03CC LL Disp</td>
<td>BD</td>
<td>309585</td>
<td>CA800&gt;Ea</td>
<td>$29.76100</td>
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</tbody>
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Total $36,963.31660
ATTACHMENT C-III

EQUIPMENT FOR SCREENING, TRIAGE AND VACCINATION SITES

Tables, computers (8 per site; 16 total)
Chairs (2-3 per station; 24 per site; 48 total)
Medical equipment (thermometers, stethoscopes, pulse oximeters, BP cuffs, tongue blades, otoscopes?)
Cots (five per site)
Extra chairs
Resuscitation equipment – defibrillator, pocket masks, emergency kit with drugs? (one set per site)
Phone and/or walkie-talkies
Vehicles for transporting to hospital (ambulance?)
ATTACHMENT C-IV: PHARMACEUTICALS

PHARMACEUTICALS -- ESTIMATES

Drugs for Screening/Triage Areas*

Vaccine (if available): 21,000 doses

Antivirals (Oseltamivir/Tamiflu and other agents based on resistance patterns)
Oseltamivir [10 capsules (75 mg) per person or 2 bottles (12 mg/ml, 25ml) for persons < 40 kg would provide treatment for 5 days or prophylaxis for 10 days if dosed according to the current recommendations for seasonal influenza]
  157,500 capsules (75% adults)
  10,500 bottles (25% pediatrics)

Rimantadine [100 mg twice daily for 7 days for treatment of adults]
  73,000 capsules (25% adults requiring treatment)

Acetaminophen tablets and liquid
  400 bottles x 100 tablets/capsules of 325 mg or 500 mg strength
  400 bottles oral liquid x 120 ml, 160 mg/5 ml

* Based on 2 sites screening 500 patients per day, seven days per week for 3 weeks.

Drugs for Isolation/Quarantine Areas**

Acetaminophen tablets and liquid
  75 bottles x 100 tablets/capsules of 325 or 500 mg strength
  15 bottles oral liquid x 120 ml, 160 mg/5 ml

Ibuprofen: 75 bottles x 100 of 200 mg strength
Cepacol (or similar) lozenges: 75 boxes
Cough suppressant with dextromethorphan: 150 bottles, 240 ml
Antacid liquid: 25 bottles
OTC acid suppressant (cimetidine, ranitidine, or famotidine): 20 bottles x 100 tablets
Loperamide (Imodium): 20 bottles x 100 tablets
Artificial tears: 20 bottles
Diphenhydramine 25 mg capsules: 1 bottle x 100 capsules
Milk of magnesia: 5 bottles
Oral rehydrating solution: 1000 x 1 liter bottles
Epi-Pen: 5
Antivirals
   Oseltamivir/Tamiflu: 7500 capsules
   Rimantadine: 2625 capsules (25% requiring treatment)

** Assumes 750 ill or potentially ill adults

Individuals should be instructed to bring his/her own prescription medications. If this is not possible, prescription medications would be obtained from a pharmacy.

Drugs for Housing Areas#

Acetaminophen tablets: 20 bottles x 100 tablets/capsules of 325 or 500 mg strength
Ibuprofen: 20 bottles x 100 of 200 mg strength
Cepacol (or similar) lozenges: 10 boxes
Cough suppressant with dextromethorphan: 10 bottles, 240 ml
Antacid liquid: 10 bottles
OTC acid suppressant (cimetidine, ranitidine, or famotidine): 10 bottles x 100 tablets
Loperamide (Imodium): 5 bottles x 100 tablets
Artificial tears: 5 bottles
Diphenhydramine capsules: 1 bottle x 100 capsules
Milk of magnesia: 2 bottles
Oral rehydrating solution: 50 x 1 liter bottles
Epi-Pen: 2

Antivirals (oseltamivir/Tamiflu): 4000 capsules

** Assumes 400 well adults
ATTACHMENT C-V
Influenza Pandemic Communication Template
ATTACHMENT C-VI

MASS SCREENING AND TRIAGE PROTOCOL

Assumptions: 35% of UI community will be ill
(approximately 15,000 faculty, students, staff)
15% will require treatment
(approximately 6,500 faculty, students, staff)

Time frame for pandemic “wave” where mass triage may be needed – 6 weeks duration

Triage Sites: Up to four sites could be opened for screening, triage and vaccination. They would serve University of Iowa students, faculty and staff and all other members of the greater Iowa City area. The first site would be opened in the IMU Ballroom. If and when it reaches a capacity of 600-700 per 12-hour day, these other sites would be opened as needed and in the following order:
- West High School
- City High School
- Northwest Junior High School

The first site will open when triage capacity overwhelms staff and/or space at SHS (see SHS “Policy and Procedures” IC, Part A) or UEHC and upon issuance of a directive by the University President to implement the “Full Scale Services Phase” of the UI “Pandemic Influenza Preparedness Plan.”

Need skeleton staff to remain at SHS and UEHC to keep clinics open, unless all routine care is cancelled.

Need to consider whether low-level treatment will be provided at the facility or if it will only be screening and triage. Will distribute antivirals if available.

Logistics and staffing: It is estimated that 2,500 people/week could visit screening sites. If this total is divided among the four sites, then each one would potentially need to serve between 600 and 700 individuals per day. If sites are open 12 hrs/day (8 AM-8 PM), there would be a need for approximately 8 clinician stations seeing at least 6 people per hour, probably more to handle volume. At this rate, a total of 576 persons could be screened in a 12-hour period.
Plan for 8 clinician stations per site, staffed with RN or MA and two support (clerical) staff per station. Two MDs per site.

A site director (SHS, UEHC, Mercy Hospital and VAMC leadership) will oversee the respective sites and coordinate communication with area hospitals, etc.

There will be a need for coordinators outside or inside as the lines are forming, to direct people to the correct path based on their presence of symptoms. Will try to separate the sick from the well. Consider use of social distancing “cues” such as tape markers along the line to keep people separated.

The layout for developing a screening, triage and vaccination site at the Iowa Memorial Union is presented at the end of this attachment along with signs that would be used for instructional and directional purposes.

Other staff, equipment and supply needs will include:

Educator(s) to provide information on self-care, symptom management, care of ill family members, and to reinforce need for quarantine/isolation.

Security staff.

Pharmacy area, staffed with pharmacists, to dispense antivirals if available and indicated.

Runner(s) for supplies both on-site and off-site.

Storage area for supplies at all sites.

At least two computers at each station.

If sites are open 12 hrs/day; staff work 6 hr shifts (8-2, 2-8), then:

Per 6 hr shift need:
- two MDs;
- 8 RNs/MA
- 16 support staff (clerical, health science students, faculty, staff volunteers)

Need 26 staff per site per day for triage stations plus coordinators directing traffic, educators, security, pharmacy, etc. (More staff needed if antiviral distribution is
planned; volunteers for directing people to stations, communicating with those in line, etc.)

Will need to provide at least 1-2 10-minute breaks per worker per shift.

Will need food and drink for workers.

**Supplies needed:**
- N95s and mechanism for quick fit-testing (hoods, solutions)
- PPE: gowns, gloves, face shields (?? volume)
- Surgical masks for triage patients
- Hand sanitizer – for each station and entrance/exits
- Tables, computers (8 per site; 16 total)
- Chairs (2-3 per station; 24 per site; 48 total)
- Medical equipment (thermometers, stethoscopes, pulse oximeters, BP cuffs, tongue blades, otoscopes?)
- Germicidal wipes
- Trash cans/bags (one per station; 16 total)
- Cots (five per site)
- Extra chairs
- Resuscitation equipment – defibrillator, pocket masks, emergency kit with drugs? (one set per site)
- Phone and/or walkie-talkies
- Lists of critical phone numbers
- Vehicles for transporting to hospital (ambulance?)
- Educational materials
Welcome to the
Iowa Memorial Union
Triage Center

1. Grab mask
2. Please keep 6 feet social distance
3. Complete intake information form
4. Turn forms in at the Main Lounge
5. Proceed to Main Lounge for screening

Thank you for your cooperation
Welcome to the Iowa Memorial Union Triage Center

Please get a mask and wear at all times in the IMU

Maintain 6 feet social distance
Thank you for your cooperation
Welcome to the Iowa Memorial Union Triage Center

Please complete the intake information form and proceed to the Main Lounge for screening. Forms will be collected at check in.

Maintain 6 feet social distance

Thank you for your cooperation
1

Check In/Screening
1

Check Out
Door A
Exit Only

Please Enter Through Hubbard Commons; Madison Street Entrance
ATTACHMENT C-VII

PANDEMIC INFLUENZA PROCEDURES FOR RESIDENCE HALLS (UNIVERSITY HOUSING)

Plans, Required Resources and Other Considerations for Providing Outpatient Care to Students in University Residence Halls

I. Caring for Students at Onset of Outbreak

In the event that University of Iowa classes are canceled due to the threat of pandemic flu and/or a case of pandemic flu is diagnosed in a student who lives in the residence halls, the following steps will be taken for various levels of exposure:

A. students who have not been exposed, but who are unable to return home or return home quickly
   1. Students who live in residence halls and have not been exposed will be housed in Burge Hall, which is conveniently located near food services and has the capacity to house 400 students in private rooms with public restroom areas.
   2. students who live off-campus or in a sorority/fraternity will be isolated at their residence in the community

B. Students who have been exposed to the flu and must be quarantined
   1. a list of close contacts will be obtained to determine other students who have been exposed
   2. students on these lists will be notified via e-mail to report to one of the triage sites for symptom screening, and students who do not report to a triage site will be contacted by a volunteer
   3. students who are symptomatic will be taken to the interim isolation facility
   4. asymptomatic students will be given prophylactic antivirals (if available) and vaccination (if indicated) and will then be detained in quarantine until the period of incubation has passed (Note: There are many unanswered questions about the incubation period of pandemic influenza and the appropriate exposure criteria, and the onset of illness following exposure could vary by as much as 1-15 days. Therefore, the appropriate length of stay in quarantine is yet to be determined.)
   5. students in quarantine will be aggressively screened in order to prevent further exposure
   6. students who develop symptoms while in quarantine will be immediately isolated and transported to an isolation facility (interim or permanent)

C. Students who are exhibiting flu-like symptoms and must be isolated
   1. students diagnosed with pandemic influenza will be taken promptly to an isolation facility
   2. students will be masked at all times when out of their rooms
   3. students in off-campus housing will be isolated in their residence
II. Temporary Accommodations for Quarantine (exposed) and Isolation (ill)

Should the residence halls be closed, students will be given 48 hours notice to vacate their rooms. In most buildings, student belongings will not be moved. Students vacating residence halls should primarily be concerned with moving themselves out and not with removing belongings. Residents will be provided with pre-printed tags so that any major items left in the residence halls will be connected to an owner. In Burge and Mayflower, student room belongings will need to be accounted for and relocated or secured to minimize possible loss through theft or misplacement. Burge Hall and the Mayflower must be vacated to make space for ill and exposed students and those who cannot leave campus (international students, etc). Housing and other designated staff will coordinate the tagging and moving of student belongings.

During this period and prior to the establishment of facilities for quarantined and isolated students, interim facilities will be established to accommodate students. University Housing has approximately 100 mattresses; also will need to locate a source/supply of cots from Red Cross or other agency. Will need coordination of delivery of other items (linens, medical supplies, food/drink, computers, etc.) to each of these locations. Arrangements will need to be made to send staff/volunteers to each site.

A. Interim Quarantine Facility
   Interim quarantine accommodations will be established at the Hawkeye Tennis and Recreation Complex (west campus, off Prairie Meadow Drive).

B. Interim Isolation Facility
   Interim isolation accommodations will be established in Halsey Gym, Halsey Hall (corner of Madison and Jefferson, across from IMU).

III. Permanent Accommodations for Quarantine and Isolation

Once the residence halls have been vacated, permanent accommodations will be arranged in Mayflower Hall. Due to facility’s semi-private restrooms and ventilation system, this venue will help to minimize the spread of pandemic flu.

A. Permanent Quarantine Facility for exposed (not ill) students
   250 students may be housed Mayflower A/B in private rooms

B. Permanent Isolation Facility for ill (symptomatic) students
   Nearly 500 students may be housed in Mayflower C/D in double rooms with shared restrooms and kitchenettes (provided that students with pandemic influenza may be cohorted)

IV. Resources Needed in Quarantine and Isolation Facilities

A. Staffing Guidelines
University Housing will be working with Student Services Human Resources to determine effective staffing patterns and cross training of staff in case of a significant increase in staff absenteeism. The Pandemic Flu guidelines of the Association of College and University Housing Officers—International (ACUHO-I) recommend three staff members who can perform each essential function.

Isolation and quarantine facilities need to identify essential staff and positions that could work effectively from a remote location, provide a succession plan and determine responsibilities based on anticipated 40% absenteeism for each of the following areas:

- administrative
- residence life
- custodial
- maintenance
- food service

A housing/dining command center will be established to which personnel performing essential functions will report.

B. Staff Needs
1. Quarantine Facility (Mayflower)

   Medical, nursing or other qualified health care staff will be needed to provide:
   - a) Frequent (every 8 hrs minimum, maybe more often?) check on students either by making call into room or going door to door to pick up symptom sheet
   - b) Review of symptom sheets that students will be asked to complete every eight hours (self-check temperature, other symptoms, etc). Staff will respond to this information with personal assessment, as needed.

   Other Staff Needs:
   - a) Housekeeping services
   - b) Security staff to prevent students from leaving or parents from coming to pick up students
   - c) Volunteers for assorted duties
   - d) Food delivery to students and staff/ volunteers

   Needs will be similar in the interim quarantine facility except students are not in rooms; on mattresses/cots, separated by social distancing.

2. Isolation Facility (Mayflower)

   Medical, nursing or other qualified health care staff will be needed to provide:
   - a) Vital sign and symptom check every four to six hours
b) Students who are able will be asked to continue to fill out symptom sheet. Staff will go door to door and review, check on students
c) Assessment of fluid intake and provision of fluids regularly
d) Provision of needed medical care (Medication, antivirals, Tylenol)
e) Monitoring for worsening of symptoms that might require transportation to the hospital (we may need to move pts that need iv fluids- or any advanced level of care/monitoring to a confined space and cohort)

Other Staff Needs:
a) Housekeeping services
b) Security
c) Volunteers for assorted duties
d) Food delivery for patients and staff/volunteers

Needs will be similar in the interim quarantine facility except students are not in rooms; on mattresses/cots, separated by social distancing.

C. Supplies
1. Personal Protective Equipment
   The following protective gear will be provided to minimize risk of infection: (Still undetermined who will provide/fund /train on this equipment)
   - Surgical masks
   - N95 masks (will need mechanism for rapid fit-testing of staff/volunteers)
   - Gowns
   - Gloves
   - Face shields
   - Hand sanitizer

2. Medical instruments, equipment and supplies will be provided by Procurement and Medical Supplies officers:
   - Routine medications students may already be taking
   - Blood pressure cuffs
   - Thermometers (personal thermometers to be given to students, tympanic with disposable probes to be used by medical staff)
   - Pulse oximeters
   - AED (Ethical issues)
   - Oxygen
   - IV fluids and pumps, if available
3. Communications equipment will be provided by the Logistics section:
   - Cell phones
   - Computers (ideally, one in each room and a computer bank in central area). In Mayflower, the lobby is wireless and the rooms are wired.
   There is a computer lab in Mayflower which can be used for phone bank or central communications.

4. Personal Items for Students
   - Toiletries
   - Scrub shirts/pants for students to wear in quarantine/isolation
   - Masks, gloves
   - Stockpile and provide antiseptic soap, alcohol based/waterless hand hygiene products, tissues, and disinfectants.

C. Food
   Sack lunches will be delivered to central locations and delivered to students and staff housed or working in quarantine and isolation facilities. The cost of such a service remains to be determined. The UI should look to stockpile food and water (non-perishable items) and prepackaged utensils (Ohio State University is currently stockpiling MREs and cycling them to ensure they do not expire before use.

V. Other Considerations
   A. Students arriving at triage, quarantine and isolation sites should receive materials regarding the length of time required for the processes they will be asked to complete, the length of time they need to remain in quarantine, principles of infection control, etc.

   B. A website must be created to keep track of students who are isolated, quarantined, or otherwise must remain on campus. However, due to the fact that not all students may have access to a computer, there must be other options for reporting status of remaining students.

   C. The isolation and quarantine facilities require a mechanism for tracking who is being “admitted” or “discharged” from the facility in order to maintain an accurate census and bed count.
ATTACHMENT C-VIII

UIHC BIO-EMERGENCY PREPAREDNESS PLAN

Draft Plan available on the password protected UI Pandemic Influenza SharePoint site, under “Current Health Care Services Materials.”

ATTACHMENT C-IX
STANDARD PROTOCOL AND GUIDANCE FOR MEDICAL AND NON-MEDICAL ENVIRONMENTS

Assumptions:
- Classes are suspended
- Quarantine/isolation phase of pandemic plan is being implemented
- Students able to leave the residence halls have gone home
- Mayflower and Burge are the only residence halls in operation
- Only personnel performing essential functions are asked to report to work
- An adequate supply of personal protective equipment is available

Personal Protective Equipment (PPE) Guidelines:

N95 respirators will be required of all employees in the Mayflower
Other employees performing essential functions will need N95 respirator protection when in contact with suspected influenza cases
Examples: Cambus driver transporting suspected cases from IMU to Mayflower, IT staff or public safety officer going into Mayflower, IMU or UIHC for work-related task
Anticipate doing “just in time” fit-testing (over 1-2 days, performed by trained fit-testers) for all staff who need to wear N95 respirators at work.
Will need to do group fit-testing.
When not in contact with suspected cases, essential employees should wear surgical mask while at work
Mayflower residents suspected of having influenza should wear surgical masks
Large supply of gloves and alcohol hand cleaner will be needed for all employees

Non-pharmaceutical interventions:

Social distancing principles include: keeping three-foot distance between people, restricting large group gatherings or events, using plastic screens where employees come in contact with the public, such as front desks at Burge, Mayflower
Social distancing principles should be applied in work areas of personnel performing essential functions
Social distancing principles should be applied in areas where groups congregate, such as Burge and Mayflower, IMU site as much as possible
Counseling services should be available to assist staff and others cope with stress, loss, quarantine/isolation effects, ethical issues that affect decision-making

**Recommendations:**

- Maintain a current list of personnel performing essential functions for the UI
- Maintain a current list of trained fit-testers (at UEHC, SHS, HPO, PH)
- Stockpile a 2-week supply of PPE for non-medical UI personnel
  - 7,500 N95 respirator masks of various sizes
  - 50,000 surgical masks
  - 25,000 pairs of latex gloves in various sizes
  - 1,000 4 oz. bottles of alcohol hand cleaner
- Maintain a current list of experienced counselors on campus
ATTACHMENT C-XI
INCIDENT COMMAND JOB ACTION SHEETS

UNIVERSITY OF IOWA INCIDENT COMMAND SYSTEM           OPERATIONS SECTION

Health Care Services Director

Position Assigned To: Patrick Hartley M.D.
You Report To: Operations Section Chief
Command Center: ____________________________ Telephone: ______________________

Mission: Organize, prioritize and assign clinical staff and volunteers to areas where medical care is being delivered. Advise the Operations Section Chief on issues related to healthcare services

Time
Completed

Immediate

_____ Upon receipt of call from the Incident Commander announcing that the Pandemic Influenza Preparedness Plan is being implemented, contact the Operations Section Chief to confirm availability to assume position.
_____ Read this entire Job Action Sheet and review organizational chart on back.
_____ Meet with Operations Section Chief and Medical Officer after initial command section briefing to assist with development of an initial action plan.
_____ Assist and oversee the commencement of patient screening triage.
_____ Document all clinical staff assignments; facilitate rotation of clinical staff. Where necessary, assist with staff orientation to triage and treatment areas.
_____ Meet with Operations Chief and Medical Officer to plan and project triage and screening needs.
_____ Develop and maintain communication with the UIHC, Mercy, and the VAMC to confirm availability of supplies and referrals per the mutual aid memorandum of understanding.

Intermediate

_____ Meet with Operations Section Chief for appraisal of the situation regarding clinical staff and projected needs. Establish meeting schedule with Operations Chief if necessary.
_____ Maintain communication with the Operations Section Chief to co-monitor the triage and screening of patients.
Extended

____ Ensure maintenance of clinical staff time sheet; obtain clerical support if necessary.

____ Meet with the Operations Section Chief to keep him/her appraised of current conditions.

____ Regularly meet with the directors of triage/screening sites, medical supplies, procurement, pharmaceutical supplies and residential outpatient care to keep appraised of current conditions

____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

____ Other concerns:
## Medical Supply Officer

Position Assigned To: Gary Hagen

You Report To: Patrick Hartley M.D. (Health Care Services Director)

Command Center: ______________________ Telephone: ______________________

### Mission:
Organize and supply medical care equipment and supplies.

### Time Completed

**Immediate**
- _____ Receive appointment from Health Care Services Director.
- _____ Read this entire Job Action Sheet and review organizational chart on back.
- _____ Receive briefing from Health Care Services Director.
- _____ Meet with and brief medical supply personnel.
- _____ Establish and communicate the operational status of the medical supply pool to the Health Care Services Director, and Procurement Unit Leader.
- _____ Dispatch the pre-designated supply carts to triage and screening sites once these areas have been established. Enlist the assistance of the transportation officer.
- _____ Collect and coordinate essential medical equipment and supplies.
- _____ Develop medical equipment inventory to include those items listed in attachment C-V in the University of Iowa Pandemic Influenza Response Plan.
- _____ Identify additional equipment and supply needs. Make requests/needs known through Health Care Services Director. Gain the assistance of the Procurement Unit Leader when indicated.

**Intermediate**
- _____ Determine the anticipated pharmaceuticals needed with the assistance of the Health Care Services Director and Pharmaceutical Officer and determine if assistance is needed in procuring or delivery of the needed items.
- _____ Coordinate with Security Officer and Public Safety to protect resources.

**Extended**
- _____ Observe and assist staff who exhibit signs of stress or fatigue. Report concerns to Psychological Support Unit Leader.
- _____ Other concerns:
Outpatient Health Care Manager

Position Assigned To: Lisa James R.N.
You Report To: Patrick Hartley M.D. (Health Care Services Director)
Command Center: ______________________ Telephone: ______________________

Mission: Ensure the provision of outpatient health care services to students housed in quarantine and isolation sites.

<table>
<thead>
<tr>
<th>Time</th>
<th>Completed</th>
</tr>
</thead>
</table>
| Immediate | Receive appointment for the Health Care Services Director  
| | Read this entire Job Action Sheet and review organizational chart on back.  
| | Receive briefing from the Health Care Services Director  
| | Meet with Residential Housing Manager to discuss establishment of quarantine and isolation sites.  
| | Determine supply needs and communicate those needs to the Medical Supplies Officer and Pharmaceutical officer.  
| | Determine numbers of clinical and non-clinical staff and volunteers needed for outpatient care delivery |

| Intermediate | Ensure continued appropriate staffing at quarantine and isolation sites  
| | Keep in communication with the Residential Housing Manager to ensure optimal delivery of care to students housed in these sites.  
| | Assist with orientation program for those who will perform outpatient care in quarantine and isolation sites.  
| | Monitor medical and non-medical supplies and inform the appropriate officer if further supplies are needed. |

| Extended | Meet with the Health Care Services Director to keep him/her apprised of current conditions.  
| | Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.  
| | Other concerns: |
Pharmaceutical Supplies Officer

Position Assigned To: Mary Ross R.Ph., MBA

You Report To: Patrick Hartley M.D. (Health Care Services Director)

Command Center: __________________________ Telephone: ____________________

Mission: Ensure the availability of emergency, incident-specific, pharmaceutical and pharmacy services.

Time

Completed

Immediate

____ Receive appointment from Health Care Services Director.
____ Read this entire Job Action Sheet and review the organizational chart on back.
____ Receive briefing from Health Care Services Director with other subsection unit leaders; develop a subsection action plan.
____ Assign Pharmacy personnel and assess medication supplies.
____ Inventory most commonly utilized pharmaceutical items and provide for the continual update of this inventory.
____ Identify any inventories which might be transferred upon request to another facility and communicate list to the Health Care Services Director.

Intermediate

____ Communicate with the Department of Pharmaceutical Care Purchasing staff to assure a smooth method of requisitioning and delivery of pharmaceutical inventories throughout the triage and housing sites.
____ Take inventory and secure residential outpatient drug supplies.
____ Communicate with UIHC, Mercy, and VAMC regarding possible transfers of pharmaceuticals where needed.
____ Consult with the directors of student health service and employee health service to verify the availability of needed medications and procure or assure the availabilities of additional quantities if necessary.
____ Consult and communicate with the Outpatient Health Care Manager regarding pharmaceuticals needed for individuals in both quarantine and isolation.
**Extended**

- Provide for routine meetings with Health Care Services Director.
- Observe and assist staff who exhibit signs of stress and fatigue. Report any concerns to Ancillary Services Director. Provide for staff rest periods and relief.
- Offer available support to Public Health in coordinating efforts to prepare and dispense medications/vaccines.
- Other concerns:
Procurement Officer

Position Assigned To: Kelly Drake

You Report To: Patrick Hartley M.D. (Health Care Service Director)

Command Center: ___________________ Telephone: ____________________

Mission: Responsible for administering accounts receivable and payable to contract and non-contract vendors.

Time
Completed

Immediate

____ Receive appointment from Health Care Services Director.

____ Read this entire Job Action Sheet and review organizational chart on back.

____ Obtain briefing from Health Care Services Director; assist in the development of the section action plan.

____ Ensure the separate accounting of all contracts specifically related to the emergency incident; and all purchases within the enactment of the emergency incident response plan.

____ Establish a line of communication with the Medical Supplies Officer.

____ Obtain authorization to initiate purchases from the Health Care Services Director, or authorized representative.

____ Obtain information for Rx buyers to purchase/order IV fluids.

Intermediate

____ Forward a summary accounting of purchases to the Cost Unit Leader every eight hours.

Extended

____ Prepare a Procurement Summary Report identifying all contracts initiated during the declared emergency incident.

____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

____ Other concerns:
Residential Housing Manager

Position Assigned To: Von Stange

You Report To: Patrick Hartley M.D. (Health Care Services Director)

Command Center: ______________________ Telephone: ______________________

Mission: Establish, organize and maintain housing on campus for students in quarantine and isolation.

**Immediate**

- Receive appointment for the Health Care Services Director
- Read this entire Job Action Sheet and review organizational chart on back.
- Receive briefing from the Health Care Services Director
- Meet with Health Care Services Director and Screening Site Medical Director to discuss the need to close dormitories and to establish quarantine and isolation sites.
- If appropriate, establish predetermined sites for quarantine and isolation.
- Ensure that students vacate residence halls to be used for these sites in the predetermined timeframe.

**Intermediate**

- Ensure appropriate staffing at quarantine and isolation sites for delivery of outpatient services.
- Provide food service delivery to students housed in isolation and quarantine.
- Keep in communication with the outpatient health care manager to ensure optimal delivery of care to students housed in these sites.
- Communicate with public safety regarding procedures and policies for students isolated or quarantined.
- Assist with orientation program for those who will perform duties in support of quarantine and isolation sites.

**Extended**

- Meet with the Health Care Services Director to keep him/her apprised of current conditions.
- Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- Other concerns:
Screening Site Medical Director

Position Assigned To: Laurence Fuortes M.D. & David Braun, M.D.

You Report To: Patrick Hartley M.D. (Health Care Services Director)

Mission: Sort casualties according to severity of illness, and assure their disposition to the proper treatment area.

Time
Completed

Immediate

___ Receive appointment from Health Care Services Director.
___ Read this entire Job Action Sheet and review organizational chart on back.
___ Receive briefing from Health Care Services Director with other Health Care Services unit leaders.
___ Establish the university patient screening and triage Areas. Consult with the directors of student health services and employee health clinic regarding responsibility and staffing of those triage areas.
___ Ensure sufficient transport equipment and personnel for triage and screening sites.
___ Determine resource needs based on severity of pandemic.
___ Contact the Medical Supplies Officer and Pharmaceutical supplies officer to request needed resources.
___ Assign clinical staff and volunteers to run the triage and screening sites.

Intermediate

___ Contact Safety and Security Officer of security and traffic flow needs in the Triage Area. Inform Health Care Services Director of action.
___ Keep in communication with UIHC, Mercy and the VAMC regarding patient referrals.
___ Ensure daily reporting from the student health service and employee health clinic on persons screened and the disposition of those screened to the Health Care Service Director.
___ Monitor performance of the triage and screening sites and submit daily reports on the operation of these units as well as requests and recommendations for actions.
Extended

2. Keep Health Care Services Director apprised of status, number and severity of illness in the triage area or expected to arrive there.
3. Observe and assist staff who exhibit signs of stress and fatigue. Report concerns to Health Care Services Director. Provide for staff rest periods and relief.
4. Review and approve the area documenter's recordings of actions/decisions in the Triage Area. Send copy to the Treatment Areas Supervisor.
5. Other concerns:
SECTION D
CONTINUITY OF OPERATIONS

I. INTRODUCTION

The Continuity of Operations Subcommittee directed the development of contingency plans. Because the administrative, academic, and research units of the University of Iowa are highly interdependent, plan development was dynamic and iterative. Also, the subcommittee recognized that as institutional changes emerge (e.g., availability of technologies and other resources or shifts in unit organization), the plans will require re-evaluation and adjustment to ensure their continuing alignment.

II. GENERAL ASSUMPTIONS

a. An Incident Command Team, following the National Incident Management System, will respond to and manage pandemic influenza concerns.

b. The Incident Command Team will be activated at the Limited Services Phase to plan how best to educate the University community and provide available resources to mitigate the impact on the University. It is assumed that more will be known about how the virus is spread at this stage than at the earlier Alert/Standby Phase.

c. If a confirmed case of pandemic influenza transmission is reported in the US, it is assumed that federal and state officials will respond quickly to isolate and control it. However, this plan assumes those attempts will fail and the State and the University will be affected.

d. UIHC and SHS will experience increased demand from faculty, staff, and students for medical treatment and advice. Some faculty and staff may turn to their local providers. Some students may do the same; however, for many students the provider is a doctor in their home town, not in Iowa City, and the need for immediate attention and fear of the pandemic will likely increase student demand locally. Also, many faculty and staff, especially those in CHP plans, may turn to UIHC assuming there will be more expertise there.

e. The majority of faculty and staff will remain on campus and available for work, unless authorities close the Regents’ Universities or mandate quarantine.

f. The majority of undergraduate students will leave campus as soon as they and their families learn of incidences of influenza at the University of Iowa, although international students are likely to remain.

g. Assumption “f” will lead to a need for a decision from the Incident Command Team regarding the suspension of classes, as well as public events (e.g., performances, athletic events) and other non-essential functions.

h. Communication is an essential function for every unit in the University (see definition of "essential function" below).

i. The majority of professional and graduate students will remain on campus or in Iowa City and will be interested in continuing to work toward their degrees.

j. Faculty and staff will wish to remain in pay status during any time away from the workplace.
k. The University will be considered a “community asset” and a “state asset” in responding to a pandemic.

III. ESSENTIAL FUNCTIONS AND LINES OF SUCCESSION

Because of the potential for high absenteeism in the event of a pandemic or other public health emergency, continuity of operations requires identifying 1) essential functions throughout the University, 2) lines of succession detailing who is responsible for the functions and who will carry them out if the responsible individual is absent, and 3) the resources required to carry out those functions. "Essential functions" are those functions that must be carried out, irrespective of whether classes are suspended and a large proportion of personnel are unable to work, to avoid endangering the lives, well-being, or safety of people or animals relying on the University or to prevent irreparable damage to University property.

The essential functions of the University involve public safety, information technology, human resources, key facilities, and decisions by the central administration (the healthcare system is also an essential function and is given a separate section in this plan). Consequently, certain organizational units are critical to the University's continuity of operations under a suspension of non-essential functions: Public Safety, Information Technology Services (ITS), Human Resources (HR), Facilities Management, University Housing, and the Office of the Provost. These units have provided information to facilitate University-wide planning related to continuity of operations (Attachments D-I through D-XXVII). Other units throughout the University will develop their own plans based on the plans and policies of these units (and the Healthcare Services section).

IV. PLANNING AND POLICY RELATED TO THE ACADEMIC MISSION

The continuity of operations plan for the Office of the Provost is Attachment D-XXVII. The Office of the Provost will consult with the Deans and faculty groups during the pre-pandemic and pandemic alert periods to develop policies about the suspension of classes, grading of students, and the closing of academic-related venues and events as needed to minimize possible transmission of the virus. The Office of the Provost will also consult with the Vice President for Research and Research Deans to develop policies for maintaining research activities if parts of the campus are closed down in response to the pandemic. Finally, as noted above, the Office of the Provost will oversee the development of plans by colleges and other units reporting to the Office of the Provost. Continuity planning will be based on the following principles related to the University’s academic mission:

a. Classes will continue unless they are officially suspended University-wide by the Provost. A Dean, in consultation with and with the approval of the Provost, may decide to suspend classes in his or her respective College before a University-wide decision has been made.

b. Classes will almost certainly be suspended if a pandemic occurs on campus or in the Iowa City area. Under current University Policy, individual classes can be postponed by an individual professor in the event of the professor’s illness or unavailability.
c. The line of succession related to academic decision making will be Provost, Senior Associate Provost, Associate Provost for Faculty, Associate Provost for Academic Administration.

V. PLANNING AND POLICY RELATED TO STUDENT HEALTH SERVICE

Along with planning for decreased staffing and arranging for alternative decision makers, the Student Health Service will be responsible for the following tasks:

a. Disseminate infection control information and conduct an information campaign on self-care.
b. Initiate a surveillance program for early identification of cases, utilizing resident assistants in University housing, faculty, e-mail, etc.
c. Adjust operation of clinic to meet the needs of acute care patients, including transitioning to triage clinic only.
d. Work with local and state public health agencies to decide issues such as isolation, contact tracing, quarantine, etc., and provide recommendations for students wishing to leave the University.
e. Work with local and state public health agencies to provide mass immunization clinics and/or mass antiviral dispensing clinics for students.
f. Identify critical supplies for clinic and campus.
g. Provide for dedicated counseling/psychiatric care for family/friends of the deceased.

VI. UNIT PANDEMIC PREPAREDNESS PLANS

One of the key goals of the University of Iowa Pandemic Preparedness Task Force was to engage departments across the campus in planning for the continuity of their operations in the event of a widespread pandemic that might result in substantial absenteeism and/or loss of life. The dual purpose of continuity planning was to ensure the safety and well-being of members of our community, while delivering resources and services related to essential functions. The Task Force recognized that as information about a possible pandemic (including state and federal planning and research) is forthcoming, further planning may be needed, so each unit’s continuity plan is considered iterative and dynamic.

A. Pandemic Phases
The Task Force determined that actions related to preparation for and response to a pandemic would be guided by the following "phases," corresponding to the state of a pandemic outbreak in the world, the US, and the local Eastern Iowa region:

Phase 1 – Alert/Standby
A virus with pandemic potential is identified somewhere in the world. Pandemic planning should proceed, focusing on what needs to be accomplished before a human outbreak is confirmed overseas, including establishing the unit's decision-making chain of command and communicating it to all employees of the unit; establishing a plan for communicating information related to the pandemic to employees and students (including the pandemic phase;
changes in operations, policies, and procedures in the event that a different phase is activated; identifying and describing essential and non-essential functions; determining who will be responsible for monitoring the unit's ability to meet essential and non-essential functions.

Phase 2 – Limited Services
A pandemic virus, transmittable among humans, has arrived in the United States and/or Eastern Iowa. Units should closely monitor levels of absenteeism among employees and students; ensure that personnel in the decision-making chain of command are in close communication with one another; communicate any disruptions to the unit’s ability to carry out essential and non-essential functions to the administrative units to which they report (e.g., colleges, central administration offices); closely monitor the supply of resources needed to carry out essential functions and notify the administrative units to which they report of any threats to those supplies; remind faculty, staff, and students of how information regarding any necessary changes in operations or phases will be communicated.

Phase 3 – Full Services
There are mass absences due to ill employees, or to worried well employees/students being afraid to come to the University, or to employees needing to care for ill family members or children (due to daycare/school closures). Units should continue the actions described under Phase 2, noting that changes in operations may involve curtailment of non-essential functions.

Phase 4 – Recovery and Preparation for Subsequent Waves
Absences have declined; students and employees are inquiring about whether/when work pertaining to non-essential functions curtailed in Phase 3 may be resumed. In Phase 4, units should develop an after-action report documenting loss of lives and financial losses as well as an estimate regarding when non-essential functions can be resumed and the resources needed to resume those functions. If vaccines are available, units should encourage employees and students to obtain them; if vaccines are not available, units should activate Phase 2 activities, unless directed otherwise by the central administration.

B. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. All primary and backup individuals will be expected to follow these monitoring and reporting procedures:
- If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.
- In the event that the individual responsible for the function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision-maker, along with the anticipated consequences of failing to carry out the function.
- The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over his or her unit.
• The unit with administrative oversight will notify senior decision makers in other units that rely on the essential function that is being threatened with curtailment.
• The unit with administrative oversight will notify senior decision makers of administrative units to which it reports of the threat and the possible consequences of failing to carry out the essential function.
• In the event of a threat to essential functions, the original unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the unit with administrative oversight, will determine optimal procedures for mitigating loss/damage and determine if/when such procedures should be implemented.

C. Focus Areas of Continuity Plans
Units were asked to address four areas in their plans:
• **Decision making** – specifically the chain of command with designated backups for unit-level decisions; also, decision-making processes to handle disruptions and to meet the wellness needs of employees and minimize their exposure to morbidity and mortality associated with a pandemic. The latter includes establishing an ethic of infection control in the workplace (e.g., systems to reduce infection transmission, options for working offsite while ill, providing services from home and/or worker education).
• **Communication** - points-of-contact and communication methods for information flowing out of and into the unit, including communicating with the University Incident Command Center.
• **Essential Functions** - to include who is responsible for them and guidelines for backups in the event that the person with primary responsibility is unable to carry them out. Essential resources are identified as well; production and delivery of essential products and services to the University and potentially to nearby communities must continue. Vital supplies and services need to remain available during times of significant and sustained worker absenteeism, which might require establishing partnerships to provide mutual support and maintenance of essential services.
• **Recovery** - the major challenges the unit would confront in coming back to full functionality and the plans to implement long-term actions. Specific recovery activities will depend on the impact of the pandemic and likelihood of future waves typically associated with a pandemic.

In addition, academic/credit-granting units were asked to address
• **Grading Policy** - how grades/credits will be determined in the event of a University-mandated suspension of classes.

D. Essential Function Resources
For each of the essential functions, units were asked to describe the resources required to perform the functions (e.g., information technology such as computers, network access; electrical power; consumables, such as pharmaceuticals, fuel, food items; non-consumables, such as furniture, appliances). Also, for each consumable resource, the unit plans indicate if could be stockpiled, and if so,
the duration for which each resource could be stockpiled, how/where the resource might be maintained, and any contingencies on stockpiling (such as seasonal constraints).

E. Job Action Sheets
For each essential function, units were asked to develop job action sheets, which provide specific guidelines to be followed by the designated backups. Along with describing the function, a job action sheet identifies

- the individual primarily responsible for performing the function, as well as first, second, and third backups
- the decision maker with oversight over the individual responsible for carrying out the function
- other units, processes, or individuals that rely on the function
- anticipated consequences of not performing the function
- procedures, and in some cases alternative procedures, for carrying out the function (which may take the form of readily accessible internal documents such as print or on-line operations manuals and job descriptions)
- units/individuals with whom to communicate as tasks are carried out
- the resources required to perform the function and the supplier(s) of those resources

The intent of the Task Force was for all units to have job action sheets for each essential function. Job action sheets completed in 2008, as well as those submitted prior to publication of the FY 2008 plan, are included in this section; remaining units are asked to develop their contributions for the 2009 revision of this plan.
ATTACHMENT D-I
CENTER FOR DIVERSITY AND ENRICHMENT
Continuity Plan

I. Mission Statement:

The Mission of the Center for Diversity & Enrichment is to bring to life the UI’s commitment to create a diverse and welcoming climate with a critical mass of students, staff and faculty from communities underrepresented in higher education. This office provides the primary leadership and coordination for outreach and service to underserved and minority communities for pre-college student development and recruitment, and for developing and sustaining programs and activities that support the ability of minority and underserved students from diverse backgrounds to increase their skills to thrive and succeed at The University of Iowa and develop a life-long commitment to independent learning. Briefly describe the core activities of your unit:

- Retention programming for current students at the University of Iowa
- Counseling and advising of current and prospective students
- Upward Bound Program

II. Decision-Making

A. Decision-Making: Chain-of-Command

List the chain-of-command for the four top decision-makers in the unit, along with their e-mail, telephone, and campus office addresses, with 1 = first in command, to 4 = fourth in command:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy J. Humbles</td>
<td>24 Phillips Hall</td>
<td>335-2092</td>
<td><a href="mailto:nancy-humbles@uiowa.edu">nancy-humbles@uiowa.edu</a></td>
</tr>
<tr>
<td>Andrew Freeman</td>
<td>24 Phillips Hall</td>
<td>335-1427</td>
<td><a href="mailto:andrew-freeman@uiowa.edu">andrew-freeman@uiowa.edu</a></td>
</tr>
<tr>
<td>Johnnie Sims</td>
<td>310 Calvin Hall</td>
<td>335-1301</td>
<td><a href="mailto:Johnnie-sims@uiowa.edu">Johnnie-sims@uiowa.edu</a></td>
</tr>
<tr>
<td>Jeanne Meyer</td>
<td>315 Calvin Hall</td>
<td>335-6664</td>
<td><a href="mailto:Jeanne-meyer@uiowa.edu">Jeanne-meyer@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Please indicate one of the following

- Communications contact and back ups are the same as indicated above for decision-making.
- An alternative communications contact and back-up list is attached.
**B. Communication Methods**

Communications from unit up to administrative reporting line regarding operations, procedures, or policies: Telephone, e-mail, and face-to-face.

Communications within your unit to employees and students regarding changes in operations, procedures, or policies: Telephone, e-mails, website.

Communications from employees and students in your unit regarding their ability to meet commitments to your unit: Telephone, e-mail, website, face-to-face.

**IV. Essential Functions**

Communication is an essential function for every unit.

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Briefly Describe the Potential Effect(s) of Failure to Perform Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Nancy J. Humbles Director, Center for Diversity &amp; Enrichment 24 Phillips Hall 335-2092 <a href="mailto:nancy-humbles@uiowa.edu">nancy-humbles@uiowa.edu</a></td>
<td>Yes</td>
<td>Lack of oversight of key university functions and decisions</td>
</tr>
<tr>
<td>2. Workflow – Staff</td>
<td>Nancy J. Humbles Director, Center for Diversity &amp; Enrichment 24 Phillips Hall 335-2092 <a href="mailto:nancy-humbles@uiowa.edu">nancy-humbles@uiowa.edu</a></td>
<td>Yes</td>
<td>Need to process departmental travel, leave, timesheets for part-time staff</td>
</tr>
<tr>
<td>3. Workflow - Coordinators</td>
<td>Andrew Freeman Coordinator of Outreach and Campus Planning 24 Phillips Hall 335-1427 <a href="mailto:andrew-freeman@uiowa.edu">andrew-freeman@uiowa.edu</a></td>
<td>Yes</td>
<td>Need to process departmental travel, leave</td>
</tr>
<tr>
<td>4. Counseling Services</td>
<td>Andrew Freeman Coordinator of Outreach and Campus Planning 24 Phillips Hall 335-1427 <a href="mailto:andrew-freeman@uiowa.edu">andrew-freeman@uiowa.edu</a></td>
<td>Yes</td>
<td>Failure to deliver services and support to main constituents of our office</td>
</tr>
</tbody>
</table>
| 5. School and Community Partners | Andrew Freeman  
Coordinator of Outreach and Campus Planning  
24 Phillips Hall  
335-1427  
andrew-freeman@uiowa.edu | Yes | Failure to deliver program services |
| 6. Retention Programs | Andrew Freeman  
Coordinator of Outreach and Campus Planning  
24 Phillips Hall  
335-1427  
andrew-freeman@uiowa.edu | No | Failure to deliver services and support to main constituents of our office |

B. Essential Function Back-Ups

|-----------------------------------|---------------|----------------|--------------|
| 1. Communication                  | Andrew Freeman  
Coordinator of Outreach and Campus Planning  
24 Phillips Hall  
335-1427  
andrew-freeman@uiowa.edu | Marisa Moore  
Multicultural Coordinator  
24 Phillips Hall  
335-0591  
marisa-moore@uiowa.edu | Kelly Bridenstine  
Secretary  
24 Phillips Hall  
335-1419  
kelly-bridenstine@uiowa.edu |
| 2. Workflow – Staff               | Andrew Freeman  
Coordinator of Outreach and Campus Planning  
24 Phillips Hall  
335-1427  
andrew-freeman@uiowa.edu | Sheila Vedder  
Program Associate II  
310 Calvin Hall  
335-1424  
shea-vedder@uiowa.edu | Kimberly Carter  
Administrative Assistant  
202 Jessup Hall  
335-0124  
kimberly-j-carter@uiowa.edu |
| 3. Workflow – Coordinators        | Nancy J. Humbles  
Director, Center for Diversity & Enrichment  
24 Phillips Hall  
335-2092  
nancy-humbles@uiowa.edu | Sheila Vedder  
Program Associate II  
310 Calvin Hall  
335-1424  
shea-vedder@uiowa.edu | Kimberly Carter  
Administrative Assistant  
202 Jessup Hall  
335-0124  
kimberly-j-carter@uiowa.edu |
| 4. Counseling Services            | Nancy J. Humbles  
Director, Center for Diversity & Enrichment  
24 Phillips Hall  
335-2092  
nancy-humbles@uiowa.edu | Marisa Moore  
Multicultural Coordinator  
24 Phillips Hall  
335-0591  
marisa-moore@uiowa.edu | Gabriela Rivera  
Multicultural Coordinator  
24 Phillips Hall  
335-0570  
gabriela-rivera@uiowa.edu |
C. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required for Function</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Stockpiling Duration</th>
<th>How/Where Stockpile Maintained</th>
<th>Stockpiling Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Telephone, Email, Computer, Network Access, Electrical Power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Workflow – Staff</td>
<td>Telephone, Email, Computer, Network Access, Electrical Power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Workflow – Coordinators</td>
<td>Telephone, Email, Computer, Network Access, Electrical Power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Counseling Services</td>
<td>Telephone, Email, Computer, Network Access, Electrical Power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. School and Community Partners</td>
<td>Telephone, Email, Computer, Network Access, Electrical Power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Retention Programs</td>
<td>Telephone, Email, Computer, Network Access, Electrical Power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recovery**

Students – Reconnecting, contacting, outreach to students we serve letting them know we are available for counseling to provide support and programming.

School and Community Partners – Re-establish programming.

Collaboration – Reconnect with campus resources and departments.
NDIL/TRiO Pandemic Plan

Chain of Command within NDIL/Trio SSS

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnnie M. Sims</td>
<td>310 CalH</td>
<td>5-1288</td>
<td><a href="mailto:Johnnie-sims@uiowa.edu">Johnnie-sims@uiowa.edu</a></td>
</tr>
<tr>
<td>Cathy Colony Bunnell</td>
<td>310 CalH</td>
<td>5-1288</td>
<td><a href="mailto:Catherine-bunnell@uiowa.edu">Catherine-bunnell@uiowa.edu</a></td>
</tr>
<tr>
<td>Carolyn Barrientes</td>
<td>310 CalH</td>
<td>5-1288</td>
<td><a href="mailto:Carolyn-barrientes@uiowa.edu">Carolyn-barrientes@uiowa.edu</a></td>
</tr>
<tr>
<td>Brooke Paulsen</td>
<td>310 CalH</td>
<td>5-1288</td>
<td><a href="mailto:Brooke-paulsen@uiowa.edu">Brooke-paulsen@uiowa.edu</a></td>
</tr>
</tbody>
</table>

A. Essential Functions of the Unit

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible</th>
<th>Remote Accessibility?</th>
<th>Effects of Failure to Perform Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Johnnie Sims Director, TRiO/</td>
<td>YES</td>
<td>Failure to meet goals of USDE. Change in scope of program as approved.</td>
</tr>
<tr>
<td></td>
<td>310 CalH 5-1288</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Workflow-Staff</td>
<td>Johnnie Sims Director, TRiO/</td>
<td>YES</td>
<td>Failure to document pay for work at remote sites</td>
</tr>
<tr>
<td></td>
<td>310 CalH 5-1288</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Workflow-Student Employees</td>
<td>Kristi Murphy Secretary-Trio</td>
<td>YES</td>
<td>Student employees would not be paid for work</td>
</tr>
<tr>
<td></td>
<td>310 CalH 5-1288</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kristi-murphy@uiowa.edu">kristi-murphy@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Academic Coaching</td>
<td>Carolyn Barrientes Trio</td>
<td>YES</td>
<td>Students would not receive needed support for success</td>
</tr>
<tr>
<td></td>
<td>Multicultural Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>310 CalH 5-1288</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:carolyn-barrientes@uiowa.edu">carolyn-barrientes@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Tutoring Services</td>
<td>Student Employees</td>
<td>Sometimes</td>
<td>Students would not receive needed support for success</td>
</tr>
</tbody>
</table>

B. Essential Function Back-Ups

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Johnnie Sims Director, TRiO/</td>
<td>Thomas Sulentic Technology Admin</td>
<td>Kristi Murphy Secretary-Trio</td>
</tr>
<tr>
<td></td>
<td>310 CalH 5-1288</td>
<td>310 CalH-5-1288</td>
<td>310 CalH 5-1288</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
<td><a href="mailto:thomas-sulentic@uiowa.edu">thomas-sulentic@uiowa.edu</a></td>
<td><a href="mailto:kristi-murphy@uiowa.edu">kristi-murphy@uiowa.edu</a></td>
</tr>
</tbody>
</table>
### 2. Workflow-Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnnie Sims</td>
<td>Director, TRiO/</td>
<td>310 CalH 5-1288 <a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
</tr>
<tr>
<td>Thomas Sulentic</td>
<td>Technology Admin</td>
<td>310 CalH-5-1288 <a href="mailto:thomas-sulentic@uiowa.edu">thomas-sulentic@uiowa.edu</a></td>
</tr>
<tr>
<td>Kristi Murphy</td>
<td>Secretary-Trio</td>
<td>310 CalH 5-1288 <a href="mailto:kristi-murphy@uiowa.edu">kristi-murphy@uiowa.edu</a></td>
</tr>
</tbody>
</table>

### 3. Workflow-Student Employees

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristi Murphy</td>
<td>Secretary-Trio</td>
<td>310 CalH 5-1288 <a href="mailto:kristi-murphy@uiowa.edu">kristi-murphy@uiowa.edu</a></td>
</tr>
<tr>
<td>Thomas Sulentic</td>
<td>Technology Admin</td>
<td>310 CalH-5-1288 <a href="mailto:thomas-sulentic@uiowa.edu">thomas-sulentic@uiowa.edu</a></td>
</tr>
<tr>
<td>Johnnie Sims</td>
<td>Director, TRiO/</td>
<td>310 CalH 5-1288 <a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
</tr>
</tbody>
</table>

### 4. Workflow-staff & student backup

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Sulentic</td>
<td>Technology Admin</td>
<td>310 CalH-5-1288 <a href="mailto:thomas-sulentic@uiowa.edu">thomas-sulentic@uiowa.edu</a></td>
</tr>
<tr>
<td>Johnnie Sims</td>
<td>Director, TRiO/</td>
<td>310 CalH 5-1288 <a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
</tr>
<tr>
<td>Kristi Murphy</td>
<td>Secretary-Trio</td>
<td>310 CalH 5-1288 <a href="mailto:kristi-murphy@uiowa.edu">kristi-murphy@uiowa.edu</a></td>
</tr>
</tbody>
</table>

### 5. Academic Coaching

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Barrientes</td>
<td>Trio Multicultural Coordinator</td>
<td>310 CalH 5-1288 <a href="mailto:carolyn-barrientes@uiowa.edu">carolyn-barrientes@uiowa.edu</a></td>
</tr>
<tr>
<td>Johnnie Sims</td>
<td>Director, TRiO/</td>
<td>310 CalH 5-1288 <a href="mailto:johnnie-sims@uiowa.edu">johnnie-sims@uiowa.edu</a></td>
</tr>
<tr>
<td>Cathy Colony Bunnell</td>
<td>Asst. Director, Trio</td>
<td>310 CalH 5-1288 <a href="mailto:catherine-bunnell@uiowa.edu">catherine-bunnell@uiowa.edu</a></td>
</tr>
</tbody>
</table>

### 6. Tutoring Services

- Part-time student employees
- No backups for part-time

### C. Essential Functions Resources

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required for Function</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Stockpiling Duration</th>
<th>How/Where Stockpile Maintained</th>
<th>Stockpiling Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Telephone, E-mail, Computer, UI Network Access, Electrical power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Workflow-Staff</td>
<td>Telephone, E-mail, Computer, UI Network Access, Electrical power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Workflow-Student Employees</td>
<td>Telephone, E-mail, Computer, UI Network Access, Electrical power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Academic Coaching</td>
<td>Telephone, E-mail, Computer, Network Access, Electrical power</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Tutoring Services</td>
<td>Telephone, E-</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recovery

We are completely dependent upon access to the UI network for access to our student records and communication. If we have enough advance notice, taking our computers with us is necessary.
Upward Bound Plan for Pandemic

I. Core Activities of Unit:
Upward Bound works with six high schools in southeastern Iowa who are potential first generation and or low-income students to support their successful graduation from high school and transition to post secondary education.

II. Decision Making
A. Chain of command

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanne Meyer</td>
<td>315 Calvin</td>
<td>335-6708</td>
<td><a href="mailto:jeanne-meyer@uiowa.edu">jeanne-meyer@uiowa.edu</a></td>
</tr>
<tr>
<td>Brent Studer</td>
<td>315 Calvin</td>
<td>335-6708</td>
<td><a href="mailto:brent-studer@uiowa.edu">brent-studer@uiowa.edu</a></td>
</tr>
<tr>
<td>Rachel Norman</td>
<td>315 Calvin</td>
<td>335-6708</td>
<td><a href="mailto:rachel-norman@uiowa.edu">rachel-norman@uiowa.edu</a></td>
</tr>
<tr>
<td>Dana Thomann</td>
<td>315 Calvin</td>
<td>335-6708</td>
<td><a href="mailto:dana-thomann@uiowa.edu">dana-thomann@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications
A. Communications from UB to the administrative unit to which it reports: Jeanne Meyer to Nancy Humbles
B. Communications to your unit from the central administration or the administrative unit to which it reports: Marcella David to Nancy Humbles to Jeanne Meyer
C. Communications within UB to employees and students regarding change in unit, University operations, procedures or policies: Jeanne Meyer-to Brent Studer to Rachel Norman to Dana Thomann to Christine Slauson---all will participate in notification to target schools, parents and students.
D. Communications from employees and students in UB regarding their ability to meet their commitments as participants: Students contracting by phone, email or mail to any UB employee.

A. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Person Responsible</th>
<th>Remote Accessibility?</th>
<th>Effects of Failure to Perform Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Jeanne Meyer, Director UB 315 Calvin 5-6708 <a href="mailto:Jeanne-meyer@uiowa.edu">Jeanne-meyer@uiowa.edu</a></td>
<td>Yes</td>
<td>Failure to meet goals of UB. Change in scope of program as approved.</td>
</tr>
<tr>
<td>2. Workflow-staff</td>
<td>Jeanne Meyer, Director UB 315 Calvin 5-6708 <a href="mailto:Jeanne-meyer@uiowa.edu">Jeanne-meyer@uiowa.edu</a></td>
<td>Yes</td>
<td>Failure to document pay for temporary and part-time staff both during the academic year and summer program.</td>
</tr>
</tbody>
</table>
3. Workflow-stipends, appointments, record keeping, expenditures for academic year and summer program  
Christine Slauson, Secretary, 315 Calvin 5-6708  
Christine-slauson@uiowa.edu  
Yes  
Failure to process stipend for UB participants.

4. Academic Services-weekly and summer curriculum, service delivery and supervisor of summer staff  
Dana Thomann, Coordinator of Academic Services, 315 Calvin Hall, 5-6708 dana-thomann@uiowa.edu  
Yes  
Failure to deliver program services.

5. Counseling Services-programming transportation, campus day services, supervises summer residential component  
Rachel Norman, Coordinator of Counseling Services, 315 Calvin, 5-6708  
Rachel-norman@uiowa.edu  
Yes  
Failure to deliver program services.

6. Technology Services-accessibility and summer technology seminars.  
Brent Studer, Coordinator of Technology Services, 315 Calvin Hall, 5-6708, brent-studer@uiowa.edu  
Yes  
Computer services could be threatened without adequate support. Technology goals of UB could not be meet.

7. Other: college testing program, college application service to participants, college transition seminar  
Jeanne Meyer, Director UB 315 Calvin 5-6708  
Jeanne-meyer@uiowa.edu  
Yes  
Failure to deliver program services.

8. Reporting to U.S. Department of Education  
Jeanne Meyer, Director UB 315 Calvin 5-6708  
Jeanne-meyer@uiowa.edu  
Yes  
Compliance with U.S. Department of Education regulations.

### B. Essential Function Back-ups

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Jeanne Meyer, Director UB 315 Calvin 5-6708 <a href="mailto:Jeanne-meyer@uiowa.edu">Jeanne-meyer@uiowa.edu</a></td>
<td>Brent Studer, Coordinator of Technology Services, 315 Calvin Hall, 5-6708, <a href="mailto:brent-studer@uiowa.edu">brent-studer@uiowa.edu</a></td>
<td>Dana Thomann, Coordinator of Academic Services, 315 Calvin Hall, 5-6708 <a href="mailto:dana-thomann@uiowa.edu">dana-thomann@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Workflow-staff</td>
<td>Jeanne Meyer, Director UB 315 Calvin 5-6708 <a href="mailto:Jeanne-meyer@uiowa.edu">Jeanne-meyer@uiowa.edu</a></td>
<td>Brent Studer, Coordinator of Technology Services, 315 Calvin Hall, 5-6708, <a href="mailto:brent-studer@uiowa.edu">brent-studer@uiowa.edu</a></td>
<td>Dana Thomann, Coordinator of Academic Services, 315 Calvin Hall, 5-6708 <a href="mailto:dana-thomann@uiowa.edu">dana-thomann@uiowa.edu</a></td>
</tr>
</tbody>
</table>
C. Essential Functions Resources

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required for Function</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Stockpiling Duration</th>
<th>How/Where Stockpile Maintained</th>
<th>Stockpiling Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Telephone, email, computer, network access, electricity, internet</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workflow-staff</td>
<td>Telephone, email, computer, network access, electricity, internet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Telephone-stipends, appointments, record keeping, expenditures for academic year and summer program</td>
<td>Telephone, email, computer, mail network access, electricity, internet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Academic Services-weekly and summer curriculum, service delivery and supervisor of summer staff</td>
<td>Telephone, email, computer, network access, electricity, internet, car, bus, vans, classroom at field sites on classrooms for summer program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Counseling Services programming transportation, campus day services, supervises summer residential component</td>
<td>Telephone, email, computer, network access, electricity, internet, car, bus, vans, residence hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Technology Services-accessibility and summer technology seminars.</td>
<td>Telephone, email, computer, network access, electricity, internet, car, bus, vans, classroom at field sites on classrooms for summer program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Other: college testing program, college application service to participants, college transition seminar</td>
<td>Telephone, email, computer, mail network access, electricity, internet, classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No

No

No

No

No

No
Recovery

- Communication with target schools, parents and participants about the resumption of services. Coordination will depend upon conditions in the sites served by UB.
- Development of a plan to adjust services to the time frame available for delivering UB services i.e. point in academic year or summer when recovery can begin.
- Apprise the U.S. Department of Education of recovery plans and discuss how the scope of services to participants has been affected.
- Recovery efforts will depend upon the resumption of parallel services that support the work of UB.
ATTACHMENT D-II
COLLEGE OF EDUCATION
Continuity Plan

I. Core Activities

The mission of the College of Education (COE) can be summarized as teaching, research and service.

II. Decision Making

The unit’s four top decision makers are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dean Sandra Damico</td>
<td>N459 Lindquist Ctr</td>
<td>(319) 335-5380</td>
<td><a href="mailto:sandra-damico@uiowa.edu">sandra-damico@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Assoc. Dean David Bills</td>
<td>N459 Lindquist Ctr</td>
<td>(319) 335-5383</td>
<td><a href="mailto:david-bills@uiowa.edu">david-bills@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Assoc. Dean Susan Lagos Lavenz</td>
<td>N310 Lindquist Ctr</td>
<td>(319) 335-5437</td>
<td><a href="mailto:susan-lagos-lavenz@uiowa.edu">susan-lagos-lavenz@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Dr. Dennis Maki, DEO</td>
<td>N338 Lindquist Ctr</td>
<td>(319) 335-5284</td>
<td><a href="mailto:dennis-maki@uiowa.edu">dennis-maki@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Communications contact and backups for this unit are those individuals listed above in the decision-making chain of command. They will be responsible for transmitting or receiving

- communications from the College to the administrative unit to which it reports regarding threats to the College’s ability to carry out its essential and non-essential functions;
- communications to the College from the central administration (or the administrative unit to which it reports) regarding policies and planning occurring at higher/central levels;
- communications within the College to employees and students regarding changes in collegiate or university operations, procedures, or policies;
- communications from employees and students in the College regarding their ability to meet their commitments to the College.

B. Communication Methods

For communications from the College up the administrative reporting line regarding operations, procedures, or policies: telephone, e-mail

For communications within the College to employees and students regarding changes in operations, procedures, or policies: COE and university website

For communications from employees and students in the College regarding their ability to meet commitments to the College: e-mail, telephone (pre-recorded message to direct people to University website)
IV. Essential Functions

A. Essential Functions of the College of Education

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>(Individuals identified above in chain of command under II. Decision Making)</td>
<td>Yes</td>
<td>Communication failure</td>
</tr>
<tr>
<td>2. Information Technology</td>
<td>John Achrazoglou, Director N157 LC (w) (319) 335-5620 <a href="mailto:john-achrazoglou@uiowa.edu">john-achrazoglou@uiowa.edu</a></td>
<td>Yes</td>
<td>Communication failure</td>
</tr>
</tbody>
</table>

B. Essential Function Back-Ups

In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Assoc Dean David Bills N459 Lindquist Ctr (319) 335-5383 <a href="mailto:david-bills@uiowa.edu">david-bills@uiowa.edu</a></td>
<td>Assoc Dean Susan Lagos N310 Lindquist Ctr <a href="mailto:susan-lagos-lavenz@uiowa.edu">susan-lagos-lavenz@uiowa.edu</a></td>
<td>Dr. Dennis Maki, DEO N338 Lindquist Ctr (319)335-5284 <a href="mailto:dennis-maki@uiowa.edu">dennis-maki@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Information Technology</td>
<td>David Lippe N164 LC (w) (319) 335-6227 <a href="mailto:david-lippe@uiowa.edu">david-lippe@uiowa.edu</a></td>
<td>Wayne Kintz N164 LC (w) (319) 384-0502 <a href="mailto:wayne-kintz@uiowa.edu">wayne-kintz@uiowa.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will
determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

**D. Essential Function Resources**
For each of the above essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Telephone, electrical power, computer with internet access</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Information Technology</td>
<td>Internet connection, WS_FTP software, authorized HawkID, electrical power</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**V. Grading/Credit Policy (Academic Credit-Granting Units Only)**
The College of Education will follow the University policies, in the event that there is a University-wide suspension of classes for the semester, either within the first 10 weeks of the semester or after the first 10 weeks of the semester. Details are presented in Appendix A.

**VI. Recovery**
At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, the major challenges to be faced by the College of Education would involve
- Licensure issues for student teachers and others completing licensure programs
- Logistics related to training sites for student teachers, school psychologists, school counselors and educational administrators

**VII. Job Action Sheets**
The following job actions sheet provides guidelines for performance of an essential function—website emergency footer information.
Job Action Sheet
WEBSITE EMERGENCY FOOTER INFORMATION

Description of function: Run a routine that puts an emergency message as a footer on every College of Education web page.

Primary Individual: John Achrazoglou, N157 Lindquist Ctr, (319) 335-5620
john-achrazoglou@uiowa.edu

First Backup: David Lippe, N164 Lindquist Ctr, (319) 335-6227
david-lippe@uiowa.edu

Second Backup: Wayne Kintz, N164 Lindquist Ctr, (319) 384-0502
wayne-kintz@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Dr. Sandra Damico, N459 Lindquist Ctr, (319) 335-5380, sandra-damico@uiowa.edu
Dr. David Bills, N459 Lindquist Ctr, (319) 335-5383, david-bills@uiowa.edu

Anticipated consequences of not performing function: People looking for information on the closure of the College of Education will not be directed to the University of Iowa website for further details.

Procedures for performing function:
- Authorization to carry out emergency plan given by Dean or designate.
- Login in with FTP with authorized HawkID
- Run designated command
- Test/view results

Alternative procedures for performing function: Implement alternate, more manual methods of hand coding the needed emergency information on the College’s web site.

Whom to communicate with as tasks are carried out: See above list of individuals and decision makers.

Resources required to perform function:
- Internet connection
- WS_FTP software
- Authorized HawkID

Resource supplier(s):
- ITS if response from campus
- Mediacom if response from home for John Achrazoglou and Wayne Kintz, Qwest for David Lippe.
APPENDIX D-1.1: Exemplary Grading Policies in the Event of Class Suspension

Example 1: Undergraduate, Graduate Lectures, Seminars:
A. Grading Policy: University-Wide Suspension of Classes within First 10 Weeks of the Semester
   • If classes are suspended in the first 10 weeks of the semester due to a University-wide mandate, then students' registration for the course will be withdrawn without the designation of "W" on their transcript.

B. Grading Policy: University-Wide Suspension of Classes after First 10 Weeks of the Semester
   • If classes are suspended after 10 weeks of the semester due to a University-wide mandate, then students may elect either of the following:
     • Receive an "Incomplete," and submit the remaining assignments by the end of the next semester.
     • Receive their current grade.
     • Students must convey which option they are taking within one week of the University announcement of class suspension via e-mail to the course instructor.

Example 2: Practicum/Clinical
A. Grading Policy: University-Wide Suspension of Classes within First 10 Weeks of the Semester
   • If classes are suspended in the first 10 weeks of the semester due to a University-wide mandate, then courses that entail a practicum and/or clinical assignment(s) for students may be continued at the discretion of the college in consultation with the instructor(s) responsible for the course and the Provost.
     • If the decision is made to continue the course, then students will have the option of electing to withdraw (without a "W" designation) or to continue in the course. If the option to continue the course is offered, instructors must convey to students any changes to course requirements (including clinical assignments, credit/grading criteria) as soon as reasonably possible. Students must convey which option they are taking within one week of the University announcement of class suspension via e-mail to the course instructor.
     • If the decision is made to suspend the course, then instructors must convey to students expectations regarding their clinical/practicum responsibilities/commitments during the suspension as soon as reasonably possible.

B. Grading Policy: University-Wide Suspension of Classes after First 10 Weeks of the Semester
   • If classes are suspended after the first 10 weeks of the semester due to a University-wide mandate, then courses that entail a practicum and/or clinical assignment(s) for students may
be continued at the discretion of the college in consultation with the instructor(s) responsible for the course and the Provost.

- If the decision is made to continue the course, then students will have the option of electing to withdraw (with a "W" designation) or to continue in the course. If the option to continue the course is offered, instructors must convey to students any changes to course requirements (including clinical assignments, credit/grading criteria) as soon as reasonably possible.
- If the decision is made to suspend the course, then instructors must convey to students expectations regarding their clinical/practicum responsibilities/commitments during the suspension as soon as reasonably possible.
ATTACHMENT D-III
COLLEGE OF PUBLIC HEALTH
Continuity Plan

I. Core Activities

The mission of the University of Iowa College of Public Health (CPH) is to “promote health and prevent injury and illness through commitment to education and training, excellence in research, innovation in policy development, and devotion to public health practice.” In developing the continuity plan for the CPH, the University’s definition of essential functions was utilized (i.e., resources and services critical to avoid (1) endangering the lives, well-being, or safety of people or animals relying on the University; or (2) irreparable damage to University property).

II. Decision Making

The decision makers are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dean Susan Curry</td>
<td>E220 H1 GH</td>
<td>(319) 384-5452</td>
<td><a href="mailto:sue-curry@uiowa.edu">sue-curry@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Assoc. Dean Leon Burmeister</td>
<td>E220 G GH</td>
<td>(319) 384-5488</td>
<td><a href="mailto:leon-burmeister@uiowa.edu">leon-burmeister@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Assoc. Dean Tanya Uden-Holman</td>
<td>E220D GH</td>
<td>(319) 384-5489</td>
<td><a href="mailto:tanya-uden-holman@uiowa.edu">tanya-uden-holman@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Asst. Dean Ann Coady</td>
<td>E220 J GH</td>
<td>(319) 384-5454</td>
<td><a href="mailto:ann-coady@uiowa.edu">ann-coady@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Communications contact and back-ups for this unit are those individuals listed above in the decision-making chain of command. They will be responsible for transmitting and/or receiving the following:

- Communications from the CPH to the administrative unit to which it reports regarding threats to the CPH’s ability to carry out its essential and non-essential functions;
- Communications to the CPH from Central Administration regarding policies and planning occurring at higher/central administrative levels;
• Communications within the CPH to faculty, staff and students regarding changes in CPH or University operations, procedures or policies; and
• Communications from faculty, staff and students in the CPH regarding their ability to meet their commitments to the CPH.

B. Communication Methods
• Communications from unit up to administrative reporting line regarding operations, procedures, or policies: telephone, e-mail
• Communications within your unit to faculty, staff and students regarding changes in operations, procedures, or policies: CPH and University website; e-mail
• Communications from faculty, staff and students in your unit regarding their ability to meet commitments to your unit: e-mail, telephone (pre-recorded message to direct people to University website)

IV. Essential Functions
A. Essential Functions of the CPH

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Individuals identified in II. Decision Making Chain of Command</td>
<td>Yes</td>
<td>Communication failure</td>
</tr>
<tr>
<td>2. Information Technology (IT)</td>
<td>Tim Shie, Director of Information Technology E174 GH (319) 384-5471 (w) <a href="mailto:tim-shie@uiowa.edu">tim-shie@uiowa.edu</a></td>
<td>Yes</td>
<td>Communication failure</td>
</tr>
<tr>
<td>3. Website</td>
<td>Karla Hurley, CPH Webmaster 4251 WL (319) 335-9645 <a href="mailto:karla-hurley@uiowa.edu">karla-hurley@uiowa.edu</a></td>
<td>Yes</td>
<td>Communication failure</td>
</tr>
</tbody>
</table>
## B. Essential Function Back-Ups

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Leon Burmeister E220 G GH (319) 384-5488 <a href="mailto:leon-burmeister@uiowa.edu">leon-burmeister@uiowa.edu</a></td>
<td>Tanya Uden-Holman E220 D GH (319) 384-5489 <a href="mailto:tanya-uden-holman@uiowa.edu">tanya-uden-holman@uiowa.edu</a></td>
<td>Ann Coady E220 J GH (319) 384-5454 <a href="mailto:ann-coady@uiowa.edu">ann-coady@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td>Rob Higareda, Sys Admin III E174 GH (319) 384-5472 <a href="mailto:robert-higareda@uiowa.edu">robert-higareda@uiowa.edu</a></td>
<td>Brian Beninga, Sys Admin II E174 GH (319) 384-5473 <a href="mailto:brian-beninga@uiowa.edu">brian-beninga@uiowa.edu</a></td>
<td>Darryl Dodd Sys Admin II 135 IREH (319) 335-4430 <a href="mailto:darryl-dodd@uiowa.edu">darryl-dodd@uiowa.edu</a></td>
</tr>
<tr>
<td>2. IT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Website</td>
<td>Tim Shie, Director of Information Technology E174 GH (319) 384-5471 (w) <a href="mailto:tim-shie@uiowa.edu">tim-shie@uiowa.edu</a></td>
<td>Rob Higareda, Sys Admin III E174 GH (319) 384-5472 <a href="mailto:robert-higareda@uiowa.edu">robert-higareda@uiowa.edu</a></td>
<td>Brian Beninga, Sys Admin II E174 GH (319) 384-5473 <a href="mailto:brian-beninga@uiowa.edu">brian-beninga@uiowa.edu</a></td>
</tr>
</tbody>
</table>

## C. Essential Function Resources

For each of the above essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Telephone, electrical power, computer with internet access, network access</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. IT</td>
<td>Telephone, electrical power, computer with internet access, network access</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Website</td>
<td>Telephone, electrical power, computer with internet access, network access</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. Monitoring & Reporting Regarding Essential Functions**

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the CPH decision maker any threats to the unit’s capacity to carry out that function. If the primary individual is unavailable, the back-ups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit’s capacity to carry out the function, this information will be immediately conveyed to the CPH’s senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the CPH. In addition, the CPH’s senior decision maker and the individual responsible for the essential function will determine optimal procedures for mitigating the loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

**V. Grading/Credit Policy (Academic Credit-Granting Units Only)**

CPH will follow the University policies in the event there is a University-wide suspension of classes.

**VI. Recovery**

At the point that the University begins to scale back up to supporting full operations after having scaled-down to Phase 3, the major challenges to be faced by the CPH would involve:

- Logistics related to restarting academic courses
- Logistics related to restarting research projects

**VII. Job Action Sheets**

The following job action sheets provide guidelines for performance of two essential functions—website emergency footer information and CPH Server access.
Job Action Sheet
WEBSITE EMERGENCY FOOTER INFORMATION

Description of function: Run a routine that puts an emergency message as a footer on every CPH webpage.

Primary Individual: Karla Hurley, 4251 WL
(319) 335-9645 (work)
kara-hurley@uiowa.edu

First Backup: Tim Shie, E174 GH
(319) 384-5471 (work);
tim-shie@uiowa.edu

Second Backup: Rob Higareda, E174 GH
(319) 384-5472 (work)
robert-higareda@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Dean Susan Curry, E220-H1 GH, (319) 384-5452, sue-curry@uiowa.edu
Associate Dean Leon Burmeister, E220-G GH, (319) 384-5488, leon-burmeister@uiowa.edu

Anticipated consequences of not performing function: People looking for information on the closure of the CPH will not be directed to the University of Iowa website for further details.

Procedures for performing function:
• Authorization to carry out emergency plan given by Dean or designate.
• Login in with FTP with authorized HawkID
• Run designated command
• Test/view results

Alternative procedures for performing function: Implement alternate, more manual methods of hand coding the needed emergency information on the College’s web site.

Whom to communicate with as tasks are carried out: See above list of individuals and decision makers.

Resources required to perform function:
• Internet connection
Job Action Sheet
CPH SERVER ACCESS

Description of function: Assure that faculty, staff and students are able to remotely access the CPH server.

Primary Individual: Tim Shie, E174 GH  
(319) 384-5471 (work)  
tim-shie@uiowa.edu

First Backup: Rob Higareda, E174 GH  
(319) 384-5472 (work)  
robert-higareda@uiowa.edu

Second Backup: Brian Beninga, E174 GH  
(319) 384-5473 (work)  
brian-beninga@uiowa.edu

Decision maker with oversight over individual responsible for this function:  
Dean Susan Curry, E220-H1 GH, (319) 384-5452, sue-curry@uiowa.edu  
Associate Dean Leon Burmeister, E220-G GH, (319) 384-5488, leon-burmeister@uiowa.edu

Anticipated consequences of not performing function: Faculty, staff and students unable to remotely access their “desktop” computer.

Procedures for performing function:
- Authorization to carry out emergency plan given by Dean or designate
- Use Terminal Service client to Remote Connect to server console
- Verify server infrastructure is performing at normal operation levels
- Perform any actions necessary for maintenance of server infrastructure
- Disconnect from server(s)

Alternative procedures for performing function:
- If Terminal Services is unavailable, attempt VPN connection to campus
- If VPN connection is successful, issue remote restart of server in need of maintenance
- Re-attempt Terminal Service connection
- If Terminal Services/VPN procedures are unsuccessful, physical access onsite for system maintenance may be required
Whom to communicate with as tasks are carried out: See above list of individuals and decision makers.

Resources required to perform function:
- Computer system with Terminal Services client installed (Mac/Linux/Windows)
- Internet Connection
A. Public Safety Issues in Pandemic Phases
To facilitate continuity of operations planning for units across the campus, the University of Iowa Department of Public Safety (DPS) has outlined the following public safety actions it will take in the four phases related to disease emergence:

1. Alert/Standby Phase
DPS administration and/or personnel will
a. assist the University’s Director of University Relations in communicating the UI Pandemic Influenza Response Plan to the University community.
b. establish contact lists of Federal, State, local, and University representatives.
c. contact/meet with appropriate Federal and State representatives as well as area law enforcement and emergency management officials to inform them of the UI Plan and subsequent actions, to review any related plans those agencies may have, and to ascertain if and when joint plans should be activated.

2. Limited Services Phase
With confirmation of a US influenza case, the DPS will
a. be part of the Incident Command Team to discuss the next steps in utilizing the UI Pandemic Influenza Response Plan.
b. assist with national and state tracking and reporting efforts to continually provide updates to selected University personnel.
c. communicate with federal and state officials to ascertain DPS’s role in the fed/state response plans.
d. relocate University Police officers as needed to address joint state efforts.
e. address PPE and other equipment needs, reduced DPS staffing levels, and the need to limit exposure (i.e., social distancing, adjust hours, etc.) to unaffected DPS staff.

3. Full Services Phase
With identified “sustained transmission” of influenza in the population, the DPS will
a. ascertain its role from State Homeland Security (SHS) should statewide quarantine be necessary and martial law declared; assist with riot control.
b. address personnel who have been infected.
c. assist in providing security for vaccination stations and storage areas.
   1. possible vaccinations for emergency responders
   2. appropriate PPE for emergency responders
d. assist in enforcing county/campus quarantine efforts.
   1. how to address violators
2. modified Johnson County jail intake procedures
3. patrol/security issues for selected facilities housing the sick
e. assist in addressing students who are determined to leave and arriving parents.
f. patrol and assist in monitoring and securing University properties/buildings that may require restricted access or complete lockdown.
g. adjust assignments in response to possible staff shortages
h. modify walking and driving tours for DPS Guards and Police Officers.
i. participate in providing campus-wide communications
j. maintain partnerships with county, local police and emergency responders to address response.
k. meet with General Counsel and County Attorney’s office to address violations of law.

4. Recovery Phase
With confirmation that the influenza has been contained/halted, the DPS will
a. disconnect from all state assignments upon approval from SHS
b. participate in recovery/restoration meetings with various University entities
c. assist with recovery/restoration efforts as outlined by the plan
d. provide focused security for buildings that are progressively brought back on line and maintain focused security until normal operations have been established
e. provide limited/prioritized services until staffing levels return to normal (if necessary)
f. return operations to full services.

B. Public Safety Issues Response Grid

<table>
<thead>
<tr>
<th>Alert</th>
<th>Limited Services</th>
<th>Full Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist in communicating UI Pandemic Influenza Response Plan to the University community</td>
<td>Participate on CIMP Team to discuss next steps in UI Pandemic Influenza Response Plan</td>
<td>Ascertain DPS role in statewide quarantine or martial law declaration</td>
</tr>
<tr>
<td>Contact/meet with Federal and State representatives, area law enforcement and emergency management - inform them of UI Response Plan/subsequent actions; ascertain if and when joint plans should be activated</td>
<td>Assist with national and state tracking and reporting; provide updates to selected University personnel</td>
<td>Assist with security for vaccination stations and storage areas --possible vaccinations for emergency responders --appropriate PPE for emergency responders</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Establish multi contact lists (federal, state, local, University)</td>
<td>Communicate with federal and state officials to ascertain DPS’s role in the fed/state response plans.</td>
<td>Riot control response</td>
</tr>
<tr>
<td>Relocate University Police to address joint state efforts</td>
<td>Assist in enforcing county/campus quarantine efforts --how to address violators --modified Johnson County jail intake procedures</td>
<td></td>
</tr>
<tr>
<td>Patrol/security issues for selected facilities housing the sick</td>
<td>PPE and other equipment needs</td>
<td>Assist in addressing students who are determined to leave and arriving parents</td>
</tr>
<tr>
<td>Contingency plans for reduced DPS staffing levels</td>
<td>Address personnel who have been infected</td>
<td></td>
</tr>
<tr>
<td>Attempt to limit exposure (i.e., social distancing, adjust hours, etc.) to unaffected DPS staff</td>
<td>Patrol and assist in monitoring and securing University properties/buildings that may require restricted access or complete lockdown</td>
<td></td>
</tr>
<tr>
<td>Address staff shortages</td>
<td>Modify walking and driving tours for DPS Guards and Police Officers</td>
<td></td>
</tr>
<tr>
<td>Issue campus wide communications [as needed]</td>
<td>Maintain partnerships with county, local police and emergency responders Meet with General Counsel and County Attorney’s office to address violations of law.</td>
<td></td>
</tr>
</tbody>
</table>
I. Core Activities

The mission of the Department of Public Safety (DPS) is to actively promote a safe and secure environment for all persons who come in contact with the University of Iowa, while supporting the University of Iowa’s goal to facilitate an atmosphere of quality education, research, and service. To achieve this mission we will:

- Respect and safeguard the dignity and rights of all individuals while performing law enforcement and fire safety functions.
- Provide reasonable protection of persons and property in the university community.
- Coordinate our efforts with various university departments, other law enforcement agencies and the University of Iowa community we serve.
- Provide education, crisis intervention, crime prevention, enforcement, and community services.
- Maintain a well-trained and equipped professional work force to respond to university needs.

II. Decision Making

The chain of command for the unit’s four top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chuck Green, Asst. VP &amp; Director of Public Safety</td>
<td>808 University Capitol Centre</td>
<td>(319) 335-5026</td>
<td><a href="mailto:charles-green@uiowa.edu">charles-green@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Larry Langley, Asst. Director —police operations</td>
<td>808 University Capitol Centre</td>
<td>(319) 335-5914</td>
<td><a href="mailto:larry-langley@uiowa.edu">larry-langley@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Dave Visin, Asst. Director—emergency communications and records</td>
<td>808 University Capitol Centre</td>
<td>(319) 335-5027</td>
<td><a href="mailto:dave-visin@uiowa.edu">dave-visin@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Bill Searls, Asst. Director—guard services, investigations and crime prevention</td>
<td>808 University Capitol Centre</td>
<td>(319) 335-5028</td>
<td><a href="mailto:william-searls@uiowa.edu">william-searls@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

Email if available and if not, telephone, portable radio, person to person, campus mail or US mail will be the optimal methods for communications

- from DPS up the administrative reporting line regarding operations, procedures, or policies
- within DPS regarding changes in operations, procedures, or policies
- from DPS employees regarding their ability to meet their commitments to the unit

IV. Essential Functions

A. DPS Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (for position, campus address, telephone, e-mail, see chain-of-command table above)</th>
<th>Function Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communications, critical incident response, management of public safety functions</td>
<td>Chuck Green</td>
<td>Partial</td>
<td>No direction of public safety operations; lack of decision making affecting entire operation.</td>
</tr>
<tr>
<td>2. Patrol functions</td>
<td>Larry Langley</td>
<td>Partial</td>
<td>No monitoring of campus and no response to critical incidents or emergency situations.</td>
</tr>
<tr>
<td>3. Emergency communications, notification and dispatching functions</td>
<td>Dave Visin</td>
<td>Partial</td>
<td>No communications with local, state or federal law enforcement agencies; no contact with patrol vehicles; no one to initiate campus-wide emergency communications.</td>
</tr>
<tr>
<td>4. Guard services, investigations, crime prevention</td>
<td>Bill Searls</td>
<td>Partial</td>
<td>No monitoring of residence halls at night, no safe transportation services or perimeter checks of academic buildings.</td>
</tr>
</tbody>
</table>

B. DPS Function Backups

In the event that the primary individual is unavailable, three individuals (in order of succession) have been designated to take responsibility for essential functions, as follows:
<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup (for position, campus address, telephone, e-mail, see chain-of-command table above)</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Communications, critical incident response, management of public safety functions</td>
<td>Larry Langley</td>
<td>Dave Visin</td>
<td>Bill Searls</td>
</tr>
<tr>
<td>2) Patrol functions</td>
<td>Dave Visin</td>
<td>Bill Searls</td>
<td>Lucy Wiederholt Captain 808 University Capitol Centre (319) 384-2788 <a href="mailto:lucy-wiederholt@uiowa.edu">lucy-wiederholt@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Emergency communications, notification and dispatching functions</td>
<td>Bill Searls (see above)</td>
<td>Larry Langley (see above)</td>
<td>Cindy Schooley Lead Dispatcher 808 University Capitol Centre (319) 335-5022 <a href="mailto:cindy-schooley@uiowa.edu">cindy-schooley@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Guard services, investigations, crime prevention</td>
<td>Larry Langley (see above)</td>
<td>Dave Visin (see above)</td>
<td>Ian Scott, Captain 808 University Capitol Centre (319) 384-2782 <a href="mailto:ian-scott@uiowa.edu">ian-scott@uiowa.edu</a></td>
</tr>
</tbody>
</table>

C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for
the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

**D. Essential Function Resources**

For each of the DPS essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible?</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communications, critical incident response, management of public safety functions</td>
<td>Email, web, telephone, radio</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Patrol functions</td>
<td>internet, radio, fuel, police, cars, officers (fuel)</td>
<td>Yes</td>
<td>60-90 days</td>
<td>Motor pool, portable tankers</td>
<td>No</td>
</tr>
<tr>
<td>3. Emergency communications, notification and dispatching functions</td>
<td>Email, web, telephone, radio, internet</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Guard services, investigations, crime prevention</td>
<td>Email, radio, guard personnel</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**V. Recovery**

The major challenge that the DPS would confront when the University began to scale back up to full operations (essential and non-essential functions) would be re-establishing civilian operations involving records and other clerical tasks (i.e., updating officer reports, daily logs, payroll, time records, etc.). DPS personnel would have been able to accomplish some of the duties from home but would not have been able to completely enter the data electronically.

**VI. Job Action Sheets for Essential Functions**

The following job actions sheets provide guidelines for performance of these essential functions:

- communications liaison, critical incident response/management
- patrol functions
- emergency communications, notification and dispatching
- guard services, investigations, crime prevention
Job Action Sheet
COMMUNICATIONS LIAISON,
CRITICAL INCIDENT RESPONSE/MANAGEMENT

Description of function: Continue all functions of the Department of Public Safety; communicate with Senior Vice President, department employees, campus departments/community regarding all issues related to public safety operations (i.e., law enforcement, fire safety, guard services, crime prevention and emergency communications.)

Primary Individual: Chuck Green, 808 UCC, (319) 335-5026
charles-green@uiowa.edu

First Backup: Larry Langley, 808 UCC, (319) 335-5914
larry-langley@uiowa.edu

Second Backup: Dave Visin, 808 UCC, (319) 335-5027
dave-visin@uiowa.edu

Third Backup: Bill Searls, 808 UCC, (319) 335-5028
bill-searls@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Doug True, Senior Executive Vice President – Finance & Operations, 105 JH, (319) 335-3552, douglas-true@uiowa.edu

Other units, processes, or individuals that rely on the function: President’s office, Provost, University Relations, General Counsel, Student Services.

Anticipated consequences of not performing function: Inconsistent application of policies; confusion among police officers, civilian employees, and campus community; inaccurate expectations regarding departmental operations related to non-essential and essential functions due to lack of communication.

Procedures for performing function: Based on established reporting responsibilities to VP of Finance & Operations (as well as circumstances at any point in time), the primary individual (or backup) will determine what communications need to be distributed either as new information or reminders.

Alternative procedures for performing function: N/A

Whom to communicate with as tasks are carried out:
Doug True (douglas-true@uiowa.edu) or designee. Emails to staff and campus entities as appropriate, generated through usual procedures.
**Resources required to perform function:** Access to available communication resources: e.g., email, telephone, web site

**Resource supplier(s):**  
Information Technology Services  
Steve Fleagle  
2800 UCC  
(319) 384-0595  
steve-fleagle@uiowa.edu
Job Action Sheet

PATROL FUNCTIONS

**Description of Function:** Monitoring/mobile patrol of campus and university interests, respond to critical incidents including criminal activity, accidents, alarms (e.g., panic, fire, intrusion, changed status, etc.)

**Primary Individual:** Larry Langley, 808 UCC, (319) 335-5914
larry-langley@uiowa.edu

**First Backup:** Dave Visin, 808 UCC, (319) 335-5027
dave-visin@uiowa.edu

**Second Backup:** Bill Searls, 808 UCC, (319) 335-5028
bill-searls@uiowa.edu

**Third Backup** Lucy Wiederholt, 808 UCC, (319) 384-2788
lucy-wiederholt@uiowa.edu

**Decision maker with oversight over individual responsible for this function:** Chuck Green, 808 UCC, (319) 335-5026, charles-green@uiowa.edu

**Other units, processes, or individuals that rely on the function:** UI community

**Anticipated consequences of not performing function:** Confusion among UI Administration due to unfulfilled or inconsistent application of duties. Compromised safety of UI community; confusion and possible panic in UI community due to lack of police services.

**Procedures for performing function:** Department of Public Safety Operations Manual, patrol officer job description

**Alternative procedures for performing function:** Contact area law enforcement agencies, ISU & UNI DPS, State Department of Public Safety for assistance as appropriate; all contact information is kept in emergency communications center.

**Whom to communicate with as tasks are carried out:** Email distribution list for DPS administration and command staff, radio, emergency dispatch center ((319) 335-5022). Emails to rest of DPS staff as appropriate.

**Resources required to perform function:** Police officers, patrol vehicles, access to radio communications, vehicle internet, fuel
Resource supplier(s):
Parking & Transportation (Fleet Services)
Dave Ricketts
CAMB
5 8628
dave-ricketts@uiowa.edu

Communications Engineering Company
405 Boyson Rd
Hiawatha, IA 52233
(319) 364-0271

Information Technology Services
Steve Fleagle
2800 UCC
(319) 384-0595
steve-fleagle@uiowa.edu
Job Action Sheet
EMERGENCY COMMUNICATIONS, NOTIFICATION AND DISPATCHING

Description of function: Maintains communications with local, state or federal law enforcement agencies; contact with patrol vehicles; responds to campus/public inquiries, initiates campus-wide emergency communications (i.e., outdoor warning system, Hawk Alert.) Responds to all emergency communications (i.e., 911 calls, Blue Cap emergency phones, alarms).

Primary Individual: Dave Visin, 808 UCC, (319) 335-5027
dave-visin@uiowa.edu

First Backup: Bill Searls, 808 UCC, (319) 335-5028
bill-searls@uiowa.edu

Second Backup: Larry Langley, 808 UCC, (319) 335-5914
larry-langley@uiowa.edu

Third Backup Cindy Schooley, 808 UCC, (319) 335-5022
cindy-schooley@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Chuck Green
808 UCC
(319) 335-5026
charles-green@uiowa.edu

Other units, processes, or individuals that rely on the function: UI campus; outside law enforcement agencies

Anticipated consequences of not performing function:
Confusion among police and security guards, safety of police officers and guards compromised due to lack of necessary information; ability to communicate information to campus community hampered; no communications with local, state or federal law enforcement agencies; no one to initiate campus wide emergency communications; no one to receive incoming emergency communications.

Procedures for performing function: Department of Public Safety Operations Manual; individual technical instructions for dispatch functions; dispatcher job description; State Department of Public Safety (i.e., state requirements for police dispatchers.)

Alternative procedures for performing function: Partial services could be provided by Johnson County and ICPD dispatching centers
**Whom to communicate with as tasks are carried out:** Phone numbers, email distribution list for DPS administration and command staff; emails to rest of DPS staff as appropriate.

**Resources required to perform function:**
Emergency dispatchers, access to available communication resources (e.g., radio, phones, email, Iowa Criminal Information system, internet).

**Resource supplier(s):**
Communications Engineering Company  
405 Boyson Rd  
Hiawatha, IA 52233  
(319) 364-0271

Information Technology Services  
Steve Fleagle  
2800 UCC  
(319) 384-0595  
steve-fleagle@uiowa.edu

Intelligence Bureau, Iowa Department of Public Safety  
215 East 7th Street  
Des Moines, Iowa 50319-0049  
(515) 725-6310
Job Action Sheet
GUARD SERVICES, INVESTIGATIONS, CRIME PREVENTION

Description of function: Monitoring of residence halls at night; safe transportation services; perimeter checks of academic buildings; investigation and case management of criminal behavior; crime prevention outreach services.

Primary Individual:  Bill Searls, 808 UCC, (319) 335-5028
bill-searls@uiowa.edu

First Backup:   Larry Langley, 808 UCC, (319) 335-5914
larry-langley@uiowa.edu

Second Backup:  Dave Visin, 808 UCC, (319) 335-5027
dave-visin@uiowa.edu

Third Backup  Ian Scott, 808 UCC, (319) 335-2782
ian-scott@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Chuck Green
808 UCC
(319) 335-5026
charles-green@uiowa.edu

Other units, processes, or individuals that rely on the function: University Housing, victims of crime requiring long-term investigation, Johnson County Attorney’s office, UI community

Anticipated consequences of not performing function: Confusion and compromised safety of residence hall staff and occupants, possible security breaches of unchecked academic buildings; lack of safe transportation for females; inability to conduct criminal investigations for submission to County Attorney for prosecution resulting in victim disenfranchisement; lack of safety-related information for UI community.

Procedures for performing function: Department of Public Safety Operations Manual; individual job descriptions (i.e., guards, investigations, crime prevention.); directed supervision

Alternative procedures for performing function: UI Patrol officers could be reassigned to cover some of the responsibilities; could request investigatory services from local and state law enforcement agencies.
**Whom to communicate with as tasks are carried out:** Phone numbers, email distribution list for DPS administration and command staff; emails to rest of DPS staff as appropriate.

**Resources required to perform function:**
Guard ranks, investigators, access to available communication resources (e.g., radio, phones, email, Iowa Criminal Information system, web, internet, van).

**Resource supplier(s):**
Communications Engineering Company  
405 Boyson Rd, Hiawatha, IA 52233  
(319) 364-0271

Information Technology Services  
Steve Fleagle  
2800 UCC  
(319) 384-0595  
steve-fleagle@uiowa.edu

Intelligence Bureau, Iowa Department of Public Safety  
215 East 7th Street, Des Moines, Iowa 50319-0049  
(515) 725-6310

Parking & Transportation (Fleet Services)  
Dave Ricketts CAMB  
(319) 335-8628  
dave-ricketts@uiowa.edu
ATTACHMENT D-VI
FACILITIES MANAGEMENT–BUSINESS AND FINANCIAL SERVICES
CONTINUITY PLAN

I. Core Activities

Facilities Management–Business and Financial Services (BFS) provides support services in the areas of Accounting, Budget, Capital Accounting, Finance, Human Resources, Information Technology and Stores operations.

II. Decision Making

The chain of command for the unit’s top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tim Donahue</td>
<td>USB 220</td>
<td>335-1705</td>
<td><a href="mailto:Tim-Donahue@uiowa.edu">Tim-Donahue@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Erin Herting</td>
<td>USB 220</td>
<td>335-1249</td>
<td><a href="mailto:Erin-Herting@uiowa.edu">Erin-Herting@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Suzanne Hilleman</td>
<td>USB 220</td>
<td>335-5078</td>
<td><a href="mailto:Suzanne-Hilleman@uiowa.edu">Suzanne-Hilleman@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Shelley Squier</td>
<td>USB 220</td>
<td>335-5082</td>
<td><a href="mailto:Shelley-Squier@uiowa.edu">Shelley-Squier@uiowa.edu</a></td>
</tr>
<tr>
<td>5. Jerry Pike</td>
<td>USB 220</td>
<td>335-6178</td>
<td><a href="mailto:Gerald-pike@uiowa.edu">Gerald-pike@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts
Communications contact and backups can be found at the end of this plan (Appendix A).

B. Communication Methods
For communications from the unit up the administrative reporting line regarding operations, procedures, or policies:

- e-mail
- listservs
- Facilities Managements Intranet
- Telephone trees
- Campus Mail
- US Postal Mail
- University’s Pandemic Preparedness Web site

For communications within the unit to employees and students regarding changes in operations, procedures, or policies:

- e-mail
- listservs
- Facilities Managements Intranet
- Telephone trees
- Campus Mail
- US Postal Mail
- University’s Pandemic Preparedness Web site

For communications from employees and students in the unit regarding their ability to meet commitments to the unit:
- e-mail
- listservs
- Facilities Managements Intranet
- Telephone trees
- US Postal Mail

### IV. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Briefly Describe the Potential Effect(s) of Failure to Perform Essential Function</th>
</tr>
</thead>
</table>
| 1. Communication              | Tim Donahue, Director Business & Financial Services  
220 USB  
335-1705  
Tim-donahue@uiowa.edu | Y | - Threats to others’ lives  
- Well being  
- Safety |
| 2. Information Technology    | Jerry Pike, Assoc. Dir, Information Technology  
220 USB  
335-6178 (Work)  
319-354-3351 (Home)  
319-321-9543 (Cell) | Y & N | - Threats to others’ lives  
- Well being  
- Safety |
| 3. Human Resources            | Suzanne Hilleman, Assoc. Dir, Human Resources  
220 USB  
335-5078 (Work)  
319-848-2082 (Home)  
319-361-1269 (Cell)  
Suzanne-Hilleman@uiowa.edu | Y & N | - Payroll/paychecks is/are not delivered to FM employees.  
- Sacrifices to employee’s livelihood and well being |
| 4. Accounting Services        | Shelley Squier, Manager Accounting Services | Y & N | - Threats to others’ lives  
- Well being |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>220 USB</td>
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<tr>
<td></td>
<td>335-1249</td>
<td>335-5078</td>
<td>335-6178</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Erin-Herting@uiowa.edu">Erin-Herting@uiowa.edu</a></td>
<td><a href="mailto:Suzanne-Hilleman@uiowa.edu">Suzanne-Hilleman@uiowa.edu</a></td>
<td>Jerry-Pike,-Assoc.-Dir,<a href="mailto:-Information-Technology@uiowa.edu">-Information-Technology@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Information Technology</td>
<td>Margaret Ruddy</td>
<td>Sarne Moore</td>
<td>Jon Gralapp</td>
</tr>
<tr>
<td></td>
<td>Information Technology</td>
<td>Information Technology</td>
<td>Information Technology</td>
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<tr>
<td></td>
<td>335-6430</td>
<td>335-5080</td>
<td>335-5123</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Margaret-ruddy@uiowa.edu">Margaret-ruddy@uiowa.edu</a></td>
<td><a href="mailto:Sarne-moore@uiowa.edu">Sarne-moore@uiowa.edu</a></td>
<td><a href="mailto:Jon-gralapp@uiowa.edu">Jon-gralapp@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Human Resources</td>
<td>Kris Smith</td>
<td>Heather Schnoebelen</td>
<td>Darlene Clausen</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td>Clerk IV/ Human Resources Assistant</td>
<td>Staff Dev. Coordinator</td>
</tr>
<tr>
<td></td>
<td>Representative</td>
<td>220 USB</td>
<td>Human Resources</td>
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<td>220 USB</td>
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<td>335-5070</td>
<td>335-6496</td>
<td>335-5115</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kristina-m-smith@uiowa.edu">kristina-m-smith@uiowa.edu</a></td>
<td><a href="mailto:heather-schnoebelen@uiowa.edu">heather-schnoebelen@uiowa.edu</a></td>
<td><a href="mailto:Darlene-clausen@uiowa.edu">Darlene-clausen@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Accounting Services</td>
<td>Heather Stark</td>
<td>Jennifer Partida</td>
<td>Ceil Pickering</td>
</tr>
<tr>
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<td>Accounting Services</td>
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<td>Accounting Services</td>
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</tbody>
</table>

B. Essential Function Back-Ups

For each of the primary individuals designated a responsible for an essential function, Designate three back up individuals (in order of succession) who will take responsibility for the function in the event that the primary individual is unavailable, along with each back-up individual's campus office address, telephone number, and e-mail address.

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<td>335-1249</td>
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<td>335-6178</td>
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<td></td>
<td><a href="mailto:Erin-Herting@uiowa.edu">Erin-Herting@uiowa.edu</a></td>
<td><a href="mailto:Suzanne-Hilleman@uiowa.edu">Suzanne-Hilleman@uiowa.edu</a></td>
<td>Jerry-Pike,Assoc.-Dir,<a href="mailto:-Information-Technology@uiowa.edu">-Information-Technology@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Information Technology</td>
<td>Margaret Ruddy</td>
<td>Sarne Moore</td>
<td>Jon Gralapp</td>
</tr>
<tr>
<td></td>
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</tr>
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<td><a href="mailto:Sarne-moore@uiowa.edu">Sarne-moore@uiowa.edu</a></td>
<td><a href="mailto:Jon-gralapp@uiowa.edu">Jon-gralapp@uiowa.edu</a></td>
</tr>
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<td>3. Human Resources</td>
<td>Kris Smith</td>
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<td>Darlene Clausen</td>
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<td>Human Resources</td>
<td>Clerk IV/ Human Resources Assistant</td>
<td>Staff Dev. Coordinator</td>
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<td>Human Resources</td>
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<td><a href="mailto:Darlene-clausen@uiowa.edu">Darlene-clausen@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Accounting Services</td>
<td>Heather Stark</td>
<td>Jennifer Partida</td>
<td>Ceil Pickering</td>
</tr>
<tr>
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<td>220 USB</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Essential Function # (from above)</td>
<td>Resources Required for Function</td>
<td>Stockpiling Possible? (Y/N)</td>
<td>Stockpiling Duration</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------</td>
<td>-----------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>1. Communication</td>
<td>Telephones, PCs, Network Access, Electrical power</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>2. Information Tech</td>
<td>PC’s, Network Access, Servers, All Systems supported by IT, Electrical Power</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>3. Human Resources</td>
<td>PC’s, Network Access, HRIS Systems, Electrical Power</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>4. Accounting Services</td>
<td>PC’s, Network Access, Financial Systems, Electrical Power</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

C. Essential Function Resources
For each of the above essential functions, describe the resources required to carry out the functions (e.g., information technology such as computers, network access; electrical power; consumables, such as pharmaceuticals, fuel, food items; non-consumables, such as furniture, appliances). Also, for each consumable resource, indicate if the resource might be stockpiled, and if stockpiling might be feasible the duration for which each resource could be stockpiled, how/where the resource might be maintained, as well as any contingencies on stockpiling (such as seasonal constraints on stockpiling).
<table>
<thead>
<tr>
<th>5. Capital Accounting</th>
<th>PC’s Network Access Financial Systems Electrical Power</th>
<th>N</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Maintenance Stores</td>
<td>PC’s Network Access Financial Systems Electrical Power</td>
<td>Y</td>
<td>Indefinite unless it is a perishable item</td>
</tr>
<tr>
<td></td>
<td>Maintenance Stores Warehouse</td>
<td></td>
<td>Maintenance Stores Warehouse</td>
</tr>
<tr>
<td></td>
<td>Space Requirements – Specific commodities and quantities with lead times</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. Job Action Sheets for Essential Functions**

For each of the unit's essential functions, attach a job action sheet, which should provide guidelines that can be followed by the designated back-ups to perform the function. The job action sheets should include:

- Short title for the function
- Brief description of the function
- Anticipated consequences if function is not met
- Name and contact information for primary individual responsible for carrying out the function, as well as first, second, and third back-up individuals
- Name and contact information of decision-maker with oversight over individual responsible for carrying out the function
- Resources required to carry out the function
- Contact information for resource supplier(s)
- Procedures for carrying out the function (including tasks, schedule for tasks); this may refer to readily accessible internal documents (e.g., print or on-line operations manuals, job descriptions)
- Contact information for units/individuals with whom to communicate as tasks are carried out
- Other units, processes, or individuals that rely on the function
- Alternative procedures (if available) for carrying out function (including remote delivery)
## Essential Functions Action Sheets

<table>
<thead>
<tr>
<th>Area</th>
<th>Function Title</th>
<th>Description</th>
<th>Consequences</th>
<th>Primary</th>
<th>Succession</th>
<th>Resources</th>
<th>Other Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>Communications</td>
<td>Communicate with Superiors, BFS Staff and FM Employees via telephone, email, listservs, intranet, postal mail, campus mail</td>
<td>Inability to communicate will impede ability to provide essential services to support FM and its support and service to the University Community</td>
<td>Tim Donahue</td>
<td>Erin Herting Suzanne Hilleman Jerry Pike Shelley Squier</td>
<td>Telephones, PC’s, Networks, Mail Information Services</td>
<td>Management Staff and Employees</td>
</tr>
<tr>
<td>IT</td>
<td>Marlok/Software House</td>
<td>Electronic Access to University buildings</td>
<td>Employees accessibility to facilities impacted or ability to lock buildings down</td>
<td>Jon Gralapp</td>
<td>Jerry Pike</td>
<td>Computer Access to Server Application Knowledge of software</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>FM Payroll System etr</td>
<td>System captures payroll information inhouse and is electronically sent to University Payroll.</td>
<td>Employees not being paid for work performed, sick leave would not be tracked, FMLA leave or annual leave, Hours of work for Merit staff would not be tracked.</td>
<td>Margaret Ruddy</td>
<td>Hao Geng Jerry Pike</td>
<td>Computer Access to Server Application Knowledge of software</td>
<td>Campus Community Central University Payroll</td>
</tr>
<tr>
<td>IT</td>
<td>Computer Servers</td>
<td>FM Servers store data and applications for Marlok, FM Web pages, ICES data, HVAC data for Johnson Controls, Facility Focus, BuildUI</td>
<td>Critical Facility Support Functions would be impacted</td>
<td>Sarne Moore Jon Gralapp Jerry Pike</td>
<td>Computer Access to Server Application Knowledge of software</td>
<td>Campus Community Safety</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>Facilities Focus</td>
<td>Facilities Management</td>
<td>Inability to track work orders (labor, materials and contracts) for FM units except DCs. Houses all departmental HR information, building and vendor information, stores inventory and O&amp;M serialized equipment for PM.</td>
<td>Jon Gralapp</td>
<td>Margaret Ruddy</td>
<td>Computer Access to Server Application Knowledge of software</td>
<td>Campus Community</td>
</tr>
<tr>
<td>IT</td>
<td>BuildUI</td>
<td>System Capital Project Tracking System</td>
<td>Inability of system which tracks all project information (labor, material and contracts) for FM DCS. It also tracks project budgets, contracts, dates, purchase orders and other pertinent project information.</td>
<td>Hao Geng</td>
<td>Bill Keating</td>
<td>Computer Access to Server Application Knowledge of software</td>
<td>Campus Community</td>
</tr>
<tr>
<td>IT</td>
<td>FM Utility Network</td>
<td>Network has all Utilities WP, PP, CW and substations connected on a controls networks</td>
<td>Inability to control utilities as needed during emergency as there is very limited access form the campus network to the utilities network.</td>
<td>Sarne Moore</td>
<td>Greg Saunders</td>
<td>Computer Access to Network Application Knowledge of software</td>
<td>Campus Community</td>
</tr>
<tr>
<td>IT</td>
<td>Facility Focus and BuildUI Systems</td>
<td>Systems proved information on labor, material and contract charges</td>
<td>Inability to provide end of month billing processes and bill to the appropriate MFKs. Monthly transactions with General Ledger would be impacted.</td>
<td>Hao Geng</td>
<td>Jerry Pike</td>
<td>Computer Access to Network Application Knowledge of software</td>
<td>Campus Community</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>IT</td>
<td>PC Support and Network Functions</td>
<td>PC, Printer, Network equipment</td>
<td>Inability to support employees that are working during Pandemic</td>
<td>Sarne Moore</td>
<td>Jon Gralapp</td>
<td>Greg Saunders</td>
<td>Computer Access to Network Application Knowledge of software</td>
</tr>
<tr>
<td>HR</td>
<td>Payroll Processing</td>
<td>Monthly Payroll Processing for Employees</td>
<td>Inability to pay employees during Pandemic will cause financial hardships</td>
<td>Kris Smith</td>
<td>Suzanne Hilleman</td>
<td>Access to computer network and systems to process payroll</td>
<td>FM Community Central Payroll</td>
</tr>
<tr>
<td>HR</td>
<td>Payroll Processing</td>
<td>Bi-weekly Payroll Processing for Employees</td>
<td>Inability to pay employees during Pandemic will cause financial hardships</td>
<td>Heather Schnoebelen</td>
<td>Suzanne Hilleman</td>
<td>Kris Smith</td>
<td>Access to computer network and systems to process payroll</td>
</tr>
<tr>
<td>HR</td>
<td>Recruitments</td>
<td>Processing New Hire Appointments in UI HRIS</td>
<td>Inability to staff appropriately and to pay employees.</td>
<td>Suzanne Hilleman</td>
<td>Heather Schnoebelen</td>
<td>Kris Smith</td>
<td>Access to computer network and systems to process payroll</td>
</tr>
<tr>
<td>HR</td>
<td>Recruitments</td>
<td>Processing Requisitions to hire new staff in event staff are not able to return to work</td>
<td>Inability to staff appropriately and to pay employees.</td>
<td>Suzanne Hilleman</td>
<td>Heather Schnoebelen</td>
<td>Kris Smith</td>
<td>Access to computer network and systems to process payroll</td>
</tr>
<tr>
<td>ACCT</td>
<td>Emergency Purchase Orders</td>
<td>Provide Support Services for Emergency Purchase Orders to Support FM Services</td>
<td>Inability to provide materials and contract services would impede ability to cope with Pandemic Outbreak</td>
<td>Ceil Pickering</td>
<td>Jennifer Partida</td>
<td>Jon Marchetta</td>
<td>PC and network access to Financial and Purchasing Systems – Vendor Contact</td>
</tr>
<tr>
<td>ACCT</td>
<td>PCARD</td>
<td>Provide Support Services for Purchases on the Pro-Card</td>
<td>Inability to provide materials and contract services would impede ability to cope with Pandemic Outbreak</td>
<td>Ceiling Pickering</td>
<td>Jennifer Partida</td>
<td>Jon Marchetta</td>
<td>Heather Stark</td>
</tr>
<tr>
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</tr>
<tr>
<td>ACCT</td>
<td>Blanket Orders</td>
<td>Provide Support Services for Purchase on Blanket Orders</td>
<td>Inability to provide materials and contract services would impede ability to cope with Pandemic Outbreak</td>
<td>Jennifer Partida</td>
<td>Ceiling Pickering</td>
<td>Jon Marchetta</td>
<td>Heather Stark</td>
</tr>
<tr>
<td>ACCT</td>
<td>Accounts Payable</td>
<td>Provide Payments and Reimbursements in transactions with vendors in order to support FM</td>
<td>Inability to pay vendors will impact FM’s ability to service the campus at a time of emergency</td>
<td>Jennifer Partida</td>
<td>Ceiling Pickering</td>
<td>Jon Marchetta</td>
<td>Heather Stark</td>
</tr>
<tr>
<td>ACCT</td>
<td>General Accounting &amp; Reports</td>
<td>Provide financial information to support FM services and campus community</td>
<td>Inability to track financial expenditures and budgets in order to make management decisions in support of FM efforts</td>
<td>Jon Marchetta</td>
<td>Heather Stark</td>
<td>Shelley Squier</td>
<td>PC and network access to Financial Systems</td>
</tr>
<tr>
<td>CAP</td>
<td>Capital Project Support</td>
<td>Approve Capital Project related expenditures and Purchase Orders</td>
<td>In ability to complete transactions would impact ability to complete capital projects on time and within funds allocated. Task could be done remotely.</td>
<td>Erin Herting</td>
<td>Dean Lundberg</td>
<td>Jim Hackman</td>
<td>Heather Stark</td>
</tr>
</tbody>
</table>
### V. Recovery

**Condition**

First wave is over; amount and type of recovery activities initiated will be based on predicted future waves associated with the pandemic, short-term needs and long-term business strategies.
Response

Facilities Management’s Business & Financial Services would ramp back up to full support as soon as employees were able to return to work. Other post-pandemic activities may include:

- Review response to the emergency; identify and document lessons learned.
- Identify plan inadequacies and implement needed improvements to pandemic response.
- Re-establish routine support and service efforts.
- Review financial and personnel losses due to the pandemic and initiate long-term recovery activities.
- Continue to provide mental health services for employees and monitor staff for potential referrals to counseling and health care providers, as needed.
APPENDIX D-VI. 1 – BFS Contact List

BFS Management alternative communications contact and back-up list

<table>
<thead>
<tr>
<th>Name</th>
<th>Facility</th>
<th>Campus Address</th>
<th>Phone (319)</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abboud, Sue</td>
<td>USB</td>
<td>220 USB</td>
<td>384-0682 (work)</td>
<td><a href="mailto:susan-abboud@uiowa.edu">susan-abboud@uiowa.edu</a></td>
</tr>
<tr>
<td>Anderson, Cynthia</td>
<td>USB</td>
<td>220 USB</td>
<td>335-1885 (work)</td>
<td><a href="mailto:Cynthia-anderson@uiowa.edu">Cynthia-anderson@uiowa.edu</a></td>
</tr>
<tr>
<td>Clausen, Darlene</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5115 (work)</td>
<td><a href="mailto:Darlene-clausen@uiowa.edu">Darlene-clausen@uiowa.edu</a></td>
</tr>
<tr>
<td>Donahue, Tim</td>
<td>USB</td>
<td>220 USB</td>
<td>335-1705 (work)</td>
<td><a href="mailto:Tim-donahue@uiowa.edu">Tim-donahue@uiowa.edu</a></td>
</tr>
<tr>
<td>Geng, Hao</td>
<td>USB</td>
<td>220 USB</td>
<td>335-6380 (work)</td>
<td><a href="mailto:Hao-geng@uiowa.edu">Hao-geng@uiowa.edu</a></td>
</tr>
<tr>
<td>Gralapp, Jon</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5123 (work)</td>
<td><a href="mailto:Jon-gralapp@uiowa.edu">Jon-gralapp@uiowa.edu</a></td>
</tr>
<tr>
<td>Hackman, Jim</td>
<td>USB</td>
<td>220 USB</td>
<td>335-3616 (work)</td>
<td><a href="mailto:Jim-hackman@uiowa.edu">Jim-hackman@uiowa.edu</a></td>
</tr>
<tr>
<td>Herting, Erin</td>
<td>USB</td>
<td>220 USB</td>
<td>335-1249 (work)</td>
<td><a href="mailto:Erin-herting@uiowa.edu">Erin-herting@uiowa.edu</a></td>
</tr>
<tr>
<td>Hilleman, Suzanne</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5078 (work)</td>
<td><a href="mailto:Suzanne-hilleman@uiowa.edu">Suzanne-hilleman@uiowa.edu</a></td>
</tr>
<tr>
<td>Pike, Jerry</td>
<td>USB</td>
<td>220 USB</td>
<td>335-6178 (work)</td>
<td><a href="mailto:Gerald-pike@uiowa.edu">Gerald-pike@uiowa.edu</a></td>
</tr>
<tr>
<td>Knottnerus, Terry</td>
<td>USB-Shops</td>
<td>175 CSSB</td>
<td>335-5268 (work)</td>
<td><a href="mailto:Terry-knottnerus@uiowa.edu">Terry-knottnerus@uiowa.edu</a></td>
</tr>
<tr>
<td>Lundberg, Dean</td>
<td>USB</td>
<td>175 SSB</td>
<td>335-3174 (work)</td>
<td><a href="mailto:Dean-lundberg@uiowa.edu">Dean-lundberg@uiowa.edu</a></td>
</tr>
<tr>
<td>Lenz, Delbert</td>
<td>USB-Shops</td>
<td>175 CSSB</td>
<td>(335-5089 (work)</td>
<td><a href="mailto:Delbert-lenz@uiowa.edu">Delbert-lenz@uiowa.edu</a></td>
</tr>
<tr>
<td>Marchetta, Jon</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5951 (work)</td>
<td><a href="mailto:Jon-marchetta@uiowa.edu">Jon-marchetta@uiowa.edu</a></td>
</tr>
<tr>
<td>Mellecker, Pat</td>
<td>USB-Shops</td>
<td>175 CSSB</td>
<td>335-5164 (work)</td>
<td><a href="mailto:Patrick-mellecker@uiowa.edu">Patrick-mellecker@uiowa.edu</a></td>
</tr>
<tr>
<td>Moore, Sarne</td>
<td>USB</td>
<td>220 USB</td>
<td>384-5080 (work)</td>
<td><a href="mailto:Sarne-moore@uiowa.edu">Sarne-moore@uiowa.edu</a></td>
</tr>
<tr>
<td>Partida, Jennifer</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5127 (work)</td>
<td><a href="mailto:Jennifer-partida@uiowa.edu">Jennifer-partida@uiowa.edu</a></td>
</tr>
<tr>
<td>Pickering, Ceil</td>
<td>USB</td>
<td>220 USB</td>
<td>384-0512 (work)</td>
<td><a href="mailto:Celia-pickering@uiowa.edu">Celia-pickering@uiowa.edu</a></td>
</tr>
<tr>
<td>Riggan, Scott</td>
<td>USB-Shops</td>
<td>175 CSSB</td>
<td>335-5164 (work)</td>
<td><a href="mailto:Scott-riggan@uiowa.edu">Scott-riggan@uiowa.edu</a></td>
</tr>
<tr>
<td>Ruddy, Margaret</td>
<td>USB</td>
<td>220 USB</td>
<td>335-6430 (work)</td>
<td><a href="mailto:Margaret-ruddy@uiowa.edu">Margaret-ruddy@uiowa.edu</a></td>
</tr>
<tr>
<td>Saunders, Greg</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5079 (work)</td>
<td><a href="mailto:Gregory-saunders@uiowa.edu">Gregory-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Schnoebelien, Heather</td>
<td>USB</td>
<td>220 USB</td>
<td>335-6496 (work)</td>
<td><a href="mailto:heather-schnoebelien@uiowa.edu">heather-schnoebelien@uiowa.edu</a></td>
</tr>
<tr>
<td>Smith, Kris</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5070 (work)</td>
<td><a href="mailto:kristina-m-smith@uiowa.edu">kristina-m-smith@uiowa.edu</a></td>
</tr>
<tr>
<td>Stark, Heather</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5650 (work)</td>
<td><a href="mailto:heather-stark@uiowa.edu">heather-stark@uiowa.edu</a></td>
</tr>
<tr>
<td>Squier, Shelley</td>
<td>USB</td>
<td>220 USB</td>
<td>335-5082 (work)</td>
<td><a href="mailto:Shelley-squier@uiowa.edu">Shelley-squier@uiowa.edu</a></td>
</tr>
</tbody>
</table>
ATTACHMENT D-VII
FACILITIES MANAGEMENT – BUILDING AND LANDSCAPE SERVICES
Continuity Plan

I. Core Activities of Unit

A. Building Environmental Control, Operations and Maintenance
B. Housekeeping – cleaning, sanitizing and waste disposal
C. Groundskeeping

II. Decision-Making

A. Decision-Making: Chain-of-Command

List the chain-of-command for the four top decision-makers in the unit, along with their e-mail, telephone, and campus office addresses, with 1 = first in command, to 4 = fourth in command:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Heater</td>
<td>260 USB</td>
<td>335-5038</td>
<td><a href="mailto:dan-heater@uiowa.edu">dan-heater@uiowa.edu</a></td>
</tr>
<tr>
<td>Ann Rosenthal</td>
<td>260 USB</td>
<td>335-5823</td>
<td><a href="mailto:ann-rosenthal@uiowa.edu">ann-rosenthal@uiowa.edu</a></td>
</tr>
<tr>
<td>Bob Brooks</td>
<td>260 USB</td>
<td>335-3671</td>
<td><a href="mailto:robert-j-brooks@uiowa.edu">robert-j-brooks@uiowa.edu</a></td>
</tr>
<tr>
<td>Work Control</td>
<td>260 USB</td>
<td>335-5071</td>
<td><a href="mailto:facilities-wcc@uiowa.edu">facilities-wcc@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Please indicate one of the following

☐ Communications contact and back ups are the same as indicated above for decision-making.

☐ An alternative communications contact and back-up list is attached.

B. Communication Methods

The following will be communication systems used to transmit pandemic-related information within Building and Landscape Services, USB and the University:

- Nextel and Verizon cellular phone communication system
- Commercial cell phone and land lines
- WebEx for meetings and briefings
• Microsoft Outlook (email)
• Campus mail
• US Postal mail

Information will also be communicated internally within the Chilled Water Plant. Internal communication methods may include:

• Safety Bulletin Boards
• Tailgate meetings (until group assemblies are discouraged)
• “All call” groups using Nextel cell phones

IV. Essential Functions

A. Essential Functions of the Unit

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Briefly Describe the Potential Effect(s) of Failure to Perform Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Operate and Maintain building mechanical systems to provide adequate environmental control.</td>
<td>Dan Heater - Director O &amp; M 260 USB 335-5038 <a href="mailto:dan-heater@uiowa.edu">dan-heater@uiowa.edu</a></td>
<td>No</td>
<td>The safety and well-being of people and animals on campus are at risk. Damage to university property.</td>
</tr>
<tr>
<td>2. Provide Housekeeping-Cleaning, Sanitizing and Waste disposal to control exposure incidents.</td>
<td>Dan Heater – Director O&amp;M 260USB 335-5038 <a href="mailto:Dan-heater@uiowa.edu">Dan-heater@uiowa.edu</a></td>
<td>No</td>
<td>The safety of humans and containment of hazardous items. Sanitizing of infected areas.</td>
</tr>
<tr>
<td>3 Maintenance and Waste Disposal for buildings and outdoor areas of campus for healthy environment</td>
<td>Dan Heater – Director O&amp;M 260USB 335-5038 <a href="mailto:Dan-heater@uiowa.edu">Dan-heater@uiowa.edu</a></td>
<td>No</td>
<td>Irreparable damage to campus if not maintained and/or isolated.</td>
</tr>
</tbody>
</table>

B. Essential Function Back-Ups

For each of the primary individuals designated a responsible for an essential function, Designate three back up individuals (in order of succession) who will take responsibility for the function in the event
that the primary individual is unavailable, along with each back-up individual's campus office address, telephone number, and e-mail address.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Operations and Maintenance</td>
<td>Ann Rosenthal</td>
<td>Mike Lee</td>
<td>Work Control Center</td>
</tr>
<tr>
<td></td>
<td>Assoc. Director – Plant Management</td>
<td>Area 3 Manager</td>
<td>260 USB</td>
</tr>
<tr>
<td></td>
<td>260 USB</td>
<td>B027 LIB</td>
<td>335-5071</td>
</tr>
<tr>
<td></td>
<td>335-5823</td>
<td>384-0652</td>
<td><a href="mailto:facilities-wcc@uiowa.edu">facilities-wcc@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ann-rosenthal@uiowa.edu">ann-rosenthal@uiowa.edu</a></td>
<td><a href="mailto:mike-lee@uiowa.edu">mike-lee@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>2. Custodial Housekeeping</td>
<td>Dan Heater – Director O&amp;M</td>
<td>Bill Ciha Facilities Services Coord.</td>
<td>Work Control Center</td>
</tr>
<tr>
<td></td>
<td>260USB</td>
<td>Area 1 B</td>
<td>260 USB</td>
</tr>
<tr>
<td></td>
<td>335-5038</td>
<td>C1 SSH</td>
<td>335-5071</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Dan-heater@uiowa.edu">Dan-heater@uiowa.edu</a></td>
<td>335-2619</td>
<td><a href="mailto:facilities-wcc@uiowa.edu">facilities-wcc@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:william-ciha@uiowa.edu">william-ciha@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>260 USB</td>
<td>Landscape Services</td>
<td>260 USB</td>
</tr>
<tr>
<td></td>
<td>335-3671</td>
<td>Landscape Services</td>
<td>335-5071</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Robert-j-brooks@uiowa.edu">Robert-j-brooks@uiowa.edu</a></td>
<td>105 MSSB</td>
<td><a href="mailto:facilities-wcc@uiowa.edu">facilities-wcc@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>384-0748</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Scott-gritsch@uiowa.edu">Scott-gritsch@uiowa.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

C. Essential Function Resources
For each of the above essential functions, describe the resources required to carry out the functions (e.g., information technology such as computers, network access; electrical power; consumables, such as pharmaceuticals, fuel, food items; non-consumables, such as furniture, appliances). Also, for each consumable resource, indicate if the resource might be stockpiled, and if stockpiling might be feasible the duration for which each resource could be stockpiled, how/where the resource might be maintained, as well as any contingencies on stockpiling (such as seasonal constraints on stockpiling).
## Consumables: If Stockpiling is Possible:

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required for Function</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Stockpiling Duration</th>
<th>How/Where Stockpile Maintained</th>
<th>Stockpiling Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Operations and Maintenance</td>
<td>Mechanical system components</td>
<td>Y</td>
<td>3 – 4 months</td>
<td>Mechanical rooms, Maintenance Stores, General Stores and warehouse</td>
<td></td>
</tr>
<tr>
<td>2. Custodial Housekeeping</td>
<td>Cleaning and sanitizing supplies</td>
<td>Y</td>
<td>3 - 4 months</td>
<td>Custodial Supply Rooms, General Stores and warehouse</td>
<td></td>
</tr>
<tr>
<td>3. Groundskeeping</td>
<td>Fuel and Chemicals</td>
<td>Y</td>
<td>3 - 4 months</td>
<td>Landscape Services Garage</td>
<td></td>
</tr>
</tbody>
</table>

### D. Job Action Sheets for Essential Functions
For each of the unit's essential functions, attach a job action sheet, which should provide guidelines that can be followed by the designated back-ups to perform the function.

### E. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for carrying out each function will also be responsible for monitoring the capacity to carry out the function and for reporting to the unit decision-maker any threats to the unit's capacity to carry out the function. All primary and back-up individuals responsible for carrying each function should familiarize themselves with the following procedures for monitoring and reporting:

- If the primary individual is unavailable, the back-ups become successively responsible for monitoring and reporting.
- In the event that the individual responsible for the function determines that there is a threat to the unit's capacity to carry out the function, this information is immediately conveyed to the unit's senior decision-maker, along with the anticipated consequences of failing to carry out the function.
- The unit's senior decision-maker is responsible for communicating the threat and its consequences to the administrative unit with oversight over the unit.
- The administrative unit with oversight over the unit confronting the threat will notify the senior decision-makers in units that rely on the essential function of the threat and possible curtailment of the function.
• The administrative unit with oversight over the unit confronting the threat will notify the senior decision-maker of administrative units to which it reports of the threat and the possible consequences of failing to carry out the essential function.
• In the event of such a threat to essential functions, the unit's senior decision-maker and individual responsible for the essential function, in consultation with the senior decision-maker in the administrative unit with oversight over the unit will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

I. Recovery Challenges

Briefly outline what you see as the major challenges that your unit would confront at the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, in which only essential functions are being supported.
ATTACHMENT D-VIII
FACILITIES MANAGEMENT–UTILITIES & ENERGY MANAGEMENT

PURPOSE AND SCOPE

In the case of a health emergency pandemic, it will be people rather than buildings or information technology that may be unavailable. Organizations that provide critical infrastructure services, such as utilities, transportation, and telecommunication, have a special responsibility to plan for continued operation in such a crisis. This plan ensures appropriately coordinated:

- **Decision-making**: Chain of command with designated back-ups for unit-level decisions is outlines. Additionally, decision-making processes are put in place to handle disruptions, as well as ensuring processes are in place to meet the wellness needs of employees and minimize their exposure to morbidity and mortality associated with a pandemic. This includes establishing an ethic of infection control in the workplace (e.g., systems to reduce infection transmission, options for working offsite while ill, providing services from home and/or worker education).

- **Communication**: Points of contact are specified that will process information from within the unit, as well as communicating with the University Incident Command Center and external sources. Modes of communications are also discussed on this plan.

- **Performance of Essential Functions**: Essential functions and resources are identified, as well as individuals responsible for ensuring essential functions are maintained. Production and delivery of essential products and services to the University and potentially to nearby communities must continue. Vital supplies and services need to remain available during times of significant and sustained worker absenteeism. This could include establishing partnerships to provide mutual support and maintenance of essential services during a pandemic. This plan also contains guidance on succession of designated roles and responsibilities for Utilities and Energy Management in order to maintain continuity of business.

- **Recovery**: Specific recovery actions will be dependent on the impact of the pandemic and likelihood of future waves typically associated with a pandemic. Major challenges to returning to full functionality will need to be identified and a plan to implement long-term actions put in place.

Guidance contained in this U&EM document is for planning purposes and supports the goal of maintaining continuity of business during a health emergency pandemic. The University of Iowa Utilities and Energy Management (U&EM) Continuity Plan is designed to complement the following documents:
OBJECTIVES

1. Identify the unit’s essential positions and employees required to sustain necessary functions and operations. Be prepared to cross-train or develop ways to function in the absence of these positions.

2. Prepare and plan for operating with a reduced workforce. Sick employees need to be encouraged to stay home so they don’t infect other employees. U&EM managers and supervisors need to understand and be able to explain sick leave, compensation and other human resource policies implemented in preparation for and during a pandemic.

3. Identify operating risks such as problems with ordering and receiving critical supplies and maintaining inventories. Identify essential critical inputs (e.g., raw materials, suppliers, subcontractor services/products and logistics) and contact suppliers to ensure services can be provided.

4. Plan for potential scenarios that may require a decrease and/or increase in services provided by U&EM, e.g., defining “closing” the University and what that entails or campus buildings being converted to quarantine or isolation centers or shelters.

5. Identify possible exposure and health risks to the employees such as exposure while servicing campus buildings and the University of Iowa Hospital and Clinics, potential exposures to multiple people during meetings or group assemblies, and/or contact during deliveries of supplies. The unit’s response may include sequestering essential personnel, as well as implementing engineering and administrative controls and/or changing work practices, such as

   • Creating drive-through service and drop-offs of supplies and materials
   • Installing physical barriers such as clear plastic guards
   • Modifying ventilation
   • Environmentally controlling areas in the workplace to inhibit/minimize spread of virus
   • Re-arranging office layouts to avoid face-to-face contacts
   • Scheduling work task in ways that minimize exposure levels including implementing flexible work hours and flexible worksites

6. Implement appropriate exposure and/or infection control measures, to include good hygiene, cough etiquette, maintaining three to six feet of separation among employees (i.e., avoiding face-to-face contact), seasonal vaccinations, staying home from work when ill, avoiding crowded...
settings (e.g., meetings), using appropriate personal protective equipment (PPE) and social distancing. Social distancing refers to closing schools, canceling public gatherings, developing tele-working strategies and voluntary isolation or quarantine of households. Restrictions on travel and sequestering employees should also be considered. Develop policies and practices that distance employees from each other, customers and general public. Personnel will be trained in personal exposure control measures (e.g., good hygiene practices, getting plenty of rest, eating right, exercising and getting a seasonal flu vaccination) and the practices reviewed with staff regularly.

Resources that may be stockpiled (an appropriate amount of inventory to be maintained in designated locations) include hand soap, hand sanitizer, tissues, disposable towels, cleaning supplies and recommended PPE (e.g., N95 or better face masks, eye goggles, reusable face shields and/or respirators).

7. Evaluate employee access to and availability of healthcare services including access to mental health and social services (opportunities for counseling, mental health assessments and possible referral).

8. Establish a U&EM emergency operations center to serve as a communications center so that accurate information is communicated in a timely manner and emergency response activities are well coordinated. A U&EM Pandemic Coordinator will be named who is responsible for the U&EM emergency operations center (e.g., establish location, setting up the facility and determining manning needs).

9. Disseminate information to employees about pandemic preparedness and this U&EM continuity plan.

PHASES OF RESPONSE

The above objectives and the activities derived from them will be coordinated with the University of Iowa Critical Incident Management Plan's phased approach, which is based on the World Health Organization (WHO) model for disease emergence.

Alert/Standby

- Establish decision-making chain of command
- Communicate pandemic-related information to employees
- Identify non-essential and essential functions
- Determine who is responsible for monitoring Utilities and Energy Management’s ability to meet non-essential and essential functions.
- Screening and/or referral for ill or worried employees may be initiated.
- Share telephone numbers and/or websites that are established by the University to help individuals determine if they need to seek professional assistance.
• Confirm availability and delivery of essential supplies.

Limited Services
• Review the U&EM delegation of authority and assign a U&EM Pandemic Coordinator to serve as the U&EM point of contact during the pandemic response. The U&EM Pandemic Coordinator will synchronize response activities with assigned Facilities Management decision makers and ensure that up-to-date information and activities are communicated to U&EM management and staff, including any disruptions in abilities to carry out non-essential and essential functions. The U&EM Pandemic Coordinator shall also determine the need for a U&EM Emergency Operations Center to be activated: a physical location identified, network infrastructure (e.g., computers, printers with fax capability and telephones) installed, and staff coverage established.
• Closely monitor levels of U&EM employee absenteeism and implement plans for supplementing number of required essential personnel in order to remain operational.
• Screen for virus symptoms and establish process for referring ill or worried employees for follow-up tests and/or care. (The University should be setting up predetermined sites for mass screening and triage, as well as, readying predetermined sites for quarantining exposed and/or ill students.)
• Implement exposure control practices such as engineering and administrative controls, minimizing group activities, and/or changing work practices which could include establishing flexible work hours and flexible worksites, determining how to maintain the number of predetermined essential personnel and the need for sequestering, making stockpiled supplies available, and limiting travel.
• Closely monitor supply of resources and supplies needed to carry out essential functions, and notify appropriate personnel if levels of supplies are being threatened.
• Review need for non-essential functions and personnel.

Full Services
• U&EM Pandemic Coordinator will activate the U&EM Emergency Operations Center and staff it as necessary. The number of essential personnel reporting to work on a daily basis, and the reserve of supplemental personnel, will be monitored.
• Restrict access to U&EM facilities to essential staff.
• Curtail any non-essential functions, which may include shutting down unnecessary systems/processes, assisting the University with “closing” campus buildings or supplying service to building(s) that are converted into pandemic-related centers/shelters. The appropriate University Senior Executives with the assistance of the FM Pandemic Coordinator will define “closing” campus buildings on a case-by-case basis (determined by specifics of the pandemic and time-of-year considerations). Closing could range from locking doors and windows to isolating water, steam, condensate, chilled water, air and electricity.
• Continually review if essential personnel needs (e.g., PPE, food provided at the workplace, secured sleeping areas, personal hygiene supplies) are being met.
• Maintain and control delivery of essential supplies and materials. This may include following emergency purchasing procedures.
• Continue implementing actions initiated during Pandemic–Limited Services phase.

Recovery

• Deactivate U&EM Emergency Operations Center when it is no longer needed. Response activities will return to the Pandemic–Limited Services phase until they can be downgraded to Phase 2 or Phase 1.
• Re-establish routine delivery of supplies and materials.
• Review and report financial and personnel losses due to the pandemic. Estimate resources needed to resume non-essential functions. Develop and implement long-term recovery activities.
• Continue to provide mental health services for employees and monitor staff for potential referrals to counseling and health care providers, as needed.
• Identify continuity plan inadequacies and implement needed improvements in pandemic response.
• Review response to the emergency; identify and document lessons learned.

U&EM ESSENTIAL FUNCTIONS AND DELEGATION OF AUTHORITY

The U&EM facilities and the persons assigned primary responsibility for their operations on a day-to-day basis are listed below. In the event that the person with primary responsibility becomes temporarily incapacitated, is out of communication with the University, or is otherwise unavailable and unable to perform the essential duties, the following delegation of authority will be implemented:

<table>
<thead>
<tr>
<th>CORE ACTIVITY / ESSENTIAL FUNCTIONS</th>
<th>Designated Succession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Utilities &amp; Energy Management (U&amp;EM Pandemic Response Coordination)</td>
<td>Ferman Milster</td>
</tr>
<tr>
<td>Primary person responsible: Glen Mowery</td>
<td>Ken Lloyd</td>
</tr>
<tr>
<td></td>
<td>Robert Walton</td>
</tr>
<tr>
<td>Power Plant Operations</td>
<td>Designated Succession</td>
</tr>
<tr>
<td>Primary person responsible: Ben Fish</td>
<td>Ferman Milster</td>
</tr>
<tr>
<td></td>
<td>Brad Swearingen</td>
</tr>
<tr>
<td></td>
<td>Joe Schwarzhoff</td>
</tr>
<tr>
<td>Water Treatment Plant Operations</td>
<td>Designated Succession</td>
</tr>
<tr>
<td>Primary person responsible: Scott Slee</td>
<td>Dave McClain</td>
</tr>
<tr>
<td></td>
<td>Ken Lloyd</td>
</tr>
<tr>
<td></td>
<td>Tim Metz</td>
</tr>
<tr>
<td>Water Treatment Field Operations</td>
<td>Designated Succession</td>
</tr>
<tr>
<td>Primary person responsible: David McClain</td>
<td>Scott Slee</td>
</tr>
<tr>
<td>CORE ACTIVITY / ESSENTIAL FUNCTIONS</td>
<td>Designated Succession</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Chilled Water Plant Operation</td>
<td></td>
</tr>
<tr>
<td>Primary person responsible: Ed Stroud</td>
<td>Roger Mullinnix</td>
</tr>
<tr>
<td></td>
<td>Dave Hahn</td>
</tr>
<tr>
<td></td>
<td>Chuck Weno</td>
</tr>
<tr>
<td>Electrical Distribution</td>
<td></td>
</tr>
<tr>
<td>Primary person responsible: Rick Helwig</td>
<td>Barry Lockridge</td>
</tr>
<tr>
<td></td>
<td>Brent Kotteman</td>
</tr>
<tr>
<td>Mechanical Distribution</td>
<td></td>
</tr>
<tr>
<td>Primary person responsible: Garry Creed</td>
<td>Roy Rios</td>
</tr>
<tr>
<td></td>
<td>Robert Walton</td>
</tr>
<tr>
<td></td>
<td>Ken Lloyd</td>
</tr>
<tr>
<td>Meters &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>Primary person responsible: Steve Hoffman</td>
<td>Dean March</td>
</tr>
<tr>
<td></td>
<td>Robert Walton</td>
</tr>
<tr>
<td></td>
<td>Ken Lloyd</td>
</tr>
<tr>
<td>Utility Finance Operation</td>
<td></td>
</tr>
<tr>
<td>Primary person responsible: Mike Donnelly</td>
<td>George Paterson</td>
</tr>
<tr>
<td></td>
<td>Bob Lane</td>
</tr>
<tr>
<td></td>
<td>Business &amp; Financial Services</td>
</tr>
</tbody>
</table>

The communication systems to be used to transmit pandemic-related information within U&EM facilities, University Services Building and the University will be:

- Nextel and Verizon cellular phone communication system
- Commercial cell phone and land lines
- Fax: (319) (319) 335-1210
- WebEx for meetings and briefings
- Microsoft Outlook (email)
- Campus mail
- US Postal mail
APPENDIX D-VIII.1: Utilities & Energy Management Contacts

In the event of a pandemic, U&EM will have designated contacts for

- communications from the unit to the administrative unit to which it reports regarding threats to the unit's ability to carry out its essential and non-essential functions.
- communications to the unit from the central administration or the administrative unit to which it reports regarding policies and planning occurring at higher / central levels.
- communications within the unit to employees and students regarding changes in unit, collegiate, or university operations, procedures, or policies.
- communications from employees and students in the unit regarding their ability to meet their commitments to the unit.

Refer to Appendix B through G for information on planned communication methods for each U&EM facility.

<table>
<thead>
<tr>
<th>Name</th>
<th>Facility</th>
<th>Campus Address</th>
<th>Phone (319)</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creed, Garry</td>
<td>Mech Distribution</td>
<td>145 SCSB</td>
<td>Office: 335-5156</td>
<td><a href="mailto:garry-e-creed@uiowa.edu">garry-e-creed@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 541-4152</td>
<td></td>
</tr>
<tr>
<td>Donnelly, Mike</td>
<td>Business Finance</td>
<td>210 USB</td>
<td>Office: 335-5241</td>
<td><a href="mailto:michael-donnelly@uiowa.edu">michael-donnelly@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-1493</td>
<td></td>
</tr>
<tr>
<td>Fish, Ben</td>
<td>Power Plant</td>
<td>PP</td>
<td>Office: 384-0528</td>
<td><a href="mailto:ben-fish@uiowa.edu">ben-fish@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-4175</td>
<td></td>
</tr>
<tr>
<td>Hahn, Dave</td>
<td>Chilled Water Plant</td>
<td>CWP</td>
<td>Office: 335-8625</td>
<td><a href="mailto:david-c-hahn@uiowa.edu">david-c-hahn@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-1944</td>
<td></td>
</tr>
<tr>
<td>Hellwig, Rick</td>
<td>Elect Distribution</td>
<td>125 SCSB</td>
<td>Office: 335-5294</td>
<td><a href="mailto:richard-hellwig@uiowa.edu">richard-hellwig@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-1952</td>
<td></td>
</tr>
<tr>
<td>Hoffman, Stephen</td>
<td>Meters &amp; Controls</td>
<td>301 CC</td>
<td>Office: 335-6400</td>
<td><a href="mailto:stephen-hoffman@uiowa.edu">stephen-hoffman@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-1948</td>
<td></td>
</tr>
<tr>
<td>Kotteman, Brent</td>
<td>Elect Distribution</td>
<td>125 SCSB</td>
<td>Office: 335-5294</td>
<td><a href="mailto:brent-kottemann@uiowa.edu">brent-kottemann@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-1920</td>
<td></td>
</tr>
<tr>
<td>Lampe, Dennis</td>
<td>Meters &amp; Controls</td>
<td>301 CC</td>
<td>Office: 335-6245</td>
<td><a href="mailto:dennis-lampe@uiowa.edu">dennis-lampe@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-2337</td>
<td></td>
</tr>
<tr>
<td>Lane, Bob</td>
<td>Power Plant</td>
<td>PP</td>
<td>Office: 335-6266</td>
<td><a href="mailto:robert-l-lane@uiowa.edu">robert-l-lane@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-0720</td>
<td></td>
</tr>
<tr>
<td>Lloyd, Ken</td>
<td>Utilities</td>
<td>WP</td>
<td>Office: 335-5168</td>
<td><a href="mailto:kenneth-lloyd@uiowa.edu">kenneth-lloyd@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 631-4976</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
<td>Office/Building</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------</td>
<td>-----------------</td>
<td>-------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Lockridge, Barry</td>
<td>Elect Distribution</td>
<td>125 SCSB</td>
<td>335-5294</td>
<td><a href="mailto:barry-lockridge@uiowa.edu">barry-lockridge@uiowa.edu</a></td>
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<tr>
<td></td>
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<td></td>
<td>631-1918</td>
<td></td>
</tr>
<tr>
<td>March, Dean</td>
<td>Meters &amp; Controls</td>
<td>301 CC</td>
<td>335-5156</td>
<td><a href="mailto:dean-march@uiowa.edu">dean-march@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>631-2020</td>
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</tr>
<tr>
<td>McClain, Dave</td>
<td>Water Plant</td>
<td>WP</td>
<td>335-5990</td>
<td><a href="mailto:david-mcclain@uiowa.edu">david-mcclain@uiowa.edu</a></td>
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<tr>
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<td></td>
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<td>631-2331</td>
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<tr>
<td>Metz, Tim</td>
<td>Water Plant</td>
<td>WP</td>
<td>335-5168</td>
<td><a href="mailto:timothy-metz@uiowa.edu">timothy-metz@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
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<td>631-2340</td>
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</tr>
<tr>
<td>Milster, Ferman</td>
<td>Power Plant</td>
<td>PP</td>
<td>335-5132</td>
<td><a href="mailto:ferman-milster@uiowa.edu">ferman-milster@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>331-5132</td>
<td></td>
</tr>
<tr>
<td>Mowery, Glen</td>
<td>U&amp;EM</td>
<td>210 USB</td>
<td>335-1884</td>
<td><a href="mailto:glen-mowery@uiowa.edu">glen-mowery@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>541-8439</td>
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</tr>
<tr>
<td>Mullinnix, Roger</td>
<td>Chilled Water Plant</td>
<td>CWP</td>
<td>353-5309</td>
<td><a href="mailto:roger-mullinnix@uiowa.edu">roger-mullinnix@uiowa.edu</a></td>
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<tr>
<td></td>
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<td>631-1954</td>
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</tr>
<tr>
<td>Paterson, George</td>
<td>Power Plant</td>
<td>PP</td>
<td>335-5139</td>
<td><a href="mailto:george-r-paterson@uiowa.edu">george-r-paterson@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Rios, Roy</td>
<td>Mech Distribution</td>
<td>145 SCSB</td>
<td>335-5156</td>
<td><a href="mailto:roy-rios@uiowa.edu">roy-rios@uiowa.edu</a></td>
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<tr>
<td></td>
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<td>631-1412</td>
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</tr>
<tr>
<td>Schwarzhoff, Joe</td>
<td>Power Plant</td>
<td>PP 100A</td>
<td>335-6392</td>
<td><a href="mailto:joseph-schwarzhoff@uiowa.edu">joseph-schwarzhoff@uiowa.edu</a></td>
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<tr>
<td></td>
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<tr>
<td>Slee, Scott</td>
<td>Water Plant</td>
<td>WP</td>
<td>335-5168</td>
<td><a href="mailto:scott-slee@uiowa.edu">scott-slee@uiowa.edu</a></td>
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<tr>
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<tr>
<td>Stroud, Ed</td>
<td>Chilled Water Plant</td>
<td>CWP</td>
<td>335-8625</td>
<td><a href="mailto:edward-stroud@uiowa.edu">edward-stroud@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>631-1946</td>
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</tr>
<tr>
<td>Swearingen, Brad</td>
<td>Power Plant</td>
<td>PP</td>
<td>384-2923</td>
<td><a href="mailto:brad-swearingen@uiowa.edu">brad-swearingen@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>631-0476</td>
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</tr>
<tr>
<td>Walton, Bob</td>
<td>Mech Distribution</td>
<td>145 SCSB</td>
<td>335-5146</td>
<td><a href="mailto:robert-walton@uiowa.edu">robert-walton@uiowa.edu</a></td>
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<tr>
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<tr>
<td>Weno, Chuck</td>
<td>Chilled Water Plant</td>
<td>CWP</td>
<td>335-6414</td>
<td><a href="mailto:charles-weno@uiowa.edu">charles-weno@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>631-6019</td>
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</tbody>
</table>
# APPENDIX D-VIII.2: Chilled Water Plant Operations Continuity

## 1. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Responsible Individual (incl name, campus address, tel, email)</th>
<th>Performed Remotely? (Y/N)</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide central chilled water to UIHC and Campus buildings</td>
<td>Ed Stroud CWP 319-631-1946 <a href="mailto:Edward-stroud@uiowa.edu">Edward-stroud@uiowa.edu</a></td>
<td>No</td>
<td>Loss of central chilled water could cause shutdown of critical facilities at UIHC and other University locations.</td>
</tr>
</tbody>
</table>

## 2. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Required Resources (staffing needs not addressed here)</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide central chilled water to UIHC and Campus buildings</td>
<td>Process Chemicals: Hypochlorite (3,500 lbs), Hydrogen Peroxide (2,000 lbs), Open Loop Inhibitor: Enviroplus 2540 (30,000 lbs), Closed Loop Inhibitor: Enviromax CS (15,000 lbs), Dispersant (Drewsperse 739) (12,000 lbs), Sodium Bisulfite (1,800 lbs), Various Laboratory Chemicals</td>
<td>Yes, Yes, Yes, Yes, Yes, Yes</td>
<td>7 days, 15 days, 30 days, 60 days, 6 months, 15 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lubrication Products</td>
<td>Yes</td>
<td>30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------</td>
<td>-----</td>
<td>---------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Spare parts and systems</td>
<td>Yes</td>
<td></td>
<td>&gt;30 days</td>
<td>Chilled water production systems are in parallel so all operational equipment is available to serve central system. Spare parts are kept on hand for critical systems.</td>
<td></td>
</tr>
<tr>
<td>Vehicles and gas</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(needed for servicing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>buildings)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Protection</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals Ready to Eat</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(MRE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Communications
Information will be communicated internally within the Chilled Water Plant via
- Safety Bulletin Boards
- Tailgate meetings (until group assemblies are discouraged)
- “All call” groups using Nextel cell phones

4. Staffing
A minimum of one staff person available per shift is required; maintenance support, as needed.

5. Recovery Challenges
   a. Re-establish routine delivery of supplies and materials.
   b. Review financial and personnel losses and document results in a report.
   c. Determine an estimate for resuming non-essential functions and resources needed.
   d. Develop and implement a plan to initiate long-term recovery activities (e.g., replacement of loss personnel, plan for purchasing any additional needed equipment or establishing any contracts with vendors / suppliers that were identified during the pandemic response, and / or modify this Continuity of Business Plan based on lessons learned).
### 1. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Responsible Individual (incl name, campus address, tel, e-mail)</th>
<th>Performed Remotely? (Y/N)</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Support the 4160 and 13800 volt distribution systems and substations for University Campuses.</td>
<td>Rick Helwig 125 SCSB 631-1952 <a href="mailto:Richard-hellwig@uiowa.edu">Richard-hellwig@uiowa.edu</a></td>
<td>No</td>
<td>Loss of power would shutdown UIHC and University campuses.</td>
</tr>
<tr>
<td>2. Supply maintenance support for FM Utilities and electrical maintenance support for O&amp;M.</td>
<td>Rick Helwig 125 SCSB 631-1952 <a href="mailto:Richard-hellwig@uiowa.edu">Richard-hellwig@uiowa.edu</a></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3. Maintain exterior campus lighting for roadways, parkways and walkways</td>
<td>Rick Helwig 125 SCSB 631-1952 <a href="mailto:Richard-hellwig@uiowa.edu">Richard-hellwig@uiowa.edu</a></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Required Resources (staffing needs not addressed here)</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Support the 4160 and 13800 volt distribution systems and substations for University Campuses</td>
<td>Transformers</td>
<td>Yes</td>
<td>&gt;30 days</td>
<td>Broad spectrum of spare transformers are in storage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cable</td>
<td>Yes</td>
<td>&gt;30 days</td>
<td>Reasonable supply in stock.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parts for splicing and terminating cables</td>
<td>Yes</td>
<td>&gt;30 days</td>
<td>Reasonable supply in stock.</td>
<td></td>
</tr>
</tbody>
</table>
3. Communications
Information will be communicated internally within Electrical Distribution via
- Safety Bulletin Boards
- Tailgate meetings (until group assemblies are discouraged)
- “All call” groups using Nextel cell phones

4. Staffing
Employees are scheduled for on-call rotation. All personnel are responsible for utility operations of both Main Campus (226 buildings) and Oakdale Campus Utilities (46 buildings).

5. Recovery Challenges
   a. Re-establish routine delivery of supplies and materials.
   b. Review financial and personnel losses due to the pandemic and document results in a report.
   c. Determine an estimate for resuming non-essential functions and resources needed.
   d. Develop and implement a plan to initiate long-term recovery activities (e.g., replacement of loss personnel, plan for purchasing any additional needed equipment or establishing any contracts with vendors / suppliers that were identified during the pandemic response, and / or modify this Continuity of Business Plan based on lessons learned).
APPENDIX D-VIII.4: Mechanical Distribution Operations Continuity

1. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Responsible Individual (incl name, campus address, tel, e-mail)</th>
<th>Performed Remotely? (Y/N)</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utility distribution operations for Main Campus and Oakdale Campus buildings; UIHC basement/sub basements and upper level equipment rooms.</td>
<td>Garry Creed 145 SCSB 631-1408 <a href="mailto:garry-e-creed@uiowa.edu">garry-e-creed@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Required Resources (staffing needs not addressed here)</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utility distribution operations for Main Campus and Oakdale Campus buildings; UIHC basement/sub basements and upper level equipment rooms.</td>
<td></td>
<td></td>
<td>&gt;30 days</td>
<td>Inventory is well-stocked with very small amount of dependency on suppliers.</td>
<td></td>
</tr>
</tbody>
</table>

3. Communications

Information will be communicated internally within Mechanical Distribution via
- Safety Bulletin Boards
- Tailgate meetings (until group assemblies are discouraged)
- “All call” groups using Nextel cell phones
Mechanical Distribution Manager Garry Creed has access to a home computer with copy of all utilities on a CD. CD is kept current through monthly updates, or as needed.

4. Staffing
Employees are scheduled for on-call rotation. All personnel are responsible for utility operations of both Main Campus (226 buildings) and Oakdale Campus Utilities (46 buildings).

5. Recovery Challenges
   a. Re-establish routine delivery of supplies and materials.
   b. Review financial and personnel losses due to the pandemic and document results in a report.
   c. Determine an estimate for resuming non-essential functions and resources needed.
   d. Develop and implement a plan to initiate long-term recovery activities (e.g., replacement of loss personnel, plan for purchasing any additional needed equipment or establishing any contracts with vendors / suppliers that were identified during the pandemic response, and / or modify this Continuity of Business Plan based on lessons learned).
## APPENDIX D-VIII.5: Power Plant Operations Continuity

### 1. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Responsible Individual (incl name, campus address, tel, e-mail)</th>
<th>Performed Remotely? (Y/N)</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide steam to main University Main Campus and UIHC.</td>
<td>Ferman Milster PP 100A 331-5132 <a href="mailto:ferman-milster@uiowa.edu">ferman-milster@uiowa.edu</a></td>
<td>No</td>
<td>Loss of steam would shutdown UIHC and University Main Campus.</td>
</tr>
<tr>
<td>2. Provide steam to Oakdale Campus.</td>
<td>Ferman Milster PP 100A 331-5132 <a href="mailto:ferman-milster@uiowa.edu">ferman-milster@uiowa.edu</a></td>
<td>Yes</td>
<td>Monitor Oakdale operations from Main Power Plant; however, still requires operators making rounds and maintaining equipment and water chemistry. Loss of steam would shutdown multiple facilities at Oakdale Campus.</td>
</tr>
<tr>
<td>3. Provide steam to Jefferson Building.</td>
<td>Ferman Milster PP 100A 331-5132 <a href="mailto:ferman-milster@uiowa.edu">ferman-milster@uiowa.edu</a></td>
<td>No</td>
<td>Loss of steam would shutdown Jefferson Building. Jefferson Building may be considered an essential building.</td>
</tr>
</tbody>
</table>

### 2. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function (# from above)</th>
<th>Required Resources (staffing needs not addressed here)</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide steam to main University Main Campus and UIHC.</td>
<td>Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Stockpiling:
<table>
<thead>
<tr>
<th>Material</th>
<th>Storage</th>
<th>Allowable Days</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coal</td>
<td>No</td>
<td>3 to 10 days</td>
<td>When silos and bunkers are full and no additional deliveries received, Boiler 11 will operate three days with fluid bed type coal (seven days with constant feed of oat hulls); Boiler 10 ten days. At this point, no storage on the ground is approved for onsite.</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>No</td>
<td>Dep. on MidAmeri can supply.</td>
<td>UIHC – backup boiler for emergency use</td>
</tr>
<tr>
<td>Water (boiler make-up)</td>
<td>No</td>
<td>Dep. on water plant operation</td>
<td></td>
</tr>
<tr>
<td>Water treatment chemicals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sulfuric Acid (1000 gals)</td>
<td>No</td>
<td>14 days</td>
<td></td>
</tr>
<tr>
<td>Sodium Hydroxide (4000 gals)</td>
<td>Yes</td>
<td>42 days</td>
<td>Maximum storage in onsite tank is 6000 gals.</td>
</tr>
<tr>
<td>Nalco 1700 (300 gals)</td>
<td>Yes</td>
<td>60 days</td>
<td>Maximum storage in onsite tank is 400 gals.</td>
</tr>
<tr>
<td>Nalco 1720 (100 gals)</td>
<td>Yes</td>
<td>30 days</td>
<td>Maximum storage in onsite tank is 200 gals.</td>
</tr>
<tr>
<td>Nalco 7205T (600 gals)</td>
<td>Yes</td>
<td>90 days</td>
<td>Maximum storage in onsite tank is 1000 gals.</td>
</tr>
<tr>
<td>Nalco 2813 (200 gals)</td>
<td>Yes</td>
<td>60 days</td>
<td>Maximum storage in onsite tank is 400 gals.</td>
</tr>
<tr>
<td>Nalco 156 pulv (500 lbs)</td>
<td>Yes</td>
<td>180 days</td>
<td></td>
</tr>
<tr>
<td>Chem Treat CL-16 (300 gals)</td>
<td>Yes</td>
<td>180 days</td>
<td>Maximum storage in onsite tank is 500 gals.</td>
</tr>
<tr>
<td>Salt for polisher regeneration (1200 lbs)</td>
<td>Yes</td>
<td>120 days</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Yes/No</td>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Sodium Bisulfite for water treatment</td>
<td>Yes</td>
<td>12 days</td>
<td></td>
</tr>
<tr>
<td>Limestone</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lubrication oils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of ash</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Protection Equipment</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals Ready to Eat (MRE)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles for servicing buildings and gas</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials supporting office infrastructure (e.g., computers, printers, and/or plotters)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement parts for critical equipment/systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies to support infection control techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(includes sequestering needs beds, bedding, clothing, supplies for personal hygiene, cleaning supplies, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Fuel – natural gas

2. Water treatment chemicals

3. Fuel – natural gas

3. Water treatment chemicals

2. Fuel – natural gas

2. Water treatment chemicals

3. Fuel – natural gas

3. Water treatment chemicals

Dependent on MidAmerican supply.
3. Communications
Information will be communicated internally within the Power Plant via
- Safety Bulletin Boards
- Tailgate meetings (until group assemblies are discouraged)
- “All call” groups using Nextel cell phones

4. Staffing
Operations personnel will attempt to cover 24/7 operation – minimum of three per 12-hour shift. Shift schedules may be revised depending on absenteeism and specific pandemic conditions (e.g., change number of consecutive days worked). Operators are being cross-trained in all operations duties and responsibilities to ensure continuity of operations. Mechanics previously qualified as Power Plant Operators may assist with filling operations staffing requirements. Consider contacting Iowa State University and/or University of Northern Iowa to arrange for supplementing numbers of essential personnel.

A minimum of one coal handler will be required if coal deliveries are being received.

The need for mechanics and electrical and instrumentation technicians (EI) will be determined on a case-by-case basis. Mechanics and EI technicians may be asked to support other departments during a pandemic. There may be a need for multiple options to be considered that are dependent on maintaining U&EM facilities operations.

One administrative staff will be considered essential. Primary role will be to assist in ensuring deliveries of essential goods and services. Depending on the pandemic specifics, performing responsibilities using remote capabilities should be considered.

Sequestering of on-shift staff may be implemented with a screening process to ensure oncoming operators are not in an incubation stage of the pandemic virus.

5. Recovery Challenges
- Re-establish routine delivery of supplies and materials.
- Review financial and personnel losses due to the pandemic and document results in a report.
- Determine an estimate for resuming non-essential functions and resources needed.
- Develop and implement a plan to initiate long-term recovery activities (e.g., replacement of loss personnel, plan for purchasing any additional needed equipment or establishing any contracts with vendors / suppliers that were identified during the pandemic response, and / or modify this Continuity of Business Plan based on lessons learned).
## APPENDIX D-VIII.6: Water Plant and Field Operations Continuity

### 1. Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Responsible Individual (name, campus address, telephone, e-mail)</th>
<th>Performed Remotely? (Y/N)</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide potable water to essential buildings.</td>
<td>Scott Slee WP 631-2338 <a href="mailto:scott-slee@uiowa.edu">scott-slee@uiowa.edu</a></td>
<td>N</td>
<td>Loss of water would shutdown UIHC and University campuses.</td>
</tr>
<tr>
<td>2. Mutual operations assistance opportunities between University and City (water system cross-ties)</td>
<td>Dave McClain WP 631-2331 <a href="mailto:david-mcclain@uiowa.edu">david-mcclain@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Required Resources (staffing needs not addressed here)</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>If Stockpiling:</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide potable water to essential buildings</td>
<td>Process chemicals:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chlorine (4,000 lbs)</td>
<td>Yes</td>
<td>60 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calcium oxide – lime (44,000 lbs)</td>
<td>Yes</td>
<td>30 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carbon dioxide (12,000 lbs)</td>
<td>Yes</td>
<td>60 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ferric sulfate (25,000 lbs)</td>
<td>Yes</td>
<td>30 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phosphates (1,000 lbs)</td>
<td>Yes</td>
<td>60 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potassium permanganate (300 lbs)</td>
<td>Yes</td>
<td>30 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical laboratory chemicals</td>
<td>Yes</td>
<td>30 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lubricant products</td>
<td>Yes</td>
<td>180 days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Generator and Sludge Truck Diesel Fuel (2,000 gals)
- **Availability:** No
- **Access:** 24 hours
- **Arrangements:** Arrangements for a one-week reserve through Linn Coop and further access to local depot reserves.

### Spare Systems and Parts
- **Spare Parts:** Yes
- **On Hand:** 30 days
- **Process Systems:** Spare parts on hand for all critical systems. Process systems are redundant and process trains back each other up allowing failure of any unit without stopping production.

### Personal Protection Equipment

### Meals Ready to Eat (MRE)

### Vehicles for Servicing Buildings and Gas
- **Availability:** No

### Materials Supporting Office Infrastructure (e.g., Computers, Printers, and/or Plotters)

### Replacement Parts for Critical Equipment/Systems

### Supplies to Support Infection Control Techniques

### Communications
Information will be communicated internally within Water Plant and Field Operations via:
- Safety Bulletin Boards
- Tailgate meetings (until group assemblies are discouraged)
- “All call” groups using Nextel cell phones

### Staffing
Minimum of one staff person available per shift, with maintenance support as required. Provide refresher operations training for staff not currently assigned to Water Plant operations.

### Miscellaneous Needs/Issues
Fluoride (1,500 lbs) is not essential but may become a need. Stockpiling is possible for 15-day duration.
ATTACHMENT D-IX
FINANCE & OPERATIONS—ACCOUNTING SERVICES
& PROPERTY MANAGEMENT
Continuity Plan

I. Core Activities

The mission of Accounting Services is to serve as the custodian of the general ledger (GL) system, which is the basis for financial reporting. Accounting Services is committed to providing accurate financial information in a cost effective, efficient, and timely manner to those responsible for managing the financial resources of the institution and to external constituencies. Specific responsibilities of the unit include

Accounting Services
- Accounting Close & Internal Management Reports (Monthly & Annual)
- Custody/steward of Financial Data Warehouse, Financial Web Apps & General Ledger
- Annual Financial Audit Related Activities (University & Bond Audits)
- Annual University Financial Reports & Bond Reports
- GAAP Package Reporting (for State CAFR)
- Tax Reporting (Unrelated Business Income Tax & Sales Tax)
- Annual Fringe Rates Projection
- Investment Income Distribution (TTI)
- Bond Paying Agent
- Bond Covenant Compliance
- Account Reconciliations
- Capital Asset Accounting & Reporting

Property Management
- To ensure that all equipment purchases are properly identified and recorded
- To record gifts of equipment
- To ensure that property purchased by the University of Iowa is tagged with a bar-coded, serial-numbered identification tag
- To ensure that all federally titled equipment is recorded as federally titled and tagged with both the University and Government identification tags as required.
- To provide central administration and departments with timely capital assets reports
- To assist and monitor departments’ compliance with the preparation of biennial inventories
- To record addition to, transfer of, and retirements of moveable equipment
- To provide a central system to account for depreciation
- To post capitalization and depreciation of capitalized equipment to the University’s GL
II. Decision Making

The four top decision makers for the unit are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selina Martin</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-0728</td>
<td><a href="mailto:selina-martin@uiowa.edu">selina-martin@uiowa.edu</a></td>
</tr>
<tr>
<td>Steve Romont</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-0104</td>
<td><a href="mailto:steven-romont@uiowa.edu">steven-romont@uiowa.edu</a></td>
</tr>
<tr>
<td>Carolyn Gritton</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-0646</td>
<td><a href="mailto:carolyn-gritton@uiowa.edu">carolyn-gritton@uiowa.edu</a></td>
</tr>
<tr>
<td>Amy Welter</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-3366</td>
<td><a href="mailto:amy-welter@uiowa.edu">amy-welter@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts – Accounting Services & Property Management

<table>
<thead>
<tr>
<th>Accounting Services (General)</th>
<th>Selina Martin</th>
<th>Steve Romont</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selina Martin</td>
<td>Associate Controller</td>
<td>Director, Accounting Services</td>
</tr>
<tr>
<td>B5 Jessup Hall</td>
<td>(w) (319) 335-0728</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td>(h) (319) 643-4221</td>
<td>(w) (319) 335-0104</td>
<td>(w) (319) 335-0104</td>
</tr>
<tr>
<td><a href="mailto:selina-martin@uiowa.edu">selina-martin@uiowa.edu</a></td>
<td>(h) (319) 338-8688</td>
<td>(h) (319) 338-8688</td>
</tr>
<tr>
<td>Internet Service: Yes, high speed</td>
<td><a href="mailto:selena-martin@uiowa.edu">selena-martin@uiowa.edu</a></td>
<td>Internet Service: Yes, high speed</td>
</tr>
<tr>
<td>ISP: Liberty Communications</td>
<td><a href="mailto:selena-martin@uiowa.edu">selena-martin@uiowa.edu</a></td>
<td>ISP: Mediacom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting Services (Financial Systems &amp; Training)</th>
<th>Carolyn Gritton</th>
<th>Cheryl Hoch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Gritton</td>
<td>Asst. Director, FS&amp;T</td>
<td>Sr. Financial Systems Analyst</td>
</tr>
<tr>
<td>4 Jessup Hall</td>
<td>(w) (319) 335-0646</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td>(h) 563-946-3204</td>
<td>(w) (319) 335-3535</td>
<td>(w) (319) 335-3535</td>
</tr>
<tr>
<td>(cell) 563-357-1388</td>
<td>(h) (319) 362-3086</td>
<td>(h) (319) 362-3086</td>
</tr>
<tr>
<td><a href="mailto:carolyn-gritton@uiowa.edu">carolyn-gritton@uiowa.edu</a></td>
<td><a href="mailto:cheryl-hoch@uiowa.edu">cheryl-hoch@uiowa.edu</a></td>
<td><a href="mailto:cheryl-hoch@uiowa.edu">cheryl-hoch@uiowa.edu</a></td>
</tr>
<tr>
<td>Internet Service: Yes, high speed</td>
<td>internet-service: Yes, high speed</td>
<td>Internet Service: Yes, high speed</td>
</tr>
<tr>
<td>ISP: Iowa Teleconnect</td>
<td>ISP: Mediacom</td>
<td>ISP: Mediacom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dianne Plummer</th>
<th>Account Specialist</th>
<th>Cheryl Hoch</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Jessup Hall</td>
<td>(w) (319) 335-0098</td>
<td>Sr. Financial Systems Analyst</td>
</tr>
<tr>
<td>(h) (319) 626-6028</td>
<td>(w) (319) 335-3535</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td><a href="mailto:dianne-plummer@uiowa.edu">dianne-plummer@uiowa.edu</a></td>
<td>(h) (319) 362-3086</td>
<td>(h) (319) 362-3086</td>
</tr>
<tr>
<td>Internet Service: No</td>
<td><a href="mailto:cheryl-hoch@uiowa.edu">cheryl-hoch@uiowa.edu</a></td>
<td><a href="mailto:cheryl-hoch@uiowa.edu">cheryl-hoch@uiowa.edu</a></td>
</tr>
<tr>
<td>ISP: No</td>
<td>ISP: Yes, high speed</td>
<td>ISP: Yes, high speed</td>
</tr>
<tr>
<td>ISP: N/A</td>
<td>ISP: Mediacom</td>
<td>ISP: Mediacom</td>
</tr>
<tr>
<td>Accounting Services (Financial Reporting)</td>
<td>Accounting Services (Cash &amp; Investments)</td>
<td>Property Management</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| Amy Welter  
Asst. Director, FS&T  
B5 Jessup Hall  
(w) (319) 335-3366  
(h) (319) 354-3889  
amy-welter@uiowa.edu  
Internet Service: Yes, high speed  
ISP: Mediacom | Deanna Green  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-0107  
(h) (319) 354-5533  
deanna-green@uiowa.edu  
Internet Service: Yes, high speed  
ISP: Mediacom | Judy Clark  
Senior Accountant  
620 Jefferson Building  
(w) (319) 338-0882  
(cell) (319) 330-2762  
judy-clark@uiowa.edu  
Internet Service: Yes, dial-up  
ISP: Earthlink |
| Jeri Smith  
Sr. Financial Systems Analyst  
B5 Jessup Hall  
(w) (319) 335-0520  
(h) (319) 530-8562  
jeri-smith@uiowa.edu  
Internet Service: Yes, high speed  
ISP: Mediacom | Shelly Michel  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-0195  
(h) (319) 648-5204  
cell (319) 430-4860  
shelly-michel@uiowa.edu  
Internet Service: Yes, high speed  
ISP: Iowa Telecom | Charma Wenck  
Clerk IV  
618 Jefferson Building  
(w) (319) 335-0118  
(h) (319) 338-0882  
cell (319) 330-2762  
charma-wenck@uiowa.edu  
Internet Service: Yes, dial-up  
ISP: Avalon |
| Karlyn Larson  
Accountant  
B5 Jessup Hall  
(w) (319) 335-0131  
(h) (319) 337-8282  
karlyn-larson@uiowa.edu  
Internet Service: Yes, high speed  
ISP: Mediacom | Deanna Green  
Senior Accountant  
4 Jessup Hall  
(w) (319) 335-0107  
(h) (319) 354-5533  
deanna-green@uiowa.edu  
Internet Service: Yes, high speed  
ISP: Mediacom | Bob Schaaf  
Clerk IV (60% phased retirement)  
609 Jefferson Building  
(w) (319) 384-3836  
robert-schaaf@uiowa.edu |
| Internet Service: Yes, dial-up  
ISP: Mediacom | | |
## Contact Backup List – Accounting Services & Property Management -

<table>
<thead>
<tr>
<th>Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial Systems</td>
<td>Steve Romont&lt;br&gt;Director, Accounting Services&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0104&lt;br&gt;(h) (319) 338-8688&lt;br&gt;<a href="mailto:steven-romont@uiowa.edu">steven-romont@uiowa.edu</a></td>
<td>Carolyn Gritton&lt;br&gt;Asst. Director, FS&amp;T&lt;br&gt;4 Jessup Hall&lt;br&gt;(w) (319) 335-0646&lt;br&gt;(h) (563) 946-3204&lt;br&gt;<a href="mailto:carolyn-gritton@uiowa.edu">carolyn-gritton@uiowa.edu</a></td>
<td>Cheryl Hoch&lt;br&gt;Sr. Financial Systems Analyst&lt;br&gt;4 Jessup Hall&lt;br&gt;(w) (319) 335-3535&lt;br&gt;(h) (319) 362-3086&lt;br&gt;<a href="mailto:cheryl-hoch@uiowa.edu">cheryl-hoch@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Financial Reporting</td>
<td>Selina Martin&lt;br&gt;Associate Controller&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0728&lt;br&gt;(h) (319) 643-4221&lt;br&gt;<a href="mailto:selina-martin@uiowa.edu">selina-martin@uiowa.edu</a></td>
<td>Steve Romont&lt;br&gt;Director, Accounting Services&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0104&lt;br&gt;(h) (319) 338-8688&lt;br&gt;<a href="mailto:steven-romont@uiowa.edu">steven-romont@uiowa.edu</a></td>
<td>Amy Welter&lt;br&gt;Asst. Director, FS&amp;T&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-3366&lt;br&gt;(h) (319) 354-3889&lt;br&gt;<a href="mailto:carolyn-gritton@uiowa.edu">carolyn-gritton@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Cash &amp; Investments</td>
<td>Steve Romont&lt;br&gt;Director, Accounting Services&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0104&lt;br&gt;(h) (319) 338-8688&lt;br&gt;<a href="mailto:steven-romont@uiowa.edu">steven-romont@uiowa.edu</a></td>
<td>Shelly Michel&lt;br&gt;Senior Accountant&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0195&lt;br&gt;(h) 648-5204&lt;br&gt;<a href="mailto:shelly-michel@uiowa.edu">shelly-michel@uiowa.edu</a></td>
<td>Denise Bruck&lt;br&gt;Senior Accountant&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-3766&lt;br&gt;(h) 624-5204&lt;br&gt;<a href="mailto:denise-bruck@uiowa.edu">denise-bruck@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Bond Compliance &amp; Paying Agent Activities</td>
<td>Jeri Smith&lt;br&gt;Sr. Financial Systems Analyst&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0520&lt;br&gt;(h) (319) 530-8562&lt;br&gt;<a href="mailto:jeri-smith@uiowa.edu">jeri-smith@uiowa.edu</a></td>
<td>Steve Romont&lt;br&gt;Director, Accounting Services&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w) (319) 335-0104&lt;br&gt;(h) (319) 338-8688&lt;br&gt;<a href="mailto:steven-romont@uiowa.edu">steven-romont@uiowa.edu</a></td>
<td>Deanna Green&lt;br&gt;Senior Accountant&lt;br&gt;4 Jessup Hall&lt;br&gt;(w) (319) 335-0107&lt;br&gt;(h) (319) 354-5533&lt;br&gt;<a href="mailto:deanna-green@uiowa.edu">deanna-green@uiowa.edu</a> Internet Service: Yes, high speed ISP: Mediacom</td>
</tr>
<tr>
<td>5. Property Management</td>
<td>Ian Boresi&lt;br&gt;Asst. Director&lt;br&gt;626 Jefferson Building&lt;br&gt;(w) (319) 335-0103&lt;br&gt;(h) (319) 358-1953&lt;br&gt;<a href="mailto:janetlynn-boresi@uiowa.edu">janetlynn-boresi@uiowa.edu</a></td>
<td>Judy Clark&lt;br&gt;Senior Accountant&lt;br&gt;620 Jefferson Building&lt;br&gt;(w) (319) 335-0119&lt;br&gt;(h) (319) 338-5323&lt;br&gt;<a href="mailto:judy-clark@uiowa.edu">judy-clark@uiowa.edu</a></td>
<td>Charma Wenck&lt;br&gt;Clerk IV&lt;br&gt;618 Jefferson Building&lt;br&gt;(w) (319) 335-0118&lt;br&gt;(h) (319) 338-0882&lt;br&gt;<a href="mailto:charma-wenck@uiowa.edu">charma-wenck@uiowa.edu</a></td>
</tr>
</tbody>
</table>

### B. Communication Methods
For communications from unit up the administrative reporting line regarding operations, procedures, or policies:
- telephone
- email

For communications within your unit to employees and students regarding changes in operations, procedures, or policies:
- telephone
For communications from employees and students in the unit regarding their ability to meet commitments to the unit:

- telephone
- email

IV. Essential Functions

A. Functions of F&O–Accounting Services and Property Management Office the Unit

<table>
<thead>
<tr>
<th>Critical Function (not essential function)</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month end GL Close</td>
<td>Steve Romont Director, Accounting Services B5 Jessup Hall (w) (319) 335-0104 (h) (319) 338-8688 <a href="mailto:steven-romont@uiowa.edu">steven-romont@uiowa.edu</a></td>
<td>Yes</td>
<td>Impacts Grant Accounting cash flow and federal reporting compliance</td>
</tr>
<tr>
<td>Load to data warehouse, mainframe processing &amp; data verification</td>
<td>Carolyn Gritton Asst. Director, FS&amp;T 4 Jessup Hall (w) (319) 335-0646 (h) (563) 946-3204 <a href="mailto:carolyn-gritton@uiowa.edu">carolyn-gritton@uiowa.edu</a></td>
<td>Yes</td>
<td>Impacts Grant Accounting cash flow and federal reporting compliance</td>
</tr>
<tr>
<td>Bond Paying Agent Activities</td>
<td>Karlyn Larson Accountant B5 Jessup Hall (w) (319) 335-0131 (h) (319) 337-8282 <a href="mailto:karlyn-larson@uiowa.edu">karlyn-larson@uiowa.edu</a></td>
<td>No, requires mainframe access</td>
<td>Paying agent activities (payment of interest &amp; principal on outstanding bonds) occur throughout the year (in every month except February, April, August &amp; October). Actual payment of principal can also occur upon presentation of certificates for bearer bonds. This can happen on any given day throughout the year.</td>
</tr>
</tbody>
</table>
B. Essential Function Backups
In the event that the primary individual is unavailable, backup individuals (in order of succession) will take responsibility for the functions, as listed:

<table>
<thead>
<tr>
<th>Critical Function (not essential function)</th>
<th>First Backup</th>
<th>Second Backup</th>
</tr>
</thead>
</table>
| Month end GL Close                         | Carolyn Gritton  
Asst. Director, FS&T  
4 Jessup Hall  
(w) (319) 335-0646  
(h) (563) 946-3204  
carolyn-gritton@uiowa.edu | Dianne Plummer  
Account Specialist  
4 Jessup Hall  
(w) (319) 335-0098  
(h) (319) 626-6028  
dianne-plummer@uiowa.edu  
Internet Service: No  
ISP: N/A | Deanna Green  
Senior Accountant  
4 Jessup Hall  
(w) (319) 354-0107  
(h) (319) 354-5533  
deanne-green@uiowa.edu | Steve Romont  
Director, Accounting Services  
B5 Jessup Hall  
(w) (319) 335-0104  
(h) (319) 338-8688  
steven-romont@uiowa.edu | 

Load to data warehouse, mainframe processing & data verification  
Bond Paying Agent Activities  
<table>
<thead>
<tr>
<th>First Backup</th>
<th>Second Backup</th>
</tr>
</thead>
</table>
| Deanna Green  
Senior Accountant  
4 Jessup Hall  
(w) (319) 354-0107  
(h) (319) 354-5533  
deanne-green@uiowa.edu | Steve Romont  
Director, Accounting Services  
B5 Jessup Hall  
(w) (319) 335-0104  
(h) (319) 338-8688  
steven-romont@uiowa.edu | 

C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.
D. Essential Function Resources
To perform each of the above functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Critical Function (not essential function)</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month-end GL Close</td>
<td>Computers, network access, web access, electrical power, land/cell phones</td>
<td>No consumable resources (access to home computer/laptop is adequate)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Load to data warehouse, mainframe processing &amp; data verification</td>
<td>Computers, network access, web access, electrical power, land/cell phones</td>
<td>No consumable resources (access to home computer/laptop is adequate)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Bond Paying Agent Activities</td>
<td>Computer, network access, electrical power, mainframe bond system</td>
<td>No significant consumable resources</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

V. Recovery
At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions), this unit will need to address the following challenges:

Accounting Services - Financial Systems & Training

- GL Close – Processing gaps would need to be addressed since they could cause problems in determining a solid “beginning” point and a way to roll forward from there. We will need to figure out the best way to verify the authenticity of data. If there is a significant number of “catch up” (bottleneck) processing, we will need to adequately evaluate how to address this. This will involve whether or not each feeder is able to send accurate data. We will need to consider what types of high-level accruals we may need to make centrally so as to adequately cover the lack of feeder-system data. The complexity of these issues could be tremendous if a pandemic occurred during year-end close. This includes the implications of the lack of annual financial reporting required for new bond issuances, etc.
• Data Warehouse – How do we provide accurate data to campus units after such an event? Does lack of accurate data (depends on timing) have an impact on calculating fringe rates. What impact is there on indirect rate setting?

• Web Applications – Determine what happened to transactions “in progress” at the time the applications fail. Severity of situation depends on whether or not underlying data sources for web applications are recoverable.

• UIHC Impact – potential impact on annual rate setting, Medicare reporting, pay dependencies, etc.

**Accounting Services - Financial Reporting**

• Tax Reporting – Depending on the time of the year, we may be delinquent in submitting UBIT & Sales Tax returns. Requests for extensions are the most likely first course of action in this case.

• Bond Compliance Activities –
  1. Paying agents activities (payment of interest & scheduled payment of principal) occur throughout the year
  2. (in every month except February, April, August & October). Actual payment of principal occurs upon presentation of certificates so this could actually happen on any given day throughout the year. We are required “to pay upon presentation of certificate”.
  3. It would be difficult for Accounting Services staff to complete tasks (calculate interest payments).
  4. 1099 Reporting is required to be complete as of January 31st for paper submissions and March 31 for electronic. This is done within the Bond system. Implications/consequences to be determined – there could be issues if Bond System is unavailable.
  5. Potential Bond Covenant Compliance issues
  6. External partnerships that may be affected: DTC (clearing house)
  7. Outside trustee issues: Utilities – cover sinking fund monthly (May/Nov)
  8. Facilities Corp – cover sinking fund day prior to payment (Jun/Dec)
  9. Internal partnerships that are critical and may be affected: ITS system – program to run the interest calculation
  10. Bond ratings may be affected
  11. Public relations may be affected

**Accounting Services – Cash & Investments**
• Investment Income Distribution – We will need to determine an equitable method to allocate investment income to campus if our current methodology cannot be followed.

• Student Loan Accounting Reporting Compliance – In the August/September timeframe, we provide reporting to loan agencies so depending on the timing of crisis, this may be an issue. We may be granted reporting extensions but we do not know until we make inquiries. Could there also be potential impact on receipt of future loan funds?

• Bank Reconciliations – We will need to assert the accuracy of bank statements, determine the accuracy of G/L balances and status of recurring bank transactions -- are there “normal” levels of deposits & withdrawals occurring? We will also need to work with A/P & Treasury Operations on resolving issues; another contingency is whether eDeposit has been available and for what period of time.

Property Management
The implications of delays in asset capitalization are not as severe. Pandemic recovery operations for Property Management would include:

• Federal assets - all transactions entered and physical inventories reviewed to determine completion requirements
• Verification that asset database is correct before beginning recovery
• If near year-end, focus on entry of larger transactions first so that UI and UIHC rate setting can be as accurate as possible.

VI. Job Action Sheets for Essential Functions
The following job actions sheets provide guidelines for performance of these essential functions:

• Month-end general ledger close
• Load to data warehouse, mainframe processing, and data verification
• Bond paying agent activities
Job Action Sheet

MONTH-END GENERAL LEDGER CLOSE

Description of function: Process that accumulates the data from the University’s financial subsidiary systems, such as the accounts payable, billing, service center, and web application systems, produces journal entries via General Ledger processes, and verifies that all journal entries are posted to the General Ledger for the monthly period for the purpose of providing a consistent basis, or cutoff, for financial reporting.

Primary Individual:  
Steve Romont  
Director, Accounting Services  
B5 Jessup Hall  
(w) (319) 335-0104  
h) (319) 338-8688  
steven-romont@uiowa.edu

First Backup:  
Carolyn Gritton  
Asst. Director, FS&T  
4 Jessup Hall  
(w) (319) 335-0646  
h) 563-946-3204  
carolyn-gritton@uiowa.edu

Second Backup:  
Dianne Plummer  
Account Specialist  
4 Jessup Hall  
(w) (319) 335-0098  
h) (319) 626-6028  
Dianne-plummer@uiowa.edu

Decision maker with oversight over individual responsible for performing function:  
Selina Martin, Associate Controller, B5 Jessup Hall, (319) 335-0728, selina-martin@uiowa.edu

Other units, processes, or individuals that rely on the function: Grant Accounting, UIHC, Campus Units

Anticipated consequences of not performing function: Significant delays will negatively impact Grant Accounting cash flow and federal reporting compliance
Procedures for performing function: Separate file exists in Accounting Services documenting this process.

Alternative procedures for performing function: None

Whom to communicate with as tasks are carried out:
Separate file exists in Accounting Services documenting this process.

Resources required to perform function: Computers, network access, web access, electrical power, land/cell phones

Resource supplier(s): N/A
Job Action Sheet

LOAD TO DATA WAREHOUSE, MAINFRAME PROCESSING
& DATA VERIFICATION

Description of function: Provide daily and monthly extraction of PeopleSoft General Ledger data to a robust data warehouse environment; campus users manage their financial information and feed legacy mainframe financial and cost accounting systems. Verification of data accuracy through both automated and manual processes must be performed daily and monthly to ensure the integrity of the data warehouse in relation to the PeopleSoft General Ledger.

Primary Individual: Carolyn Gritton
Asst. Director, FS&T
4 Jessup Hall
(w) (319) 335-0646
(h) (563) 946-3204
carolyn-gritton@uiowa.edu

First Backup: Deanna Green
Senior Accountant
4 Jessup Hall
(w) (319) 335-0107
(h) (319) 354-5533
Deanna-green@uiowa.edu

Second Backup: Steve Romont
Director, Accounting Services
B5 Jessup Hall
(w) (319) 335-0104
(h) (319) 338-8688
steven-romont@uiowa.edu

Decision maker with oversight over individual responsible for performing function: Steve Romont, Director, Accounting Services, B5 Jessup Hall, (319) 335-0104, steven-romont@uiowa.edu

Other units, processes, or individuals that rely on the function: Grant Accounting, UIHC, Campus Units

Anticipated consequences of not performing function: Significant delays will negatively impact Grant Accounting cash flow and federal reporting compliance.
**Procedures for performing function:** The unit’s Functional Design Document (FDD) provides more specifics on functionality.

**Alternative procedures for performing function:** None

**Whom to communicate with as tasks are carried out:**
Separate file exists in Accounting Services documenting this process.

**Resources required to perform function:** Computers, network access, web access, electrical power, land/cell phones

**Resource supplier(s):** N/A
Job Action Sheet

BOND PAYING AGENT ACTIVITIES

Description of function: Payment of interest & principal throughout the year (in every month except February, April, August & October). Actual payment of principal can also occur upon presentation of certificates for bearer bonds. This can happen on any given day throughout the year. We are required “to pay upon presentation of certificate”.

Primary Individual: Karlyn Larson
Accountant
B5 Jessup Hall
(w) (319) 335-0131
(h) (319) 337-8282
Karlyn-larson@uiowa.edu

First Backup: Jeri Smith
Sr. Financial Systems Analyst
B5 Jessup Hall
(w) (319) 335-0520
(h) (319) 530-8562
Jeri-smith@uiowa.edu

Second Backup: Linda McNiel
Administrative Accountant
B5 Jessup Hall
(w) (319) 335-0108
(h) (319) 828-2090
Linda-mcniel@uiowa.edu

Decision maker with oversight over individual responsible for performing function:
Steve Romont, Director, Accounting Services, B5 Jessup Hall, (319) 335-0104, steven-romont@uiowa.edu

Other units, processes, or individuals that rely on the function: IT, A/P, Bond Holders, IRS

Anticipated consequences of not performing function: There could be compliance issues if Bond System is unavailable. It would be difficult for Accounting Services staff to complete tasks (calculate interest payments). 1099 Reporting, which is required to be completed as of January 31st for paper submissions and March 31 for electronic submission, is done within the Bond system. External partnerships may be affected (DTC
Clearing house); outside trustee issues: Utilities – cover sinking fund monthly (May/Nov); Facilities Corp – cover sinking fund day prior to payment (Jun/Dec); internal partnerships that are critical and may be affected: ITS system – program to run the interest calculation; Bond ratings may be affected. Public relations may be affected.

**Procedures for performing function:** Separate file exists in Accounting Services documenting this process.

**Alternative procedures for performing function:** None

**Whom to communicate with as tasks are carried out:**
Separate file exists in Accounting Services documenting this process.

**Resources required to perform function:** Computer, network access, electrical power, mainframe bond system

**Resource supplier(s):** N/A

6. Recovery Challenges

   e. Re-establish routine delivery of supplies and materials.


   g. Determine an estimate for resuming non-essential functions and resources needed.

   h. Develop and implement a plan to initiate long-term recovery activities (e.g., replacement of loss personnel, plan for purchasing any additional needed equipment or establishing any contracts with vendors / suppliers that were identified during the pandemic response, and / or modify this Continuity of Business Plan based on lessons learned).
ATTACHMENT D-X
FINANCE & OPERATIONS–UNIVERSITY BUSINESS MANAGER
Continuity Plan

I. Core Activities

The University Business Manager serves as a contracting agent for the University as delegated by the University President and outlined in the University Operations Manual (Contracting Authority). In addition, the Business Manager’s Office represents the University in real estate and land development transactions, faculty/staff relocation and interim housing and coordinates the capital project business processes both internally and for the Board of Regents docket.

II. Decision Making

The chain of command for the unit’s four top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Hollins</td>
<td>UCC Suite 2660</td>
<td>(319) 335-0126</td>
<td><a href="mailto:george-hollins@uiowa.edu">george-hollins@uiowa.edu</a></td>
</tr>
<tr>
<td>Cathy Fountain</td>
<td>UCC Suite 2660</td>
<td>(319) 335-0082</td>
<td><a href="mailto:cathrine-fountain@uiowa.edu">cathrine-fountain@uiowa.edu</a></td>
</tr>
<tr>
<td>Denny Gritsch</td>
<td>UCC Suite 2660</td>
<td>(319) 335-0392</td>
<td><a href="mailto:dennis-gritsch@uiowa.edu">dennis-gritsch@uiowa.edu</a></td>
</tr>
<tr>
<td>Linda Annis</td>
<td>UCC Suite 2660</td>
<td>(319) 335-0129</td>
<td><a href="mailto:linda-annis@uiowa.edu">linda-annis@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts
In the event of a pandemic the following individuals are the designated contact person and backups for this unit:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Hollins</td>
<td>UCC Suite 2660</td>
<td>(319) 335-0126</td>
<td><a href="mailto:george-hollins@uiowa.edu">george-hollins@uiowa.edu</a></td>
</tr>
<tr>
<td>Cathy Fountain</td>
<td>UCC Suite 2660</td>
<td>(319) 335-0082</td>
<td><a href="mailto:cathrine-fountain@uiowa.edu">cathrine-fountain@uiowa.edu</a></td>
</tr>
<tr>
<td>Debby Zumbach</td>
<td>202 PCO</td>
<td>(319) 335-3815</td>
<td><a href="mailto:deborah-zumbach@uiowa.edu">deborah-zumbach@uiowa.edu</a></td>
</tr>
</tbody>
</table>
B. Communication Methods
The optimal methods of communication are as follows for

- communications from the unit up the administrative reporting line regarding operations, procedures, or policies: email, telephone
- communications within the unit to employees and students regarding changes in operations, procedures, or policies: email, telephone, and website
- communications from employees and students in the unit regarding their ability to meet commitments to the unit: email and telephone.

IV. Essential Functions

A. Essential Functions of the University Business Manager

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
</table>
| 1. Communication   | George Hollins  
Business Manager  
UCC Suite 2660  
(319) 335-0126  
george-hollins@uiowa.edu | Yes | Lack of employee’s diverse knowledge of UI operations that might be helpful in an emergency. |
| 2. Contracting     | George Hollins  
Business Manager  
UCC Suite 2660  
(319) 335-0126  
george-hollins@uiowa.edu | Mostly | Threatened business relationship and continued supply of goods and services; only certain individuals have authority to enter into contracts on behalf of the University. |

B. Essential Function Backups
In the event the primary individual is unavailable, three backup individuals will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
</table>
| 1. Communication   | Cathy Fountain  
UCC Suite 2660  
(319) 335-0082  
cathrine-fountain@uiowa.edu  
Debby Zumbach  
202 PCO  
(319) 335-3815  
deborah-zumbach@uiowa.edu  
Mary Jane Beach  
105 Jessup Hall  
(319) 335-0060  
maryjane-beach@uiowa.edu |
| 2. Contracting     | Debby Zumbach  
202 PCO  
(319) 335-3815  
deborah-zumbach@uiowa.edu  
Mary Jane Beach  
105 Jessup Hall  
(319) 335-0060  
maryjane-beach@uiowa.edu  
Doug True  
105 Jessup Hall  
(319) 335-3552  
douglas-true@uiowa.edu |

C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.
D. Essential Function Resources
For each of the University Business Manager’s essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Contracting</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Recovery
As the University begins to recover, our major challenge would be in getting all staff back to work and then caught-up with postponed work. We may have to rely on temporary employees for a period of time.

VI. Job Action Sheets for Essential Functions
The following job action sheets provide guidelines that can be followed by the designated backups to perform these functions:

- Communication
- Contracting
COMMUNICATION

Brief description of the function: Representing the University Business Manager’s Office to the University; monitoring and reporting the Business Manager’s Office’s ability to carry out its responsibilities.

Primary individual: George Hollins
University Business Manager
University Capitol Center Suite 2660
(319) 335-0126
george-hollins@uiowa.edu

First Backup: Cathy Fountain
University Capitol Center Suite 2660
(319) 335-0082
cathrine-fountain@uiowa.edu

Second Backup: Debby Zumbach
202 PCO
(319) 335-3815
deborah-zumbach@uiowa.edu

Third Backup: Mary Jane Beach
105 Jessup Hall
(319) 335-0060
maryjane-beach@uiowa.edu

Decision maker with oversight over individual responsible for performing function:
Mary Jane Beach, Assistant Vice President, 105 Jessup Hall, (319) 335-0060, Maryjane-beach@uiowa.edu

Other units, processes, or individuals that rely on the function: there are many University areas relying on communication – CCOM, Nursing, Dentistry, Student Services, VP Research and others.

Anticipated consequences of not performing function: potential delays in collaborative relationships.

Procedures for performing function:
• If the primary individual is unavailable, the back-ups become successively responsible for monitoring and reporting.

• In the event that the individual responsible for the function determines that there is a threat to the unit's capacity to carry out its responsibilities, this information is immediately conveyed to the unit's senior decision-maker, along with the anticipated consequences of failing to carry out the responsibilities.

• The primary individual designated for communication is responsible for communicating the threat and its consequences to the administrative unit with oversight over the unit.

• The administrative unit with oversight over the unit confronting the threat will notify the senior decision-makers in units that rely on the essential function of the threat and possible curtailment of the function.

• The administrative unit with oversight over the unit confronting the threat will notify the senior decision-maker of administrative units to which it reports of the threat and the possible consequences of failing to carry out the essential function.

• In the event of such a threat to essential functions, the individual responsible for this communication function, in consultation with the senior decision-maker in the administrative unit with oversight over the unit will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

Alternative procedures for performing function: This could generally be done through computer or telephone.

Whom to communicate with as tasks are carried out: Mary Jane Beach
105 Jessup Hall
(319) 335-0060
maryjane-beach@uiowa.edu

Resources required to perform function: Computer and telephone

Resource supplier(s): general University
Job Action Sheet

CONTRACTING

Brief description of the function: Negotiating, reviewing and executing agreements on behalf of the University.

Primary individual: George Hollins
University Business Manager
University Capitol Center Suite 2660
(319) 335-0126
george-hollins@uiowa.edu

First Backup: Debby Zumbach
202 PCO
(319) 335-3815
deborah-Zumbach@uiowa.edu

Second Backup: Mary Jane Beach
105 Jessup Hall
(319) 335-0060
maryjane-beach@uiowa.edu

Third Backup: Doug True
105 Jessup Hall
(319) 335-3552
douglas-true@uiowa.edu

Decision maker with oversight over individual responsible for performing function: Mary Jane Beach, Assistant Vice President, 105 Jessup Hall, (319) 335-0060, maryjane-beach@uiowa.edu

Other units, processes, or individuals that rely on the function: Athletic Department, Carver College of Medicine, College of Dentistry, College of Nursing, University of Iowa Hospitals & Clinics

Anticipated consequences of not performing function: Various agreements have time sensitivities and performance requirements which if not adhered to could result in conflict.

Procedures for performing function: The majority of contracts and agreements come to the Business Manager already negotiated and in “final” form. These documents are
reviewed by the Business Manager as to form and substance. Many of these are referred to the General Counsel’s Office or Risk Management for additional review. When the documents are considered satisfactory for the University, they are signed by the Business Manager and distributed. Electronic copies are filed in the Business Manager’s Office.

There are also agreements requiring negotiation. The Business Manager actively participates in developing terms and conditions acceptable to the University.

**Alternative procedures for performing function:** This could generally be performed in any location having a computer and telephone.

**Whom to communicate with as tasks are carried out:**

- Gay Pelzer  
  General Counsel’s Office  
  (319) 335-3025  
  Gay-pelzer@uiowa.edu

- Kathryn Kurth  
  Risk Management  
  (319) 335-0110  
  Kathryn-kurth@uiowa.edu

- Tom Baker  
  Student Services  
  (319) 335-3557  
  Thomas-baker@uiowa.edu

**Resources required to perform function:** Computer and telephone

**Resource supplier(s):** N/A
ATTACHMENT D-X
FINANCE & OPERATIONS–
CENTRAL MAIL, MATERIALS MANAGEMENT, PRINTING
Continuity Plan

I. Core Activities

Central Mail Services conducts the mailing operations for The University of Iowa. Its charge is to provide collection and distribution of interdepartmental mail; coordinate or deliver all incoming US Postal Service mail; and process outgoing USPS mail and United Parcel Service parcels.

Materials Management fulfills much of the University's need for supplies and for the movement of freight. This includes a variety of provisions: office supplies and paper, hardware, custodial, and printer supplies; cylinder gases and dry ice; safety shoes and safety glasses; hauling and trucking services; equipment rental; and central receiving and shipping.

The Printing Department’s mission is to provide complete graphic support by developing cost-effective, graphically aesthetic, and timely printed material for the University community.

II. Decision Making

The unit’s top decision makers are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gary Anderson</td>
<td>118 A MBSB</td>
<td>384-3917</td>
<td><a href="mailto:gary-anderson@uiowa.edu">gary-anderson@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Chris Kula</td>
<td>104 MBSB</td>
<td>384-3715</td>
<td><a href="mailto:chris-kula@uiowa.edu">chris-kula@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Carol Iles</td>
<td>130 MBSB</td>
<td>384-3701</td>
<td><a href="mailto:carolyn-iles@uiowa.edu">carolyn-iles@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Rhonda Weaver</td>
<td>118 MBSB</td>
<td>384-3711</td>
<td><a href="mailto:rhonda-weaver@uiowa.edu">rhonda-weaver@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts
In the event of a pandemic, the most senior decision maker who is available from among the four people listed above or that person’s designee will be the point of contact for communications:
- from the unit to the administrative unit to which it reports regarding threats to the unit's ability to carry out essential and non-essential functions;
to the unit from the central administration or the administrative unit to which it reports regarding policies and planning occurring at higher/central levels;
• within the unit to employees and students regarding changes in unit, collegiate, or University operations, procedures, or policies;
• from employees and students in the unit regarding their ability to meet their commitments to the unit.

B. Communication Methods
Email; telephone, including cellular phone; word of mouth; and website will be the optimal methods for communications
• from the unit up the administrative reporting line regarding essential and non-essential functioning
• within the unit to employees and students regarding changes in operations, procedures or policies
• from employees and students in the unit regarding their ability to meet commitments to the unit

Equipment Rental Department stocks laptop computers that may be available for use during an emergency.

IV. Essential Functions

A. Essential Functions of F&O–Central Mail, Materials Management, Printing

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GAS CYLINDER DISTRIBUTION</td>
<td>Steve Poggenpohl 100 GSB 353-2916 <a href="mailto:steve-poggenpohl@uiowa.edu">steve-poggenpohl@uiowa.edu</a></td>
<td>NO</td>
<td>THREAT TO LIVES, WELL BEING, THREAT TO RESEARCH</td>
</tr>
<tr>
<td>2. DRY ICE DISTRIBUTION</td>
<td>Joel Tresslar 183 MBSB 384-3905 <a href="mailto:joel-tresslar@uiowa.edu">joel-tresslar@uiowa.edu</a></td>
<td>NO</td>
<td>THREAT TO RESEARCH</td>
</tr>
<tr>
<td>3. MAIL DISTRIBUTION AND PROCESSING</td>
<td>Kathy Battin 178 MBSB 384-3809 <a href="mailto:kathy-battin@uiowa.edu">kathy-battin@uiowa.edu</a></td>
<td>NO</td>
<td>THREAT TO COMMUNICATIONS AND PAPERWORK PROCESSING</td>
</tr>
<tr>
<td>4. ANIMAL CARE</td>
<td>Joel Tresslar</td>
<td>NO</td>
<td>THREAT TO</td>
</tr>
</tbody>
</table>
B. Essential Function Backups
In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GAS CYLINDER DISTRIBUTION</td>
<td>Randy Yedlik 100 GSB 353-2916 <a href="mailto:randy-yedlik@uiowa.edu">randy-yedlik@uiowa.edu</a></td>
<td>Joel Tresslar 183 MBSB 384-3905 <a href="mailto:joel-tresslar@uiowa.edu">joel-tresslar@uiowa.edu</a></td>
<td>Brian Mead 183 MBSB 384-3906 <a href="mailto:brian-mead@uiowa.edu">brian-mead@uiowa.edu</a></td>
</tr>
<tr>
<td>2. DRY ICE DISTRIBUTION</td>
<td>Brian Mead 183 MBSB 384-3906 <a href="mailto:brian-mead@uiowa.edu">brian-mead@uiowa.edu</a></td>
<td>Gary Anderson 118A MBSB 384-3917 <a href="mailto:gary-anderson@uiowa.edu">gary-anderson@uiowa.edu</a></td>
<td>Judy Williams 183 A MBSB 384-3906 <a href="mailto:judy-williams@uiowa.edu">judy-williams@uiowa.edu</a></td>
</tr>
<tr>
<td>3. MAIL DISTRIBUTION AND PROCESSING</td>
<td>Chris Kula 104 MBSB 384-3715 <a href="mailto:chris-kula@uiowa.edu">chris-kula@uiowa.edu</a></td>
<td>David Larsen 178 MBSB 384-3804 <a href="mailto:david-larsen@uiowa.edu">david-larsen@uiowa.edu</a></td>
<td>Gary Anderson 118A MBSB 384-3917 <a href="mailto:gary-anderson@uiowa.edu">gary-anderson@uiowa.edu</a></td>
</tr>
<tr>
<td>4. ANIMAL CARE ITEMS IN GENERAL STORES INVENTORY</td>
<td>Brian Mead 183 MBSB 384-3906 <a href="mailto:brian-mead@uiowa.edu">brian-mead@uiowa.edu</a></td>
<td>Randy Yedlik 100 GSB 353-2916 <a href="mailto:randy-yedlik@uiowa.edu">randy-yedlik@uiowa.edu</a></td>
<td>Gary Anderson 118A MBSB 384-3917 <a href="mailto:gary-anderson@uiowa.edu">gary-anderson@uiowa.edu</a></td>
</tr>
<tr>
<td>5. ANIMAL CARE (EMERGENCY STORAGE OF FOOD)</td>
<td>Brian Mead 183 MBSB 384-3906 <a href="mailto:brian-mead@uiowa.edu">brian-mead@uiowa.edu</a></td>
<td>Randy Yedlik 100 GSB 353-2916 <a href="mailto:randy-yedlik@uiowa.edu">randy-yedlik@uiowa.edu</a></td>
<td>Gary Anderson 118A MBSB 384-3917 <a href="mailto:gary-anderson@uiowa.edu">gary-anderson@uiowa.edu</a></td>
</tr>
</tbody>
</table>
C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For the F&O–Central Mail/Materials Management/Printing essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GAS CYLINDER DISTRIBUTION</td>
<td>GAS CYLINDERS VEHICLE FUEL PERSONNEL</td>
<td>Y</td>
<td>DEPENDS UPON SUPPLY AND DEMAND</td>
<td>GAS CYLINDER VENDOR</td>
</tr>
<tr>
<td>2. DRY ICE DISTRIBUTION</td>
<td>DRY ICE VEHICLE FUEL PERSONNEL</td>
<td>Y</td>
<td>DEPENDS UPON SUPPLY AND DEMAND</td>
<td>GENERAL STORES</td>
</tr>
<tr>
<td>3. MAIL DISTRIBUTION AND PROCESSING</td>
<td>VEHICLE FUEL PERSONNEL</td>
<td>N</td>
<td>DEPENDS UPON DEMAND</td>
<td>CENTRAL MAIL</td>
</tr>
</tbody>
</table>
### 4. ANIMAL CARE ITEMS IN GENERAL STORES INVENTORY

<table>
<thead>
<tr>
<th>Item</th>
<th>Availability</th>
<th>Dependence</th>
<th>Source</th>
<th>Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedding, Liners, Vehicle Fuel, Personnel</td>
<td>Y</td>
<td>Depends upon Demand</td>
<td>General Stores</td>
<td>Outside Vendors</td>
</tr>
</tbody>
</table>

### 5. ANIMAL CARE (EMERGENCY STORAGE OF FOOD)

<table>
<thead>
<tr>
<th>Item</th>
<th>Availability</th>
<th>Dependence</th>
<th>Source</th>
<th>Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Fuel, Personnel Warehouse Space</td>
<td>Y</td>
<td>Depends upon Demand</td>
<td>General Stores</td>
<td>Outside Vendors</td>
</tr>
</tbody>
</table>

### V. Non-essential Functions

#### A. Major Non-essential Functions of F&O–Central Mail, Materials Management, Printing

<table>
<thead>
<tr>
<th>Major Non-Essential Function</th>
<th>Primary Individual Responsible (incl. campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LISTSERV COMMUNICATIONS</td>
<td>Chris Kula 104 MBSB 319-384-3715 <a href="mailto:chris-kula@uiowa.edu">chris-kula@uiowa.edu</a></td>
<td>YES Web</td>
<td>NO EMAIL, LOSS OF COMMUNICATIONS, OPERATIONAL</td>
</tr>
<tr>
<td>2. PRINTING</td>
<td>Chris Kula 104 MBSB 319-384-3715 <a href="mailto:chris-kula@uiowa.edu">chris-kula@uiowa.edu</a></td>
<td>SOME Web</td>
<td>LOSS OF SOME PRINTED MATERIALS</td>
</tr>
<tr>
<td>3. CAMPUS DELIVERIES</td>
<td>Joel Tresslar 183 MBSB 319-384-3905 <a href="mailto:joel-tresslar@uiowa.edu">joel-tresslar@uiowa.edu</a></td>
<td>NO</td>
<td>LOSS OF DELIVERY FUNCTION, COULD BE CRITICAL PRODUCTS</td>
</tr>
</tbody>
</table>
B. Non-Essential Function Resources
To carry out each of the above non-essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LISTSERV COMMUNICATIONS</td>
<td>COMPUTERS ELECTRICITY PERSONNEL</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. PRINTING</td>
<td>ELECTRICITY, EQUIPMENT PERSONNEL</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. CAMPUS DELIVERIES</td>
<td>VEHICLES PERSONNEL</td>
<td>No</td>
<td></td>
<td>Could reduce number of deliveries.</td>
<td></td>
</tr>
</tbody>
</table>

VI. Recovery

At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, this unit will need to address these challenges:

1. Convincing staff that there is no risk in returning to their normal jobs.
2. Figuring out which staff members to bring back and when.
3. Contacting staff members about returning to work.
4. Prioritizing the units to be brought back—which ones first?
5. Locating any items (equipment, vehicles) that may have been borrowed by other units during phase 3.
6. Documenting employee time worked during phase 3. Accounting for overtime, call back time, etc.
7. Informing our campus customers about our current status, are we back to full function, or when will we be back? Answering questions about our current status.
VII. Job Action Sheets

The following job action sheets provide guidelines for performance of these essential functions:

- Delivery of Dry Ice
- Delivery of Gas Cylinders
- Mail Distribution
- Mail Processing

In addition, job action sheets are provided for these non-essential functions:

- Listserv Communications
- Printing
- Campus Deliveries
Job Action Sheet

DRY ICE

Function
Delivery of Dry Ice by General Stores (essential)

Description
Deliver Dry Ice to various university locations by General Stores delivery staff.

Consequences for Failing to Meet Function
Lab experiments could be ruined.

Individual Responsible
Joel Tresslar, 183 MBSB, 319-384-3905, joel-tresslar@uiowa.edu

Decision-Maker to Whom Individual Responsible Reports
Gary Anderson, 118A MBSB, 319-384-3917, gary-anderson@uiowa.edu

Resources Required
Dry ice, vehicle, gloves and tongs, knowledge of buildings.

Resource Suppliers
General Stores, Iowa Carbonic is contracted supplier.

Procedures
Call (319-384-3905 or 319-384-3906), or Fax orders (319-384-3918) to General Stores.

Units/Individuals Communicated with as Function is Carried Out
Dry ice customers

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures
See below.

Details of Plan:
General Stores stocks dry ice in its warehouse in the Mossman Business Services Building, 2222 Hwy 218 South. The dry ice contract is held by Iowa Carbonic Incorporated, Muscatine, IA. Deliveries are received on Tuesdays and Fridays. Currently the maximum amount of dry ice stocked is 6480 lbs. Since dry ice evaporates quickly, it is not possible to realistically maintain a larger inventory.

Iowa Carbonic has indicated that they can supply additional dry ice within four regular business hours in the event of a local emergency or power outage. If an emergency happens at night or on the weekend, General Stores would transfer its inventory to dock locations at ML, MEB, and BSB, and then replenish their stock the next business day. It is also possible for General Stores to drive to Muscatine to pick up product. This plan should handle any local power outages or emergencies that might arise. However, in the case of a regional or more widespread disaster, dry ice would be very difficult to obtain. This is due to the significantly increased demand for the product during a disaster, the
limited number of vendors providing the product, and the evaporation characteristics of the ice itself.

Due to the nature of dry ice and the probability that it would be unavailable in the event of a regional disaster, we recommend that all critical cooling be done in buildings with backup generators.

Contacts:
Joel Tresslar, Supervisor
183 MBSB
Office: 319-384-3905
joel-tresslar@uiowa.edu

Brian Mead, Storekeeper
183 MBSB
384-3906

Gary Anderson, Assoc Director Business Services
118A MBSB
Office: 319-384-3917
gary-anderson@uiowa.edu

Judy Williams, Office Manager
183 MBSB
319-384-3906
judy-williams@uiowa.edu

Dan Wyjack, Clerk
183 MBSB
319-384-3914
daniel-wyjack@uiowa.edu

Iowa Carbonic:
Office: 563-263-1645
Function
Delivery of Gas Cylinders by General Stores (essential)

Description
Deliver Gas Cylinders to various University locations by General Stores delivery staff.

Consequences for Failing to Meet Function
Could be life sustaining, lab experiments could be ruined.

Individual Responsible
Steve Poggenpohl, 100 GSB, 319-353-2916 steve-poggenpohl@uiowa.edu

Decision-Maker to Whom Individual Responsible Reports
Gary Anderson, 118A MBSB, 319-384-3917, gary-anderson@uiowa.edu

Resources Required
Vehicle, Gas Cylinders, Cart, gloves, knowledge of buildings.

Resource Suppliers
General Stores, Gas Cylinder Supplier

Procedures
Call (319-353-2916 or 319-631-4062, or Fax orders (319-335-6100) to Gas Cylinder Operation. Equipment Rental Department stocks laptop computers that may be available for use during an emergency.

Units/Individuals Communicated with as Function is Carried Out
Gas Cylinder Customers

Other Units, Processes, or Individuals Relying on Function
Alternative Procedures: Normal delivery is two trucks per week.

Contact Vendor:
Airgas North Central Incorporated
4919 Tremont Ave, Davenport, IA 52807
Jeffrey Preston (jeff.preston@airgas.com)
Office: 563-386-6142; Cell:563-528-1824
Sherry Hanson (sherry.hanson@airgas.com)
Office: 563-386-6142; Cell: 563-271-8383

General Stores Contacts:
Steve Poggenpohl, Supervisor
100 GSB
Office: 319-353-2916
steve-poggenpohl@uiowa.edu
Randy Yedlik, Storekeeper
100 GSB
Office: 319-353-2916
randy-yedlik@uiowa.edu

Joel Tresslar, Supervisor
183 MBSB
Office: 319-384-3905
joel-tresslar@uiowa.edu

Brian Mead, Storekeeper
183 MBSB
Office: 319-384-3906

Gary Anderson, Assoc Director Business Services
118A MBSB
Office: 319-384-3917
gary-anderson@uiowa.edu
MAIL DISTRIBUTION

Function
Delivery of Mail (Essential)

Description
Deliver mail to University locations by Central Mail delivery staff.

Consequences for Failing to Meet Function
Loss of some communications, loss of potentially critical information and paperwork

Individual Responsible
Kathy Battin, 178 MBSB, 319-384-3809, kathy-battin@uiowa.edu

Decision-Maker to Whom Individual Responsible Reports
Chris Kula, 104 MBSB, 319-384-3715, chris-kula@uiowa.edu

Resources Required
Vehicles, knowledge of buildings, knowledge of delivery locations

Resource Suppliers
Central Mail

Procedures

Units/Individuals Communicated with as Function is Carried Out
All Campus Customers

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures
See below.

Details of Plan:
Delivery of mail requires staff and vehicles. In the event of a personnel shortage, staff could be moved from other areas of Business Services to assist. Deliveries could be reduced and prioritized. A large-scale and long-term reduction of University staff would most likely reduce the quantity of mail to be delivered. A remote delivery location could be set up on campus if some buildings were inaccessible or closed.

Contacts:

Kathy Battin, Manager
178 MBSB
Office: 319-384-3809
kathy-battin@uiowa.edu

Chris Kula, Assistant Director
104 MBSB
Office: 319-384-3809
chris-kula@uiowa.edu
David Larsen, Clerk
178MBSB
384-3800
david-larsen@uiowa.edu

Gary Anderson, Assoc Director Business Services
118A MBSB
Office: 319-384-3917
gary-anderson@uiowa.edu
Job Action Sheet

MAIL PROCESSING

Function
Processing outgoing US Postal Service mail (non-essential)

Description
Receipt of mail, addressing mail, processing mail.

Consequences for Failing to Meet Function
Loss of some communications

Individual Responsible
Kathy Battin, 178 MBSB, 319-384-3809, kathy-battin@uiowa.edu

Decision-Maker to Whom Individual Responsible Reports
Chris Kula, 104 MBSB, 319-384-3715, chris-kula@uiowa.edu

Resources Required
Equipment, vehicles, personnel, knowledge of process

Resource Suppliers
Central Mail

Procedures
Process outgoing USPS mail.

Units/Individuals Communicated with as Function is Carried Out
All Campus Customers

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures
See below.

Details of Plan:
Mail processing requires staff, vehicles, machinery. Process could be done within each department: departments could independently purchase stamps and mail parcels with US Postal Service using Pcards. Process could also be outsourced to a local vendor. Services offered could be prioritized. In the event of a personnel shortage, staff could be moved from other areas of Business Services to assist. A large-scale and long-term reduction of University staff would most likely reduce the quantity of mail received and to be delivered.

Contacts:

Kathy Battin, Manager
178 MBSB
Office: 319-384-3809
kathy-battin@uiowa.edu
Chris Kula, Assistant Director
104 MBSB
Office: 319-384-3809
chris-kula@uiowa.edu

Patrick McDonald, Clerk
178 MBSB
384-3804
patrick-mcdonald@uiowa.edu

Gary Anderson, Assoc Director Business Services
118A MBSB
Office: 319-384-3917
gary-anderson@uiowa.edu
Job Action Sheet

ANIMAL CARE BEDDING AND LINERS AND EMERGENCY STORAGE OF ANIMAL FOOD

Function
Stock and delivery of animal care bedding and liners (essential)

Description
Deliver animal care items to Office of Animal Resources by General Stores delivery staff.

Consequences for Failing to Meet Function
Animals could perish, experiments could be ruined.

Individual Responsible
Joel Tresslar, 183 MBSB, 319-384-3905, joel-tresslar@uiowa.edu

Decision-Maker to Whom Individual Responsible Reports
Gary Anderson, 118A MBSB, 319-384-3917, gary-anderson@uiowa.edu

Resources Required
Animal care items, vehicle, knowledge of and access to buildings.

Resource Suppliers
General Stores, animal care item vendors

Procedures
Call (319-384-3905 or 319-384-3906, or Fax orders (319-384-3918) to General Stores

Units/Individuals Communicated with as Function is Carried Out
Office of Animal Resources

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures

Details of Plan:
General Stores stocks animal care items (bedding and liners) at its warehouse in the Mossman Business Services Building, 2222 Hwy 218 South. Animal bedding vendors are

Purchase Order Number B000562890
Shepherd Specialty Papers Incorporated
PO Box 64
Watertown, TN 37184 USA
Items:
- Bedding, Cellu-dry, stock number 00236 sold by bag
- Bedding, Non-Contact pellets, stock number 00290, sold by bag

Purchase Order Number B000563322
Northeastern Products Corporation
Old Route 9 PO Box 98
Warrensburg, NY 12885-0098
Phone 1-800-873-8233

Items:
- Bedding, Lab Litter Aspen Wood Shavings, stock number 00240, sold by bag
- Bedding, Lab Litter Beta Chip, stock number 00245, sold by bag

Plan: In the event of an imminent or existing crisis, emergency orders for these products will be placed immediately by General Stores staff. General Stores and Office of Animal Resources staff will also contact other suppliers (names to be provided by Office of Animal Resources) to check availability of similar approved products. In the event of an emergency, the Office of Animal Resources will conserve these products as much as possible.

Contacts:
Joel Tresslar, Supervisor
Office: 319-384-3905
joel-tresslar@uiowa.edu

Brian Mead, Storekeeper
183 MBSB
319-384-3906
brian-mead@uiowa.edu

Randy Yedlik
100 GSB
Office: 319-353-2916
randy-yedlik@uiowa.edu

Gary Anderson, Assoc Director Business Services
Office: 319-384-3917
gary-anderson@uiowa.edu

Northeastern Products Corporation
Office: 800-873-8213

Shepherd Specialty Papers
Office: 800-382-5001
FOOD STORAGE:
Contacts at Office of Animal Resources:
Karmen Munson
400 ML
319-335-7985
karmen-munson@uiowa.edu

Dr Michael Parker
400 ML
319-335-7985
michael-parker@uiowa.edu
Function
Sending out listserv communications (non-essential)

Description
Delivery of email listserv communications to University departments and employees.

Consequences for Failing to Meet Function
Loss of some communications

Individual Responsible
Chris Kula, 104 MBSB, 319-384-3715, chris-kula@uiowa.edu

Decision-Maker to Whom Individual Responsible Reports
Gary Anderson, 118A MBSB, 319-384-3917, gary-anderson@uiowa.edu

Resources Required
Computer and ITS server access, knowledge of process

Resource Suppliers
Central Mail

Procedures
Requests for listserv communications arrive via email. Equipment Rental Department stocks laptop computers that may be available for use during an emergency.

Units/Individuals Communicated with as Function is Carried Out
All Campus Customers

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures
See below.

Details of Plan:
Requires staff, computer, and access to University email system. Could be done remotely.

Contacts:
Chris Kula, Associate Director
104 MBSB
Office: 319-384-3715
chris-kula@uiowa.edu

Rhonda Weaver, Human Resources
118 MBSB
319-394-3711
rhonda-weaver@uiowa.edu
Job Action Sheet

PRINTING
(NON-ESSENTIAL FUNCTION)

Function
Printing (non-essential)

Description
Printing for University departments.

Consequences for Failing to Meet Function
Loss of some communications

Individual Responsible
Gary Anderson, 118A MBSB, 319-384-3917

Decision-Maker to Whom Individual Responsible Reports
Mary Jane Beach, 105 JH, 319-335-0060

Resources Required
Equipment, computers, vehicles, personnel, knowledge of process

Resource Suppliers
Printing Department

Procedures: Equipment Rental Department stocks laptop computers that may be available for use during an emergency.

Units/Individuals Communicated with as Function is Carried Out
All Campus Customers

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures
See below.

Details of Plan:
Printing services require staff, vehicles, machinery. Process could be outsourced to local printers, University of Northern Iowa, or Iowa State University. In the event of a personnel shortage, staff could be moved from other areas of Business Services to assist. A large-scale and long-term reduction of University staff would most likely reduce the quantity of printing jobs.

Contacts:

Chris Kula, Assistant Director
104 MBSB
Office: 319-384-3715
chris-kula@uiowa.edu
Gary Anderson, Assoc Director Business Services
118A MBSB
Office: 319-384-3917
gary-anderson@uiowa.edu

Steve Wilson, Manager
104 MBSB
319-384-3705
steve-wilson@uiowa.edu

Carol Iles, Manager
130 MBSB
319-384-3701
carolyn-iles@uiowa.edu
Job Action Sheet

CAMPUS DELIVERIES
(NON-ESSENTIAL FUNCTION)

Function
Deliveries (non-essential)

Description
Delivery of goods to University departments.

Consequences for Failing to Meet Function
Failure to get goods to destination

Individual Responsible
Gary Anderson, 118A MBSB, 319-384-3917

Decision-Maker to Whom Individual Responsible Reports
Mary Jane Beach, 105 JH, 319-335-0060

Resources Required
Vehicles, personnel, cell phones, knowledge of campus

Resource Suppliers
General Stores

Procedures
Deliver goods to campus destinations

Units/Individuals Communicated with as Function is Carried Out
All Campus Customers

Other Units, Processes, or Individuals Relying on Function

Alternative Procedures: See below.

Details of Plan:
Campus deliveries require staff, and vehicles. In the event of a personnel shortage, staff could be moved from other areas of Business Services or campus to assist. A large-scale and long-term reduction of University staff would most like reduce the quantity shipments and deliveries.

Contacts:

Joel Tresslar, Supervisor
183 MBSB
Office: 319-384-3905
joel-tresslar@uiowa.edu

Brian Mead, Storekeeper
183 MBSB
Office: 319-384-3906
Gary Anderson, Assoc Director Business Services
118A MBSB
Office: 319-384-3917
gary-anderson@uiowa.edu

Judy Williams, Office Manager
183 MBSB
319-384-3906
judy-williams@uoiwa.edu
ATTACHMENT D-XII
FINANCE & OPERATIONS–GRANT ACCOUNTING
Continuity Plan

I. Core Activities

The primary mission of the Grant Accounting Office is to assist the Office of the Senior Vice President for Finance and Operations in the exercise of good fiscal management practices for externally sponsored programs at The University of Iowa.

Grant Accounting is responsible for the post-award administration of externally sponsored research awards which includes the following services:

- Set up accounts
- Maintain grant management systems; distribute monthly financial reports to campus
- Collect funds from sponsors
- Issue payments to subcontractors
- Advise on sponsor regulations
- Prepare financial and property reports for sponsors
- Provide training
- Monitor compliance issues
- Identify and interpret sponsor and government rules and regulations

Grant Accounting has major relationships with the Division of Sponsored Programs, Clinical Trials Office, Accounting Services, Financial Analysis, Treasurer’s Office and the Property Management Office. Additionally, Grant Accounting has very frequent and extensive contact with researchers and administrators across campus.

II. Decision Making

The chain of command for the unit’s four top decision-makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Audra Haddy</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-0827</td>
<td><a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Angela Klein</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-0080</td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Mindy Bunn</td>
<td>B5 Jessup Hall</td>
<td>(319) 335-0478</td>
<td><a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Sue Holtkamp</td>
<td>B5 Jessup Hall</td>
<td>(319) 353-0478</td>
<td><a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a></td>
</tr>
</tbody>
</table>
## III. Communications

### A. Communication Contacts

<table>
<thead>
<tr>
<th>Function</th>
<th>Primary Individual</th>
<th>First Backup</th>
<th>Second Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>A133 - subcontractor vendor file</td>
<td>Linda McClain Clerk IV Business Office B5 Jessup Hall (w) (319) 335-0062 <a href="mailto:lindamcclain@uiowa.edu">lindamcclain@uiowa.edu</a></td>
<td>Diane Byrne Clerk IV B5 Jessup Hall (w) (319) 335-3801 <a href="mailto:diane-byrne@uiowa.edu">diane-byrne@uiowa.edu</a> <a href="mailto:dnmar222@aol.com">dnmar222@aol.com</a></td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td>A133 – subcontractor monitoring</td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td>Mindy Bunn Asst Director, Grant Accounting B5 Jessup Hall (w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a> <a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
<tr>
<td>Audit issues &amp; concerns</td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Mindy Bunn Asst Director, Grant Accounting B5 Jessup Hall (w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a> <a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
<tr>
<td>Departmental MS Access databases (Effort Reporting, Cost Sharing, A/R)</td>
<td>Tom Bendixen Senior Financial Analyst B5 Jessup Hall (w) (319) 335-0102; (h) (319) 447-4839; (m) (319) 540-2231 <a href="mailto:thomas-bendixen@uiowa.edu">thomas-bendixen@uiowa.edu</a> <a href="mailto:bendixen@mchsi.com">bendixen@mchsi.com</a> <a href="mailto:bendixen@gmail.com">bendixen@gmail.com</a></td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
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<td>Function</td>
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</tr>
<tr>
<td>Deposit sponsor checks</td>
<td>Chris Huber Clerk IV B5 Jessup Hall</td>
<td>Diane Byrne Clerk IV B5 Jessup Hall</td>
<td>Angela Klein Assoc Director, Grant Accounting B5</td>
</tr>
<tr>
<td></td>
<td>(w) (319) 335-3972; (h) (319) 545-1332;</td>
<td>(w) (319) 335-3801; <a href="mailto:diane-byrne@uiowa.edu">diane-byrne@uiowa.edu</a></td>
<td>Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015;</td>
</tr>
<tr>
<td></td>
<td>(m) (319) 321-1505</td>
<td><a href="mailto:dnmar222@aol.com">dnmar222@aol.com</a></td>
<td>(m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:chris-huber@uiowa.edu">chris-huber@uiowa.edu</a> <a href="mailto:crhuber@mchsi.com">crhuber@mchsi.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribute UI Foundation payments/UI</td>
<td>Chris Huber Clerk IV B5 Jessup Hall</td>
<td>Diane Byrne Clerk IV B5 Jessup Hall</td>
<td>Angela Klein Assoc Director, Grant Accounting B5</td>
</tr>
<tr>
<td>Foundation reconciliation</td>
<td>(w) (319) 335-3972; (h) (319) 545-1332;</td>
<td>(w) (319) 335-3801; <a href="mailto:diane-byrne@uiowa.edu">diane-byrne@uiowa.edu</a></td>
<td>Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015;</td>
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<tr>
<td></td>
<td>(m) (319) 321-1505</td>
<td><a href="mailto:dnmar222@aol.com">dnmar222@aol.com</a></td>
<td>(m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:chris-huber@uiowa.edu">chris-huber@uiowa.edu</a> <a href="mailto:crhuber@mchsi.com">crhuber@mchsi.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donor acknowledgement for UI gift deposits</td>
<td>Linda McClain Clerk IV Business Office</td>
<td>Chris Huber Clerk IV B5 Jessup Hall</td>
<td>Angela Klein Assoc Director, Grant Accounting B5</td>
</tr>
<tr>
<td></td>
<td>B5 Jessup Hall (w) (319) 335-0062</td>
<td>(w) (319) 335-3972; (h) (319) 545-1332; (m)</td>
<td>Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015;</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:linda-mcclain@uiowa.edu">linda-mcclain@uiowa.edu</a></td>
<td>(319) 321-1505 <a href="mailto:chrishuber@uiowa.edu">chrishuber@uiowa.edu</a></td>
<td>(m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:crhuber@mchsi.com">crhuber@mchsi.com</a></td>
<td></td>
</tr>
<tr>
<td>GFUP – Grant Management system (mainframe)</td>
<td>Angela Klein Assoc Director, Grant</td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant</td>
<td>Jon Vanderleest Applications Dev &amp; Sup III ITS</td>
</tr>
<tr>
<td></td>
<td>Accounting B5 Jessup Hall</td>
<td>Accounting B5 Jessup Hall</td>
<td>(w) (319) 335-0102; <a href="mailto:jonathan-vanderleest@uiowa.edu">jonathan-vanderleest@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td>(w) (319) 335-0080; (h) (319) 338-5015;</td>
<td>(w) (319) 335-0827; (h) (319) 358-7796; (m)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(m) (319) 430-3047</td>
<td>(319) 621-0376 <a href="mailto:audrahaddy@uiowa.edu">audrahaddy@uiowa.edu</a></td>
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<tr>
<td></td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
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</tr>
<tr>
<td>Gift fee assessment</td>
<td>Tom Bendixen Senior Financial Analyst</td>
<td>Angela Klein Assoc Director, Grant Accounting</td>
<td>Rosemary Sullivan Asst Director, Grant Accounting</td>
</tr>
<tr>
<td></td>
<td>B5 Jessup Hall (w) (319) 335-0102;</td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall (w) (319) 335-0050; rosemary-</td>
</tr>
<tr>
<td></td>
<td>(h) (319) 447-4839; (m) (319) 540-2231</td>
<td>(w) (319) 335-0080; (h) (319) 338-5015; (m)</td>
<td><a href="mailto:sullivan@uiowa.edu">sullivan@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:thomas-bendixen@uiowa.edu">thomas-bendixen@uiowa.edu</a></td>
<td>(319) 430-3047</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bendixen@mchsi.com">bendixen@mchsi.com</a> <a href="mailto:bendixen@gmail.com">bendixen@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Primary Individual</td>
<td>First Backup</td>
<td>Second Backup</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>Grant Accounting website</td>
<td>Chris Huber Clerk IV B5 Jessup Hall (w) 335-3972; (h) 545-1332; (m) 321-1505 <a href="mailto:chris-huber@uiowa.edu">chris-huber@uiowa.edu</a></td>
<td>Gert Nath Info Tech Support Services II IMFO 121 USB (w) 335-0014 <a href="mailto:gertrude-nath@uiowa.edu">gertrude-nath@uiowa.edu</a></td>
<td>Pat Cowles Info Tech Support Services II IMFO 121 USB (w) 335-2666 <a href="mailto:patricia-cowles@uiowa.edu">patricia-cowles@uiowa.edu</a></td>
</tr>
<tr>
<td>Grant Budget – web based data entry application</td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) 335-0080; (h) 338-5015; (m) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) 335-0827; (h) 358-7796; (m) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td>Hans Hoerschelman Application Dev &amp; Supp II IMFO (w) 335-0132 <a href="mailto:hans-hoerschelman@uiowa.edu">hans-hoerschelman@uiowa.edu</a></td>
</tr>
<tr>
<td>Holding account monitoring &amp; reconciliation</td>
<td>Diane Byrne Clerk IV B5 Jessup Hall (w) 335-3801; <a href="mailto:diane-byrne@uiowa.edu">diane-byrne@uiowa.edu</a> <a href="mailto:dnmar222@aol.com">dnmar222@aol.com</a></td>
<td>Chris Huber Clerk IV B5 Jessup Hall (w) 335-3972; (h) 545-1332; (m) 321-1505 <a href="mailto:chris-huber@uiowa.edu">chris-huber@uiowa.edu</a> <a href="mailto:crhuber@mchsi.com">crhuber@mchsi.com</a></td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) 335-0080; (h) 338-5015; (m) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td>Labor transfer program (salary distribution for Hydraulics, NADS, Physics &amp; Astronomy, CCAD)</td>
<td>Tom Bendixen Senior Financial Analyst B5 Jessup Hall (w) 335-0102; (h) 447-4839; (m) 540-2231 <a href="mailto:thomas-bendixen@uiowa.edu">thomas-bendixen@uiowa.edu</a> <a href="mailto:bendixen@mchsi.com">bendixen@mchsi.com</a> <a href="mailto:bendixen@gmail.com">bendixen@gmail.com</a></td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) 335-0080; (h) 338-5015; (m) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) 335-0827; (h) 358-7796; (m) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
</tr>
<tr>
<td>Letter of Credit Draws – DHHS</td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) 335-0080; (h) 338-5015; (m) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) 335-0827; (h) 358-7796; (m) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td>Sue Holtkamp Assistant Director, Grant Accounting B5 Jessup Hall (w) 335-1859; (m) 325-2300 <a href="mailto:sue-holtkamp@uiowa.edu">sue-holtkamp@uiowa.edu</a> <a href="mailto:sueholtkamp@yahoo.com">sueholtkamp@yahoo.com</a></td>
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| Letter of Credit Draws - Dept of Ed, NSF, EPA, NASA, DOE | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
gardener@uiowa.edu | Audra Haddy  
Assoc. Controller & Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0287;  
(h) (319) 358-7796;  
(m) (319) 621-0376  
audra-haddy@uiowa.edu | Nick Francisco  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-3008;  
(h) (319) 545-4059;  
(m) (319) 400-3147  
nicholas-francisco@uiowa.edu |
| Letter of Credit Draws – Other | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
gardener@uiowa.edu | Audra Haddy  
Assoc. Controller & Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0287;  
(h) (319) 358-7796;  
(m) (319) 621-0376  
audra-haddy@uiowa.edu | Mindy Bunn  
Asst Director, Grant Accounting  
B5 Jessup Hall  
(w) 353-0478;  
(h) (319) 265-8059;  
(m) (319) 551-5197  
mindy-bunn@uiowa.edu  
bunn0909@yahoo.com |
| Monthly uploads | Tom Bendixen  
Senior Financial Analyst  
B5 Jessup Hall  
(w) (319) 335-0102;  
(h) (319) 447-4839;  
(m) (319) 540-2231  
thomas-bendixen@uiowa.edu  
bendixen@mchsi.com  
bendixen@gmail.com | Diane Byrne  
Clerk IV  
B5 Jessup Hall  
(w) (319) 335-3801;  
diane-byrne@uiowa.edu  
danmar222@aol.com | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
gardener@uiowa.edu |
| Nolij and electronic files | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
gardener@uiowa.edu | Chris Huber  
Clerk IV  
B5 Jessup Hall  
(w) (319) 335-3972;  
(h) (319) 545-1332;  
(m) (319) 321-1505  
chris-huber@uiowa.edu  
crhuber@mchsi.com | Audra Haddy  
Assoc. Controller & Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0287;  
(h) (319) 358-7796;  
(m) (319) 621-0376  
audra-haddy@uiowa.edu |
| Notification of grant close-outs | Nick Johnson  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-0249;  
(m) (319) 400-2425  
nicholas-tjohnson@uiowa.edu  
nick_johnson@excite.com | Kimberlee Stiers  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-3544;  
(h) (319) 665-6682  
(m) (319) 321-9683  
kimberlee-stiers@uiowa.edu | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
gardener@uiowa.edu |
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| Off-campus work study billing | Nick Johnson  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-0249;  
(m) (319) 400-2425  
nicholas-t-johnson@uiowa.edu  
nick_johnson@excite.com | Kimberlee Stiers  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-3544;  
(h) (319) 665-6682  
(m) (319) 321-9683  
kimberlee-stiers@uiowa.edu | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
angela-klein@uiowa.edu |
| Oversight of student employees | Diane Byrne  
Clerk IV  
B5 Jessup Hall  
(w) (319) 335-3801;  
diane-byrne@uiowa.edu  
dnmar222@aol.com | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
angela-klein@uiowa.edu | Audra Haddy  
Assoc. Controller & Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0827;  
(h) (319) 358-7796;  
(m) (319) 621-0376  
audra-haddy@uiowa.edu |
| SBA reporting | Tom Bendixen  
Senior Financial Analyst  
B5 Jessup Hall  
(w) (319) 335-0102;  
(h) (319) 447-4839;  
(m) (319) 540-2231  
thomas-bendixen@uiowa.edu  
bendixen@mchsi.com  
bendixen@gmail.com | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
angela-klein@uiowa.edu | Audra Haddy  
Assoc. Controller & Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0827;  
(h) (319) 358-7796;  
(m) (319) 621-0376  
audra-haddy@uiowa.edu |
| Transaction monitoring (food & memberships) | Chris Huber  
Clerk IV  
B5 Jessup Hall  
(w) (319) 335-3972;  
(h) (319) 545-1332;  
(m) (319) 321-1505  
chris-huber@uiowa.edu  
chruber@mchsi.com | Diane Byrne  
Clerk IV  
B5 Jessup Hall  
(w) (319) 335-3801;  
diane-byrne@uiowa.edu  
dnmar222@aol.com | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
(h) (319) 338-5015;  
(m) (319) 430-3047  
angela-klein@uiowa.edu |
| Set up, monitoring, closeout and financial reporting for [DHHS research](http://www.uiowa.edu/~fusga/sponsorcontact.html) awards – actual contact broken by org/dept – see Grant Accounting contact list: [http://www.uiowa.edu/~fusga/sponsorcontact.html](http://www.uiowa.edu/~fusga/sponsorcontact.html) | Sue Holtkamp  
Assistant Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-1859;  
(m) (319) 325-2300  
sue-holtkamp@uiowa.edu  
sueholtkamp@yahoo.com | Phil Forbes  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-0064;  
(h) (319) 626-6998;  
(m) (319) 530-6722  
philip-forbes@uiowa.edu  
ph.forbes@mchsi.com | Scott Kallaus  
Accountant  
B5 Jessup Hall  
(w) (319) 335-0076;  
(m)512-228-9178  
scott-kallaus@uiowa.edu  
smkallaus@yahoo.com |
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<td>Set up, monitoring, closeout and financial reporting for <strong>DHHS training grants &amp; fellowships</strong> – actual contacts broken by org/dept – see Grant Accounting contact list: <a href="http://www.uiowa.edu/~fusga/sponsorcontact.html">http://www.uiowa.edu/~fusga/sponsorcontact.html</a></td>
<td>Sue Holtkamp Assistant Director, Grant Accounting B5 Jessup Hall (w) (319) 335-1859; (m) (319) 325-2300 <a href="mailto:sue-holtkamp@uiowa.edu">sue-holtkamp@uiowa.edu</a> <a href="mailto:sueholtkamp@yahoo.com">sueholtkamp@yahoo.com</a></td>
<td>Phil Forbes Senior Accountant B5 Jessup Hall (w) (319) 335-0064; (h) (319) 626-6998; (m) (319) 530-6722 <a href="mailto:philip-forbes@uiowa.edu">philip-forbes@uiowa.edu</a> <a href="mailto:p.forbes@mchsi.com">p.forbes@mchsi.com</a></td>
<td>Scott Kallaus Accountant B5 Jessup Hall (w) (319) 335-0076; (m)512-228-9178 <a href="mailto:scott-kallaus@uiowa.edu">scott-kallaus@uiowa.edu</a> <a href="mailto:smkallaus@yahoo.com">smkallaus@yahoo.com</a></td>
</tr>
<tr>
<td>Set up, monitoring, closeout and financial reporting for <strong>DHHS subcontracts</strong> – actual contacts broken by org/dept – see Grant Accounting contact list: <a href="http://www.uiowa.edu/~fusga/sponsorcontact.html">http://www.uiowa.edu/~fusga/sponsorcontact.html</a></td>
<td>Phil Forbes Senior Accountant B5 Jessup Hall (w) (319) 335-0064; (h) (319) 626-6998; (m) (319) 530-6722 <a href="mailto:philip-forbes@uiowa.edu">philip-forbes@uiowa.edu</a> <a href="mailto:p.forbes@mchsi.com">p.forbes@mchsi.com</a></td>
<td>Sue Holtkamp Assistant Director, Grant Accounting B5 Jessup Hall (w) (319) 335-1859; (m) (319) 325-2300 <a href="mailto:sue-holtkamp@uiowa.edu">sue-holtkamp@uiowa.edu</a> <a href="mailto:sueholtkamp@yahoo.com">sueholtkamp@yahoo.com</a></td>
<td>Scott Kallaus Accountant B5 Jessup Hall (w) (319) 335-0076; (m)512-228-9178 <a href="mailto:scott-kallaus@uiowa.edu">scott-kallaus@uiowa.edu</a> <a href="mailto:smkallaus@yahoo.com">smkallaus@yahoo.com</a></td>
</tr>
<tr>
<td><strong>Billing for DHHS</strong></td>
<td>Kimberlee Stiers Project Assistant B5 Jessup Hall (w) (319) 335-3544; (h) (319) 665-6682 (m) (319) 321-9683 <a href="mailto:kimberlee-stiers@uiowa.edu">kimberlee-stiers@uiowa.edu</a></td>
<td>Nick Johnson Project Assistant B5 Jessup Hall (w) (319) 335-0249; (m) (319) 400-2425 <a href="mailto:nicholas-tjohnson@uiowa.edu">nicholas-tjohnson@uiowa.edu</a> <a href="mailto:nick_johnson@excite.com">nick_johnson@excite.com</a></td>
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</tr>
<tr>
<td><strong>Monitor incoming subcontract invoices and approve for payment for DHHS awards</strong></td>
<td>Kimberlee Stiers Project Assistant B5 Jessup Hall (w) (319) 335-3544; (h) (319) 665-6682 (m) (319) 321-9683 <a href="mailto:kimberlee-stiers@uiowa.edu">kimberlee-stiers@uiowa.edu</a></td>
<td>Nick Johnson Project Assistant B5 Jessup Hall (w) (319) 335-0249; (m) (319) 400-2425 <a href="mailto:nicholas-tjohnson@uiowa.edu">nicholas-tjohnson@uiowa.edu</a> <a href="mailto:nick_johnson@excite.com">nick_johnson@excite.com</a></td>
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<td>Set up, monitoring, closeout and financial reporting for <strong>Non Profit</strong> awards – actual contacts broken by org/dept – see Grant Accounting contact list: <a href="http://www.uiowa.edu/~fusga/sponsorcontact.html">http://www.uiowa.edu/~fusga/sponsorcontact.html</a></td>
<td>Rosemary Sullivan Asst Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0050; <a href="mailto:rosemary-sullivan@uiowa.edu">rosemary-sullivan@uiowa.edu</a></td>
<td>Genevieve Anglin Accountant B5 Jessup Hall (w) (319) 335-0650; (h) (319) 354-2048; (m) (319) 325-6664 <a href="mailto:genevieve-anglin@uiowa.edu">genevieve-anglin@uiowa.edu</a> <a href="mailto:genevieve321@msn.com">genevieve321@msn.com</a></td>
<td>Dianne Rash Accountant B5 Jessup Hall (w) (319) 335-0650; <a href="mailto:dianne-rash@uiowa.edu">dianne-rash@uiowa.edu</a></td>
</tr>
<tr>
<td>Set up, and closeout for <strong>Clinical Trials</strong> – actual contacts broken by org/dept – see Grant Accounting contact list: <a href="http://www.uiowa.edu/~fusga/sponsorcontact.html">http://www.uiowa.edu/~fusga/sponsorcontact.html</a></td>
<td>Rosemary Sullivan Asst Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0050; <a href="mailto:rosemary-sullivan@uiowa.edu">rosemary-sullivan@uiowa.edu</a></td>
<td>Dianne Rash Accountant B5 Jessup Hall (w) (319) 335-0650; (h) <a href="mailto:dianne-rash@uiowa.edu">dianne-rash@uiowa.edu</a></td>
<td>Genevieve Anglin Accountant B5 Jessup Hall (w) (319) 335-3773; (h) (319) 354-2048; (m) (319) 325-6664 <a href="mailto:genevieve-anglin@uiowa.edu">genevieve-anglin@uiowa.edu</a> <a href="mailto:genevieve321@msn.com">genevieve321@msn.com</a></td>
</tr>
<tr>
<td>Set up, monitoring, closeout and financial reporting for <strong>Private Corporations</strong></td>
<td>Rosemary Sullivan Asst Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0050; <a href="mailto:rosemary-sullivan@uiowa.edu">rosemary-sullivan@uiowa.edu</a></td>
<td>Dianne Rash Accountant B5 Jessup Hall (w) (319) 335-0650; <a href="mailto:dianne-rash@uiowa.edu">dianne-rash@uiowa.edu</a></td>
<td>Genevieve Anglin Accountant B5 Jessup Hall (w) (319) 335-3773; (h) (319) 354-2048; (m) (319) 325-6664 <a href="mailto:genevieve-anglin@uiowa.edu">genevieve-anglin@uiowa.edu</a> <a href="mailto:genevieve321@msn.com">genevieve321@msn.com</a></td>
</tr>
<tr>
<td>Set up, monitoring, closeout and financial reporting for <strong>Iowa, State, Foreign.</strong></td>
<td>Rosemary Sullivan Asst Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0050; <a href="mailto:rosemary-sullivan@uiowa.edu">rosemary-sullivan@uiowa.edu</a></td>
<td>Dianne Rash Accountant B5 Jessup Hall (w) (319) 335-0650; <a href="mailto:dianne-rash@uiowa.edu">dianne-rash@uiowa.edu</a></td>
<td>Genevieve Anglin Accountant B5 Jessup Hall (w) (319) 335-3773; (h) (319) 354-2048; (m) (319) 325-6664 <a href="mailto:genevieve-anglin@uiowa.edu">genevieve-anglin@uiowa.edu</a> <a href="mailto:genevieve321@msn.com">genevieve321@msn.com</a></td>
</tr>
<tr>
<td>Set up and closeout of <strong>Gifts</strong></td>
<td>Rosemary Sullivan Asst Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0050; <a href="mailto:rosemary-sullivan@uiowa.edu">rosemary-sullivan@uiowa.edu</a></td>
<td>Angela Klein Assoc Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Audra Haddy Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
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</table>
| Billing for Clinical Trials (only startup), Non Profits, Corps and State Direct | Nick Johnson  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-0249;  
(m) (319) 400-2425  
nicholas-t-johnson@uiowa.edu  
nick_johnson@excite.com | Kimberlee Stiers  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-3544;  
(h) (319) 665-6682  
melissa-adrian@uiowa.edu  
meladrian@yahoo.com | Rosemary Sullivan  
Asst Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0050;  
rosemary-sullivan@uiowa.edu |
| Monitor incoming subcontract invoices and approve for payment for Non Federal awards | Nick Johnson  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-0249;  
(m) (319) 400-2425  
nicholas-t-johnson@uiowa.edu  
nick_johnson@excite.com | Kimberlee Stiers  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-3544;  
(h) (319) 665-6682  
melissa-adrian@uiowa.edu  
meladrian@yahoo.com | Rosemary Sullivan  
Asst Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0050;  
rosemary-sullivan@uiowa.edu |
| Set up, monitoring, closeout and financial reporting for NSF, DOE & NASA | Nick Francisco  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-3008;  
(h) (319) 545-4059;  
melissa-francisco@uiowa.edu | Mindy Bunn  
Asst Director, Grant Accounting  
B5 Jessup Hall  
(w) 353-0478;  
(h) (319) 265-8059;  
melissa-francisco@uiowa.edu | Angela Klein  
Assoc Director, Grant Accounting  
B5 Jessup Hall  
(w) (319) 335-0080;  
angelaklein@uiowa.edu |
| Set up, monitoring, closeout and financial reporting for DOD & DOT | Mindy Bunn  
Asst Director, Grant Accounting  
B5 Jessup Hall  
(w) 353-0478;  
(h) (319) 265-8059;  
melissa-francisco@uiowa.edu | Melissa Adrian  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-3008;  
(m) (319) 471-3667  
melissa-adrian@uiowa.edu  
meladrian@yahoo.com | Nick Francisco  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-0080;  
melissa-francisco@uiowa.edu |
| Set up, monitoring, closeout and financial reporting for DOD, DOT, USDA, Other Federal Agencies | Mindy Bunn  
Asst Director, Grant Accounting  
B5 Jessup Hall  
(w) 353-0478;  
(h) (319) 265-8059;  
melissa-francisco@uiowa.edu | Nick Francisco  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-3008;  
(m) (319) 471-3667  
melissa-adrian@uiowa.edu  
meladrian@yahoo.com | Melissa Adrian  
Senior Accountant  
B5 Jessup Hall  
(w) (319) 335-0080;  
melissa-adrian@uiowa.edu  
meladrian@yahoo.com |
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<td>Set up, monitoring, closeout and financial reporting for Federal Pass Through State of Iowa</td>
<td>Melissa Adrian Accountant B5 Jessup Hall (w) (319) 335-0152; (m) (319) 471-3667 <a href="mailto:melissa-adrian@uiowa.edu">melissa-adrian@uiowa.edu</a> <a href="mailto:meladrian@yahoo.com">meladrian@yahoo.com</a></td>
<td>Mindy Bunn Asst Director, Grant Accounting B5 Jessup Hall (w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a></td>
<td>Nick Francisco Senior Accountant B5 Jessup Hall (w) (319) 335-3008; (h) (319) 545-4059; (m) (319) 400-3147 <a href="mailto:nicholas-francisco@uiowa.edu">nicholas-francisco@uiowa.edu</a></td>
</tr>
<tr>
<td>Set up, monitoring, closeout and financial reporting for Dept of Ed &amp; EPA</td>
<td>Melissa Adrian Accountant B5 Jessup Hall (w) (319) 335-0152; (m) (319) 471-3667 <a href="mailto:melissa-adrian@uiowa.edu">melissa-adrian@uiowa.edu</a> <a href="mailto:meladrian@yahoo.com">meladrian@yahoo.com</a></td>
<td>Nick Francisco Senior Accountant B5 Jessup Hall (w) (319) 335-3008; (h) (319) 545-4059; (m) (319) 400-3147 <a href="mailto:nicholas-francisco@uiowa.edu">nicholas-francisco@uiowa.edu</a></td>
<td>Mindy Bunn Asst Director, Grant Accounting B5 Jessup Hall (w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a> <a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
<tr>
<td>Billing &amp; review of incoming subcontract invoices for NASA/DOE, NSF</td>
<td>Nick Johnson Project Assistant B5 Jessup Hall (w) (319) 335-0249; (m) (319) 400-2425 <a href="mailto:nick_johnson@excite.com">nick_johnson@excite.com</a></td>
<td>Kimberlee Stiers Project Assistant B5 Jessup Hall (w) (319) 335-3544; (h) (319) 665-6682 (m) (319) 321-9683 <a href="mailto:kimberlee-stiers@uiowa.edu">kimberlee-stiers@uiowa.edu</a></td>
<td>Nick Francisco Senior Accountant B5 Jessup Hall (w) (319) 335-3008; (h) (319) 545-4059; (m) (319) 400-3147 <a href="mailto:nicholas-francisco@uiowa.edu">nicholas-francisco@uiowa.edu</a></td>
</tr>
<tr>
<td>Billing &amp; review of incoming subcontract invoices for DOD</td>
<td>Nick Johnson Project Assistant B5 Jessup Hall (w) (319) 335-0249; (m) (319) 400-2425 <a href="mailto:nick_johnson@excite.com">nick_johnson@excite.com</a></td>
<td>Kimberlee Stiers Project Assistant B5 Jessup Hall (w) (319) 335-3544; (h) (319) 665-6682 (m) (319) 321-9683 <a href="mailto:kimberlee-stiers@uiowa.edu">kimberlee-stiers@uiowa.edu</a></td>
<td>Mindy Bunn Asst Director, Grant Accounting B5 Jessup Hall (w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a> <a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
<tr>
<td>Billing &amp; review of incoming subcontract invoices for Other Fed Agencies</td>
<td>Kimberlee Stiers Project Assistant B5 Jessup Hall (w) (319) 335-3544; (h) (319) 665-6682 (m) (319) 321-9683 <a href="mailto:kimberlee-stiers@uiowa.edu">kimberlee-stiers@uiowa.edu</a></td>
<td>Nick Johnson Project Assistant B5 Jessup Hall (w) (319) 335-0249; (m) (319) 400-2425 <a href="mailto:nick_johnson@excite.com">nick_johnson@excite.com</a></td>
<td>Mindy Bunn Asst Director, Grant Accounting B5 Jessup Hall (w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a> <a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
<tr>
<td>Function</td>
<td>Primary Individual</td>
<td>First Backup</td>
<td>Second Backup</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
</tbody>
</table>
| Billing & review of incoming subcontract invoices for **Fed Pass Through State of Iowa, EPA, Dept of Ed** | Nick Johnson  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-0249;  
(m) (319) 400-2425  
nicholas-t-johnson@uiowa.edu  
nick_johnson@excite.com | Kimberlee Stiers  
Project Assistant  
B5 Jessup Hall  
(w) (319) 335-3544;  
(h) (319) 665-6682  
(m) (319) 321-9683  
kimberlee-stiers@uiowa.edu | Melissa Adrian  
Accountant  
B5 Jessup Hall  
(w) (319) 335-0152;  
(m) (319) 471-3667  
melissa-adrian@uiowa.edu  
meladrian@yahoo.com |

**B. Communication Methods**

For communications from the unit up the administrative reporting line regarding operations, procedures, or policies:

- email
- telephone

For communications within the unit to employees and students regarding changes in operations, procedures, or policies:

- email
- telephone
- campus mail
- US Postal mail

For communications from employees and students in the unit regarding their ability to meet commitments to the unit:

- email
- research administrator list serv
- telephone
- campus mail
- US Postal mail
- Grant Accounting departmental website ([http://www.uiowa.edu/~fusga/](http://www.uiowa.edu/~fusga/))
### IV. Essential Functions

#### A. Essential Functions of Finance & Operations–Grant Accounting

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Audra Haddy, Assoc. Controller &amp; Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td>Yes</td>
<td>Confusion regarding status of the physical office and personnel able to report for work within the unit</td>
</tr>
<tr>
<td>2. Drawing funds from DHHS, Dept of Ed and NSF</td>
<td>Angela Klein, Assoc Director, Grant Accounting B5 Jessup Hall (w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>Yes</td>
<td>Failure to draw funds would negatively impact University cash balances. Monthly requests average: DHHS $15M, Dept of Ed $1.3M, NSF $900K</td>
</tr>
<tr>
<td>3. Collecting funds (depositing checks)</td>
<td>Chris Huber, Clerk IV B5 Jessup Hall (w) (319) 335-3972; (h) (319) 545-1332; (m) (319) 321-1505 <a href="mailto:chris-huber@uiowa.edu">chris-huber@uiowa.edu</a> <a href="mailto:crhuber@mchsi.com">crhuber@mchsi.com</a></td>
<td>No</td>
<td>Failure to deposit checks would negatively impact University cash balances. For grants and gifts, average collections: Federal: $4.9M/month, Non Federal $3.6M, UI Foundation $2.7M/month</td>
</tr>
</tbody>
</table>
B. Essential Function Backups
In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Angela Klein</td>
<td>Mindy Bunn</td>
<td>Sue Holtkamp</td>
</tr>
<tr>
<td></td>
<td>Assoc Director, Grant Accounting</td>
<td>Asst Director, Grant Accounting</td>
<td>Assistant Director, Grant Accounting</td>
</tr>
<tr>
<td></td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td></td>
<td>(w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047</td>
<td>(w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197</td>
<td>(w) (319) 335-1859; (h) (319) 265-8059; (m) (319) 551-5197</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td><a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a></td>
<td><a href="mailto:sue-holtkamp@uiowa.edu">sue-holtkamp@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:sueholtkamp@yahoo.com">sueholtkamp@yahoo.com</a></td>
</tr>
<tr>
<td>2. Drawing funds</td>
<td>Audra Haddy</td>
<td>Tom Bendixen</td>
<td>Mindy Bunn</td>
</tr>
<tr>
<td>(DHHS, Dept of Ed, NSF)</td>
<td>Assoc. Controller &amp; Director, Grant Accounting</td>
<td>Senior Financial Analyst</td>
<td>Asst Director, Grant Accounting</td>
</tr>
<tr>
<td></td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td></td>
<td>(w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376</td>
<td>(w) (319) 335-0102; (h) (319) 447-4839; (m) (319) 540-2231</td>
<td>(w) (319) 335-1859; (h) (319) 265-8059; (m) (319) 551-5197</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td><a href="mailto:thomas-bendixen@uiowa.edu">thomas-bendixen@uiowa.edu</a></td>
<td><a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:bendixen@mchsi.com">bendixen@mchsi.com</a></td>
<td><a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
<tr>
<td>3. Collecting funds</td>
<td>Diane Byrne</td>
<td>Angela Klein</td>
<td>Audra Haddy</td>
</tr>
<tr>
<td>(depositing checks)</td>
<td>Clerk IV</td>
<td>Assoc Director, Grant Accounting</td>
<td>Assoc. Controller &amp; Director, Grant Accounting</td>
</tr>
<tr>
<td></td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td></td>
<td>(w) (319) 335-3801; <a href="mailto:diane-byrne@uiowa.edu">diane-byrne@uiowa.edu</a> <a href="mailto:dnmar222@aol.com">dnmar222@aol.com</a></td>
<td>(w) (319) 335-0080; (h) (319) 338-5015; (m) (319) 430-3047</td>
<td>(w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td><a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
</tr>
</tbody>
</table>

C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine
optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For each of the above essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Computers, network access, Web access, electrical power, land/cell phones</td>
<td>No consumable resources (access to home computer/laptop is adequate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Drawing funds</td>
<td>Computers, accurate and timely financial data, network access, Web access, electrical power, land/cell phones</td>
<td>No consumable resources (access to home computer/laptop is adequate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Collecting funds</td>
<td>Computers, network access, Web access, Eddeposit access, electrical power, access to desktop depositing hardware or local banks, access to incoming US Mail</td>
<td>No consumable resources (access to home computer/laptop is adequate)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Recovery
At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions), this unit will need to address challenges in several areas:

Setting up new/renewal awards
- Backlog of new/renewal grants that were either not sent over from Sponsored Programs or sent over but not yet set up
- Deficits in university accounts
- Phone calls & emails from campus community about status of new/renewal awards
- Systems that may not be ready to handle award setup processes (GL, GFUP, UIRIS, Grant Web Budget)
- Staff may not be available on campus to handle typical questions that arise when processing new/renewal awards
- Will we continue to scrutinize new/renewal awards at the same level as previously?
• Would setup process change?

**Cash Collection**
• Backlog of checks or EFTs that have not been processed
• Research required if checks or EFTs were not posted to grant MFK (went into holding account)
• CV entries required to post UI Foundation deposits into correct gift MFK
• Were any checks lost (and how would we know)?

**Invoicing**
• Backlog of invoicing
• For outstanding invoices, ability to determine what has yet to be paid (relates to backlog of deposits and whether posted to grant MFK when deposited)
• Late invoices that missed deadlines for reimbursement
• Availability of accurate and timely financial and grant management data
• Backlog of transactions (if accounting close were delayed for an extended length of time)

**Financial & Property Reporting**
• Backlog of financial and property reporting
• Late financial reports that could delay or jeopardize funding for the next project period
• Phone calls and emails from campus community and/or sponsoring agencies concerning status of financial reporting
• Notifying agencies of delays
Drawing funds

- Ability to determine accurate cash balances and reconcile draw accounts – if a quarter ends with a surplus we would be required to document that funds were used within the next three business days
- Access to financial and grant management data
- Ability to use Federal systems (are they available for use?)

Gifts

- Would we receive gifts in response to a catastrophic event? would we be prepared for the potential spike in gifts to the University?

Gift acknowledgements

- Depending on time of year, could be IRS issues
- Backlog

A133

- Backlog or missed deadlines for sub-recipient monitoring
- Data or information required for annual audit

Monitoring of compliance issues

- May not be able to focus on compliance risks or identify issues in a timely manner or at all

VI. Job Action Sheets for Essential Functions

The following job actions sheets provide guidelines for performance of these essential functions:

- Communication
- Drawing funds from DHHS, Dept of Ed and NSF
- Collecting funds (depositing checks)
Job Action Sheet

COMMUNICATION

Description of function:
• Communications from this unit to the administrative unit to which it reports regarding threats to our unit's ability to carry out essential and non-essential functions;
• Communications to this unit from the central administration or the administrative unit to which it reports regarding policies and planning occurring at higher/central levels;
• Communications within this unit to employees and students regarding changes in unit, collegiate, or university operations, procedures, or policies;
• Communications from employees and students in this unit regarding their ability to meet their commitments to the unit.

Name and contact information for primary individual and backups:

<table>
<thead>
<tr>
<th>Primary</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audra Haddy</td>
<td>Angela Klein</td>
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<td>Sue Holtkamp</td>
</tr>
<tr>
<td>Assoc. Controller &amp;</td>
<td>Assoc Director, Grant</td>
<td>Asst Director, Grant</td>
<td>Assistant Director, Grant</td>
</tr>
<tr>
<td>Director, Grant Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td>(w) (319) 335-0827;</td>
<td>(w) (319) 335-0080; (h) (319)</td>
<td>(w) 353-0478; (h) (319)</td>
<td>(w) (319) 335-1859;</td>
</tr>
<tr>
<td>(h) (319) 358-7796;</td>
<td>338-5015; (m) (319) 430-3047</td>
<td>265-8059; (m) (319)</td>
<td>(m) (319) 325-2300</td>
</tr>
<tr>
<td>(m) (319) 621-0376</td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td><a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a></td>
<td><a href="mailto:sue-holtkamp@uiowa.edu">sue-holtkamp@uiowa.edu</a></td>
</tr>
<tr>
<td><a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td></td>
<td><a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
<td><a href="mailto:sueholtkamp@yahoo.com">sueholtkamp@yahoo.com</a></td>
</tr>
</tbody>
</table>

Decision maker with oversight over individual responsible for performing function:
Terry Johnson

Other units, processes, or individuals that rely on the function: Controllers Unit

Anticipated consequences of not performing function: Confusion regarding status of the physical offices and personnel able to report for work within unit.

Procedures for performing function: The primary contact will communicate via email all updates to each staff member in Grant Accounting.

Alternative procedures for performing function: If the primary contact is not available, the backup(s) will provide the communication. If email is not available, communication will be made by phone.

Whom to communicate with as tasks are carried out: Terry Johnson
Resources required to perform function: Computers, network access, Web access, electrical power, land/cell phones.

Resource supplier(s):
ITS
Local land telephone service providers
Cell phone service providers
**Job Action Sheet**

**DRAWING FUNDS FROM DHHS, DEPT OF ED AND NSF**

**Description of function:** Some Federal agencies allow us to request cash advances. Based on OMB A110, these advances are to be limited to minimum amounts needed and timed in accordance with actual immediate cash requirements for carrying out approved projects; otherwise, we could become ineligible for advances. DHHS and NSF along with a few other smaller sponsors, allow us to pool requests for cash needs (instead of requesting on grant by grant basis) so we can draw these funds in advance of expenditure. As indicated in OMB A110, we must time these advances to minimize the time elapsing between transfer of funds and their disbursement. We are required to submit the Standard Form 272, “Federal Cash Transactions Report” to reconcile advances and disbursements and make an affirmative statement at the conclusion of a reporting period (quarterly) as to the amount of cash on hand. If we close the period with more than three days of cash on hand, we are required to provide explanation and documentation as to why the draw down was made prematurely or other reasons for the cash excess.

Department of Education and a few other agencies allow us to draw funds, but do not allow us to pool the grants and we are required to request funds on a grant by grant basis. For these, we do not request funds in advance of expenditure, but do request funds as soon as financial data is available to verify expenditures.

**Primary individual and backups:**

<table>
<thead>
<tr>
<th>Letter of Credit Draws</th>
<th>Primary</th>
<th>First Backup</th>
<th>Second Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHHS</td>
<td>Angela Klein</td>
<td>Audra Haddy</td>
<td>Sue Holtkamp</td>
</tr>
<tr>
<td></td>
<td>Assoc Director, Grant</td>
<td>Assoc. Controller &amp;</td>
<td>Assistant Director, Grant</td>
</tr>
<tr>
<td></td>
<td>Accounting</td>
<td>Director, Grant</td>
<td>Accounting</td>
</tr>
<tr>
<td></td>
<td>B5 Jessup Hall</td>
<td>Accounting</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td></td>
<td>(w) (319) 335-0080;</td>
<td>(w) (319) 335-0827;</td>
<td>(w) (319) 335-1859;</td>
</tr>
<tr>
<td></td>
<td>(h) (319) 338-5015;</td>
<td>(h) (319) 358-7796;</td>
<td>(h) (319) 325-2300</td>
</tr>
<tr>
<td></td>
<td>(m) (319) 430-3047</td>
<td>(m) (319) 621-0376;</td>
<td>(m) (319) 325-2300</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td><a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
<td><a href="mailto:sue-holtkamp@uiowa.edu">sue-holtkamp@uiowa.edu</a></td>
</tr>
</tbody>
</table>
|                        |                          |                          | sueholtkamp@yahoo.com
Letter of Credit Draws -
Dept of Ed, NSF, EPA,
NASA, DOE

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Klein</td>
<td>Assoc Director, Grant Accounting</td>
<td>(w) (319) 335-0080; (h) (319) 335-0080; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td>Audra Haddy</td>
<td>Assoc. Controller &amp; Director, Grant Accounting</td>
<td>(w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
</tr>
<tr>
<td>Nick Francisco</td>
<td>Senior Accountant</td>
<td>(w) (319) 335-3008; (h) (319) 545-4059; (m) (319) 400-3147 <a href="mailto:nicholas-francisco@uiowa.edu">nicholas-francisco@uiowa.edu</a></td>
</tr>
</tbody>
</table>

Letter of Credit Draws – Other

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Klein</td>
<td>Assoc Director, Grant Accounting</td>
<td>(w) (319) 335-0080; (h) (319) 335-0080; (m) (319) 430-3047 <a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
</tr>
<tr>
<td>Audra Haddy</td>
<td>Assoc. Controller &amp; Director, Grant Accounting</td>
<td>(w) (319) 335-0827; (h) (319) 358-7796; (m) (319) 621-0376 <a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
</tr>
<tr>
<td>Mindy Bunn</td>
<td>Asst Director, Grant Accounting</td>
<td>(w) 353-0478; (h) (319) 265-8059; (m) (319) 551-5197 <a href="mailto:mindy-bunn@uiowa.edu">mindy-bunn@uiowa.edu</a> <a href="mailto:bunn0909@yahoo.com">bunn0909@yahoo.com</a></td>
</tr>
</tbody>
</table>

Decision maker with oversight over individual responsible for performing function: Audra Haddy

Other units, processes, or individuals that rely on the function: Treasurer’s Office must be contacted if we miss the final monthly draw for DHHS.

Anticipated consequences of not performing function: We would not receive funds on a timely basis.

Procedures for performing function: Currently procedures are available in hard copy in Jessup Hall. These procedures are inconsistent and some are outdated; we are working on updating these procedures. We must find a method that will allow us to store all usernames and passwords, yet continue to meet the security requirements of each agency.

- DHHS funds are drawn through the Payment Management System (PMS): http://www.dpm.psc.gov/.
- Department of Education funds are drawn through the Grants Administration and payment System (GAPS):
- National Science Foundation through FastLane: https://www.fastlane.nsf.gov/fastlane.jsp

Alternative procedures for performing function: We must find a method that will allow us to store all usernames and passwords, yet continue to meet the security requirements of Federal agencies.
**Whom to communicate with as tasks are carried out:** Audra Haddy, Treasurers Office

**Resources required to perform function:** Computers, network access, Web access, authorized username and password for various Federal web applications, electrical power, accurate and timely financial data

**Resource supplier(s):** General Ledger data is maintained by Accounting Services
Job Action Sheet

COLLECTING FUNDS (DEPOSITING CHECKS)

Description of function: Sorting mail to find checks that need to be deposited; deposit using the Edeposit application. Currently Desktop Depositing is used.

Name and contact information for primary individual and backups:
See previous Grant Accounting Contacts and Grant Accounting Backup lists.

<table>
<thead>
<tr>
<th>Primary</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Huber</td>
<td>Diane Byrne</td>
<td>Angela Klein</td>
<td>Audra Haddy</td>
</tr>
<tr>
<td>Clerk IV</td>
<td>Clerk IV</td>
<td>Assoc Director, Grant</td>
<td>Assoc. Controller &amp;</td>
</tr>
<tr>
<td>B5 Jessup Hall</td>
<td>B5 Jessup Hall</td>
<td>Accounting</td>
<td>Director, Grant</td>
</tr>
<tr>
<td>(w) (319) 335-3972;</td>
<td>(w) (319) 335-3801;</td>
<td>B5 Jessup Hall</td>
<td>Accounting</td>
</tr>
<tr>
<td>(h) (319) 545-1332;</td>
<td><a href="mailto:diane-byrne@uiowa.edu">diane-byrne@uiowa.edu</a></td>
<td>(w) (319) 335-0080;</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td>(m) (319) 321-1505</td>
<td><a href="mailto:dnmar222@aol.com">dnmar222@aol.com</a></td>
<td>(h) (319) 338-5015;</td>
<td>(w) (319) 335-0827;</td>
</tr>
<tr>
<td><a href="mailto:chris-huber@uiowa.edu">chris-huber@uiowa.edu</a></td>
<td><a href="mailto:crhuber@mchsi.com">crhuber@mchsi.com</a></td>
<td>(m) (319) 430-3047;</td>
<td>(h) (319) 358-7796;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:angela-klein@uiowa.edu">angela-klein@uiowa.edu</a></td>
<td>(m) (319) 621-0376</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:audra-haddy@uiowa.edu">audra-haddy@uiowa.edu</a></td>
</tr>
</tbody>
</table>

Decision maker with oversight over individual responsible for performing function:
Angela Klein

Other units, processes, or individuals that rely on the function: Controllers Office, Treasurers Office

Anticipated consequences of not performing function: We would not deposit funds in a timely basis. Checks could be lost or could become void after a certain period of time.

Procedures for performing function: Currently procedures are available in hard copy in Jessup Hall. These procedures are inconsistent and some are outdated; we are working on updating these procedures.

Alternative procedures for performing function: Currently deposits are accomplished using desktop depositing hardware that has been provided by the bank. As an alternative deposits can be done manually. The deposit slips are located in B5 Jessup Hall.

Whom to communicate with as tasks are carried out: Audra Haddy

Resources required to perform function: Computers, network access, Web access, electrical power, access to desktop depositing or local banks, access to incoming US Mail
**Resource supplier(s):** Checks are received via US Postal Service and delivered to Jessup Hall by Campus Mail.
I. Core Activities

The University of Iowa Laundry Services provides textile acquisition, cleaning, transport, and textile consulting support for UI departments. Primary customer served is the University of Iowa Hospitals & Clinics and Health Science colleges such Medicine, Nursing, Dentistry and Pharmacy.

II. Decision Making

The unit’s top decision makers are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. David Gray</td>
<td>Laundry Service</td>
<td>(319) 335-4951</td>
<td><a href="mailto:david-gray@uiowa.edu">david-gray@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bldg, Oakdale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mary Jane Beach</td>
<td>Jessup Hall, Main</td>
<td>(319) 335-0060</td>
<td><a href="mailto:maryjane-beach@uiowa.edu">maryjane-beach@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Monica Fuhrmeister</td>
<td>Laundry Service</td>
<td>(319) 335-4958</td>
<td><a href="mailto:monica-fuhrmeister@uiowa.edu">monica-fuhrmeister@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bldg, Oakdale</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Communication Contacts and Methods

First contact will be to Mary Jane Beach, Asst Vice President F & O/Director of Business Services via the information above, and if necessary contacting her at her personal residence. Communications to Dave Gray, Laundry Manager as the primary contact person at Laundry Services will occur either by Mary Jane Beach or a designee in accordance with the campus-wide protocol for emergency response notification. An up-to-date call list is maintained and given to all Laundry management team members. The Laundry management team will attempt to contact all staff regarding emergency conditions that may impact the work place and work time. The phone call list or a public service announcement through local radio and television will be the method used to make contact with staff.

IV. Essential Functions

A. Essential Function of F&O–Laundry
<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
</table>
| 1. Organize production activities that provide clean linens for UIHC and associated medical clinics. | Dave Gray, Laundry Manager  
UI Laundry Service Bldg  
(319) 335-4940 or (319) 335-4951  
david-gray@uiowa.edu | NO | No laundry support for UIHC, exhausting inventories of clean textiles needed to treat patients. A lack of proper cleaning of contaminated soiled textiles used by patients at UIHC could lead to further transmission of human pathogens. Increased risk to sick patients, staff, and visitors allowed in the hospital could occur and make controlling the transmission of the pathogens more difficult. |

In the event of a pandemic emergency, only laundry service in support of UIHC and other healthcare units will occur. The Laundry will require 13-15 staff to operate in support of #1. Service levels will be reduced to a focus on providing sanitary/clean linens for UIHC. Only washing and drying will occur with no ironing or folding or special handling activities. Clean linens will be placed in clean plastic lined carts, closed to protect them from potential airborne pathogens, and returned to UIHC for patient use. Carts received from UIHC to be used for transport of clean linen back to UIHC will be sanitized before they are used.

In the event UI Laundry Service cannot operate for any reason, Laundry management or backup individuals listed in this plan will attempt to arrange service support through outside institutional, commercial, or prison laundry operations. Multiple off-campus laundries may need to be used to handle the volume of soiled linens from UIHC.

UIHC Materials Services has plans to use paper disposable patient and surgical linens in the event laundry support is compromised.
B. Essential Function Backups
In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
</table>
| 1. Organize production activities that provide clean linens for UIHC and associated medical clinics. | Mary Jane Beach  
Asst VP/Dir, Business Services  
Jessup Hall, Main Campus  
(319) 335-0060  
maryjane-beach@uiowa.edu | Monica Fuhrmeister  
Senior Laundry Supervisor  
OEL TRESSLAR  
183 MBSB  
(319) 384-3905  
joel-tresslar@uiowa.edu | TBD by VP for Finance & Operations; or a UI Senior Administrator would secure a copy of this plan and follow the recommended course of action outlined in it |

C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources

The essential function of providing clean laundry support for UIHC is dependent on the following:

1. Electrical power- No stockpiling possible from Alliant Energy Co. serving Oakdale Campus.
2. Water (Potable and Production)- No stock piling possible. Oakdale well system must operate.


4. Maintenance support- No stockpiling possible. Must have staff present during operations.

5. Production Staff- No stockpiling possible. Must have staff present during operations.

6. Washing chemicals- Stockpiling possible. Recommend storing on site three extra 55 gallon barrels of the following washing chemicals: Sour, softener, rinse-speed, and chlorine bleach.

7. Rolls of plastic cart liners- Stockpiling possible. Recommend storing on site two extra rolls of different-sized plastic bags routinely used.

8. Computer Tech support- No stockpiling possible. Recommend training of current maintenance staff to cover essential computer operations of processing equipment controllers.

V. Non-essential Functions of the Unit

A. Major Non-essential Functions of F&O–Laundry

<table>
<thead>
<tr>
<th>Major Non-essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Uniform/garment service</td>
<td>Dave Gray, Laundry Manager UI Laundry Service Bldg (319) 335-4951 <a href="mailto:david-gray@uiowa.edu">david-gray@uiowa.edu</a></td>
<td>Yes, using available outside contractors</td>
<td>Loss of income for Laundry and inconvenience for customers washing work clothing at home.</td>
</tr>
</tbody>
</table>
2. Dust control service

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Availability</th>
<th>Impact of Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Gray</td>
<td>Laundry Manager, UI Laundry Service, Bldg (319) 335-4951</td>
<td>Yes, using available outside contractors</td>
<td>Loss of income for Laundry and reduced housekeeping results in University facilities.</td>
</tr>
</tbody>
</table>

B. Non-essential Function Resources

1. Uniform/Garment Service – Each staff is assigned a number of complete uniform sets that should provide backup supply per staff for several days. Assuming worst-case scenario, the staff could clean the assigned uniforms and garments at home for a short period until that service could be offered by the Laundry.

2. Dust Control Service – Wet floor mops, door mats, and treated custodial mops can be used for a period of several days before restocking would be necessary. Additional supplies at the Laundry could be stockpiled to allow for additional issuance of custodial products. The stockpiling of supplies would occur on site at the Laundry building.
ATTACHMENT D-XIV
FINANCE & OPERATIONS–PARKING & TRANSPORTATION
Continuity Plan

I. Core Activities

The Parking and Transportation (P&T) Department provides and supports vehicular and pedestrian access to the campus; intra-campus transit services; and a fleet of service and personal transportation vehicles to maintain campus services, and to extend them externally. It accomplishes this by providing integrated parking and transit services; by managing and operating traffic, land, facility, fleet, fuel and financial assets; establishing rates and policies and implementing and enforcing them; and by contributing to strategic discussions regarding campus planning, land use and property acquisition issues. The Department works with virtually every other department on campus and many entities from off campus.

II. Decision Making

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office Address</th>
<th>Telephone (319)</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. David Ricketts, Director</td>
<td>Cambus Office/Stadium Drive</td>
<td>335-8628</td>
<td><a href="mailto:david-ricketts@uiowa.edu">david-ricketts@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Jim Sayre, Associate Director</td>
<td>IMU Ramp Offices</td>
<td>384-3413</td>
<td><a href="mailto:jim-sayre@uiowa.edu">jim-sayre@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Jeff Rahn, Manager Parking Facility Operations</td>
<td>Hospital Ramp 2</td>
<td>335-8312</td>
<td><a href="mailto:jeffrey-rahn@uiowa.edu">jeffrey-rahn@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Brian McClatchey, Cambus Manager</td>
<td>Cambus Office</td>
<td>335-8632</td>
<td><a href="mailto:brian-mcclatchey@uiowa.edu">brian-mcclatchey@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communications Contacts
Communications contact and backups for this unit are those individual listed above in the decision making chain of command. During crises, many of these decision makers are in the field so cell phone communications is essential. Those decision makers in turn will be communicating directly with their operations centers through central office and dispatch functions. They include
B. Communications Methods

Communications from the unit up the administrative reporting line regarding operations, procedures, or policies—informal communications during the crisis will probably be conducted via face-to-face meetings, telephone and/or e-mail and campus mail depending on stage of crisis, contagion etc.

Communications to employees and students who are P&T clients regarding changes in operations, procedures, or policies—via multiple routes including UI Relations press releases, a UI Pandemic Web site, a departmental web site, e-mail to permit-holders etc.

Communications to Parking and Transportation employees and students regarding changes in operations, procedures, or policies—direct communications in meetings or via phone, e-mail etc, and indirectly via an in-house website for employees. Method will depend on stage of crisis, contagion etc.

Communications from P&T employees and students regarding their ability to meet commitments—via telephone and e-mail.
### IV. Essential Functions

#### A. Essential Functions of Finance & Operations–Parking & Transportation

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl. campus address, telephone, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
</table>
| 1. Prioritize, allocate and ensure the distribution, availability and quality of Parking & Transportation resources. Work closely with other community transportation agencies to ensure metro wide access to critical services. | Dave Ricketts  
100 Cambus Office  
335-8628  
david-ricketts@uiowa.edu | NO | Lack of sufficient parking capacity, or access to that capacity, for patients, employees or contractors at UIHC, its satellite clinics or the other supporting units of the University; the inability to transport people, goods and services, and especially emergency services, can lead to a breakdown in UIs ability to function as the critical medical and service provider. |
| 2. Operate employee parking facilities. Communicate with UI employees utilizing Parking and Transportation Services | Jim Sayre  
IMU Parking Ramp Offices  
384-3413  
jim-sayre@uiowa.edu | NO | Lack of employee parking space will lead to a loss of space to service patients, clients and critical service workers and/or support functions. Without employees, services fail. |
| 3. Operate public parking facilities. | Jeff Rahn  
Hospital Ramp 2  
335-8312  
jeffrey-rahn@uiowa.edu | NO | Lack of patient parking can cause delays, congestion, and anxiety in an already charged atmosphere. Prohibits patient access to medical care. Undermines institutional credibility. |
| 4. Operate Cambus transit services. | Brian McClatchey  
100 Cambus Office  
335-8632  
brian-mcclatchey@uiowa.edu | NO | Lack of intra-campus transportation to link distant destinations; the loss of use, or access to commuter and storage parking capacity; the inability to move staff, services and supplies to and from work and/or triage sites reduces the University’s capacity to provide critical services. |
5. Provide Fleet Services (drivers, trucks, cars, vans, fuel, and maintenance etc). Includes acquiring drivers and services from both inside and outside the department to provide essential transportation services and to support power generation and other key support services. Communicating with user groups.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prioritize, allocate and ensure the distribution, availability and quality of Parking &amp; Transportation resources. Work closely with other community transportation agencies to ensure metro wide access to critical services.</td>
<td>Jim Sayre Associate Director of Parking &amp; Transportation 384-3413 <a href="mailto:jimp-sayre@uiowa.edu">jimp-sayre@uiowa.edu</a></td>
<td>Jeff Rahn Hospital Ramp 2 335-8312 <a href="mailto:jeffrey-rahn@uiowa.edu">jeffrey-rahn@uiowa.edu</a></td>
<td>Brian McClatchey 100 Cambus Office 335-8632 <a href="mailto:brian-mcclatchey@uiowa.edu">brian-mcclatchey@uiowa.edu</a></td>
</tr>
</tbody>
</table>

**NO**

Vehicles, drivers, fuel and maintenance services will be required to transport patients, services, and materials during the crisis. Need to support critical FM, Utility and other services such as garbage removal, food services, residence halls support etc. Fleet Services fuel operations can also support stationary generator needs.

6. Operate and Coordinate commuter programs. Communicate with UI employees utilizing Parking and Transportation Commuter Programs and Services

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Network and IT Services</td>
<td>Lea McGuire Cambus Office 335-5771 <a href="mailto:leanna-mcguire@uiowa.edu">leanna-mcguire@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NO**

Inability of employees to get to work and/or a complete breakdown in commuter patterns which might lead to additional cars on campus during crisis, impacting patient parking capacity and employee access.

7. Network and IT Services

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. B. Essential Function Backups In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for the function, as listed:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Partially**

IT provides us the basic means to communicate with patrons and employees who may be sequestered at home. Allows use of management programs to operate facilities.
| 2. Operate employee parking facilities. | Jeff Rahn  
Hospital Ramp 2  
335-8312  
jeffrey-rahn@uiowa.edu | Brian McClatchey  
100 Cambus Office  
335-8632  
brian-mcclatchey@uiowa.edu | Linda Hochstedler  
IMU Ramp Office  
335-1475  
Linda-hochstedler@uiowa.edu |
| 3. Operate public parking facilities. | Brian McClatchey  
100 Cambus Office  
335-8632  
brian-mcclatchey@uiowa.edu | Michelle-Ribble  
Hospital Ramp 2 Offices  
384-4457  
michelle-ribble@uiowa.edu | Lisa Harkey  
Hospital Ramp 2  
335-9900  
Lisa-harkey@uiowa.edu |
| 4. Operate Cambus transit services. | Pat Smith  
Cambus Garage  
517 S. Madison St.  
335-5102  
patrick-smith@uiowa.edu | (Student Supervisor)  
Cambus Office  
335-8632 | Full-Time Cambus mechanic |
| 5. Provide Fleet Services (drivers, trucks, cars, vans, fuel, and maintenance etc). Includes acquiring drivers and services from both inside and outside the department to provide essential transportation services and to support power generation and other key support services. | Deb Lorenz  
Fleet Services Office S. Madison St.  
384-0501  
deborah-lorenz@uiowa.edu | John Knoll  
Fleet Services Office S. Madison St.  
384-0564  
John-Knoll@uiowa.edu | Pat Smith  
Cambus Garage  
517 S. Madison St.  
335-5102  
patrick-smith@uiowa.edu |
| 6. Operate and Coordinate commuter programs | Judy Hemmen  
Hospital Ramp 2 Offices  
353-5770  
Judith-hemmen@uiowa.edu | Jeff Horesowsky  
IMU Ramp Offices  
335-1481  
jeff-horesowsky@uiowa.edu | Chris Wise  
IMU Ramp Offices  
335-1481  
Christopher-wise@uiowa.edu |
| 7. Network and IT Services | Brad Grupe  
Hospital Ramp 2  
335-8312  
Bradley-grupe@uiowa.edu | | |
C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For the F&O–Parking & Transportation essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prioritize, allocate and ensure the distribution &amp; availability of Parking &amp; Transportation resources among critical services</td>
<td>Vehicles, fuel, telephone, excess parking capacity, utilities, software support, cell phones, radios</td>
<td>Yes. Cell phones, radios, fuel</td>
<td>Cell phones and radios indefinitely. Fuel etc. for up to two weeks or a month.</td>
<td>Cell phones, radios at operations centers. Fuel at Fleet Services Fueling station.</td>
<td>Additional supplies of fuel from City of Iowa City or private suppliers. Cell phones from private suppliers.</td>
</tr>
<tr>
<td>2. Operate public and employee parking facilities.</td>
<td>Cashiers tickets, basic operating supplies, parking citations, employees, phones, radios, cash supplies, access to banks and accounting software</td>
<td>Yes to most commodities</td>
<td>Cashiers tickets-90 days</td>
<td>No current capacity to store</td>
<td>Need dry location</td>
</tr>
<tr>
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</tr>
<tr>
<td>---</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Operate Cambus transit services.</td>
<td>Buses, fuel, drivers, water, oil, payroll and protective gear for drivers</td>
<td>Yes. Fuel, oil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>One to two weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fleet Services tanks.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requires supplier to continue operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Provide Fleet Services (drivers, trucks, cars, vans, fuel, and maintenance etc). Includes acquiring NON-Parking and Transportation drivers to provide essential transportation services and to support power generation and other key support services.</td>
<td>Vehicles, fuel, drivers and drivers with CDLs. Generators</td>
<td>Yes. Pre-approved list of drivers and their credentials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Operate and Coordinate commuter programs</td>
<td>Vehicles, drivers, fuel, communications</td>
<td>Fuel can be stored up to a couple of weeks.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Network and IT Services</td>
<td>Alternate work locations.</td>
<td>Indefinitely</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Non-essential Functions of the Unit

A. Major Non-essential Functions of F&O–Parking & Transportation

<table>
<thead>
<tr>
<th>Major Non-Essential Function</th>
<th>Primary Individual Responsible (incl. campus address, tel., e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td>Ann Greenzweig</td>
<td>Partially</td>
<td>Failure to account for cost of crises leading to an inability to collect funds afterwards</td>
</tr>
<tr>
<td>2. Purchasing support</td>
<td>Ann Greenzweig</td>
<td>Partially</td>
<td>Failure to keep purchasing activities current could affect ability to continue purchasing essential items.</td>
</tr>
<tr>
<td>3. Cash depositing</td>
<td>Ann Greenzweig</td>
<td>Partially</td>
<td>Cash buildups or cash deficiencies could obstruct normal business operations.</td>
</tr>
<tr>
<td>4. Human Resource Functions</td>
<td>Rhonda Weaver</td>
<td>Partially</td>
<td>Inability to employ critical staff, or to provide payroll, benefits or deal with issues could reduce an already diminished work force.</td>
</tr>
</tbody>
</table>

B. Non-essential Function Resources

For the F&O–Parking & Transportation non-essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Non-essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td>Computer, network access, electrical power, viability of University Procurement Cards and Blanket POs, accurate receipts and records collected by department divisions, maintenance of University accounting processes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Purchasing support

| Computer, Network access, electrical power, viability of University Procurement Cards and Blanket POs, uninterrupted vendor payment process by University APPO |
| No |

3. Cash depositing

| Computer, Network access, electrical power; currency on-hand; access to local banks; maintenance of P & T fee computers, coin counting machine, and Department cash-handling processes; maintenance of University E-deposit system |
| No |

4. Human Resource Functions

| Computer, Network access, electrical power, accurate work-time records from time-clocks and Web time-clock system, maintenance of University HR processes |
| No |

VI. Recovery

Recovery will be guided by how fast the P&T Department can gain access to employees, utilities, physical space and other supporting assets like fuel, roadways, vehicles and supporting services. Parking and Transportation relies heavily upon student employment (approximately 350 of its 425 employees) and it will be challenging to provide the full range of services if the Hospital goes back to full service (or maintains it during the crisis) while the academic units close down, allowing or directing students to go home.
ATTACHMENT D-XV
FINANCE & OPERATIONS–PURCHASING, ACCOUNTS PAYABLE, TRAVEL
Continuity Plan

I. Core Activities

The Purchasing Department mission is to obtain quality goods and services at the lowest reasonable cost, while operating at the highest standards of ethical conduct. This is accomplished through cooperative team interaction and continuous quality improvement in support of the overall goals of Finance and Operations. Purchasing's authority is delegated from the Board of Regents through the President of the University in accordance with the statutes and administrative rules of the State of Iowa and the procedures of the Board of Regents.

The Accounts Payable department is responsible for the auditing and processing of invoices and payments for The University of Iowa. Invoices, credits, vouchers, and payments are processed online through the Accounts Payable/Purchase Order (AP/PO) System.

The Travel office is responsible for auditing and processing all payments related to University of Iowa Business Travel. They are also available as a resource for information regarding Travel Policy and Processes.

II. Decision Making

The chain of command for the unit’s top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Debby Zumbach, Director of Purchasing</td>
<td>202 PCO</td>
<td>(319) 335-3815</td>
<td><a href="mailto:deborah-zumbach@uiowa.edu">deborah-zumbach@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Denise Hyche, Associate Director Accounts Payable</td>
<td>202 PCO</td>
<td>(319) 335-3816</td>
<td><a href="mailto:denise-hyche@uiowa.edu">denise-hyche@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Karen Housel, Associate Director Accounts Payable</td>
<td>202 PCO</td>
<td>(319) 335-0409</td>
<td><a href="mailto:karen-housel@uiowa.edu">karen-housel@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Jen Jark, Purchasing Agent IV</td>
<td>202 PCO</td>
<td>(319) 335-0668</td>
<td><a href="mailto:jennifer-jark@uiowa.edu">jennifer-jark@uiowa.edu</a></td>
</tr>
</tbody>
</table>
III. Communication

A. Communication Contacts
  1. Debby Zumbach, Karen Housel, Jennifer Jark, Denise Hyche
  2. All Supervisors
  3. All Staff

B. Communication Methods

For department notification to staff, campus and vendors, the following methods will be used:

1. University E-Mail – all

2. Land Phone or Cell Phone - Via Emergency contact list

3. Department Web Sites for staff, campus and vendors

4. List Serves for campus

5. Resources
   a. Department Emergency/Disaster List (on-line & paper)
   b. Department Team/Phone List (on-line & paper)

6. Department generic e-mail address:
   a. acntpay@uiowa.edu (CR/ST Team – Amy, Val, Michelle, Bev)
   b. e-voucher@uiowa.edu (Audit Team – Tim, Craig, Angie, Tracey, Jeff, Ben, Kate, Brenda, Faye, Karen, Maura)
   c. preqs@uiowa.edu (Chris L, Jim, Denise, Anne)
   d. purchasing-vendor@uiowa.edu (Vendor Team – Chris F, Nancy, Colleen, Julie)
   e. purch-pos@uiowa.edu (Jo D, Bob, Chris L, Jim, Colleen, Denise, Jen J)
   f. protrav@uiowa.edu and protravdefaults@uiowa.edu (ProTrav Team – Sherry RM, Roland, Dawn, Gina, Jamy S and Jenny P)
   g. purchasing-item@uiowa.edu (Jo D, Bob, Jen J)

7. Information included in Communication.
   a. What is the emergency
   b. Essential Functions – Primary person and back-ups, duties and responsibilities.
      1. Report to work on campus
2. Work from home or another location
c. Non-Essential Functions – Employees should not report to work

IV. Essential Functions

A. Essential Functions of Finance & Operations—Purchasing, Accounts Payable, Travel

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
</table>
| 1. **Pay Cycle**—People Soft process that produces checks and ACH payments | Dani Weber 202 PCO (319) 353-2503 danielle-f-weber@uiowa.edu  
**Decision Maker:** Denise Hyche 202 PCO (319) 335-3816 denise-hyche@uiowa.edu | Process can be done remotely via Web; Check printing will need to be done at second check location (MBSB) | Failing to process UI payments may result in lost vendor discounts, and financial hardships to faculty/staff due to inability to process feeder system payment (e.g. Dependent/Health Care and Travel) |
| 2. **EDI**—process to load payments into People Soft from other systems | Sherry Moffit 202 PCO (319) 335-0408 sherry-moffit@uiowa.edu  
**Decision Maker:** Denise Hyche 202 PCO (319) 335-3816 denise-hyche@uiowa.edu | Process can be run remotely; internet connection needed | Unable to process Travel reimbursements and cash advances/travel could be prohibited Unable to process payments from other systems (e.g. cashier’s office, flex benefits, residence services refunds, payroll) |
### 3. PO and Payroll Voucher Process

Enter invoices that are associated with purchase orders and payroll vouchers into PeopleSoft for payment.

<table>
<thead>
<tr>
<th><strong>Invoice Processing Team</strong></th>
<th>Process can be done remotely; could override match exceptions and eliminate voucher groups</th>
<th>Unable to make needed payments to vendors and individuals that do not accept the Procurement Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doralee Davis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-3651</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:doralee-davis@uiowa.edu">doralee-davis@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathy Burns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-3606</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kathleen-burns@uiowa.edu">kathleen-burns@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laurie Bush</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0332</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:laurie-bush@uiowa.edu">laurie-bush@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melanie Watt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-2076</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:melanie-watt@uiowa.edu">melanie-watt@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rita Gerot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0413</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:rita-gerot@uiowa.edu">rita-gerot@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jo Marshall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-1208</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jo-marshall@uiowa.edu">jo-marshall@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Salisbury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) (319) 353-2643</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:amy-salisbury@uiowa.edu">amy-salisbury@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Decision Maker:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vicki Stein</td>
<td></td>
<td></td>
</tr>
<tr>
<td>202 PCO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-2192</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:vicki-stein@uiowa.edu">vicki-stein@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. E Voucher and Procurement Card Process</td>
<td>Auditing Team</td>
<td>Process can be done remotely through Employee Self Service portal</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------</td>
<td>---------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|   - auditing and approving e-vouchers for payment and auditing Procurement Card Vouchers   | Angie Smith  
(319) 335-2202  
angie-smith@uiowa.edu  
Jeffrey Humpleby  
(319) (319) 353-2580  
jeffrey-humpleby@uiowa.edu  
Karen LeVelle  
(319) 335-0489  
karen-levelle@uiowa.edu  
Katherine Kile  
(319) 335-1047  
katherine-kile@uiowa.edu  
Faye Schilling  
(319) 335-1816  
faye-schilling@uiowa.edu  
Craig Stout  
(319) 335-3375  
craig-stout@uiowa.edu  
Brenda Bell  
(319) (319) 384-3324  
brenda-bell@uiowa.edu  
Maura Venzon  
(319) 335-1440  
maura-venzon@uiowa.edu  
Tracey Snyder  
(319) 335-1908  
tracey-snyder@uiowa.edu  
Ben Barreras  
(319) 335-3256  
benjamin-barreras@uiowa.edu  
|                                             |

| Decision Maker:  
Ben Barreras  
202 PCO  
(319) (319) 353-2915  
benjamin-barreras@uiowa.edu  |                                             |

| 5. Match Exceptions-report is generated to show vouchers that will not pay until the exception is cleared | Sherry Moffit  
202 PCO  
(319) 335-0408  
sherry-moffit@uiowa.edu  | Process can be run remotely; need to be connected to NT Server.  
Exceptions can be disabled to allow payment.  |
| Decision maker:  
Karen Housel  
202 PCO  
(319) 335-0409  
karen-housel@uiowa.edu  |                                             |
|                                             |                                             | Vouchers will not be processed for payment/services from vendors could be interrupted.  
Exceptions can be disabled to allow payment.  |

---

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<table>
<thead>
<tr>
<th></th>
<th>6. Nightly People Soft Process - nightly accounting jobs that are run by ITS</th>
<th>ITS nightly operators (319) 335-5044</th>
<th>Process can be run remotely; need to be connected to NT/PSNUX server</th>
<th>Unable to make needed payments to vendors and individuals that do not accept Procurement Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Decision maker: Karen Housel 202 PCO (319) 335-0409 <a href="mailto:karen-housel@uiowa.edu">karen-housel@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Control Groups - verifying totals for voucher groups</td>
<td>Dani Weber 202 PCO (319) (319) 353-2503 <a href="mailto:danielle-f-weberr@uiowa.edu">danielle-f-weberr@uiowa.edu</a></td>
<td>Process can be run remotely; internet connection needed</td>
<td>Vouchers that are not verified will not pay; services for the U of I could be interrupted</td>
</tr>
<tr>
<td></td>
<td>Decision maker: Denise Hyche 202 PCO (319) 335-3816 <a href="mailto:denise-hyche@uiowa.edu">denise-hyche@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Communication - informing all staff of emergencies, communication with outside vendors and campus</td>
<td>Debby Zumbach 202 PCO (319) 335-3815 <a href="mailto:deborah-zumbach@uiowa.edu">deborah-zumbach@uiowa.edu</a> Mary Jane Stumpf 202 PCO <a href="mailto:maryjane-stumpf@uiowa.edu">maryjane-stumpf@uiowa.edu</a> (319) 335-0406</td>
<td>Communication with staff can be done remotely via e-mail and phone</td>
<td>Key people would not be informed that the pandemic plan needs to be carried out</td>
</tr>
<tr>
<td></td>
<td>Decision Maker: Debby Zumbach 202 PCO (319) 335-3815 <a href="mailto:deborah-zumbach@uiowa.edu">deborah-zumbach@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Purchase Order Issuance - Reviewing and approving Purchase Orders to Vendors</td>
<td><strong>Purchasing Agents:</strong></td>
<td>Process can be run remotely; internet connection needed</td>
<td>For campus purchases, paper purchase orders or emergency Procurement Cards could be used</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
| | Mark Long  
(319) 356-4846  
mark-long@uiowa.edu  
John Klopp  
(319) 335-0382  
john-klopp@uiowa.edu  
Anne Sophier  
(319) 335-0378  
anne-sopher@uiowa.edu  
John Schiltz  
(319) 356-4824  
john-schiltz@uiowa.edu  
Jayne Keiser  
(319) 335-0305  
jayne-keiser@uiowa.edu  
Jim Jetter  
(319) 335-0383  
james-jetter@uiowa.edu  
Sherri Dusenbery  
(319) 335-1207  
sherrri-dusenbery@uiowa.edu  
Jennifer Wilkins  
(319) 335-3914  
jennifer-wilkins@uiowa.edu  
Scott Anderson  
(319) 335-0387  
scott-a-anderson@uiowa.edu  
Betty Moey  
(319) 335-1719  
betty-moey@uiowa.edu  
Becky Schaffner  
(319) 335-0113  
rebecca-schaffner@uiowa.edu  
Decision Maker:  
Jennifer Jark  
202 PCO  
(319) 335-0668  
jennifer-jark@uiowa.edu  |
| 10. Pro Trav Nightly Jobs - Processes to load ProTrav vouchers for payments and loads information to general ledger | **Decision System:**  
Automated Systems |
| **Decision Maker:**  
Michael Alberhashky  
121-15 USB  
(319) 335-1009 |
| Process can be run remotely; internet, NT and PSNUX server connection needed | Payments for Travel would be suspended; travel could be delayed |
| 11. **Vendor File Processes** - Creating and updating vendor information in PS for payment | **Vendor File Team**  
Nancy Nygaard  
(319) 335-0390  
nancy-nygaard@uiowa.edu  
Colleen Bauer  
(319) 335-0380  
colleen-bauer@uiowa.edu  
Chris Frank  
(319) 335-1861  
christine-frank@uiowa.edu  
**Decision Maker:**  
Julie Bergeon  
202 PCO  
(319) 335-1726  
julie-bergeon@uiowa.edu | Process can be run remotely; internet connection needed | Payments to vendors could be suspended; vendor information could not be updated |
|---|---|---|---|
| 12. **Import Utility Procurement Card** - Importing daily charges from the bank into ProTrav | Jennie Portwood  
202 PCO  
(319) 335-2762  
jennifer-portwood@uiowa.edu  
**Decision Maker:**  
Sherry Reynolds-Miller  
202 PCO  
(319) 335-0656  
sherry-reynolds@uiowa.edu | Process can be run remotely; internet connection needed | Cardholders would not be able to verify charges or identify fraudulent charges; unable to reconcile charges that posted to Procurement Card |
### B. Essential Function Backups

In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Pay Cycle</strong></td>
<td>Dani Weber</td>
<td>Denise Hyche</td>
<td>Debby Zumbach</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 353-2503</td>
<td>(319) 335-3816</td>
<td>(319) 335-3815</td>
</tr>
<tr>
<td></td>
<td>danielle-f-</td>
<td>danielle-f-</td>
<td>Deborah-</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:weber@uiowa.edu">weber@uiowa.edu</a></td>
<td><a href="mailto:weber@uiowa.edu">weber@uiowa.edu</a></td>
<td><a href="mailto:zumbach@uiowa.edu">zumbach@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>2. EDI Process</strong></td>
<td>Sherri Dusenbery</td>
<td>Tim Orris</td>
<td>Becky Schaffner</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 335-1207</td>
<td>(319) 353-2915</td>
<td>(319) 335-0113</td>
</tr>
<tr>
<td></td>
<td>sherry-</td>
<td>timothy-</td>
<td>rebecca-</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dusenbery@uiowa.edu">dusenbery@uiowa.edu</a></td>
<td><a href="mailto:orris@uiowa.edu">orris@uiowa.edu</a></td>
<td><a href="mailto:schaffner@uiowa.edu">schaffner@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>3. PO and Payroll Voucher Process</strong></td>
<td>Vicki Stein</td>
<td>Karen Housel</td>
<td>Mary Jane Stumpf</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 335-0411</td>
<td>(319) 335-0409</td>
<td>(319) 335-0406</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:vicki-stein@uiowa.edu">vicki-stein@uiowa.edu</a></td>
<td>karen-</td>
<td>maryjane-</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:housel@uiowa.edu">housel@uiowa.edu</a></td>
<td><a href="mailto:stumpf@uiowa.edu">stumpf@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>4. E-Voucher Process</strong></td>
<td>Ben Barreras</td>
<td>Rob Kautz</td>
<td>Karen Housel</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 353-3256</td>
<td>(319) 335-0411</td>
<td>(319) 335-0409</td>
</tr>
<tr>
<td></td>
<td>benjamin-</td>
<td><a href="mailto:robert-kautz@uiowa.edu">robert-kautz@uiowa.edu</a></td>
<td>karen-</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:barreras@uiowa.edu">barreras@uiowa.edu</a></td>
<td></td>
<td><a href="mailto:housel@uiowa.edu">housel@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>5. Match Exceptions</strong></td>
<td>Sherry Moffit</td>
<td>Mary Jane Stumpf</td>
<td>Karen Housel</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
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</tr>
<tr>
<td></td>
<td>(319) 335-0408</td>
<td>(319) 335-0406</td>
<td>(319) 335-0409</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sherry-moffit@uiowa.edu">sherry-moffit@uiowa.edu</a></td>
<td></td>
<td>karen-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:housel@uiowa.edu">housel@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>6. Nightly People Soft Processes</strong></td>
<td>Gopal Borde</td>
<td>Roshi Ahmadi</td>
<td>Lati Modarressi</td>
</tr>
<tr>
<td></td>
<td>2950-63 UCC</td>
<td>2800 UCC</td>
<td>2958 UCCS-5399</td>
</tr>
<tr>
<td></td>
<td>(319) 384-0802</td>
<td>(319) 335-5044</td>
<td>lati-</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Gopal-borde@uiowa.edu">Gopal-borde@uiowa.edu</a></td>
<td>roshi-</td>
<td><a href="mailto:modarressi@uiowa.edu">modarressi@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ahmadi@uiowa.edu">ahmadi@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>7. Control Groups</strong></td>
<td>Dani Weber</td>
<td>Karen Housel</td>
<td>Sherry Moffit</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 353-2503</td>
<td>(319) 335-0409</td>
<td>(319) 335-0408</td>
</tr>
<tr>
<td></td>
<td>danielle-f-</td>
<td>karen-</td>
<td>sherry-</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:weber@uiowa.edu">weber@uiowa.edu</a></td>
<td><a href="mailto:housel@uiowa.edu">housel@uiowa.edu</a></td>
<td><a href="mailto:moffit@uiowa.edu">moffit@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>8. Communication</strong></td>
<td>Karen Housel</td>
<td>Denise Hyche</td>
<td>Jennifer Jark</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 335-0409</td>
<td>(319) 335-3816</td>
<td>(319) 335-0668</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:karen-housel@uiowa.edu">karen-housel@uiowa.edu</a></td>
<td>denise-</td>
<td><a href="mailto:jennifer-jark@uiowa.edu">jennifer-jark@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:hyche@uiowa.edu">hyche@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>8. Payroll Voucher Process</strong></td>
<td>Rob Kautz</td>
<td>Karen Housel</td>
<td>Mary Jane Stumpf</td>
</tr>
<tr>
<td></td>
<td>202 PCO</td>
<td>202 PCO</td>
<td>202 PCO</td>
</tr>
<tr>
<td></td>
<td>(319) 335-0411</td>
<td>(319) 335-0409</td>
<td>(319) 335-0406</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:robert-kautz@uiowa.edu">robert-kautz@uiowa.edu</a></td>
<td>karen-</td>
<td>maryjane-</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:housel@uiowa.edu">housel@uiowa.edu</a></td>
<td><a href="mailto:stumpf@uiowa.edu">stumpf@uiowa.edu</a></td>
</tr>
</tbody>
</table>
9. **Purchase order Issuance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Jark</td>
<td>(319) 335-0668</td>
<td><a href="mailto:jennifer-jark@uiowa.edu">jennifer-jark@uiowa.edu</a></td>
</tr>
<tr>
<td>Debby Zumbach</td>
<td>(319) 335-3815</td>
<td><a href="mailto:Deborah-zumbach@uiowa.edu">Deborah-zumbach@uiowa.edu</a></td>
</tr>
<tr>
<td>Mary Jane Stumpf</td>
<td>(319) 335-0406</td>
<td><a href="mailto:maryjane-stumpf@uiowa.edu">maryjane-stumpf@uiowa.edu</a></td>
</tr>
</tbody>
</table>

11. **Vendor File Processes**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Hyche</td>
<td>(319) 335-3816</td>
<td><a href="mailto:denise-hyche@uiowa.edu">denise-hyche@uiowa.edu</a></td>
</tr>
<tr>
<td>Jennifer Jark</td>
<td>(319) 335-0668</td>
<td><a href="mailto:jennifer-jark@uiowa.edu">jennifer-jark@uiowa.edu</a></td>
</tr>
<tr>
<td>Karen Housel</td>
<td>(319) 335-0409</td>
<td><a href="mailto:karen-housel@uiowa.edu">karen-housel@uiowa.edu</a></td>
</tr>
</tbody>
</table>

12. **Import Utility Pro Trav**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Meyer</td>
<td>(319) 335-0566</td>
<td><a href="mailto:Larry-meyer@uiowa.edu">Larry-meyer@uiowa.edu</a></td>
</tr>
<tr>
<td>Jacob Feuerbach</td>
<td>(319) 335-5142</td>
<td><a href="mailto:jacob-feuerbach@uiowa.edu">jacob-feuerbach@uiowa.edu</a></td>
</tr>
<tr>
<td>Sherry Reynolds-Miller</td>
<td>(319) 335-0656</td>
<td><a href="mailto:sherry-reynolds@uiowa.edu">sherry-reynolds@uiowa.edu</a></td>
</tr>
</tbody>
</table>

**C. Monitoring & Reporting Regarding Essential Functions**

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.
## D. Essential Function Resources
For each of the F&O–Purchasing/Accounts Payable/Travel essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pay Cycle</td>
<td>Computer connected to NT/PSUNX server, check stock, printer (must have signature chip installed), Micr Toner</td>
<td>Yes (check stock)</td>
<td>A few months</td>
<td>Second check location (MBSB)</td>
<td>Check stock and toners need to be rotated due to moisture</td>
</tr>
<tr>
<td>2. EDI</td>
<td>Computer connected to NT/PSUNX server</td>
<td>Any computer will work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. PO and Payroll Voucher Process</td>
<td>Computer connected to PSUNX server</td>
<td>Any computer will work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. E-Voucher AND Procurement Card Process</td>
<td>Computer with internet connection</td>
<td>Any computer will work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Match Exceptions</td>
<td>Computer connected to NT/PSUNX server</td>
<td>Any computer will work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Nightly People Soft Processes</td>
<td>Computer connected to PSUNX server</td>
<td>Any computer will work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Control Groups</td>
<td>Computer with internet connection</td>
<td>Any computer will work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Communication</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Purchase Order Issuance</td>
<td>Computer with internet connection</td>
<td>Any computer will work. 100 pre numbered paper</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
purchase orders will be stored. 50 in separate locations

<table>
<thead>
<tr>
<th>Major Non-Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Scanning Documents:</strong></td>
<td>Violet Wardeh 202 PCO (319) 335-2208 <a href="mailto:violet-wardeh@uiowa.edu">violet-wardeh@uiowa.edu</a></td>
<td>No</td>
<td>Images not available for campus to review. Payments made in error.</td>
</tr>
<tr>
<td>Vouchers/Invoices are sent to be scanned for departments to view and approve</td>
<td>Decision Maker: Denise Hyche 202 PCO (319) 335-3816 <a href="mailto:denise-hyche@uiowa.edu">denise-hyche@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Training Classes:</strong></td>
<td>Mary Jane Stumpf 202 PCO (319) 335-0406 <a href="mailto:maryjane-stumpf@uiowa.edu">maryjane-stumpf@uiowa.edu</a></td>
<td>Process can be run remotely; internet connection needed</td>
<td>Online classes are being created. Faculty/staff might not receive additional training if needed.</td>
</tr>
<tr>
<td>Classes to provide training for U of I departments</td>
<td>Decision Maker: Debby Zumbach 202 PCO (319) 335-3815 <a href="mailto:Deborah-zumbach@uiowa.edu">Deborah-zumbach@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. **RFP/RFQ’s, BOR and COI Vendors**

<table>
<thead>
<tr>
<th><strong>Purchasing Agents:</strong></th>
<th><strong>Process can be run remotely; internet connection needed</strong></th>
<th><strong>Vendors would have to wait for Conflict of Interest approvals. BOR approvals for high-dollar purchases would be put on hold. RFP’s and RFQ’s would not be necessary in an emergency situation.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Long</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 356-4846</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mark-long@uiowa.edu">mark-long@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Klopp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0382</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:john-klopp@uiowa.edu">john-klopp@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anne Sopher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0378</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:anne-sopher@uiowa.edu">anne-sopher@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Schultz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 356-4824</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:john-schultz@uiowa.edu">john-schultz@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jayne Keiser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0305</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jayne-keiser@uiowa.edu">jayne-keiser@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Jetter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0383</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:james-jetter@uiowa.edu">james-jetter@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sherri Dusenbery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-1207</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:sherri-dusenbery@uiowa.edu">sherri-dusenbery@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Wilkins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-3914</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jennifer-wilkins@uiowa.edu">jennifer-wilkins@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Anderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0387</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:scott-a-anderson@uiowa.edu">scott-a-anderson@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betty Moey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-1719</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:betty-moey@uiowa.edu">betty-moey@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Becky Schaffner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-0113</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:rebecca-schaffner@uiowa.edu">rebecca-schaffner@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Decision Maker:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debby Zumbach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>202 PCO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-3815</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:deborah-zumbach@uiowa.edu">deborah-zumbach@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4. Credit Memo/Past due invoices | **Credit Statement Team**  
Michelle Sweeney  
michelle-sweeney@uiowa.edu  
Bev Seamans  
Bev-seamans@uiowa.edu  
Valerie Smith  
Valerie-smith@uiowa.edu  

**Decision Maker:**  
Ben Barreras  
202 PCO  
(319) 335-3256  
benjamin-barreras@uiowa.edu  

Process can be run remotely; internet connection needed  
Possible overpayments if credits are not applied, past due invoices might not be paid |
|---|---|---|
| 5. Check Cancels/Reissuing checks | Danni Weber  
202 PCO  
danielle-weber@uiowa.edu  
(319) 353-2503  

**Decision Maker:**  
Karen Housel  
202 PCO  
(319) 335-0411  
robert-kautz@uiowa.edu  

Process can be run remotely; internet connection needed  
Reissuing payments to vendors and individuals might be put on hold |
| 6. PO Database items/ship to codes | JoAnn Dolezal  
202 PCO  
joann-dolezal@uiowa.edu  
(319) 335-0491  
Bob Bruns  
bob-bruns@uiowa.edu  

**Decision Maker:**  
Jennifer Jark  
202 PCO  
(319) 335-0668  
jennifer-jark@uiowa.edu  

Process can be run remotely; internet connection needed  
Wait to issue ship to codes and items, can use generic shipping code to manually enter a ship to address |
| 7. Freight/Stale Dated checks | **Stale Date:** Dani Weber  
202 PCO  
(319) 353-2503  
danielle-f-weber@uiowa.edu  

**Decision Maker:**  
Karen Housel  
202 PCO  
(319) 335-0409  
karen-housel@uiowa.edu  

Process can be run remotely; internet connection needed  
Freight errors and files possibly would not be loaded to GL, Stale dated checks would have to wait to be reissued |
| 8. **Cardholder Maintenance**: ordering cards, changing cardholder information, limit increases | Jennifer Portwood  
202 PCO  
(319) 335-2762  
jennifer-portwood@uiowa.edu | Process can be performed remotely | Changing cardholder information and issuing new cards could be put on hold; would be able to raise card limits |
| --- | --- | --- | --- |
| **Decision Maker:**  
Sherry Reynolds-Miller  
202 PCO  
(319) 335-0656  
sherry-reynolds@uiowa.edu | --- | --- | --- |
| 9. **1099 Process**: Reporting payments to the IRS | Sherry Moffit  
202 PCO  
Sherry-moffit@uiowa.edu  
(319) 335-0408 | --- | Would be able to file for an extension with the IRS if needed |
| **Decision Maker:**  
Denise Hyche  
202 PCO  
(319) 335-3816  
denise-hyche@uiowa.edu | --- | --- | --- |
| 10. **Reconciling Totals in PS and ProTrav:**  
**People Soft**: Daily reports to verify New PO encumbrances and monthly reports to verify open liability totals in GL  
**ProTrav**: Verifying ACH totals with the bank flat file, GL totals with ProTrav tables and verifying US Bank Import Utility with US bank access on-line | **ProTrav**  
Jamy Schumacher  
202 PCO  
(319) 384-3342  
jamy-shumacher@uiowa.edu | Process can be run remotely; internet connection needed | General Ledger totals might not be accurate, ProTrav totals |
| **Decision Maker:**  
Becky Schaffner  
202 PCO  
(319) 335-0113  
Rebecca-schaffner@uiowa.edu | --- | --- | --- |
| **PeopleSoft**  
Rob Kautz  
202 PCO  
(319) 335-0411  
robert-kautz@uiowa.edu | --- | --- | --- |
| **Decision Maker:**  
Karen Housel  
202 PCO  
(319) 335-0409  
karen-housel@uiowa.edu | --- | --- | --- |
11. Wire Transfers/Foreign Drafts:
Process to transfer funds to foreign vendor

<table>
<thead>
<tr>
<th>Jamie Heefner</th>
<th>Process can be run remotely; internet connection needed</th>
<th>Payments to foreign vendors could be interrupted</th>
</tr>
</thead>
<tbody>
<tr>
<td>202 PCO</td>
<td>(319) 384-3342 <a href="mailto:jamie-heefner@uiowa.edu">jamie-heefner@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Denise Hyche</td>
<td>(319) 335-3816 <a href="mailto:denise-hyche@uiowa.edu">denise-hyche@uiowa.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

F. Non-Essential Function Resources
For each of the above non-essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scanning Documents:</td>
<td>Storage location</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vouchers/Invoices are sent to be scanned for departments to view and approve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Training Classes:</td>
<td>Training would be placed on hold.</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes to provide training for U of I departments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. RFP/RFQ’s, BOR and COI Vendors</td>
<td>All Purchasing Agents</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Credit Memo/Past due invoices</td>
<td>Credit Statement Staff</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Check Cancels/Reissuing checks</td>
<td>1 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. PO Database items/ship to codes</td>
<td>.5 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Freight/Stale Dated checks</td>
<td>.5 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Cardholder Maintenance: ordering cards, changing</td>
<td>1 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder information, limit increases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. 1099 Process: Reporting payments to the IRS</td>
<td>1 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Reconciling Totals in PS and ProTrav:</td>
<td>1 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>People Soft: Daily reports to verify New PO encumbrances and monthly reports to verify open liability totals in GL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ProTrav: Verifying ACH totals with the bank flat file, GL totals with ProTrav tables and verifying US Bank Import Utility with US bank access online</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Wire Transfers/Foreign Drafts: Process to transfer funds to foreign vendor</td>
<td>1 FTE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
ATTACHMENT D-XVI
FINANCE AND OPERATIONS–RISK MANAGEMENT, LOSS PREVENTION, SAFETY
Continuity Plan

I. Core Activities

The overall mission of the Risk Management, Loss Prevention and Safety Department is to minimize the exposure for human, operational and financial loss to the University. The department is responsible for managing insurance for the University, incidents and claims, fleet safety program, contract review, and risk analysis/risk assessment for operational activities.

II. Decision Making

The top decision makers for the unit are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Donna Pearcy, Chief Risk Officer</td>
<td>305 PCO</td>
<td>(319) 335-3425</td>
<td><a href="mailto:donnapearcy@uiowa.edu">donnapearcy@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Kathryn Kurth, Assistant Director of Risk Management, Loss Prevention and Safety</td>
<td>305 PCO</td>
<td>(319) 335-0110</td>
<td><a href="mailto:kathrynkurth@uiowa.edu">kathrynkurth@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Risk and Claim Analyst</td>
<td>305 PCO</td>
<td>(319) 335-0536</td>
<td><a href="mailto:kerrycampbell@uiowa.edu">kerrycampbell@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Sr. Risk and Business Continuity Manager</td>
<td>305 PCO</td>
<td>(319) 384-1847</td>
<td><a href="mailto:elizabethhosmanek@uiowa.edu">elizabethhosmanek@uiowa.edu</a></td>
</tr>
<tr>
<td>5. Fleet Safety Program Analyst</td>
<td>305 PCO</td>
<td>(319) 335-3027</td>
<td><a href="mailto:rhondadietrich@uiowa.edu">rhondadietrich@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A call tree of home and cell phone numbers has been established. All members of the department have home access via the internet.

A. Communication Methods
- Remote communications from unit up to administrative reporting line regarding operations, procedures, or policies have access via internet, phone calls and phone tree.
• Communications within your unit to employees and students regarding changes in operations, procedures, or policies are communicated via email, phone and memos on the shared drive.
• Communications from employees and students in your unit regarding their ability to meet commitments to your unit are communicated via phone call, email and internet remote access.
• Shared drive via remote access provides guidelines for departmental procedures.
• Communication on status of activities to back up personnel via phone calls, email and remote access.
• Risk Management website of UI pandemic website.

IV. Essential Functions

A. Essential Functions of Finance & Operations–Parking & Transportation

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Catastrophic Claims (CAT)</td>
<td>Donna Pearcy 305 PCO (319) 335-3425 <a href="mailto:donna-pearcy@uiowa.edu">donna-pearcy@uiowa.edu</a></td>
<td>Yes, contact phone and email/internet</td>
<td>Claims must be reported to insurer and BOR within 24 hours of loss. Legal requirement for BOR. Notice to insurer required to begin claim process. If a CAT loss would occur during this period, on-site inspection and management would need to occur. Failure to perform could jeopardize University’s ability to recover loss expenses.</td>
</tr>
<tr>
<td>2. Claims (non CAT)</td>
<td>Kerry Campbell 305 PCO (319) 335-0536 <a href="mailto:kerry-campbell@uiowa.edu">kerry-campbell@uiowa.edu</a></td>
<td>Yes, contact phone and email/internet</td>
<td>Claims must be reported to insurer and BOR within 24 hours of loss. Legal requirement for BOR. Notice to insurer required to begin claim process. If a loss would occur during this period, some claims would require on-site inspection and claim management would need to occur. Failure to perform could jeopardize University’s ability to recover loss expenses. Additionally, some claims could cause financial hardship for third parties if claims not processed timely.</td>
</tr>
</tbody>
</table>
### B. Essential Function Backups

In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Catastrophic Claims (CAT)</td>
<td>Kerry Campbell 305 PCO (319) 335-0536 <a href="mailto:kerry-campbell@uiowa.edu">kerry-campbell@uiowa.edu</a></td>
<td>Kathryn Kurth 305 PCO (319) 335-0110 <a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
<td>Elizabeth Hosmanek 305 PCO (319) 384-1847 <a href="mailto:elizabeth-hosmanek@uiowa.edu">elizabeth-hosmanek@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Claims (non CAT)</td>
<td>Donna Pearcy 305 PCO (319) 335-3425 <a href="mailto:donna-pearcy@uiowa.edu">donna-pearcy@uiowa.edu</a></td>
<td>Kathryn Kurth 305 PCO (319) 335-0110 <a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
<td>Elizabeth Hosmanek 305 PCO (319) 384-1847 <a href="mailto:elizabeth-hosmanek@uiowa.edu">elizabeth-hosmanek@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Policy Renew/Placement</td>
<td>Donna Pearcy 305 PCO (319) 335-3425 <a href="mailto:donna-pearcy@uiowa.edu">donna-pearcy@uiowa.edu</a></td>
<td>Kerry Campbell 305 PCO (319) 335-0536 <a href="mailto:kerry-campbell@uiowa.edu">kerry-campbell@uiowa.edu</a></td>
<td>Elizabeth Hosmanek 305 PCO (319) 384-1847 <a href="mailto:elizabeth-hosmanek@uiowa.edu">elizabeth-hosmanek@uiowa.edu</a></td>
</tr>
</tbody>
</table>
4. Fleet Program – driver records, compliance with fleet safety program

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhonda Dietrich</td>
<td>(319) 335-5357</td>
<td><a href="mailto:rhonda-dietrich@uiowa.edu">rhonda-dietrich@uiowa.edu</a></td>
</tr>
<tr>
<td>Donna Pearcy</td>
<td>(319) 335-3425</td>
<td><a href="mailto:donna-pearcy@uiowa.edu">donna-pearcy@uiowa.edu</a></td>
</tr>
<tr>
<td>Kathryn Kurth</td>
<td>(319) 335-0110</td>
<td><a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
</tr>
</tbody>
</table>

5. Certificates Request

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Kurth</td>
<td>(319) 335-0110</td>
<td><a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
</tr>
<tr>
<td>Donna Pearcy</td>
<td>(319) 335-3425</td>
<td><a href="mailto:donna-pearcy@uiowa.edu">donna-pearcy@uiowa.edu</a></td>
</tr>
<tr>
<td>Risk and Claim Analyst</td>
<td>(319) 335-0536</td>
<td><a href="mailto:risk-and-claim-analyst@uiowa.edu">risk-and-claim-analyst@uiowa.edu</a></td>
</tr>
</tbody>
</table>

6. Risk Assessment/Analysis Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Kurth</td>
<td>(319) 335-0110</td>
<td><a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
</tr>
<tr>
<td>Elizabeth Hosmanek</td>
<td>(319) 384-1847</td>
<td><a href="mailto:elizabeth-hosmanek@uiowa.edu">elizabeth-hosmanek@uiowa.edu</a></td>
</tr>
<tr>
<td>Risk and Claim Analyst</td>
<td>(319) 335-0536</td>
<td><a href="mailto:risk-and-claim-analyst@uiowa.edu">risk-and-claim-analyst@uiowa.edu</a></td>
</tr>
</tbody>
</table>

C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources

For the F&O–Risk Management, Loss Prevention, and Safety essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Catastrophic Claims (CAT)</td>
<td>Computer, Secure Email, internet, electricity, on-site access to University</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Claims (non CAT)</td>
<td>Computer, Secure email, internet, electricity, some on-site access to University</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Policy Renew/Placement</td>
<td>Computer, Secure email, internet, electricity</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Fleet Program – driver records, compliance with fleet safety program  
Computer, Secure email, internet, electricity  
No

5. Certificates Request  
Computer, Secure email, internet, electricity  
No

6. Risk Assessment/Analysis Support  
Computer, Secure email, internet, electricity, some on-site access to University  
No

V. Non-Essential Functions of the Unit

A. Major Non-essential Functions of F&O–Risk Management, Loss Prevention, and Safety

<table>
<thead>
<tr>
<th>Major Non-Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contract Review</td>
<td>Kathryn Kurth 305 PCO (319) 335-0110 <a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
<td>Yes</td>
<td>Delay in process for RFP, PSA, construction activities would be interrupted and could wait until normal operations continue</td>
</tr>
<tr>
<td>2. Waivers</td>
<td>Kathryn Kurth 305 PCO (319) 335-0110 <a href="mailto:kathryn-kurth@uiowa.edu">kathryn-kurth@uiowa.edu</a></td>
<td>Yes</td>
<td>Process with operational areas would be interrupted and could wait until normal operations continue and resume activities. Some waivers may be needed for activities during event and could be processed remotely.</td>
</tr>
<tr>
<td>3. Management of Incidents</td>
<td>Kerry Campbell 305 PCO (319) 335-0536 <a href="mailto:kerry-campbell@uiowa.edu">kerry-campbell@uiowa.edu</a></td>
<td>Yes</td>
<td>Delay in reporting those incidents that do not pose a human, financial or operational hardship/exposure to the university or to third parties.</td>
</tr>
<tr>
<td>4. Drivers Test Review</td>
<td>Rhonda Dietrich 305 PCO (319) 335-3027 <a href="mailto:rhonda-dietrich@uiowa.edu">rhonda-dietrich@uiowa.edu</a></td>
<td>Yes</td>
<td>Driver tests are required for maxivan use - only new drivers would need to be tested; some operational areas would not be performing activities such as student travel; could suspend maxivan testing until normal operations resume.</td>
</tr>
</tbody>
</table>
5. Risk Support

<table>
<thead>
<tr>
<th>Donna Pearcy</th>
</tr>
</thead>
<tbody>
<tr>
<td>305 PCO</td>
</tr>
<tr>
<td>(319) 335-3425</td>
</tr>
<tr>
<td><a href="mailto:donna-pearcy@uiowa.edu">donna-pearcy@uiowa.edu</a></td>
</tr>
</tbody>
</table>

Yes

Some activities associated with risk support would be suspended with the change in activities during the event. When normal operations resume, could respond.

B. Non-Essential Function Resources

For the F&O–Risk Management, Loss Prevention, and Safety non-essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Waivers</td>
<td>Computer, Secure email, internet, electricity</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Management of Incidents</td>
<td>Computer, Secure email, internet, electricity</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Drivers Test Review</td>
<td>Computer, Secure email, internet, electricity</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Risk Support</td>
<td>Computer, Secure email, internet, electricity</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. Recovery

- Major challenges would be internet and external communication, if access to electronic and voice data is impacted.
- Limited access to campus may provide challenges in being able to communicate and retrieve information from other sources.
- If pandemic, the status availability of external resources may not be available.
ATTACHMENT D-XVII
FINANCE & OPERATIONS–SENIOR VICE PRESIDENT AND TREASURER
Continuity Plan

I. Core Activities
The Office of the University of Iowa Senior Vice President and Treasurer provides services in the following areas: Critical incident management, communication, workflow, and fiscal/budget monitoring. Functional areas that report to the Senior Vice President have submitted their own plans: Business Services, Facilities Management, Financial Services, Human Resources, Information Technology, and Public Safety

II. Decision Making
The chain of command for the unit’s top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Doug True, Senior V.P.</td>
<td>105 JH</td>
<td>(319) 335-3552</td>
<td><a href="mailto:douglas-true@uiowa.edu">douglas-true@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Mary Jane Beach, Asst. VP and Director, Business Services</td>
<td>105 JH</td>
<td>(319) 335-0060</td>
<td><a href="mailto:maryjane-beach@uiowa.edu">maryjane-beach@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Sue Buckley, Vice President for Human Resources</td>
<td>121 USB</td>
<td>(319) 335-1849</td>
<td><a href="mailto:susan-buckley@uiowa.edu">susan-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Terry Johnson, Assoc. VP and University Controller</td>
<td>4 JH</td>
<td>(319) 335-2791</td>
<td><a href="mailto:terry-johnson@uiowa.edu">terry-johnson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts
The above chart indicates the communications contacts and backups for decision making.

B. Communication Methods
Email, if available, and if not, telephone, campus mail or US mail will be the preferred means of communications
- from the unit up the administrative reporting line regarding operations, procedures, or policies
• within the unit to employees and students regarding changes in operations, procedures, or policies
• from employees and students in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions

A. Essential Functions of the Office of the Senior Vice President and Treasurer

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl position, campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Mary Jane Beach (see above)</td>
<td>Y</td>
<td>Mass confusion among employees</td>
</tr>
<tr>
<td>2. Critical Incident Management</td>
<td>Doug True (see above)</td>
<td>Some</td>
<td>Employee/student/public safety risks</td>
</tr>
<tr>
<td>3. Workflow</td>
<td>Jan Ricklefs Asst. to Sr. VP 105 JH (319) 335-0012 <a href="mailto:janice-ricklefs@uiowa.edu">janice-ricklefs@uiowa.edu</a></td>
<td>Y</td>
<td>Maintaining adequate work force may be at risk.</td>
</tr>
<tr>
<td>4. Fiscal/budget monitoring</td>
<td>Doug True (see above)</td>
<td>Some</td>
<td>Cash flow for payroll and paying vendors</td>
</tr>
</tbody>
</table>

B. Essential Function Backups

In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for essential functions, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Sue Buckley (see above)</td>
<td>Jan Ricklefs (see above)</td>
<td>Ted Yanecek Asst. to Sr VP 105 JH (319) 335-0004 <a href="mailto:ted-yanecek@uiowa.edu">ted-yanecek@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Critical Incident Management</td>
<td>Mary Jane Beach (see above)</td>
<td>Sue Buckley (see above)</td>
<td>Terry Johnson (see above)</td>
</tr>
<tr>
<td>3. Workflow</td>
<td>Mary Jane Beach (see above)</td>
<td>Mary Schott Dir., Finance &amp; HR President’s office 101 JH (319) 335-2430</td>
<td>Suzanne Hilleman HR Manager Facilities Management 220 USB (319) 335-5078</td>
</tr>
</tbody>
</table>
C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources

For each of the Office of the Senior Vice President and Treasurer essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Email, web, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Critical Incident Management</td>
<td>Email, web, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Workflow</td>
<td>Email, web, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Fiscal/budget monitoring</td>
<td>Email, web, financial resources</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Recovery

At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions), the office of the Senior Vice President should not have major challenges. Some of the reporting units may, but they have provided their own plans for recovery.

VI. Job Action Sheets

The follow job actions sheets provide guidelines for performance of these essential functions:

- Communication Liaison
- Critical Incident Management
- Workflow Administration
- Fiscal/Budget Monitoring
Job Action Sheet

COMMUNICATION LIAISON

Description of function: Communicate to Senior Vice President office employees, Finance and Operations departments, and the the broader campus regarding current policies or revisions to same regarding leave, pay, attendance, work assignments, financial/budget issues, building closings, and public safety issues.

Primary Individual:  Mary Jane Beach, 105 JH, (319) 335-0060  
maryjane-beach@uiowa.edu

First Backup:  Sue Buckley, 121 USB, (319) 335-1849  
susan-buckley@uiowa.edu

Second Backup:  Jan Ricklefs, 105 JH, (319) 335-0012  
janice-ricklefs@uiowa.edu

Third Backup  Ted Yanecek, 105 JH, (319) 335-0004  
ted-yanecek@uiowa.edu

Decision maker with oversight over individual responsible for this function:  
Doug True, Senior Executive Vice President, 105 JH, (319) 335-3552, douglas-true@uiowa.edu

Other units, processes, or individuals that rely on the function:  
University Relations, Governmental Relations, President and VP offices.

Anticipated consequences of not performing function:  
Inconsistent application of policies; confusion among employees, supervisors, and managers; inaccurate expectations regarding practices related to these topics.

Procedures for performing function:  
Based on circumstances at any point in time, determine what communications need to be sent either as new information or reminders of existing information, whether previously communicated or not.

Alternative Procedures (if available) for performing out function:  Not applicable.

Whom to communicate with as tasks are carried out:  
FO List serv (fo-staff@list.uiowa.edu) – Doug True, Jan Ricklefs, Sue Buckley, Terry Johnson, Ted Yanecek, and Mary Jane Beach are owners of the listserv
Mass emails to staff and faculty as appropriate, generated through usual procedures.

**Resources required to perform function:**
Access to available communication resources: e.g., email, web site

**Resource supplier(s):**
Information Technology Services
Steve Fleagle
2800 UCC
384-0595
steve-fleagle@uiowa.edu
Job Action Sheet

CRITICAL INCIDENT MANAGEMENT

Description of Function: Coordinates critical operations with the university-wide Critical Incident Management team. Communicates with the Board of Regents office. Communicates with Senior Vice President office employees, Finance and Operations departments, and the campus broadly regarding current policies or revisions to same regarding leave, pay, attendance, work assignments, financial/budget issues, building closings, and public safety issues.

Primary Individual: Doug True, 105 JH, (319) 335-3552
douglas-true@uiowa.edu

First Backup: Mary Jane Beach, 105 JH, (319) 335-0060
maryjane-beach@uiowa.edu

Second Backup: Sue Buckley, 121 USB, (319) 335-1849
susan-buckley@uiowa.edu

Third Backup Terry Johnson, 4 JH, (319) 335-2791
terry-johnson@uiowa.edu

Decision maker with oversight over individual responsible for this function: Sally Mason, President, 101 JH, (319) 335-3549, sally-mason@uiowa.edu

Other units, processes, or individuals that rely on the function: University Relations, Governmental Relations, President and VP offices.

Anticipated consequences of not performing function: Inconsistent application of policies; confusion among Board of Regents office staff, employees, supervisors, and managers; inaccurate expectations regarding practices related to these topics.

Procedures for performing function: Critical Incident Management Plan and Pandemic Influenza Response Plan

Alternative Procedures (if available) for performing function: Not applicable.

Whom to communicate with as tasks are carried out:
Email distribution list for other members of the Unified Command/Management and the University Infections Disease Task Force

FO Listserv (fo-staff@list.uiowa.edu) – Doug True, Jan Ricklefs, Sue Buckley, Terry Johnson, Mary

Jane Beach and Ted Yanecek are owners of the listserv

Mass emails to staff and faculty as appropriate, generated through usual procedures.

**Resources required to perform function:**
Access to available communication resources: e.g., email, web site

**Resource supplier(s):**
Information Technology Services
Steve Fleagle
2800 UCC
384-0595
steve-fleagle@uiowa.edu
Job Action Sheet

WORKFLOW ADMINISTRATION

Description of Function: Grant workflow rights to FO HR reps and/or departmental staff, approve workflow forms as the Org representative.

Primary Individual: Jan Ricklefs, 105 JH, (319) 335-0012
janice-ricklefs@uiowa.edu

First Backup: Mary Jane Beach, 105 JH, (319) 335-0060
maryjane-beach@uiowa.edu

Second Backup: Mary Schott, 101 JH, (319) 335-2430
mary-schott@uiowa.edu

Third Backup Suzanne Hilleman, 220 USB, (319) 335-5078
suzanne-hilleman@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Doug True, Senior Executive Vice President, 105 JH, (319) 335-3552, douglas-true@uiowa.edu

Other units, processes, or individuals that rely on the function:
Human Resources, Accounts Payable/Purchasing

Anticipated consequences of not performing function:
Delays in hiring adequate numbers of employees in critical areas.

Procedures for performing function:
If someone in the workflow path is not able to review and approve forms, reset workflow when necessary to keep requisitions, appointments, e-vouchers, etc. moving through the system.

Alternative Procedures (if available) for carrying out function: Not applicable.

Whom to communicate with as tasks are carried out:
FO HR reps distribution list
Cathy Hagen, Business Office, 4 JH, (319) 335-0130
Judie Hermsen, Human Resources, 121 USB, (319) 335-3553
Sue Mulder, Public Safety, 808 UCC, (319) 335-5804
Suzanne Hilleman, Facilities Management, 220 USB, 55078
Rhonda Weaver, Business Services, 116 MBSB, 384-3711
Kathryn Kurth, Risk Management, 305 PCO, (319) 335-0110
Mary Jane Stumpf, Accounts Payable/Purchasing, 202 PCO, (319) 335-0406

**Resources required to perform function:**
Access to available communication resources: e.g., email, web site

**Resource supplier(s):**
Information Management in Finance & Operations
Larry Meyer/Elaine Haddy/Angela Bell
121 USB
(319) 335-0566, (319) 335-2373, 384-2080
Job Action Sheet

FISCAL/BUDGET MONITORING

Description of Function: Manage University in-and-out cash flows by working with departments on billing, collection and cash deposit cycles. Identify and work with key vendors so that adequate supplies are received and payments are made to them. Work with banks to assure continuous service.

Primary Individual: Doug True, 105 JH, (319) 335-3552
douglas-true@uiowa.edu

First Backup: Terry Johnson, 4 JH, (319) 335-2791
terry-johnson@uiowa.edu

Second Backup: Susan Klatt, 4 JH, (319) 335-5084
susan-klatt@uiowa.edu

Third Backup Cynthia Bartels, 7 JH, (319) 335-0127
cynthia-bartels@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Sally Mason, President, 101 JH, (319) 335-3549, sally-mason@uiowa.edu

Other units, processes, or individuals that rely on the function:
All units of the University and all employees

Anticipated consequences of not performing function:
Payroll and payments to vendors may be slowed down or stopped.

Procedures for performing function:
Ad Hoc – working with banks, Board of Regents office, President of UI, state government officials

Alternative Procedures (if available) for performing function: Not applicable.

Whom to communicate with as tasks are carried out:
Gary Steinke, Exec. Director, State Board of Regents, 11260 Aurora Ave., Urbandale, IA 50322 - Phone: 515-281-6426
Patrice Sayre, Chief Business Officer, State Board of Regents, 11260 Aurora Ave., Urbandale, IA 50322 – Phone: 515-281-3934
Sally Mason, President, University of Iowa – 101 Jessup Hall, (319) 335-3549
Terry Johnson (see above)
Susan Klatt (see above)
Cynthia Bartels (see above)

Resources required to perform function:
Cash – Bank(s) where the UI has a line of credit established

Resource supplier(s):
Terry Johnson, Cynthia Bartels and Susan Klatt (see above)
I. Core Activities of Unit

- Banking, Cash Management and Investing
- University Billing and Financial Aid Disbursement
- Collection Processing for Student and Non-Student Accounts Receivables and Student Loans
- University Departmental Deposits
- University Iowa One Cards Issuance for Students and Employees
- Campus ATM Management
- Paying Agent for University Bond Interest and Principal Payments

II. Decision-Making

A. Decision-Making: Chain-of-Command

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Office Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cynthia Bartels</td>
<td>7 Jessup Hall</td>
<td>335-0127</td>
<td><a href="mailto:Cynthia-bartels@uiowa.edu">Cynthia-bartels@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Sara Jedlicka</td>
<td>7 Jessup Hall</td>
<td>335-2724</td>
<td><a href="mailto:Sara-jedlicka@uiowa.edu">Sara-jedlicka@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Kathy Maxey</td>
<td>7 Jessup Hall</td>
<td>335-0061</td>
<td><a href="mailto:Kathy-maxey@uiowa.edu">Kathy-maxey@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Laurie Lentz</td>
<td>7 Jessup Hall</td>
<td>335-1398</td>
<td><a href="mailto:Laurie-lentz@uiowa.edu">Laurie-lentz@uiowa.edu</a></td>
</tr>
<tr>
<td>5. Marty Miller</td>
<td>8 Jessup Hall</td>
<td>335-2838</td>
<td><a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Please indicate one of the following

- Communications contact and back-ups are the same as indicated above for decision-making.
- An alternative communications contact and back-up list is attached.
## Treasury Operations Communication Contacts

<table>
<thead>
<tr>
<th>Treasury Operations</th>
<th>Cynthia Bartels</th>
<th>Sara Jedlicka</th>
<th>Kathy Maxey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Treasury Operations</td>
<td>7 Jessup Hall (w)335-0127; (m)319-321-9155 <a href="mailto:Cynthia-bartels@uiowa.edu">Cynthia-bartels@uiowa.edu</a> <a href="mailto:cynthia_bartels@live.com">cynthia_bartels@live.com</a></td>
<td>7 Jessup Hall (w)335-2724; (h) 563-886-3407; (m)563-886-4203 <a href="mailto:Sara-jedlicka@uiowa.edu">Sara-jedlicka@uiowa.edu</a> <a href="mailto:Sara_jedlicka@live.com">Sara_jedlicka@live.com</a></td>
<td>7 Jessup Hall (w)335-0061; (h)319-338-3257; (m)319-471-3769 <a href="mailto:Kathy-maxey@uiowa.edu">Kathy-maxey@uiowa.edu</a> <a href="mailto:kmmaxey@live.com">kmmaxey@live.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laurie Lentz</th>
<th>Deb Gill</th>
<th>Martha Dawson</th>
<th>Mark Erlandson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Associate II</td>
<td>7 Jessup Hall (w)335-1398; (h) 319-373-1678; (m)319-360-4241 <a href="mailto:Laurie-lentz@uiowa.edu">Laurie-lentz@uiowa.edu</a> <a href="mailto:laurie_lentz@hotmail.com">laurie_lentz@hotmail.com</a></td>
<td>7 Jessup Hall (w)335-2781; (h)319-338-1961; (c)319-621-0679 <a href="mailto:Martha-dawson@uiowa.edu">Martha-dawson@uiowa.edu</a> <a href="mailto:Martha_dawson@uiowa.edu">Martha_dawson@uiowa.edu</a></td>
<td>8 Jessup Hall (w)335-3542; (h)319-325-5961 (c)319-325-5961 <a href="mailto:Mark-erlundson@uiowa.edu">Mark-erlundson@uiowa.edu</a> <a href="mailto:skem@southslope.net">skem@southslope.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Billing Office</th>
<th>Marty Miller</th>
<th>Marc Davis</th>
<th>Kristy Kellbach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Analyst</td>
<td>University Cashier</td>
<td>5 Calvin Hall (w)335-0085; (h)319-351-9033 <a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a> <a href="mailto:Marty_miller@mchsi.com">Marty_miller@mchsi.com</a></td>
<td>5 Calvin Hall (w)335-331-3213 <a href="mailto:Kristine-kellbach@uiowa.edu">Kristine-kellbach@uiowa.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shirley Goedken</th>
<th>Jeni Lewis</th>
<th>Sam Eten</th>
<th>Mary Shettler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Assistant</td>
<td>Accountant</td>
<td>Accountant</td>
<td>Clerk III</td>
</tr>
<tr>
<td>3 Jessup Hall</td>
<td>3 Jessup Hall</td>
<td>5 Calvin Hall</td>
<td>3 Jessup Hall</td>
</tr>
<tr>
<td>(w)335-0086; (h)319-351-4136 <a href="mailto:Shirley-goedken@uiowa.edu">Shirley-goedken@uiowa.edu</a></td>
<td>(w)335-0069; (h)319-339-4798 (c)319-325-5436 <a href="mailto:Jeni-lewis@uiowa.edu">Jeni-lewis@uiowa.edu</a> <a href="mailto:Jeni_lewis@uiowa.edu">Jeni_lewis@uiowa.edu</a></td>
<td>(w)335-0068; (c)319-981-6080 <a href="mailto:sam_etten@uiowa.edu">sam_etten@uiowa.edu</a> <a href="mailto:sam_etten@yahoo.com">sam_etten@yahoo.com</a></td>
<td>(w)335-0101; (h)319-354-1027 (c) 319-530-7453 <a href="mailto:Mary-shettler@uiowa.edu">Mary-shettler@uiowa.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scott Godsil</th>
<th>David Lair</th>
<th>Mary Shettler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>Clerk IV</td>
<td>Clerk III</td>
</tr>
<tr>
<td>5 Calvin Hall</td>
<td>8 Jessup Hall</td>
<td>3 Jessup Hall</td>
</tr>
<tr>
<td>(w)335-2764; (h)319-665-9743 <a href="mailto:Scott-godsil@uiowa.edu">Scott-godsil@uiowa.edu</a> <a href="mailto:skgodsil@hotmail.com">skgodsil@hotmail.com</a></td>
<td>(w)335-0112; (h)319-339-0791 (c)319-400-0726 <a href="mailto:David-lair@uiowa.edu">David-lair@uiowa.edu</a> <a href="mailto:david_lair3425@aol.com">david_lair3425@aol.com</a></td>
<td>(w)335-0101; (h)319-354-1027 (c) 319-530-7453 <a href="mailto:Mary-shettler@uiowa.edu">Mary-shettler@uiowa.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Iowa One Card Office</th>
<th>Tammy Smith</th>
<th>Brian Ruden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Associate II</td>
<td>Program Assistant</td>
<td>Student Supervisor</td>
</tr>
<tr>
<td>7 Jessup Hall</td>
<td>3 Jessup Hall</td>
<td>3 Jessup Hall</td>
</tr>
<tr>
<td>(w)335-1398; (h) 319-373-1678; (m)319-360-4241 <a href="mailto:Laurie-lentz@uiowa.edu">Laurie-lentz@uiowa.edu</a> <a href="mailto:laurie_lentz@hotmail.com">laurie_lentz@hotmail.com</a></td>
<td>(w)384-3461; (h)319-662-4221 (c)319-530-4139 <a href="mailto:Tamara-k-smith@uiowa.edu">Tamara-k-smith@uiowa.edu</a> <a href="mailto:tamara_k_smith@uiowa.edu">tamara_k_smith@uiowa.edu</a></td>
<td>(w)335-2716; (c)563-581-7415 (perm h)563-581-8761 (perm h)515-681-8707 <a href="mailto:brian_ruden@uiowa.edu">brian_ruden@uiowa.edu</a> <a href="mailto:shane_stanley@uiowa.edu">shane_stanley@uiowa.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shane Stanley</th>
<th>Student Supervisor</th>
<th>3 Jessup Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>(w)335-2716; (c)515-681-8707 (perm h)515-681-8707 <a href="mailto:shane-stanley@uiowa.edu">shane-stanley@uiowa.edu</a></td>
<td>3 Jessup Hall</td>
<td>(w)335-2716; (c)515-681-8707 (perm h)515-681-8707 <a href="mailto:shane-stanley@uiowa.edu">shane-stanley@uiowa.edu</a></td>
</tr>
<tr>
<td>Communication Contacts By Department</td>
<td>First Back-Up</td>
<td>Second Back-Up</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>1. Banking</strong></td>
<td>Sara Jedlicka</td>
<td>Kathy Maxey</td>
</tr>
<tr>
<td>Asst Director, Treasury Operations</td>
<td>7 Jessup Hall</td>
<td>7 Jessup Hall</td>
</tr>
<tr>
<td>(w)335-2724; (h)563-886-3407;</td>
<td>(w)335-0061;</td>
<td>(w)335-0104;</td>
</tr>
<tr>
<td>(m)563-886-4203</td>
<td>(h)319-338-3257;</td>
<td>(h)319-335-3542;</td>
</tr>
<tr>
<td><a href="mailto:Sara-jedlicka@uiowa.edu">Sara-jedlicka@uiowa.edu</a></td>
<td>(m)319-471-3769</td>
<td>(h)319-325-5961</td>
</tr>
<tr>
<td><a href="mailto:dsjed80@gmail.com">dsjed80@gmail.com</a></td>
<td><a href="mailto:Kathy-maxey@uiowa.edu">Kathy-maxey@uiowa.edu</a></td>
<td><a href="mailto:Mark-erlandson@uiowa.edu">Mark-erlandson@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>2. University Billing Office</strong></td>
<td>Marty Miller</td>
<td>Marc Davis</td>
</tr>
<tr>
<td>University Cashier</td>
<td>8 Jessup Hall</td>
<td>5 Calvin Hall</td>
</tr>
<tr>
<td>(w)335-2838; (h)319-338-0059;</td>
<td>(w)335-0085;</td>
<td>(h)319-335-1398;</td>
</tr>
<tr>
<td>(c)319-471-0114</td>
<td>(h)319-351-9033</td>
<td>(h)319-373-1398;</td>
</tr>
<tr>
<td><a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
<td><a href="mailto:Marc-davis@uiowa.edu">Marc-davis@uiowa.edu</a></td>
<td><a href="mailto:Tammy-smith@uiowa.edu">Tammy-smith@uiowa.edu</a></td>
</tr>
<tr>
<td><a href="mailto:Marty.miller@mchsi.com">Marty.miller@mchsi.com</a></td>
<td></td>
<td><a href="mailto:Tamara-k-smith@uiowa.edu">Tamara-k-smith@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>3. Iowa One Card Office</strong></td>
<td>Laurie Lentz</td>
<td>Tammy Smith</td>
</tr>
<tr>
<td>Program Associate II</td>
<td>7 Jessup Hall</td>
<td>Program Assistant</td>
</tr>
<tr>
<td>(w)335-1398; (h)319-373-1678;</td>
<td>(w)384-3461;</td>
<td>3 Jessup Hall</td>
</tr>
<tr>
<td>(m)319-360-4241</td>
<td>(h)319-662-4221</td>
<td>(w)335-0520;</td>
</tr>
<tr>
<td><a href="mailto:Laurie-lentz@uiowa.edu">Laurie-lentz@uiowa.edu</a></td>
<td>(c)319-530-4139</td>
<td><a href="mailto:Jeri-smith@uiowa.edu">Jeri-smith@uiowa.edu</a></td>
</tr>
<tr>
<td><a href="mailto:laurie_lentz@hotmail.com">laurie_lentz@hotmail.com</a></td>
<td><a href="mailto:Tamara-k-smith@uiowa.edu">Tamara-k-smith@uiowa.edu</a></td>
<td><a href="mailto:brian-ruden@uiowa.edu">brian-ruden@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>5. Bonds</strong></td>
<td>Mark Erlandson</td>
<td>Jeri Smith</td>
</tr>
<tr>
<td>Administrative Accountant</td>
<td>8 Jessup Hall</td>
<td>Sr Financial Systems Analyst</td>
</tr>
<tr>
<td>(w)335-3542; (h)319-325-5961</td>
<td>(w)335-0520;</td>
<td>B5 Jessup Hall</td>
</tr>
<tr>
<td>(c)319-325-5961</td>
<td><a href="mailto:Jeri-smith@uiowa.edu">Jeri-smith@uiowa.edu</a></td>
<td>(w)335-0104;</td>
</tr>
<tr>
<td><a href="mailto:Mark-erlandson@uiowa.edu">Mark-erlandson@uiowa.edu</a></td>
<td></td>
<td><a href="mailto:Jeri-smith@uiowa.edu">Jeri-smith@uiowa.edu</a></td>
</tr>
<tr>
<td><a href="mailto:keme@southslope.net">keme@southslope.net</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# University Billing Office Contact Back-Up List

<table>
<thead>
<tr>
<th>Communication Contacts by Billing Office Function</th>
<th>Primary Individual</th>
<th>First Back-Up</th>
<th>Second Back-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily bank download (includes all banks)</td>
<td>Kathy Maxey Accountant 7 Jessup Hall (w)335-0061; (h)319-338-3257; (m)319-471-3769 <a href="mailto:Kathy-maxey@uiowa.edu">Kathy-maxey@uiowa.edu</a></td>
<td>Mark Erlandson Administrative Accountant 8 Jessup Hall (w)335-3542; (h)319-325-5961 (c)319-325-5961 <a href="mailto:Mark-erlandson@uiowa.edu">Mark-erlandson@uiowa.edu</a></td>
<td>Sara Jedlicka Asst Director, Treasury Operations 7 Jessup Hall (w)335-2724; (h) 563-886-3407; (m)563-886-4203 <a href="mailto:Sara-jedlicka@uiowa.edu">Sara-jedlicka@uiowa.edu</a></td>
</tr>
<tr>
<td>SAL</td>
<td>Marc Davis Supervisor, Student Loans 5 Calvin Hall (w)335-0085; (h)351-9033 <a href="mailto:Marc-davis@uiowa.edu">Marc-davis@uiowa.edu</a></td>
<td>Shirley Goedken Program Assistant 3 Jessup Hall (w)335-0086; (h)319-351-4136 <a href="mailto:Shirley-goedken@uiowa.edu">Shirley-goedken@uiowa.edu</a></td>
<td>Marty Miller University Cashier 8 Jessup Hall (w)335-2838; (h)319-338-0059; (c)319-471-0114 <a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
</tr>
<tr>
<td>MARS</td>
<td>Marty Miller University Cashier 8 Jessup Hall (w)335-2838; (h)319-338-0059; (c)319-471-0114 <a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
<td>Kristy Kellbach Senior Accountant 5 Calvin Hall (h)335-0111; (h)319-665-2560 (c)319-331-3213 <a href="mailto:Kristine-kellbach@uiowa.edu">Kristine-kellbach@uiowa.edu</a></td>
<td>Marc Davis Supervisor, Student Loans 5 Calvin Hall (w)335-0085; (h)319-351-9033 <a href="mailto:Marc-davis@uiowa.edu">Marc-davis@uiowa.edu</a></td>
</tr>
<tr>
<td>ACH file transmission</td>
<td>Scott Godsil Accountant 5 Calvin Hall (w)335-2764; (h)319-665-9743 <a href="mailto:Scott-godsil@uiowa.edu">Scott-godsil@uiowa.edu</a></td>
<td>Jeni Lewis Accountant 5 Calvin Hall (w)335-0069; (h)319-339-4798 (c)319-325-5436 <a href="mailto:Jeni-lewis@uiowa.edu">Jeni-lewis@uiowa.edu</a></td>
<td>Marty Miller University Cashier 8 Jessup Hall (w)335-2838; (h)319-338-0059; (c)319-471-0114 <a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
</tr>
<tr>
<td>Collection Agency contact (includes bankruptcy)</td>
<td>Jeni Lewis Accountant 5 Calvin Hall (w)335-0069; (h)319-339-4798 (c)319-325-5436 <a href="mailto:Jeni-lewis@uiowa.edu">Jeni-lewis@uiowa.edu</a></td>
<td>Marc Davis Supervisor, Student Loans 5 Calvin Hall (w)335-0085; (h)319-351-9033 <a href="mailto:Marc-davis@uiowa.edu">Marc-davis@uiowa.edu</a></td>
<td>Marty Miller University Cashier 8 Jessup Hall (w)335-2838; (h)319-338-0059; (c)319-471-0114 <a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
</tr>
<tr>
<td>State Offset Processing</td>
<td>Jeni Lewis Accountant 5 Calvin Hall (w)335-0069; (h)319-339-4798 (c)319-325-5436 <a href="mailto:Jeni-lewis@uiowa.edu">Jeni-lewis@uiowa.edu</a></td>
<td>Marc Davis Supervisor, Student Loans 5 Calvin Hall (w)335-0085; (h)319-351-9033 <a href="mailto:Marc-davis@uiowa.edu">Marc-davis@uiowa.edu</a></td>
<td>Marty Miller University Cashier 8 Jessup Hall (w)335-2838; (h)319-338-0059; (c)319-471-0114 <a href="mailto:Marty-miller@uiowa.edu">Marty-miller@uiowa.edu</a></td>
</tr>
</tbody>
</table>
| On-line Federal/State websites for scholarships | Kristy Kellbach  
Senior Accountant  
5 Calvin Hall  
(h)319-665-2560  
(c)319-331-3213  
Kristine-kellbach@uiowa.edu | Sam Etten  
Accountant  
5 Calvin Hall  
(w)335-0068; (c)319-981-6080  
Samuel-etten@uiowa.edu | David Lair  
Clerk IV  
8 Jessup Hall  
(w)335-0112; (h)319-339-0791  
(c)319-400-0726  
David-lair@uiowa.edu |
| NSLDS (clearinghouse) | Marc Davis  
Supervisor, Student Loans  
5 Calvin Hall  
(w)335-0085; (h)319-351-9033  
Marc-davis@uiowa.edu | Shirley Goedken  
Program Assistant  
3 Jessup Hall  
(w)335-0086; (h)319-351-4136  
Shirley-goedken@uiowa.edu | Mary Shettler  
Clerk III  
3 Jessup Hall  
(w)335-0101; (h)319-354-1027  
(c) 319-530-7453  
Mary-shettler@uiowa.edu |
| Credit Bureau updates | Marc Davis  
Supervisor, Student Loans  
5 Calvin Hall  
(w)335-0085; (h)319-351-9033  
Marc-davis@uiowa.edu | Shirley Goedken  
Program Assistant  
3 Jessup Hall  
(w)335-0086; (h)319-351-4136  
Shirley-goedken@uiowa.edu | Marty Miller  
University Cashier  
8 Jessup Hall  
(w)335-2838; (h)319-338-0059;  
(c)319-471-0114  
Marty-miller@uiowa.edu |
B. Communication Methods
Indicate the methods of communication you will use for each of the following forms of communication (e.g., e-mail listservs, telephone trees, campus mail, US Postal mail, sending information to the University's Pandemic Preparedness Web site and directing targets of the information there):

Communications from unit up to administrative reporting line regarding operations, procedures, or policies: email, telephone, campus mail

Communications within your unit to employees and students regarding changes in operations, procedures, or policies: email, telephone, campus mail, US Postal mail, departmental websites: University Billing Office, Treasury Operations, Iowa One Card Office and Student Loan Accounting

Communications from employees and students in your unit regarding their ability to meet commitments to your unit: email, telephone

VI. Essential Functions

A. Essential Functions of the Unit
Essential functions are those that must be carried out (irrespective of whether classes are suspended and a large proportion of personnel are unable to work) to avoid (1) endangering the lives, well-being, or safety of people or animals relying on the University; or (2) irreparable damage to University property.

Communication is an essential function for every unit.
For each essential function of the unit, provide a brief description of the function; the name, campus office address, telephone number, and e-mail address of the person who is primarily responsible for the function; indicate whether that function could be performed remotely (e.g., via Web, telephone); and indicate the potential effect(s) (e.g., threats to others' lives, well-being, safety (including animals); irreparable damage to University property).

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Briefly Describe the Potential Effect(s) of Failure to Perform Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication — Treasury Operations</td>
<td>Cynthia Bartels Director, Treasury Operations 7 Jessup Hall (w)335-0127 (m)319-321-9155 <a href="mailto:Cynthia-bartels@uiowa.edu">Cynthia-bartels@uiowa.edu</a> <a href="mailto:cynthia_bartels@live.com">cynthia_bartels@live.com</a></td>
<td>Yes</td>
<td>Confusion regarding status of the physical office and personnel able to report for work within the entire Treasury Operations unit</td>
</tr>
</tbody>
</table>
### 2. Communication – Banking

**Sara Jedlicka**  
Asst Director, Treasury Operations  
7 Jessup Hall  
(w)335-2724; (h)563-886-3407;  
(m)563-886-4203  
Sara-jedlicka@uiowa.edu  
dsied80@gmail.com

**Yes**  
Confusion regarding status of the physical office in Jessup Hall and personnel managing daily banking activities

### 3. Communication – University Billing Office

**Marty Miller**  
University Cashier  
8 Jessup Hall  
(w)335-2838; (h)319-338-0059;  
(c)319-471-0114  
Marty-miller@uiowa.edu  
Marty.miller@mchsi.com

**Yes**  
Confusion regarding status of the physical office in Calvin Hall and personnel managing daily e-deposits, posting payments, disbursing financial aid refunds, managing collection payments and monitoring ECSI

### 4. Communication – Iowa One Card Office

**Laurie Lentz**  
Program Associate II  
7 Jessup Hall  
(w)335-1398; (h)319-373-1678;  
(m)319-360-4241  
Laurie-lentz@uiowa.edu  
laurie_lentz@hotmail.com

**Yes**  
Confusion regarding status of the physical office in the IMU and personnel managing the daily production of cards and the billing call center

### 5. Communication – Bonds

**Mark Erlandson**  
Administrative Accountant  
8 Jessup Hall  
(w)335-3542; (h)319-325-5961  
(c)319-325-5961  
Mark-erlandson@uiowa.edu  
keme@southslope.net

**Yes**  
Confusion regarding status of the physical office in Jessup Hall and personnel managing the accounting and payment of bonds

### 6. Iowa One Card Office – Replacement cards for University door Access

**Laurie Lentz**  
Program Associate II  
7 Jessup Hall  
(w)335-1398; (h)319-373-1678;  
(m)319-360-4241  
Laurie-lentz@uiowa.edu  
laurie_lentz@hotmail.com

**No**  
Replacement cards can only be issued on campus, and ITS must be operational to create cards and assign privileges for door access to buildings and labs on campus

### 7. Iowa One Card Office – Replacement cards for residence hall meals plans

**Laurie Lentz**  
Program Associate II  
7 Jessup Hall  
(w)335-1398; (h)319-373-1678;  
(m)319-360-4241  
Laurie-lentz@uiowa.edu  
laurie_lentz@hotmail.com

**No**  
Replacement cards can only be issued on campus, and ITS must be operational to create cards and assign privileges for meal plans

---

### B. Essential Function Back-Ups

For each of the primary individuals designated a responsible for an essential function, Designate three back up individuals (in order of succession) who will take responsibility for the function in the event that the primary individual is unavailable, along with each back-up individual's campus office address, telephone number, and e-mail address.
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<tbody>
<tr>
<td>(from above)</td>
<td>• Name &amp; Position</td>
<td>• Name &amp; Position</td>
<td>• Name &amp; Position</td>
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<td></td>
<td>• Campus Office Address</td>
<td>• Campus Office Address</td>
<td>• Campus Office Address</td>
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<td>• Telephone</td>
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<td>• E-Mail</td>
<td>• E-Mail</td>
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<table>
<thead>
<tr>
<th>1. Communication - Treasury Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sara Jedlicka</strong>&lt;br&gt;Asst Director, Treasury Operations&lt;br&gt;7 Jessup Hall&lt;br&gt;(w)335-2724; (h)563-886-3407; (m)563-886-4203&lt;br&gt;<a href="mailto:Sara-jedlicka@uiowa.edu">Sara-jedlicka@uiowa.edu</a>&lt;br&gt;<a href="mailto:dsjed80@gmail.com">dsjed80@gmail.com</a></td>
</tr>
<tr>
<td><strong>Kathy Maxey</strong>&lt;br&gt;Accountant&lt;br&gt;7 Jessup Hall&lt;br&gt;(w)335-0061; (h)319-338-3257; (c)319-471-3769&lt;br&gt;<a href="mailto:Kathy-maxey@uiowa.edu">Kathy-maxey@uiowa.edu</a>&lt;br&gt;<a href="mailto:kmaxey@live.com">kmaxey@live.com</a></td>
</tr>
<tr>
<td><strong>Laurie Lentz</strong>&lt;br&gt;Program Associate II&lt;br&gt;7 Jessup Hall&lt;br&gt;(w)335-1398; (h)319-373-1678; (m)319-360-4241&lt;br&gt;<a href="mailto:Laurie-lentz@uiowa.edu">Laurie-lentz@uiowa.edu</a>&lt;br&gt;<a href="mailto:laurie_lentz@hotmail.com">laurie_lentz@hotmail.com</a></td>
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</tbody>
</table>

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<thead>
<tr>
<th>2. Communication - Banking</th>
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</thead>
<tbody>
<tr>
<td><strong>Kathy Maxey</strong>&lt;br&gt;Accountant&lt;br&gt;7 Jessup Hall&lt;br&gt;(w)335-0061; (h)319-338-3257; (c)319-471-3769&lt;br&gt;<a href="mailto:Kathy-maxey@uiowa.edu">Kathy-maxey@uiowa.edu</a>&lt;br&gt;<a href="mailto:kmaxey@live.com">kmaxey@live.com</a></td>
</tr>
<tr>
<td><strong>Mark Erlandson</strong>&lt;br&gt;Administrative Accountant&lt;br&gt;8 Jessup Hall&lt;br&gt;(w)335-3542; (h)319-325-5961&lt;br&gt;(c)319-325-5961&lt;br&gt;<a href="mailto:Mark-erlandson@uiowa.edu">Mark-erlandson@uiowa.edu</a>&lt;br&gt;<a href="mailto:keme@southslope.net">keme@southslope.net</a></td>
</tr>
<tr>
<td><strong>Sara Jedlicka</strong>&lt;br&gt;Asst Director, Treasury Operations&lt;br&gt;7 Jessup Hall&lt;br&gt;(w)335-2724; (h)563-886-3407; (m)563-886-4203&lt;br&gt;<a href="mailto:Sara-jedlicka@uiowa.edu">Sara-jedlicka@uiowa.edu</a>&lt;br&gt;<a href="mailto:dsjed80@gmail.com">dsjed80@gmail.com</a></td>
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<tr>
<th>3. Communication - University Billing Office</th>
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</thead>
<tbody>
<tr>
<td><strong>Marc Davis</strong>&lt;br&gt;Supervisor, Student Loans&lt;br&gt;5 Calvin Hall&lt;br&gt;(w)335-0085; (h)319-351-9033&lt;br&gt;<a href="mailto:Marc-davis@uiowa.edu">Marc-davis@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>Kristy Kellbach</strong>&lt;br&gt;Senior Accountant&lt;br&gt;5 Calvin Hall&lt;br&gt;(h)335-0111; (h)319-665-2560&lt;br&gt;(c)319-331-3213&lt;br&gt;<a href="mailto:Kristine-kellbach@uiowa.edu">Kristine-kellbach@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>Shirley Goedken</strong>&lt;br&gt;Program Assistant&lt;br&gt;3 Jessup Hall&lt;br&gt;(w)335-0086; (h)319-351-4136&lt;br&gt;<a href="mailto:Shirley-goedken@uiowa.edu">Shirley-goedken@uiowa.edu</a></td>
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<thead>
<tr>
<th>4. Communication - Iowa One Card Office</th>
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</thead>
<tbody>
<tr>
<td><strong>Tammy Smith</strong>&lt;br&gt;Program Assistant&lt;br&gt;3 Jessup Hall&lt;br&gt;(w)384-3461; (h)319-662-4221&lt;br&gt;(c)319-530-4139&lt;br&gt;<a href="mailto:Tamara-k-smith@uiowa.edu">Tamara-k-smith@uiowa.edu</a>&lt;br&gt;<a href="mailto:tamlar@iowatelecom.net">tamlar@iowatelecom.net</a></td>
</tr>
<tr>
<td><strong>Brian Ruden</strong>&lt;br&gt;Student Supervisor&lt;br&gt;3 Jessup Hall&lt;br&gt;(w)335-2716; (c)563-581-7415&lt;br&gt;(perm h)563-581-8761&lt;br&gt;<a href="mailto:brian-ruden@uiowa.edu">brian-ruden@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>Shane Stanley</strong>&lt;br&gt;Student Supervisor&lt;br&gt;3 Jessup Hall&lt;br&gt;(w)335-2716; (c)515-681-8707&lt;br&gt;(perm h)515-681-8706&lt;br&gt;<a href="mailto:shane-stanley@uiowa.edu">shane-stanley@uiowa.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Communication - Bonds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mark Erlandson</strong>&lt;br&gt;Administrative Accountant&lt;br&gt;8 Jessup Hall&lt;br&gt;(w)335-3542; (h)319-325-5961&lt;br&gt;(c)319-325-5961&lt;br&gt;<a href="mailto:Mark-erlandson@uiowa.edu">Mark-erlandson@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>Jeri Smith</strong>&lt;br&gt;Sr Financial Systems Analyst&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w)335-0520&lt;br&gt;<a href="mailto:Jeri-smith@uiowa.edu">Jeri-smith@uiowa.edu</a></td>
</tr>
<tr>
<td><strong>Steve Romont</strong>&lt;br&gt;Director, Accounting Services&lt;br&gt;B5 Jessup Hall&lt;br&gt;(w)335-0104&lt;br&gt;<a href="mailto:Steven-romont@uiowa.edu">Steven-romont@uiowa.edu</a></td>
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</tbody>
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<th>6. Iowa One Card Office – Replacement cards for University door access</th>
</tr>
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<tbody>
<tr>
<td><strong>Tammy Smith</strong>&lt;br&gt;Program Assistant&lt;br&gt;3 Jessup Hall&lt;br&gt;(w)384-3461; (h)319-662-4221&lt;br&gt;(c)319-530-4139&lt;br&gt;<a href="mailto:Tamara-k-smith@uiowa.edu">Tamara-k-smith@uiowa.edu</a></td>
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</tr>
</tbody>
</table>
### C. Essential Function Resources

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required for Function</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Stockpiling Duration</th>
<th>How/Where Stockpile Maintained</th>
<th>Stockpiling Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication - Treasury Operations</td>
<td>Computers, network access, Web access, electrical power, land/cell phones</td>
<td>Access to home computer/laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Communication – Banking</td>
<td>Computers, network access, Web access, electrical power, land/cell phones</td>
<td>Access to home computer/laptop and flash drives</td>
<td>Daily updates to and from flash drive</td>
<td>Daily upload spreadsheets via flash drives</td>
<td></td>
</tr>
<tr>
<td>3. Communication – University Billing Office</td>
<td>Computers, network access, Web access, electrical power, land/cell phones</td>
<td>Access to home computer/laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Communication – Iowa One Card Office</td>
<td>Computers, network access, Web access, electrical power, land/cell phones</td>
<td>Access to home computer/laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Communication – Bonds</td>
<td>Computers, network access, Web access, electrical power, land/cell phones</td>
<td>Access to home computer/laptop and hard copy of bond listing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Iowa One Card Office – replacement cards for University door access</td>
<td>Computers, network access, Web access, electrical power, land/cell phones, card printers, card stock</td>
<td>Yes – card stock</td>
<td>6-8 months</td>
<td>Iowa One Card Center 3 Jessup Hall</td>
<td>Limited physical space</td>
</tr>
<tr>
<td>7. Iowa One Card Office – replacement cards for residence hall meals plans</td>
<td>Computers, network access, Web access, electrical power, land/cell phones card printers, card stock</td>
<td>Yes – card stock</td>
<td>6-8 months</td>
<td>Iowa One Card Center 3 Jessup Hall</td>
<td>Limited physical space</td>
</tr>
</tbody>
</table>

### D. Job Action Sheets for Essential Functions
For each of the unit's essential functions, attach a job action sheet, which should provide guidelines that can be followed by the designated back-ups to perform the function.

### E. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for carrying out each function will also be responsible for monitoring the capacity to carry out the function and for reporting to the unit decision-maker any threats to the unit's capacity to carry out the function. All primary and back-up individuals responsible for carrying each function should familiarize themselves with the following procedures for monitoring and reporting:
V. Recovery
Briefly outline what you see as the major challenges that your unit would confront at the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, in which only essential functions are being supported. (At this point, you do not need to necessarily address how you would address these challenges, but the Task Force will use this to develop preliminary plans for a recovery phase).

Treasury Operations/Banking
* Challenges to the Unit as a Result of Business Interruption:
  - Efficiently processing payroll and disbursing to employees if there are problems with financial institutions receiving direct deposits and/or printing checks
  - Determining the key vendors to be paid in conjunction with Accounts Payable
  - Ability of ITS to modify electronic files to be submitted by departments to financial institutions
  - Delayed receipt of payments from external institutions for Contracts & Grants, UIHC
  - Prioritizing payments through thoughtful decision-making processes by other UI departments
  - Delayed posting of incoming ACH funds due to financial institutions’ backlog in transmittal
  - Verification of ITS batches that are transmitted to financial institutions if exchange network is down

University Billing Office
* Challenges to the Unit as a Result of Business Interruption:
  - Delay in students receiving financial aid refunds
  - Delayed receipt of e-payments from financial institutions for U-Bills
  - Reduction in cash on hand due to decrease/delay in payments received via US Post Office
  - Reduced cash receipts from delay in collection agency payments to UI
  - Delayed updating of account balances/credit bureau information for collection accounts
  - Reduced cash receipts from delay/lack of monthly U-Bill processing through ITS
  - Back-up for student loan questions/processes resulting from processor (ECSI) internal problems

Iowa One® Card Center
* Challenges to the Unit as a Result of Business Interruption:
  - Long lines of students and employees who need to replace their lost or damaged card
  - High volume of phone calls regarding the Iowa One® Card and/or the University Bill
  - High volume of e-mails that need to be answered for the Iowa One® Card program and the University Bill
  - Reliant on ITS for accuracy of data within the ID Card database and MARS
  - Reviewing and reconciling e-deposits, bank file imports and release to General Ledger
Bonds

Paying agent activities (payment of interest and scheduled payment of principal) occur throughout the year, with the exception of February, April, August and October. Actual payment of principal occurs upon presentation of certificates (we are required “to pay upon presentation of certificate”), so this could potentially occur on any given day throughout the year.

The Bond Recordkeeping System is maintained in a Microsoft Access database file. Payments of bond principal and interest should continue in the case of a catastrophic event, provided banking services and communication methods are functional. 1099 reporting is required to be completed as of January 31\textsuperscript{st} for paper submissions and March 31\textsuperscript{st} for electronic submissions. The 1099 reporting for the calendar years 2009 and 2010 will be completed with the assistance of Accounts Payable personnel. The volume of 1099 reporting transactions will be virtually eliminated after 2010, due to the maturity of all certificates registered to individuals.

**Challenges to the Unit as a Result of Business Interruption:**

- Bond Covenant Compliance

External partnerships that may be affected: DTC (clearing house)

Outside trustee issues: Utilities – cover sinking fund monthly (May/Nov)
Facilities Corporation – cover sinking fund day prior to payment (Jun/Dec)

Internal partnerships that are critical and may be affected: coordination of communication with Accounting Services and Accounts Payable

Bond ratings may be affected

Public relations may be affected
Title:
Communication – Treasury Operations, Banking, University Billing Office, Iowa One Card Office, Bonds

Description:
• Communications from your unit to the administrative unit to which it reports regarding threats to your unit's ability to carry out its essential and non-essential functions;
• Communications to your unit from the central administration or the administrative unit to which it reports regarding policies and planning occurring at higher/central levels;
• Communications within your unit to employees and students regarding changes in unit, collegiate, or university operations, procedures, or policies;
• Communications from employees and students in your unit regarding their ability to meet their commitments to your unit.

Anticipated consequences if function is not met:
Confusion regarding status of the physical offices and personnel able to report for work within each department of the Treasury Operations unit.

Name and contact information for primary individual and back-ups:

Name and contact information of decision-maker:
Cynthia Bartels
Director, Treasury Operations
7 Jessup Hall
335-0127
Cynthia-bartels@uiowa.edu

Resources required:
Computers, network access, Web access, electrical power, flash drives, land/cell phones.

Contact information for resource supplier:
ITS
Local land telephone service providers
Cell phone service providers
**Procedures:**
Use of hard copy Treasury Operations Communication Contacts, Treasury Operations Contact Back-Up and University Billing Office Contact Back-Up lists to disseminate information among personnel in Treasury Operation unit, by department and in order of back-up.

**Contact information:**
See attached Treasury Operations Communication Contacts
See attached Treasury Operations Contact Back-Up List
See attached University Billing Office Contact Back-Up List

**Other Units:**
Accounts Payable & Travel, Payroll and Benefits, Accounting Services, Grant Accounting, Athletics, UIHC, Office of Student Financial Aid, ITS; commercial banks

**Alternative Procedures:**
US Mail, faxes, web mail (assuming no access to Outlook)
Job Action Sheet for Essential Functions (#6 - #7)

Title:
Iowa One® Card– Replacement cards for door access and residence hall meal plans

Description:
Many buildings and rooms on campus are secured by the Marlok door access system which is managed by Facilities Management (FM); the Iowa One® Card is used by individuals, who have been assigned by FM, to enter these areas

The Iowa One® Card is used by students who live in the dorms to eat in the cafeterias

Anticipated consequences if function is not met:
If the Iowa One® Card Center could not be open to issue cards:

Buildings, rooms and equipment secured by the Marlok system would not be accessible to individuals who have lost their Iowa One® Card or if their card doesn’t work.

Students living in the dorms would not be able to eat meals if their card was damaged or lost.

Name and contact information for primary individual and back-ups:
See attached Treasury Operations Contact Back-Up list - Iowa One® Card Center.

Name and contact information of decision-maker:
Laurie Lentz
Manager, Treasury Information Systems
7 Jessup Hall
335-1398
laurie-lentz@uiowa.edu

Resources required:
Access to Iowa One® Card Center in Jessup Hall, computers, network access, Web access, electrical power, Iowa One® Card stock and related printing materials and equipment (card printers, cameras, etc.)

Contact information for resource supplier:
Jessup Hall Building Operations
ITS (network access)
Armstrong Systems (Iowa One® Card supplies and equipment)
**Procedures:**
Facilities Management and University Housing should have a contingency plan for their clients in the event that the Iowa One® Card Center cannot issue cards.

**Contact information:**
See attached Treasury Operations Communication Contacts – Iowa One® Card Center.

**Other Units:**
ITS, Facilities Management, University Housing

**Alternative Procedures:**
None
ATTACHMENT D-XIX
HUMAN RESOURCES DISASTER PREPAREDNESS
AND UNIVERSITY STATE OF EMERGENCY POLICY

This document has been endorsed by the President and Vice Presidents of The University of Iowa. We consider it a working document based upon current policies and expect that it may be revised as new information becomes available related to operations during a disaster or pandemic, or based on further direction we may receive from University leadership, the Board of Regents, the State of Iowa, and/or other civil authorities.

The University recognizes the need to prepare for unexpected catastrophic events such as natural or human made disasters or the outbreak of pandemic illnesses, as well as the need to return the University as quickly as possible to its normal operations should such events occur. Our preparation, response, and recovery will draw upon local, state, and federal agencies and experts. To prepare and support leaders, managers, and employees, this policy provides information related to human resource practices in the event of a University state of emergency. All University community members should familiarize themselves with their department and college/division plans, as well as the University Critical Incident Management Plan, and the Pandemic Influenza Response Plan.

POLICY GUIDELINES

I. Definitions

Emergency Closing – The Disrupted Workplace Policy addresses circumstances where University facilities become unavailable due to weather-related emergencies, or short-term facility or utility failure. An emergency closing has neither the catastrophic affect nor the duration or impact on the University that a University state of emergency has. Emergency closings and University state of emergencies are identified as such when they are declared.

Employee – Employee refers to faculty, staff, graduate assistants and student employees.

Essential Function – One that must be carried out (irrespective of whether classes are suspended and a large proportion of personnel are unable to work) to avoid (1) endangering the lives, well-being, or safety of people or animals relying on the University; or (2) irreparable damage to University property.¹

University state of emergency – A University State of Emergency is in effect when the University President or designee acts to declare such a state under the guidelines set forth in the University’s Critical Incident Management Plan. The University State of Emergency may be specific to Iowa City or any other university location, restricted to particular areas or populations of the campus, or may be university-wide, depending on circumstances at the time.

Work – Refers to time spent engaging in approved university work activities from any approved location.

¹ Under this definition, teaching is not considered an essential function.
II. When this Policy is in Effect

This policy will become active and remain in effect when a University state of emergency is declared, as defined in this policy. If a University state of emergency is not declared, regular university policies remain in effect.

Portions of this policy may be activated by the President, in consultation with the Associate Vice President for Human Resources and the Vice President (VP) Group, should a catastrophic event be anticipated. Portions of this policy may remain in effect during a recovery period following a University state of emergency, as designated by the President in consultation with the Associate Vice President for Human Resources and VP Group.

III. Guiding Principles

A. The University will make every effort to provide necessary information to the University community throughout any University state of emergency.

B. Departments should be as flexible as possible to enable all faculty, staff, graduate assistants, and student employees to continue to work and maintain operations to the extent possible, including facilitating working from home and other remote locations; allowing full-time employees to work part-time; using flexible work schedules or alternate work assignments; and other appropriate solutions during the emergency period.

C. Unless directed otherwise, individuals who are able to work are expected to report for work given their capabilities, and support the department or university in whatever capability is needed. Faculty, staff, graduate assistants, and student employees can be required to work outside their usual classifications/responsibilities to the extent they are qualified and can safely perform the work.

D. In the event of a pandemic, to minimize the spread of the disease, employees may be directed not to report to the workplace. Normal leave policies will be applied until and unless a decision to change them for the emergency event is made by the proper authority and communicated to campus.

E. The University will be considered a “community asset” and a “state asset” in responding to a pandemic. University Hospitals and Clinics (UIHC) and Student Health Service (SHS) will experience increased demand, for medical treatment and advice, from faculty, staff, students, and the community. For this reason, employees of these facilities are considered essential and required to report to work as scheduled, or may be called to report to work if not scheduled. Staff from throughout the University may be asked to provide support to the extent they are qualified and available.
IV. Essential, Backup, and Non-Essential Positions

Positions not designated as essential or backup to essential positions are considered to be non-essential during a University state of emergency. Depending upon the type of emergency or disaster, position designations may change during the emergency. Any position may be designated as essential at any point during a University state of emergency, even if not designated essential or backup to an essential position prior to the University state of emergency.

Designations of essential and backup to essential positions are made by directors or employees at DEO-level appointments or higher.

A. Essential Positions

Departments must designate positions which are essential, and which positions serve as backup to positions designated as essential, and communicate these designations to employees.

Employees in essential positions are expected to report to campus for work during university states of emergency unless specifically directed by their department not to report, or if directed by civil emergency or medical authorities not to report for health and safety reasons. Employees in essential positions may be expected to work from remote locations as directed by the proper authority.

B. Backup Positions

Employees in positions designated as backup to essential positions whose designations are changed to essential during a University state of emergency must report to campus to work upon notification of their changed designation. Backup employees must contact their departments for instructions during a University state of emergency.

C. Non-Essential Positions

Employees in non-essential positions should not report to campus during a University state of emergency. Employees who can work from home or another location may do so only with prior approval from the supervisor/department.

Individuals in positions not designated as essential may expect their department to attempt to contact them. Individuals are expected to contact their department to report the development of influenza symptoms as part of the Pandemic Influenza Response plan. Individuals also are expected to access communication resources as designated during a University state of emergency in order to stay informed regarding their University employment and related responsibilities.
Departments will determine if there is meaningful work for particular employees to do, determine acceptable alternative work arrangements, and must give prior approval to those who wish to work from home or another location during a University state of emergency. To the extent possible, such arrangements should be agreed upon in advance of any University state of emergency.

Any position may be designated as essential at any point during a University state of emergency, even if not designated essential or backup to an essential position prior to the University state of emergency.

Employees and departments must follow the directions in the matrix below. Departments and individuals must remember that communication during a University state of emergency will be challenging. Departments need to be reasonable and flexible in responding to employee requests and understand that there may be delays in both communications and in adherence to established call-in procedures.

<table>
<thead>
<tr>
<th>Position Designation</th>
<th>What to Do</th>
<th>Compensation and Leave Time</th>
</tr>
</thead>
</table>
| Essential (able to work; any location) | • Contact department to ensure where to work (campus location, home, other designated location)  
• Report for work as directed by the department  
• If contact with the department cannot be made, report to work | • Will receive regular base pay and overtime compensation as applicable |
| Essential (not able to work at any location) | • Contact department to communicate specific reasons for inability to work and seek approval for absence  
• Do not report to work if specifically directed not to report by  
- Department  
- Civil emergency or medical authorities for health and safety reasons | • Will be granted paid or unpaid leave provided that established departmental call-off rules and procedures are followed and consistent with absence policies and collective bargaining agreements |
### Backup
(to essential position)
- Contact department to inquire as to whether you are needed and if so, where to report for work (campus location, home, or other designated location)
- If designated as essential, see essential employee information
- If not designated as essential, see non-essential employee information

### Non-Essential
(able to work)
- Contact department to determine if you are needed to work
- If you cannot make contact with your department, do not come to work
- Work from home or another location if:
  - approved to do so in advance, or
  - upon approval during the University state of emergency
- If approved to work by the department, will be paid according to usual practice for time worked
- If not approved to work by the department, or if approved to work fewer than regularly scheduled hours, will be granted paid or unpaid leave consistent with absence policies and collective bargaining agreements
- If working outside the classification, will receive no less than their regular base pay for original appointment

### Non-essential
(able to work but not approved by department to work)
- Contact department to determine if you are needed to work
- Will be granted paid or unpaid leave consistent with absence policies and collective bargaining agreements

### Non Essential
(not able to work)
- Contact department to communicate your status
- Will be granted paid or unpaid leave consistent with absence policies and collective bargaining agreements

---

### V. Paid and Unpaid Leave During a University State of Emergency

A. Employees may request approval for use of sick leave, vacation leave or compensatory time, consistent with policies and/or collective bargaining agreements for the respective employee group.
B. Eligible employees may access the Catastrophic Leave Program for their own or a family member’s illness per the terms of the program. See http://www.uiowa.edu/hr/benefits/catastrophic/index.html

C. Unpaid leave may be requested consistent with policies and/or collective bargaining agreements for the respective employee group.

D. Any changes to normal paid leave practices made by the proper authorities during an emergency event will be communicated to faculty, staff, and students by the University.

VI. Other Human Resource Issues During a University State of Emergency

A. Working Outside of Classification and Home College/Division

Employees may be required to work outside of classification as deemed necessary by the department or University. This includes employees with the necessary skills that are needed beyond their colleges/divisions. In these cases, the University will notify these employees that they are designated as essential and when and where they must report to work. The college/division for which the work is performed typically is responsible for compensation at no less than the individual’s regular base pay for their original appointment regardless of the work performed.

B. Grant-Funded Employees

Employees funded by external grants must be paid according to the specific requirements and limitations of the grant. Employing units and principal investigators are encouraged to work with funding agencies to determine how grant-funded employees will be paid in advance of any University state of emergency.

C. Bargaining Unit Staff

Staff represented by unions will be compensated in accordance with the terms of their collective bargaining agreements for time worked and may be required to work out of classification as deemed necessary by the department or University.

D. Graduate Assistants and Student Employees

Graduate assistants and student employees should make reasonable efforts to contact their departments during a University state of emergency, and are to report to work as needed. Student employees are not eligible for paid leave and will be paid only for hours worked. Graduate assistants covered by the collective bargaining agreement with UE Local
896/COGS may request approval for leave consistent with the collective bargaining agreement.

E. Compensatory Time Off

The University reserves the right to award compensatory time off in lieu of overtime to eligible staff during a University state of emergency.

F. Staff Probationary Periods

Staff probationary periods are suspended for the duration of the University state of emergency, or up to 50 work days.

G. Recruitment and Selection

The Office of Human Resources and/or the Office of Equal Opportunity and Diversity may implement expedited recruitment and selection processes during a University state of emergency as needed.
PROCEDURES

I. President and VP Group Responsibilities

A. Consult and collaborate with the Board of Regents, government and emergency relief agencies.

B. Communicate regularly and repetitively to the campus and broader campus community.

C. Communicate changes to standard processes and procedures.

D. Ensure that disaster planning and preparedness is a priority within the University community, and that departments are prepared to implement their disaster plans and this policy.

E. Ensure, to the extent possible, that departments have the resources needed to carry out essential functions.

F. Declare a University state of emergency as appropriate.

II. University Human Resources Responsibilities

A. Provide guidelines and consultation on human resource issues such as compensation, work assignments, flexible scheduling, benefits, job sharing, and application of collective bargaining agreements and University policies.

B. Maintain emergency contact information to the extent allowed by law and honor confidentiality requirements for that information.

C. Provide an emergency worker placement service to match up employees able to work with units that have a need for their skills.

D. Communicate changes to standard processes and procedures.

III. College/Division Responsibilities

A. Maintain emergency contact information to the extent allowed by law and honor confidentiality requirements for that information.

B. Provide workforce with regular, repetitive information regarding the emergency, work continuance measures, and the status of the college/division and its departments.
C. Facilitate advance planning for emergencies; communicate such plans to employees and students.

D. Ensure that employees are trained and well informed regarding emergency procedures.

IV. Department Responsibilities

I. Determine essential functions and their backups. Discuss designations with impacted employees and communicate to employees at least annually.

II. Maintain emergency contact information to the extent allowed by law and honor confidentiality requirements for that information.

III. Provide employees, supervisors and leaders with regular, repetitive updates during an emergency using a variety of communication mechanisms.

IV. Make serious efforts to be as flexible as appropriate so as to enable all essential employees to work, including facilitating working from home or other remote locations, flexible work schedules, alternate work assignments that provide benefit to the University, and other solutions as appropriate.

V. Communicate your work expectations to faculty, staff, graduate assistants, and student employees regularly and repetitively.

VI. Facilitate employing unit support networks to the extent possible and as appropriate (e.g., care for property, family or pets; sharing rides; sharing jobs, etc).

VII. Refer employees to the Employee Assistance Program (Faculty and Staff Services) or other support resources as needed and appropriate.

VIII. Implement directives.

IX. If a staff member is directed to report to work, is otherwise able to report to work, and refuses the directive of a proper authority to report to work, follow normal corrective action procedures as appropriate once the emergent situation has stabilized, and upon consultation with the Senior HR Leadership Representative for the respective college/division.

V. Employee Responsibilities

I. Provide department with current emergency contact information, and update it on an ongoing basis.
II. If identified as a person performing or potentially performing essential functions, make personal arrangements to make it possible to report to work as needed. (Add URL here if web information becomes available re: personal preparations.)

III. Discuss alternative work arrangements such as working from home or another location in case of a University state of emergency with your supervisor.

IV. Contact your department to determine need to report for work.

V. If approved by the department, report for work as scheduled, or when called in to report to work if not scheduled, whether on campus, at home, or at another location.

VI. If unable to report to work, update department of your condition and/or whereabouts as soon as possible.

VII. Communicate specific requests and needs to your department.

**RESOURCES**

*For Consultation:*

- Human Resources – (319) 335-3558
- Hospital Human Resources – (319) 356-2008

*For more information:*

- Operations Manual
- AFSCME contract
- COGS contract
- SEIU contract
- Regents Merit Rules
- Faculty and Staff Services
ATTACHMENT D-XX
HUMAN RESOURCES–ADMINISTRATIVE SERVICES
Continuity Plan

I. Core Activities
The mission of the Human Resources Administrative Services unit comprises the following activities:
- Establish human resources strategy, direction, and communication of same to the campus.
- Establish and oversee implementation of human resource policies and practices for the campus.
- Oversee campus human resource needs at the unit, department, college, and division level to enable the achievement of a more productive work environment.
- Create and maintain a human resources structure for the campus and ensure its continued vitality.

II. Decision Making
The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole. Units within UHR have separate pandemic preparedness plans that refer to this chain of command, as well as one specifically for that unit.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Lyra Dickerson</td>
<td>120 USB</td>
<td>335-2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts
The above chart indicates the communications contact and backups for
- communications from the unit to the administrative unit to which it reports regarding threats to performance of essential and non-essential functions,
- communications to the unit from the central administration or the administrative unit to which it reports regarding policies and planning occurring at higher/central levels, and
- communications from employees and students in the unit regarding their ability to meet their commitments to the unit.

For communications within the unit to employees and students regarding changes in unit, collegiate, or University operations, procedures, or policies, the primary contacts and backups are per the individuals listed below for the respective essential function.
B. Communication Methods

- Email, telephone – for communications from the unit up the administrative reporting line regarding operations, procedures, or policies
- In-person conversation or meetings, email, telephone – for 1) communications within the unit to employees and students regarding changes in operations, procedures, or policies, and 2) communications from employees and students in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions

Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.

A. Essential Functions of Human Resources–Administrative Services

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication to the campus of current policies or revisions to same regarding leave, pay, attendance, and work assignments.</td>
<td>Sue Buckley, Vice President for Human Resources 121 USB 335-1849 <a href="mailto:susan-buckley@uiowa.edu">susan-buckley@uiowa.edu</a></td>
<td>Yes</td>
<td>Workforce not properly deployed to meet essential functions throughout the UI; inconsistent application of policies; confusion among employees, supervisors, and managers; inaccurate expectations regarding practices related to these topics.</td>
</tr>
<tr>
<td>2. Administration of criminal background check policy and consultation with hiring departments regarding reported convictions and effect on hire</td>
<td>Judie Hermsen, Senior Assistant Director 121 USB 335-3553 <a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
<td>Yes</td>
<td>Hires for security-sensitive positions proceeding without compliance with University policy, without knowledge of convictions having a possible nexus to the position.</td>
</tr>
</tbody>
</table>

B. Essential Function Backups

Three individuals (in order of succession) have been designated to take responsibility for essential functions in the event that the primary individual is unavailable, as follows:
<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
</table>
| 1. Communication to the campus of current policies or revisions to same regarding leave, pay, attendance, and work assignments. | Kevin Ward, Executive Associate Director  
121 USB  
335-0095  
kevin-ward@uiowa.edu | Judie Hermsen, Senior Assistant Director  
121 USB  
335-3553  
judie-hermsen@uiowa.edu | Lyra Dickerson, Senior Assistant Director  
120 USB  
335.2721  
lyra-dickerson@uiowa.edu |
| 2. Administration of criminal background check policy and consultation with hiring departments | Jamie Jorgensen, Program Associate  
120 JH  
335.0400  
james-jorgensen@uiowa.edu | Kevin Ward, Executive Associate Director  
121 USB  
335-0095  
kevin-ward@uiowa.edu | Carroll Reasoner, General Counsel  
120 JH  
335-2841  
carroll-reasoner@uiowa.edu |

C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources

For each of the HR Administrative Services essential functions, the following resources will be required:
<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication to the campus of current policies or revisions to same regarding leave, pay, attendance, and work assignments.</td>
<td>Access to available communication resources: e.g., email, web site</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>2. Administration of criminal background check policy and consultation with hiring departments</td>
<td>Access to web-based vendor services; ability to communicate via phone or email with hiring department</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

**V. Recovery**

Sue Buckley, Vice President for Human Resources, provides overall leadership for University Human Resources (UHR). As such, and as a member of Administrative Services, she will lead recovery. We anticipate utilizing a daily triage meeting in UHR at the beginning of each day for a period of time, once some or all staff have returned to the workplace and we attempt to return to normal operations. The purpose of this daily meeting would be to provide an opportunity for employees to debrief regarding the effects of the pandemic, primarily in relation to the workplace, but with room for some personal debrief as well; to provide updates; and to note our progress in recovery. In addition, it will create an opportunity for us to determine which tasks need to take priority, and whether our staff should be reassigned within UHR in order to accomplish those tasks. We expect that payroll and benefits issues will take top priority; while they will be maintained to a certain degree as essential functions, accounting backup issues and aligning leave balances will be important, for example. Related to the latter, if we have not received rulings from the Board of Regents and/or the State of Iowa regarding possible unresolved questions, we will need to attempt to resolve those issues as quickly as possible.
I. Core Activities

The mission of the Human Resources Benefits unit comprises the following activities:

- Establish benefit strategy, direction, and communication of same to employees, students, and dependents.
- Establish and oversee implementation of benefit policies and practices for the University.
- Contract with vendors to supply insurance and pension services to the University.
- Administer all benefit functions for the University.

II. Decision Making

The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
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<th>E-Mail</th>
</tr>
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<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>(319) 335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>(319) 335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 190</td>
<td>(319) 335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
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<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>(319) 335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Lyra Dickerson</td>
<td>120 USB</td>
<td>(319) 335.2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for University Benefits, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>(319) 335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Debra Hughes</td>
<td>120 USB</td>
<td>(319) 335-5826</td>
<td><a href="mailto:debra-hughes@uiowa.edu">debra-hughes@uiowa.edu</a></td>
</tr>
<tr>
<td>Barbara Bennett</td>
<td>120 USB</td>
<td>(319) 335-2675</td>
<td><a href="mailto:barbara-bennett@uiowa.edu">barbara-bennett@uiowa.edu</a></td>
</tr>
<tr>
<td>Mary Eggenburg</td>
<td>120 USB</td>
<td>(319) 335-2674</td>
<td><a href="mailto:mary-eggenburg@uiowa.edu">mary-eggenburg@uiowa.edu</a></td>
</tr>
<tr>
<td>Angelique Johnson</td>
<td>120 USB</td>
<td>(319) 335-2623</td>
<td><a href="mailto:angelique-johnson@uiowa.edu">angelique-johnson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Communications contact and backups for this unit are those individuals listed above in the University Benefits decision-making chain of command.
B. Communication Methods

- E-mail, automated phone service, campus and US mail, and verbal – for communications from unit up the administrative reporting line regarding operations, procedures, or policies:
- E-mail, automated phone service, web site, and verbal – for communications within the unit to employees and students regarding changes in operations, procedures, or policies:
- E-mail, phone, or verbal – for communications from employees and students in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions

Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.

A. Essential Functions of Human Resources–University Benefits

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Jim Schafer HR Specialist I</td>
<td>Yes</td>
<td>Confusion concerning who is working and what is occurring in Benefits</td>
</tr>
<tr>
<td></td>
<td>120 USB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(319) 335-5978</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:james-schafer@uiowa.edu">james-schafer@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Vendor and employee payments</td>
<td>Lynn Weyer Admin Accountant</td>
<td>Partially</td>
<td>Vendors would cancel insurance products</td>
</tr>
<tr>
<td></td>
<td>120 USB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(319) 335-2732</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lynn-weyer@uiowa.edu">lynn-weyer@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Spending accounts</td>
<td>Sonatina Fernandes Clerk IV</td>
<td>Partially</td>
<td>Employees would not receive payments for medical care</td>
</tr>
<tr>
<td></td>
<td>120 USB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(319) 335-2668</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sonatina-fernandes@uiowa.edu">sonatina-fernandes@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Workers Compensation
Joni Troester
HR Specialist III
120 USB
(319) 335-2692
joni-troester@uiowa.edu
Partially
Employees would not receive payments for workplace injuries, illness, and lost time.

5. System Data Entry
Stephanie Von Lienen
Clerk IV
120 USB
(319) 335-2691
stephanie-vonlienen@uiowa.edu
Partially
New hires and people with family changes would not get correct insurance coverage.

B. Essential Function Backups
Three backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Barbara Bennett HR Specialist II 120 USB (319) 335-2675 <a href="mailto:barbara-bennett@uiowa.edu">barbara-bennett@uiowa.edu</a></td>
<td>Debra Hughes HR Specialist III 120 USB (319) 335-5826 <a href="mailto:debra-hughes@uiowa.edu">debra-hughes@uiowa.edu</a></td>
<td>Mary Eggenburg Benefit Specialist 120 USB (319) 335-2674 <a href="mailto:mary-eggenburg@uiowa.edu">mary-eggenburg@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Vendor and employee payments</td>
<td>Stacey Halverson Accountant 120 USB (319) 335-2170 <a href="mailto:stacey-halverson@uiowa.edu">stacey-halverson@uiowa.edu</a></td>
<td>Joshua Anderson Accountant 120 USB (319) 335-5522 <a href="mailto:joshua-anderson@uiowa.edu">joshua-anderson@uiowa.edu</a></td>
<td>Richard Saunders Senior Associate Director, HR 120 USB (319) 335-2673 <a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
</tbody>
</table>
C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.
D. Essential Function Resources
For each of the HR–Benefits essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>e-mail, automated voice mail, campus and US mail, and Benefit web site</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>2. Vendor and employee</td>
<td>E-mail, web site, PeopleSoft and accounting systems, banking systems</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Spending accounts</td>
<td>E-mail, web site, PeopleSoft, self service, and fax access.</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>4. Workers Compensation</td>
<td>E-mail, web site, PeopleSoft, self service, Sedgwick and OSHA systems</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>5. System Data Entry</td>
<td>E-mail, web site, PeopleSoft, self service</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
V. Recovery

The Human Resources-University Benefits unit will face the following tasks and challenges when the University begins to scale back up to full operations (essential and non-essential functions):

- Benefit office staffing to include coverage and training for replacements
- Communication to campus about operations, payments, systems, and timelines
- Internal systems availability
- Vendors systems
- Banking system
- Retroactive processing of claims, enrollments, data entry for employees and families, along with Staffing for the accounting backlog
- Resumption of new employee orientation for replacement workers
ATTACHMENT D-XXII
HUMAN RESOURCES–COMPENSATION AND CLASSIFICATION
Continuity Plan

I. Core Activities
The mission of the Human Resources Compensation and Classification unit comprises the following activities:

- Develop and maintain compensation systems
- Conduct external surveys to provide relevant market data
- Administer Professional and Scientific and Merit compensation systems
- Conduct job audits and analysis and establish new positions
- Approve all employee status changes
- Develop and maintain classification descriptions
- Perform salary equity analysis calculations
- Interpret and apply the Fair Labor Standards Act
- Administer the Jobs@uiowa employment web site
- Coordinate the furloughed employee program.

II. Decision Making

The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Lyra Dickerson</td>
<td>120 USB</td>
<td>335.2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for Compensation and Classification, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Millsap</td>
<td>121 USB</td>
<td>335-2854</td>
<td><a href="mailto:robert-millsap@uiowa.edu">robert-millsap@uiowa.edu</a></td>
</tr>
<tr>
<td>Trevor Glanz</td>
<td>121 USB</td>
<td>335-1848</td>
<td><a href="mailto:trevor-glanz@uiowa.edu">trevor-glanz@uiowa.edu</a></td>
</tr>
<tr>
<td>Consuelo Garcia</td>
<td>121 USB</td>
<td>335-0055</td>
<td><a href="mailto:consuelo-garcia@uiowa.edu">consuelo-garcia@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
</tbody>
</table>
III. Communications

A. Communication Contacts

Communications contact and backups for this unit are those individuals listed above in the Compensation and Classification decision-making chain of command.

B. Communication Methods

- E-mail, telephone – for communications from the unit up the administrative reporting line regarding operations, procedures, or policies

- E-mail, telephone, in-person conversations or meetings – for 1) communications within the unit to employees and students regarding changes in operations, procedures, or policies and 2) communications from employees and students in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions

A. Essential Functions of Compensation and Classification

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
</table>
| 1. Communication to campus on compensation policies, work assignments, hiring of temporary employees. | Robert Millsap  
Senior Assistant Director  
121 USB  
335-2854  
robert-millsap@uiowa.edu | Yes | Inconsistent application of Compensation and Classification policies, confusion among employees, supervisors, managers and directors. |
| 2. Hiring of temporary P&S employees                                                            | Consuelo Garcia  
Human Resource Spec. I  
121 USB  
335-0055  
consuelo-garcia@uiowa.edu | Yes | In the event of mass absences the UI may need to hire temporary employees to conduct essential functions. If temporary employees are not able to be hired essential functions will not be performed. |
3. Approval of interim appointments
Consuelo Garcia
Human Resource Spec. I
121 USB
335-0055
consuelo-garcia@uiowa.edu
Yes
In the event of extended absences of employees, the UI may need to move employees to a higher level classification in order to perform essential functions.

4. Answer questions regarding approval of overtime for employees
Robert Millsap
Senior Assistant Director
121 USB
335-2854
robert-millsap@uiowa.edu
Yes
Misinterpretation of policy may cause confusion on whether employees are eligible for overtime.

5. Review requests to furlough employees
Robert Millsap
Senior Assistant Director
121 USB
335-2854
robert-millsap@uiowa.edu
Yes
All requests to furlough employees must be approved prior to notification. If requests are not reviewed employees may be furloughed inappropriately.

6. Review and approval of special compensation
Consuelo Garcia
Human Resource Spec. I
121 USB
335-0055
consuelo-garcia@uiowa.edu
Yes
Employees may believe they are to receive special compensation for work performed. If request is not reviewed or approved by Compensation and Classification, employee will not receive special compensation.

B. Essential Function Backups
Three backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Trevor Glanz Human Resource Spec. II 121 USB 335-1848 <a href="mailto:trevor-glanz@uiowa.edu">trevor-glanz@uiowa.edu</a></td>
<td>Consuelo Garcia Human Resource Spec. I 121 USB 335-0055 <a href="mailto:consuelo-garcia@uiowa.edu">consuelo-garcia@uiowa.edu</a></td>
<td>Patrick Gilpin Clerk IV 121 USB 335-5298 <a href="mailto:patrick-gilpin@uiowa.edu">patrick-gilpin@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2. Hiring of temporary P&S employees | Trevor Glanz  
Human Resource Spec. II  
121 USB  
335-1848  
trevor-glanz@uiowa.edu | Robert Millsap  
Senior Assistant Director  
121 USB  
335-2854  
robert-millsap@uiowa.edu | Patrick Gilpin  
Clerk IV  
121 USB  
335-5298  
patrick-gilpin@uiowa.edu |
|-------------------------------|-----------------|-----------------|------------------|
| 3. Approval of interim appointments | Trevor Glanz  
Human Resource Spec. II  
121 USB  
335-1848  
trevor-glanz@uiowa.edu | Robert Millsap  
Senior Assistant Director  
121 USB  
335-2854  
robert-millsap@uiowa.edu | Patrick Gilpin  
Clerk IV  
121 USB  
335-5298  
patrick-gilpin@uiowa.edu |
| 4. [Answers to?] questions regarding approval of overtime for employees | Trevor Glanz  
Human Resource Spec. II  
121 USB  
335-1848  
trevor-glanz@uiowa.edu | Consuelo Garcia  
Human Resource Spec. I  
121 USB  
335-0055  
consuelo-garcia@uiowa.edu | Kevin Ward  
Exec. Assoc. Director  
121 USB  
335-0095  
kevin-ward@uiowa.edu |
| 5. Review requests to furlough employees | Kevin Ward  
Exec. Ass. Director  
121 USB  
335-0095  
kevin-ward@uiowa.edu | Trevor Glanz  
Human Resource Spec. II  
121 USB  
335-1848  
trevor-glanz@uiowa.edu | Consuelo Garcia  
Human Resource Spec. I  
121 USB  
335-0055  
consuelo-garcia@uiowa.edu |
| 6. Review and approval of special compensation | Robert Millsap  
Senior Assistant Director  
121 USB  
335-2854  
robert-millsap@uiowa.edu | Trevor Glanz  
Human Resource Spec. II  
121 USB  
335-1848  
trevor-glanz@uiowa.edu | Kevin Ward  
Exec. Assoc. Director  
121 USB  
335-0095  
kevin-ward@uiowa.edu |

**C. Monitoring & Reporting Regarding Essential Functions**

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior
decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For each of the HR–Compensation and Classification essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Internet access, e-mail access, telephone access.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Hiring of temporary P&amp;S employees</td>
<td>Internet access, e-mail access, telephone access.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Approval of interim appointments</td>
<td>Internet access, Workflow access, e-mail access, telephone access.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Answer questions regarding approval of overtime for employees</td>
<td>Internet access, e-mail access, telephone access.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Review requests to furlough employees</td>
<td>Internet access, Workflow access, e-mail access, telephone access.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
V. Recovery

During the recovery phase, it would be important to review and audit the employment actions and salary adjustments that were made during the time that limited services were provided. This audit would include a complete review of transactions that occurred to make sure the actions were correct and appropriate. Any action that may have taken place when there was no access to the Workflow system would have to be input into the system. We would also need to review the pandemic plan for the unit to determine if modifications need to be made because of unanticipated situations.
ATTACHMENT D-XXIII
HUMAN RESOURCES–EMPLOYEE AND LABOR RELATIONS
Continuity Plan

I. Core Activities

The mission of the Human Resources Benefits unit comprises the following activities:

- Labor relations
- Contract and policy administration
- Disciplinary procedures
- Staff grievance and dispute resolution procedures
- Family Medical leave Act administration
- Faculty and Staff Disability Services
- Faculty and Staff Immigration Services
- Unemployment benefit administration

II. Decision Making

The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>(319) 335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>(319) 335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>(319) 335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>(319) 335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Lyra Dickerson</td>
<td>120 USB</td>
<td>(319) 335-2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for Employee and Labor Relations, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>(319) 335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>(319) 335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>(319) 335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Jan Gorman</td>
<td>121 USB</td>
<td>(319) 335-2660</td>
<td><a href="mailto:jan-gorman@uiowa.edu">jan-gorman@uiowa.edu</a></td>
</tr>
</tbody>
</table>
III. Communications

A. Communication Contacts
Communications contact and backups for this unit are those individuals listed above in the University Benefits decision-making chain of command.

B. Communication Methods
E-mail, telephone and web will be the optimal methods of communication
- from the unit up the administrative reporting line regarding operations, procedures, or policies
- within the unit to employees regarding changes in operations, procedures, or policies
- from employees in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions
Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.

A. Essential Functions of Human Resources–Employee and Labor Relations

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Briefly Describe the Potential Effect(s) of Failure to Perform Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Kevin Ward (for contact information, see table above under II. Decision Making)</td>
<td>Yes</td>
<td>Employees and employers will not have time sensitive information about employment practices during a critical period, particularly in the areas of employee communication, application of University policies and the bargaining agreements with AFSCME, SEIU and COGS. This also may require communication with the Board of Regents and State as part of these essential functions.</td>
</tr>
<tr>
<td>2. General application of employment related policies and rules</td>
<td>Kevin Ward Executive Assoc Director, HR &amp; Director, ELR 121 USB (319)335-0095 <a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3. AFSCME contract applications</td>
<td>David Bergeon Human Resources Specialist 120 USB (319) 353-2498 <a href="mailto:david-bergeon@uiowa.edu">david-bergeon@uiowa.edu</a></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
|   | 4. SEIU contract applications | David Bergeon  
Human Resources Specialist  
120 USB  
(319) 353-2498  
david-bergeon@uiowa.edu | Yes |
|---|---|---|---|
|   | 5. COGS contract applications | Kevin Ward  
Executive Assoc Director,  
HR & Director, ELR  
121 USB  
(319)335-0095  
kevin-ward@uiowa.edu | Yes |
|   | 6. Disability issues | Jan Gorman  
Director, Faculty Staff  
Disability Services  
121 USB  
(319)335-2660  
jan-gorman@uiowa.edu | Yes |
|   | 7. FMLA leave | Jan Gorman  
Director, Faculty Staff  
Disability Services  
121 USB  
(319)335-2660  
jan-gorman@uiowa.edu | Yes |
|   | 8. Immigration issues | Randall Ney  
Associate Counsel  
121-20 USB  
(319) 335-2263  
randall-ney@uiowa.edu | Yes |
|   | 9. ELR Behavior Risk liaison | David Bergeon  
Human Resources Specialist  
120 USB  
(319) 353-2498  
david-bergeon@uiowa.edu  
Jan Gorman  
Director, Faculty Staff  
Disability Services  
121 USB  
(319)335-2660  
jan-gorman@uiowa.edu | Yes |

**B. Essential Function Backups**

Backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:
<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Sue Buckley (for contact information, see table above under II. Decision Making)</td>
<td>Judie Hermsen Senior Asst Director, HR 121 USB (319)335-3553 <a href="mailto:Judie-hermsen@uiowa.edu">Judie-hermsen@uiowa.edu</a></td>
<td>Richard Saunders Senior Assoc Director, Benefits 120 USB (319)335-2673 <a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>2. General application of employment related policies and rules</td>
<td>Sue Buckley Vice President, HR 121 USB (319)335-1849 <a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
<td>Judie Hermsen Senior Asst Director, HR 121 USB (319)335-3553 <a href="mailto:Judie-hermsen@uiowa.edu">Judie-hermsen@uiowa.edu</a></td>
<td>David Bergeon Human Resources Specialist 120 USB (319) 353-2498 <a href="mailto:david-bergeon@uiowa.edu">david-bergeon@uiowa.edu</a></td>
</tr>
<tr>
<td>3. AFSCME contract applications</td>
<td>Kevin Ward Executive Assoc Director, HR &amp; Director, ELR 121 USB (319)335-0095 <a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
<td>Lyra Dickerson Senior Asst Director, Employment 102 USB (319)335-2721 <a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
<td>Judie Hermsen Senior Asst Director, HR 121 USB (319)335-3553 <a href="mailto:Judie-hermsen@uiowa.edu">Judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>4. SEIU contract applications</td>
<td>Kevin Ward Executive Assoc Director, HR &amp; Director, ELR 121 USB (319)335-0095 <a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
<td>Judie Hermsen Senior Asst Director, HR 121 USB (319)335-3553 <a href="mailto:Judie-hermsen@uiowa.edu">Judie-hermsen@uiowa.edu</a></td>
<td>Linda Bergquist Senior Asst Director, Human Resources C110 GH (319) 356-3798 <a href="mailto:linda-bergquist@uiowa.edu">linda-bergquist@uiowa.edu</a></td>
</tr>
<tr>
<td>5. COGS contract applications</td>
<td>Jamie Jorgensen (319)335-0400 <a href="mailto:james-jorgensen@uiowa.edu">james-jorgensen@uiowa.edu</a></td>
<td>David Bergeon Human Resources Specialist 120 USB (319) 353-2498 <a href="mailto:david-bergeon@uiowa.edu">david-bergeon@uiowa.edu</a></td>
<td>Trevor Glanz Human Resources Specialist 121-11 USB (319) 335-1848 <a href="mailto:trevor-glanz@uiowa.edu">trevor-glanz@uiowa.edu</a></td>
</tr>
<tr>
<td>6. Disability issues</td>
<td>Judie Hermsen Senior Asst Director, HR 121 USB (319)335-3553 <a href="mailto:Judie-hermsen@uiowa.edu">Judie-hermsen@uiowa.edu</a></td>
<td>Kevin Ward Executive Assoc Director, HR &amp; Director, ELR 121 USB (319)335-0095 <a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
<td>David Bergeon Human Resources Specialist 121-20 USB (319) 333-2498 <a href="mailto:david-bergeon@uiowa.edu">david-bergeon@uiowa.edu</a></td>
</tr>
</tbody>
</table>
C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For each of the HR–Employee and Labor Relations essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
</table>

<p>| If Stockpiling is Possible: |</p>
<table>
<thead>
<tr>
<th></th>
<th>Communication</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer – Email/Web Access</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>General application of employment related policies and rules</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AFSCME contract applications</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SEIU contract applications</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>COGS contract applications</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Disability issues</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FMLA leave</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Immigration issues</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>ELR Behavior Risk liaison</td>
<td>Computer, email and web access, office files</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

V. Recovery

If we have been able to maintain essential functions during a period of emergency, recovery would be less significant as we expand the staff and resources available to address the employment issues as the campus returns to normal functions. If we have not met essential functions the recovery would involve more issues involving corrections, inconsistencies, and potentially disputes and claims involving financial liabilities. Clearly it would be in everyone’s best interest to address human resource issues as they occur as an essential function including active communication with the campus.
ATTACHMENT D-XXIV
HUMAN RESOURCES–EMPLOYMENT SERVICES
Continuity Plan

I. Core Activities

Employment Services is charged with qualifying, referring and appointing individuals to regents merit positions at the University in accordance with the provisions of the regents merit rules, classification and salary system and the AFSCME collective bargaining agreement.

II. Decision Making

The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Lyra Dickerson</td>
<td>120 USB</td>
<td>335.2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for Employment Services, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyra Dickerson</td>
<td>102 USB</td>
<td>335-2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
<tr>
<td>Jane Monserud</td>
<td>102 USB</td>
<td>335-2652</td>
<td><a href="mailto:jane-monserud@uiowa.edu">jane-monserud@uiowa.edu</a></td>
</tr>
<tr>
<td>Keith Becker</td>
<td>102 USB</td>
<td>335-2664</td>
<td><a href="mailto:keith-becker@uiowa.edu">keith-becker@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Trevor Glanz</td>
<td>121 USB</td>
<td>335-1848</td>
<td><a href="mailto:trevor-glanz@uiowa.edu">trevor-glanz@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Communications contact and backups for this unit are those individuals listed above in the Employment Services decision-making chain of command.
B. Communication Methods
Telephone, email are the optimal methods for communications
• from the unit up the administrative reporting line regarding operations, procedures, or policies
• within the unit to employees and students regarding changes in operations, procedures, or policies
• from employees and students in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions
Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.

A. Essential Functions of Human Resources–Employment Services

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communicate to the campus and to applicants the proper application of the regents merit rules and AFSCME contract in regard to posting vacancies, referral of applicants and appointment to fill merit positions.</td>
<td>Lyra W. Dickerson, Dir. Employment Services 102 USB 335-2721 <a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
<td>Yes</td>
<td>Inconsistent application of policies, regents merit rules and AFSCME contract; confusion among employees, supervisors and applicants; inaccurate expectations regarding practices related to these topics.</td>
</tr>
<tr>
<td>2. Advertise merit positions – review and clarify information on merit requisitions; release to post to the job@uiowa website</td>
<td>Patrick Gilpin, Clerk IV 102 USB 335-2657 <a href="mailto:patrick-gilpin@uiowa.edu">patrick-gilpin@uiowa.edu</a></td>
<td>Yes</td>
<td>Incorrect information would cause a delay in the posting of positions and referral of eligible applicants.</td>
</tr>
</tbody>
</table>
| 3. Qualify applicants for merit positions, determine appropriate referral status | Employment Representatives  
Jane Monserud  
HR Specialist I  
102 USB  
335-2652  
jane-monserud@uiowa.edu  
Keith Becker  
Employment Representative I  
102 USB  
335-2664  
keith-becker@uiowa.edu  
Al Young  
Employment Representative I  
102 USB  
335-2415  
allan-young@uiowa.edu  
Heidi Zahner-Younts  
Employment Representative I  
102 USB  
335.2662  
heidi-zahner@uiowa.edu | Yes | Applicants would not be permitted to apply for appropriate vacancies which could result in  
• insufficient qualified applicant pool for the hiring department, and  
• the filing of grievances under the AFSCME contract or regents merit rules for violation of the contract. |
|---|---|---|---|
| 4. Refer qualified applicants to merit positions | Beverly Mason  
Clerk IV  
102 USB  
335-2659  
beverly-mason@uiowa.edu | Yes | Departments would not be able to maintain adequate staffing levels. |
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Appoint individuals to merit positions</strong></td>
<td>Leslie Ungs Clerk IV 102 USB 335-2658 <a href="mailto:leslie-ungs@uiowa.edu">leslie-ungs@uiowa.edu</a></td>
<td>Yes</td>
<td>Departments would not be able to maintain adequate staffing levels. Salaries would not be approved for payment. Benefits would not be set up in a timely manner. Access to systems would be delayed.</td>
<td></td>
</tr>
<tr>
<td><strong>6. Provide temporary staffing service for departments via reassignment of current UI staff and referral of non-UI staff</strong></td>
<td>Heidi Zahner-Younts Employment Representative I 102 USB 335-2662 <a href="mailto:heidi-zahner@uiowa.edu">heidi-zahner@uiowa.edu</a> Beverly Mason Clerk IV 102 USB 335-2659 <a href="mailto:beverly-mason@uiowa.edu">beverly-mason@uiowa.edu</a></td>
<td>Yes</td>
<td>Departments would not be staffed adequately.</td>
<td></td>
</tr>
<tr>
<td><strong>7. Determine the appropriate application of the regents merit rules and ASFCME contract</strong></td>
<td>Lyra W. Dickerson, Dir. Employment Services 102 USB 335-2721 <a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
<td>Yes</td>
<td>Inappropriate appointments could result in grievances and possible termination of staff.</td>
<td></td>
</tr>
<tr>
<td><strong>8. Participate in RIF activities/planning for merit staff</strong></td>
<td>Lyra W. Dickerson, Dir. Employment Services 102 USB 335-2721 <a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
<td>Yes</td>
<td>Incorrect staff could be identified for notice. Affected staff would experience additional stress for an extended period of time.</td>
<td></td>
</tr>
</tbody>
</table>
B. Essential Function Backups
Three backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name &amp; Position</td>
<td>Name &amp; Position</td>
<td>Name &amp; Position</td>
</tr>
<tr>
<td></td>
<td>Campus Office Address</td>
<td>Campus Office Address</td>
<td>Campus Office Address</td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td>Telephone</td>
<td>Telephone</td>
</tr>
<tr>
<td></td>
<td>E-Mail</td>
<td>E-Mail</td>
<td>E-Mail</td>
</tr>
<tr>
<td>1. Communicate to the campus and applicants the proper application of the regents merit rules and AFSCME contract in regard to posting vacancies, referral of applicants and appointment to fill merit positions.</td>
<td>Jane Monserud HR Specialist I 102 USB 335-2652 <a href="mailto:jane-monserud@uiowa.edu">jane-monserud@uiowa.edu</a></td>
<td>Beverly Mason Clerk IV 102 USB 335-2659 <a href="mailto:beverly-mason@uiowa.edu">beverly-mason@uiowa.edu</a></td>
<td>Leslie Ungs Clerk IV 102 USB 335-2658 <a href="mailto:leslie-ungs@uiowa.edu">leslie-ungs@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Advertise merit positions</td>
<td>Marlo Laing Clerk IV 102 USB 335-2947 <a href="mailto:marlo-laing@uiowa.edu">marlo-laing@uiowa.edu</a></td>
<td>Beverly Mason Clerk IV 102 USB 335-2659 <a href="mailto:beverly-mason@uiowa.edu">beverly-mason@uiowa.edu</a></td>
<td>Leslie Ungs Clerk IV 102 USB 335-2658 <a href="mailto:leslie-ungs@uiowa.edu">leslie-ungs@uiowa.edu</a></td>
</tr>
</tbody>
</table>
| 3. Qualify applicants for merit positions, determine appropriate referral status | Employment Representatives
Jane Monserud, HR Specialist I
102 USB
335-2652
jane-monserud@uiowa.edu
Keith Becker, Employment Representative I
102 USB
335-2664
keith-becker@uiowa.edu
Al Young, Employment Representative I
102 USB
335-2415
allan-young@uiowa.edu
Heidi Zahner-Younts, Employment Representative I
102 USB
335-2662
heidi-zahner@uiowa.edu | Lyra W. Dickerson, Dir. Employment Services
102 USB
335-2721
lyra-dickerson@uiowa.edu | Leslie Unger, Clerk IV
102 USB
335-2658
leslie-ungs@uiowa.edu |

| 4. Refer qualified applicants to merit positions | Leslie Unger, Clerk IV
102 USB
335-2658
leslie-ungs@uiowa.edu | Marlo Laing, Clerk IV
102 USB
335-2947
marlo-laing@uiowa.edu | Patrick Gilpin, Clerk IV
102 USB
335-2657
patrick-gilpin@uiowa.edu |
| 5. Appoint individuals to merit positions | Beverly Mason  
Clerk IV  
102 USB  
335-2659  
beverly-mason@uiowa.edu | Patrick Gilpin  
Clerk IV  
102 USB  
335-2657  
patrick-gilpin@uiowa.edu | Jane Monserud  
HR Specialist I  
102 USB  
335-2652  
jane-monserud@uiowa.edu |
|-----------------|------------------|------------------|------------------|
| 6. Provide temporary staffing service for departments via reassignment of current UI staff and referral of non-UI staff | Keith Becker, Employment Representative I  
102 USB  
335-2664  
keith-becker@uiowa.edu  
Leslie Uungs, clerk IV  
102 USB  
335-2658  
leslie-ungs@uiowa.edu | Jane Monserud  
HR Specialist I  
102 USB  
335-2652  
jane-monserud@uiowa.edu  
Marlo Laing, clerk IV  
102 USB  
335-2947  
marlo-laing@uiowa.edu | Al Young, Employment Representative I  
102 USB  
335-2415  
allan-young@uiowa.edu  
Patrick Gilpin, clerk IV  
102 USB  
335-2657  
patrick-gilpin@uiowa.edu |
| 7. Determine the appropriate application of the regents merit rules and ASFCME contract | Jane Monserud  
HR Specialist I  
102 USB  
335-2652  
jane-monserud@uiowa.edu | Kevin Ward, Executive Assoc. Dir.  
121 USB  
335-0095  
kevin-ward@uiowa.edu | David Bergeon  
HR Specialist II  
121 USB  
335-2498  
david-bergeon@uiowa.edu |
| 8. Participate in RIF activities/planning for merit staff | Jane Monserud  
HR Specialist I  
102 USB  
335-2652  
jane-monserud@uiowa.edu | Kevin Ward, Executive Assoc. Dir.  
121 USB  
335-0095  
kevin-ward@uiowa.edu |}

**C. Monitoring & Reporting Regarding Essential Functions**

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.
In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For each of the HR–Employment Services essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communicate to the campus and applicants the proper application of the regents merit rules and AFSCME contract in regard to posting vacancies, referral of applicants and appointment to fill merit positions.</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Advertise merit positions</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Qualify applicants for merit positions, determine appropriate referral status</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Refer qualified applicants to merit positions</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Appoint individuals to merit positions</td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer, telephone</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---------------------</td>
<td>----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Provide temporary staffing service for departments via reassignment of current UI staff and referral of non-UI staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Determine the appropriate application of the regents merit rules and ASFCME contract</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Participate in RIF activities/planning for merit staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VI. Recovery**

- Reconnection of computer and printers if disconnected
- Reconnection of phone service/equipment if disconnected
- Campus mail service
ATTACHMENT D-XXV
HUMAN RESOURCES–INFORMATION MANAGEMENT, FINANCE & OPERATIONS (IMFO)
Continuity Plan

I. Core Activities
The mission of the Human Resources Benefits unit comprises the following activities:

- advancement of the University's commitment to building a technically proficient workforce through such user-oriented means as web development and adaptable reporting
- enhance workflow and data administration through improvement and implementation of technical resources

II. Decision Making
The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sue Buckley</td>
<td>121 USB</td>
<td>335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>3 Richard Saunders</td>
<td>120 USB</td>
<td>335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Judie Hermsen</td>
<td>121 USB</td>
<td>335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>5. Lyra Dickerson</td>
<td>120 USB</td>
<td>335.2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for Information Management, Finance and Operations, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Larry Meyer</td>
<td>121 USB</td>
<td>335-0566</td>
<td><a href="mailto:larry-meyer@uiowa.edu">larry-meyer@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Elaine Haddy</td>
<td>121 USB</td>
<td>335-2373</td>
<td><a href="mailto:elaine-haddy@uiowa.edu">elaine-haddy@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Mike Kaplan</td>
<td>121 USB</td>
<td>335-0166</td>
<td><a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Angela Bell</td>
<td>121 USB</td>
<td>334-2080</td>
<td><a href="mailto:angela-bell@uiowa.edu">angela-bell@uiowa.edu</a></td>
</tr>
</tbody>
</table>
III. Communications

A. Communication Contacts

Communications contact and backups for this unit are those individuals listed above in the University Benefits decision-making chain of command.

B. Communication Methods

E-mail and telephone will be the optimal methods of communication

- from the unit up the administrative reporting line regarding operations, procedures, or policies
- within the unit to employees and students regarding changes in operations, procedures, or policies from employees and students in the unit regarding their ability to meet commitments to the unit

IV. Essential Functions

*Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.*

A. Essential Functions of Human Resources–Information Management, Finances, & Operations

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Larry Meyer/Elaine Haddy/Mike Kaplan/Angela Bell</td>
<td>Yes</td>
<td>People won’t be notified</td>
</tr>
<tr>
<td>2. HR Transaction Special Comp prior approval and payments</td>
<td>Matt Mason Application Developer 121 USB 335-5646 <a href="mailto:matt-mason@uiowa.edu">matt-mason@uiowa.edu</a></td>
<td>Yes</td>
<td>Employees won’t get paid correctly/could be overpaid /incorrect benefits</td>
</tr>
<tr>
<td>3. Workers Compensation</td>
<td>Matt Mason Application Developer 121 USB 335-5646 <a href="mailto:matt-mason@uiowa.edu">matt-mason@uiowa.edu</a></td>
<td>YES</td>
<td>No workers comp claims /late payments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| 4. Immigration tracking system | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu | Yes | Application won’t work |
| 5. Merit and P&S jobs system | Gare Calhoun  
Application Developer  
121 USB  
335-6202  
legare-calhoun@uiowa.edu | Yes | Jobs can’t be filled/EOD forms not done |
| 6. P&S and merit requisitions | Gare Calhoun  
Application Developer  
121 USB  
335-6202  
legare-calhoun@uiowa.edu | Yes | Jobs can’t be advertised |
| 7. Workflow attachments | Eric Johnson  
Application Developer  
121 USB  
335-6202  
eric-johnson-1@uiowa.edu | Yes | Can’t sign the document which will delay payments/possible overpayments |
| 8. Workflow | Mike Kaplan  
Application Developer & Support  
121 USB  
335-0166  
michael-kaplan@uiowa.edu | Yes | Can’t sign documents which will delay payments/possible overpayment |
| 9. Self service employee functions | Mike Kaplan  
Application Developer & Support  
121 USB  
335-0166  
michael-kaplan@uiowa.edu | Yes | Employees can’t do normal University business/paycheck reviews/time reporting |
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Contact Person</th>
<th>Contact Information</th>
<th>Recommendation</th>
<th>Risk Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>HR transaction system</td>
<td>Mike Kaplan</td>
<td>Application Developer &amp; Support</td>
<td>Yes</td>
<td>Departments can’t begin hire/change/term process resulting in overpayments and underpayments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121 USB</td>
<td>335-0166</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>PeopleSoft system payroll/benefits processing support</td>
<td>Mike Kaplan</td>
<td>Application Developer &amp; Support</td>
<td>Yes</td>
<td>All pay/hr and benefits would be shut down. Total disaster</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121 USB</td>
<td>335-0166</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>PeopleSoft system security and maintenance</td>
<td>Carol Drum</td>
<td>Application Developer</td>
<td>Yes</td>
<td>All pay/hr and benefits would be shut down. Total disaster</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121 USB</td>
<td>335-6321</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:carol-drum@uiowa.edu">carol-drum@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>PeopleSoft tax updates (only needed for new year tax tables, which occur in December or January of each year)</td>
<td>Carol Drum</td>
<td>Application Developer</td>
<td>Yes</td>
<td>Incorrect taxes submitted to Internal Revenue. Possible fines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121 USB</td>
<td>335-6321</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:carol-drum@uiowa.edu">carol-drum@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Effort reporting during August and Sept when annual PARs are required for federal analysis and reporting</td>
<td>Michael Alberhasky</td>
<td>Application Developer</td>
<td>Yes</td>
<td>Could wait but has some a-21 issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121 USB</td>
<td>335-1009</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:michael-alberhasky@uiowa.edu">michael-alberhasky@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Budget management during the annual budget planning process</td>
<td>Michael Alberhasky</td>
<td>Application Developer</td>
<td>Yes</td>
<td>New budgets and salary planning not done timely. Financial issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121 USB</td>
<td>335-1009</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:michael-alberhasky@uiowa.edu">michael-alberhasky@uiowa.edu</a></td>
<td></td>
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<tr>
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<tr>
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<td>---</td>
<td></td>
</tr>
<tr>
<td>16. Reporting of newly hired employees to the central registry. <em>(Required by state and federal law for child support tracking)</em></td>
<td>Patricia Cowles  Info Tech Support Services  121 USB  335-2666  <a href="mailto:patricia-cowles@uiowa.edu">patricia-cowles@uiowa.edu</a></td>
<td>Yes</td>
<td>Possible fines for late reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Pro Trav</td>
<td>Michael Alberhasky  Application Developer  121 USB  335-1009  <a href="mailto:michael-alberhasky@uiowa.edu">michael-alberhasky@uiowa.edu</a></td>
<td>Yes</td>
<td>Travel payments approvals not made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Windows server report</td>
<td>Michael Alberhasky  Application Developer  121 USB  335-1009  <a href="mailto:michael-alberhasky@uiowa.edu">michael-alberhasky@uiowa.edu</a></td>
<td>Yes</td>
<td>Application won’t work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Financial aid – JobNet</td>
<td>Michael Alberhasky  Application Developer  121 USB  335-1009  <a href="mailto:michael-alberhasky@uiowa.edu">michael-alberhasky@uiowa.edu</a></td>
<td>Yes</td>
<td>No students applying for jobs electronically must be done manually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. FSDS application</td>
<td>Hans Hoerschelman  Application Developer  121 USB  335-0132  <a href="mailto:hans-hoerschelman@uiowa.edu">hans-hoerschelman@uiowa.edu</a></td>
<td>Yes</td>
<td>Application won’t work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. E-deposit</td>
<td>Jacob Feuerbach  Application Developer  121 USB  335-5142  <a href="mailto:jacob-feuerbach@uiowa.edu">jacob-feuerbach@uiowa.edu</a></td>
<td>Yes</td>
<td>Financial implications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. Essential Function Backups**
Backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:
<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Larry Meyer</td>
<td>Elaine Haddy</td>
<td>Angela Bell</td>
</tr>
<tr>
<td>2. HR Transaction Special Comp prior approval and payments</td>
<td>Mike Kaplan Application Developer &amp; Support 121 USB 335-0166 <a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
<td>Gare Calhoun Application Developer 121 USB 335-0166 <a href="mailto:legare-calhoun@uiowa.edu">legare-calhoun@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>3. Workers Compensation</td>
<td>Mike Kaplan Application Developer &amp; Support 121 USB 335-0166 <a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
<td>Gare Calhoun Application Developer 121 USB 335-0166 <a href="mailto:legare-calhoun@uiowa.edu">legare-calhoun@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>4. Immigration tracking system</td>
<td>Mike Kaplan Application Developer &amp; Support 121 USB 335-0166 <a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
<td>Gare Calhoun Application Developer 121 USB 335-0166 <a href="mailto:legare-calhoun@uiowa.edu">legare-calhoun@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>5. Merit and P&amp;S jobs system</td>
<td>Mike Kaplan Application Developer &amp; Support 121 USB 335-0166 <a href="mailto:michael-kaplan@uiowa.edu">michael-kaplan@uiowa.edu</a></td>
<td>Matt Mason Application Developer 121 USB 335-5646 <a href="mailto:matt-mason@uiowa.edu">matt-mason@uiowa.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
| 6. P&S and merit requisitions | Mike Kaplan  
Application Developer & Support  
121 USB  
335-0166  
michael-kaplan@uiowa.edu | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu |
| --- | --- | --- |
| 7. Workflow attachments | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael-alberhasky@uiowa.edu | Mike Kaplan  
Application Developer & Support  
121 USB  
335-0166  
michael-kaplan@uiowa.edu |
| 8. Workflow | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu | Hans Hoerschelman  
Application Developer  
121 USB  
335-0132  
hans-hoerschelman@uiowa.edu |
| 9. Self service employee functions | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu | Hans Hoerschelman  
Application Developer  
121 USB  
335-0132  
hans-hoerschelman@uiowa.edu |
| 10. HR transaction system | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu | Hans Hoerschelman  
Application Developer  
121 USB  
335-0132  
hans-hoerschelman@uiowa.edu |
| 11. PeopleSoft system payroll/benefits processing support | Carol Drum  
Application Developer  
121 USB  
335-6321  
carol-drum@uiowa.edu | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu |
| 12. PeopleSoft  
system security  
and maintenance | Mike Kaplan  
Application Developer  
& Support  
121 USB  
335-0166  
michael- 
kaplan@uiowa.edu | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu |
|------------------|-------------------------------------------------|-------------------------------------------------|
| 13. PeopleSoft  
tax updates (only  
needed for new  
year tax tables,  
which occur in  
December or  
January of each  
year) | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt- 
mason@uiowa.edu | Mike Kaplan  
Application Developer  
& Support  
121 USB  
335-0166  
michael- 
kaplan@uiowa.edu |
|------------------|-------------------------------------------------|-------------------------------------------------|
| 14. Effort  
reporting during  
August and Sept  
when annual  
PARs are  
required for  
federal analysis  
and reporting | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael- 
alberhasky@uiowa.edu | Hans Hoerschelman  
Application Developer  
121 USB  
335-0132  
hans- 
hoerschelman@uiowa.edu |
|------------------|-------------------------------------------------|-------------------------------------------------|
| 15. Budget  
management  
during the annual  
budget planning  
process | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael- 
alberhasky@uiowa.edu | Hans Hoerschelman  
Application Developer  
121 USB  
335-0132  
hans- 
hoerschelman@uiowa.edu |
|------------------|-------------------------------------------------|-------------------------------------------------|
| 16. Reporting of  
newly hired  
employees to the  
central registry.  
(Required by  
state and federal  
law for child  
support tracking) | Gert Nath  
Info Tech Support  
Services  
121 USB  
335-0014  
gertrude- 
nath@uiowa.edu | Mike Kaplan  
Application Developer  
& Support  
121 USB  
335-0166  
michael- 
kaplan@uiowa.edu |
| 17. Pro Trav | Jacob Feuerbach  
Application Developer  
121 USB  
335-5142  
jacob-feuerbach@uiowa.edu | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael-alberhasky@uiowa.edu |
| 18. Windows server report | Jacob Feuerbach  
Application Developer  
121 USB  
335-5142  
jacob-feuerbach@uiowa.edu | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael-alberhasky@uiowa.edu |
Application Developer  
121 USB  
335-5142  
jacob-feuerbach@uiowa.edu | |
| 20. FSDS application | Matt Mason  
Application Developer  
121 USB  
335-5646  
matt-mason@uiowa.edu | |
| 21. E-deposit | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael-alberhasky@uiowa.edu | Michael Alberhasky  
Application Developer  
121 USB  
335-1009  
michael-alberhasky@uiowa.edu |

**C. Monitoring & Reporting Regarding Essential Functions**

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for
the essential function, in consultation with the senior decision maker in the administrative unit, will
determine optimal procedures for mitigating loss/damage due to failure to meet the essential function
and determine if/when such procedures should be implemented.

D. Essential Function Resources
For each of the HR–Information Management, Finance, & Operations essential functions, the following
resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. HR Transaction Special Comp prior approval and payments</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Workers Compensation</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Immigration tracking system</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Merit and P&amp;S jobs system</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. P&amp;S and merit requisitions</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Workflow attachments</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Workflow</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Self service employee functions</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>HR transaction system</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
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<td>11.</td>
<td>PeopleSoft system payroll/benefits processing support</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>PeopleSoft system security and maintenance</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
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<tr>
<td>13.</td>
<td>PeopleSoft tax updates (only needed for new year tax tables, which occur in December or January of each year)</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Effort reporting during August and Sept when annual PARs are required for federal analysis and reporting</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Budget management during the annual budget planning process</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Reporting of newly hired employees to the central registry. (Required by state and federal law for child support tracking)</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Pro Trav</td>
<td>Computer and Internet Provider</td>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
18. Windows server report  |  Computer and Internet Provider  |  N  \\
19. Financial aid – JobNet  |  Computer and Internet Provider  |  N  \\
20. FSDS application  |  Computer and Internet Provider  |  N  \\
21. E-deposit  |  Computer and Internet Provider  |  N  \\

V. Recovery

At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, IMFO team meeting will be held daily to determine critical functions or issues and assign available resources.
ATTACHMENT D-XXVI
HUMAN RESOURCES–ORGANIZATIONAL EFFECTIVENESS
Continuity Plan

I. Core Activities

The mission of the Human Resources Organizational Effectiveness (OE) unit is to help strengthen individual and organizational learning and performance. OE advocates for a University community that builds upon a humane, healthy, effective and competent culture. Specific, essential services are provided through Employee Assistance Program, critical incident facilitation, dependent care assistance, wellness experts, work redesign and facilitation of discussions and crisis management as requested by units.

II. Decision Making

The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>(319) 335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>(319) 335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>(319) 335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>(319) 335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for Organizational Effectiveness, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joni Troester</td>
<td>121 USB</td>
<td>(319) 335-2692</td>
<td><a href="mailto:joni-troester@uiowa.edu">joni-troester@uiowa.edu</a></td>
</tr>
<tr>
<td>Teresa Kulper</td>
<td>121 USB</td>
<td>(319) 335-2085</td>
<td><a href="mailto:teresa-kulper@uiowa.edu">teresa-kulper@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>(319) 335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>(319) 335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts

Communications contact and backups for this unit are those individuals listed above in the University Benefits decision-making chain of command.

B. Communication Methods

Communications from the unit up the administrative reporting line regarding operations, procedures, or policies could occur via our telephone tree in OE or with email lists that we have internal to the unit. We also have a listing with all home and cell phone numbers.
For communications within the unit to employees and students regarding changes in operations, procedures, or policies, we have list servs for our major client or customer groups.

For communications from employees and students in the unit regarding their ability to meet commitments to the unit email if functioning will be the first choice, but all persons within OE have access to home numbers, work numbers and cell numbers when available.

IV. Essential Functions

Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.

A. Essential Functions of Human Resources–Organizational Effectiveness

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Joni Troester 121-50 USB (319) 335-2692 <a href="mailto:joni-troester@uiowa.edu">joni-troester@uiowa.edu</a></td>
<td>Yes</td>
<td>Unit will not know what is happening organizationally or expectations related to showing up at work and demands from campus units</td>
</tr>
<tr>
<td>2. Employee Assistance Program, counseling for individuals or families</td>
<td>Carol Wozniak-Rebhuhn 121-50 USB (319) 335-2085 <a href="mailto:carol-wozniak-rebhuhn@uiowa.edu">carol-wozniak-rebhuhn@uiowa.edu</a></td>
<td>Via phone if necessary</td>
<td>Mass confusion and anxiety.</td>
</tr>
<tr>
<td>3. BRM/Critical Incident Debrief, including grief counseling for groups</td>
<td>Teresa Kulper Dir of Faculty &amp; Staff Services 121-50 USB (319) 335-2085 <a href="mailto:teresa-kulper@uiowa.edu">teresa-kulper@uiowa.edu</a></td>
<td>Via phone if necessary</td>
<td>Mass confusion and anxiety.</td>
</tr>
<tr>
<td>4. Flexible work arrangements</td>
<td>Jane Holland Family Services Coordinator 121-50 USB (319) 335-1371 <a href="mailto:jane-holland@uiowa.edu">jane-holland@uiowa.edu</a></td>
<td>Yes</td>
<td>Concern over dependent care.</td>
</tr>
<tr>
<td>Essential Function # (from above)</td>
<td>First Backup</td>
<td>Second Backup</td>
<td>Third Backup</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| 1. Communication                 | a. Teresa Kulper  
   121-50 USB  
   (319) 335-2085  
   teresa-kulper@uiowa.edu  
   b. Megan Moeller  
   111 CC  
   (319) 335-5424  
   megan-moeller@uiowa.edu  | a. Kevin D. Ward  
   121 USB  
   (319) 335-0095  
   kevin-ward@uiowa.edu  
   b. Richard G. Saunders  
   120-40 USB  
   (319) 335-2676  
   richard-saunders@uiowa.edu  | a. Judie Hermsen  
   121 USB  
   (319) 335-3553  
   judie-hermsen@uiowa.edu  
   b. Teresa Kulper  
   121-50 USB  
   (319) 335-2085  
   teresa-kulper@uiowa.edu |
|                                 |  
|                                 |  
|                                 |  

**B. Essential Function Backups**

Backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:
<table>
<thead>
<tr>
<th></th>
<th>Employee Assistance Program, counseling for individuals or families</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
|   | Joan Rinner  
Organizational Consultant  
121-50 USB  
(319) 335-2052  
joan-rinner@uiowa.edu | Teresa Kulper  
Organizational Consultant  
121-50 USB  
(319) 335-2085  
teresa-kulper@uiowa.edu | Marvin Sims  
5149 WL  
(319) 335-9336  
marvin-sims@uiowa.edu |
|   |   |   | Jane Caton  
Social Services  
C124 GH  
(319) 356-2207  
jane-caton@uiowa.edu |
|   | Carol Wozniak-Rebhuhn  
Organizational Consultant  
121-50 USB  
(319) 335-2052  
carol-wozniakrebhuhn@uiowa.edu | Joan Rinner  
Organizational Consultant  
121-50 USB  
(319) 335-2052  
joan-rinner@uiowa.edu |   |
| 3. BRM/Critical Incident Debrief, including grief counseling for groups |   |   | Marvin Sims  
5149 WL  
(319) 335-9336  
marvin-sims@uiowa.edu |
| 4. Flexible work arrangements | Joni Troester  
Dir of WorkLife and UI Wellness  
121-50 USB  
(319) 335-2692  
joni-troester@uiowa.edu | Nancy Noyer  
121-50 USB  
(319) 335-0560  
nancy-noyer@uiowa.edu | Judie Hermsen  
Senior Asst Dir, HR Admin Services  
121 USB  
(319) 335-3553  
judie-hermsen@uiowa.edu |
| 5. Workers Compensation | Amy Edeker  
120-28 USB  
(319) 353-2375  
amy-edeker@uiowa.edu | Richard Saunders  
Senior Associate Director, HR  
120-40 USB  
(319) 335-2676  
richard-saunders@uiowa.edu | Bethany Kaplan  
HR Specialist I  
120-40 USB  
(319) 335-2679  
bethany-kaplay@uiowa.edu |
| 6. Student Subsidy Program (only if class is in session) | Ruth Hurlburt  
Asst to OE  
121-50 USB  
353-2314  
ruth-hurlburt@uiowa.edu | Alisha Dewey  
121-50 USB  
(319) 335-2085  
alisha-dewey@uiowa.edu | Joni Troester  
120-32 USB  
(319) 335-2692  
joni-troester@uiowa.edu |
C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources

For each of the HR–Organizational Effectiveness essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication to campus regarding OE essential services including those identified in #2-7</td>
<td>Phone, land line and cell, access to network would be ideal</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Employee Assistance Program, counseling for individuals or families</td>
<td>Phone line and cell, web would be ideal</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. BRM/Critical Incident Debrief, including grief counseling for groups</td>
<td>Same as above</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------</td>
<td>----</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Flexible work arrangements</td>
<td>Phone, land, access to line and cell</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Workers Compensation</td>
<td>Phone land line, cell line and access to computer</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Student Subsidy Program (only if class is in session)</td>
<td>Same as above</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. On-campus child care centers</td>
<td>Center Administrative staff, food, water, diapers, formula, electricity, first aid, disinfectant, garbage disposal access, phone, cell, internet</td>
<td>Yes depending on length of pandemic</td>
<td>Would need to be estimated</td>
<td>Unknown, possibly on site at child care centers</td>
<td></td>
</tr>
</tbody>
</table>

V. Recovery

At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, we believe it will be important for all units within the UI to identify a point of contact for reentry issues. Units will want to be prepared to deal with fear and anxiety about returning to work, grieving over the loss of co-workers or family members, redesigning work if a number of people are not returning, and anger and/or financial problems related to some employees having exhausted their benefits. So, if a unit is experiencing these issues, OE could work with those designated individuals and educate them on how to handle critical incident debriefing and how to have access to EAP resource professionals. This will assist in smooth transitions if individuals are aware of support resources and how to normalize the feelings that they may be experiencing, thus improving productivity overall.

We also believe it may be useful to consider an all-staff communication each morning and possibly prior to going home within units to share organizational updates and specific unit considerations or needs, thus planning for recovery throughout the weeks of getting back to full operation.
II. Core Activities

The University of Iowa Payroll Office is dedicated to providing reliable, comprehensive payroll-related services.
- Paying employees accurately and timely for both biweekly and monthly payrolls
- Providing annual tax information for US Citizens and nonresident aliens
- Handling Federal and State tax reporting and deposits
- Maintaining payroll-related accounting data
- Maintaining vacation/sick leave balance information for staff
- Auditing of independent contractor payments

II. Decision Making

The following persons comprise the “umbrella” chain of command for University Human Resources (UHR) as a whole, including all units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Buckley</td>
<td>121 USB</td>
<td>335-1849</td>
<td><a href="mailto:sue-buckley@uiowa.edu">sue-buckley@uiowa.edu</a></td>
</tr>
<tr>
<td>Kevin Ward</td>
<td>121 USB</td>
<td>335-0095</td>
<td><a href="mailto:kevin-ward@uiowa.edu">kevin-ward@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>335.2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Judie Hermsen</td>
<td>121 USB</td>
<td>335-3553</td>
<td><a href="mailto:judie-hermsen@uiowa.edu">judie-hermsen@uiowa.edu</a></td>
</tr>
<tr>
<td>Lyra Dickerson</td>
<td>120 USB</td>
<td>335-2721</td>
<td><a href="mailto:lyra-dickerson@uiowa.edu">lyra-dickerson@uiowa.edu</a></td>
</tr>
</tbody>
</table>

The following persons comprise the chain of command for Payroll, a UHR unit for which the “umbrella” chain of command is listed immediately above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri Hein and Dan Schropp</td>
<td>120-30 USB</td>
<td>335-2374</td>
<td><a href="mailto:terri-hein@uiowa.edu">terri-hein@uiowa.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>335-2382</td>
<td><a href="mailto:daniel-schropp@uiowa.edu">daniel-schropp@uiowa.edu</a></td>
</tr>
<tr>
<td>Richard Saunders</td>
<td>120 USB</td>
<td>335-2673</td>
<td><a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Sue Engler</td>
<td>120-30 USB</td>
<td>335-3829</td>
<td><a href="mailto:sue-engler@uiowa.edu">sue-engler@uiowa.edu</a></td>
</tr>
<tr>
<td>Rachel Quinlan</td>
<td>120-30 USB</td>
<td>353-2097</td>
<td><a href="mailto:rachel-quinlan@uiowa.edu">rachel-quinlan@uiowa.edu</a></td>
</tr>
</tbody>
</table>
III. Communications

A. Communication Contacts
Communications contact and backups for this unit are those individuals listed above in the University Benefits decision-making chain of command.

B. Communication Methods
Communications from the unit up the administrative reporting line regarding operations, procedures, or policies: Email, Telephone

Communications within the unit to employees and students regarding changes in operations, procedures, or policies: In-person conversation or meetings, HR pandemic website, email, telephone

Communications from employees and students in the unit regarding their ability to meet commitments to the unit: In-person conversation or meetings, email, telephone

IV. Essential Functions
Each unit of UHR (Benefits, Compensation and Classification, Employee and Labor Relations, Employment Services, Information Management, Organizational Effectiveness, and Payroll) has its own unit pandemic preparedness plan. Refer to those plans for other essential functions within UHR.

A. Essential Functions of Human Resources–Payroll

<table>
<thead>
<tr>
<th>Essential Function Description</th>
<th>Primary Individual Responsible for Function (incl position, campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Terri Hein or Dan Schropp Assistant Director 120-30 USB 335-2374 - Terri 335-2382 - Dan <a href="mailto:terri-hein@uiowa.edu">terri-hein@uiowa.edu</a> <a href="mailto:daniel-schropp@uiowa.edu">daniel-schropp@uiowa.edu</a></td>
<td>Yes</td>
<td>University of Iowa employees are unaware of how they will be paid or if they will be paid in a timely manner - stress and anxiety for staff.</td>
</tr>
<tr>
<td>Task Description</td>
<td>Contact Person</td>
<td>Yes/No</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>---------------------------------------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2. Payroll processing – transaction system</td>
<td>Dan Schropp</td>
<td>Yes</td>
<td>For the most critical part of the operation. Biweekly or Monthly employees will not get paid, limiting staff with access to funds to meet day to day expenses - increases stress and anxiety in staff. One of the biggest obstacles will be printing of reports and checks as we are unable to print from a remote site.</td>
</tr>
<tr>
<td>3. Payroll accounting; income tax processing and remittance; vendor remittance</td>
<td>Terri Hein</td>
<td>Yes</td>
<td>Taxes will not be submitted to Federal and State Agencies in a timely manner (potential penalties and interest) as well as child support will not be sent, which reduces the ability for individuals to meet day-to-day needs. Accounting - general ledger information as well as accounting for grants related to Federal and State funding would not be accurate.</td>
</tr>
<tr>
<td>4. Nonresident alien taxation</td>
<td>Pat Meskimen</td>
<td>Yes</td>
<td>Nonresident alien taxation would not be correct - staff member could be taxed incorrectly, or could run into potential issues related to visa violations.</td>
</tr>
<tr>
<td>5. Payroll vouchers and special compensation</td>
<td>Marianne Stratton</td>
<td>Yes</td>
<td>Payments to independent contractors and University of Iowa staff would be delayed.</td>
</tr>
<tr>
<td>6. Garnishment processing</td>
<td>De Benoit</td>
<td>Yes</td>
<td>Payment to Federal/State agencies as well as creditors would be delayed.</td>
</tr>
<tr>
<td>7. Child support processing</td>
<td>Marianne Stratton Clerk IV 120-30 USB 335-2420 <a href="mailto:marianne-stratton@uiowa.edu">marianne-stratton@uiowa.edu</a></td>
<td>Yes</td>
<td>Child support payments would be delayed limiting the individual’s ability to meet day-to-day obligations.</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------</td>
<td>------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>8. Vacation/sick leave – time reporting</td>
<td>Rus Schomers Clerk IV 120-30 USB 335-2378 <a href="mailto:russell-schomers@uiowa.edu">russell-schomers@uiowa.edu</a></td>
<td>Yes - would be able to load time records to pay but would not be able to receive paper copy corrections.</td>
<td>Pay Adjustments (overtime, shift etc.) and updating of leave balance information would be delayed for paper copy regular or corrected time records.</td>
</tr>
<tr>
<td>9. Biweekly payroll processing</td>
<td>Denise Fuller Clerk IV 120-30 USB 335-2387 <a href="mailto:denise-fuller@uiowa.edu">denise-fuller@uiowa.edu</a></td>
<td>Yes - would be able to load time records but would not be able to make corrections.</td>
<td>Without the ability to print the error edit at home, some payments would be processed incorrectly and some staff would not get paid at all. Also, would not be able to receive any paper copy regular or corrected biweekly time records for processing.</td>
</tr>
<tr>
<td>10. Daily off-cycle processing</td>
<td>Rus Schomers Clerk IV 120-30 USB 335-2378 <a href="mailto:russell-schomers@uiowa.edu">russell-schomers@uiowa.edu</a></td>
<td>Yes for direct deposit payments only, not checks.</td>
<td>Payments that would need to be made on an ad hoc basis could be delayed, if a paper check is required.</td>
</tr>
<tr>
<td>11. 1042-S tax processing</td>
<td>Pat Meskimen HR Specialist II 120-30 USB 335-2383 <a href="mailto:patricia-meskimen@uiowa.edu">patricia-meskimen@uiowa.edu</a></td>
<td>Yes</td>
<td>Potentially inaccurate reporting of tax information to Federal and State Government</td>
</tr>
</tbody>
</table>
**B. Essential Function Backups**

Backup individuals (in order of succession) will take responsibility for essential functions in the event that the primary individual is unavailable, as listed:

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>First Backup</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Name &amp; Position</strong></td>
<td><strong>Name &amp; Position</strong></td>
<td><strong>Name &amp; Position</strong></td>
</tr>
<tr>
<td>1. Communication</td>
<td>Richard Saunders Sr Associate Director 120-40 USB 335-2673 <a href="mailto:richard-saunders@uiowa.edu">richard-saunders@uiowa.edu</a></td>
<td>Sue Engler HR Specialist II 120-30 USB 335-3829 <a href="mailto:sue-engler@uiowa.edu">sue-engler@uiowa.edu</a></td>
<td>Rachel Quinlan Administrative Accountant 120-30 USB 335-2097 <a href="mailto:rachel-quinlan@uiowa.edu">rachel-quinlan@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Payroll processing – transaction system</td>
<td>Rachel Quinlan Administrative Accountant 120-30 USB 353-2097 <a href="mailto:rachel-quinlan@uiowa.edu">rachel-quinlan@uiowa.edu</a></td>
<td>Katie Villhauer HR Specialist I 120-30 USB 335-2380 <a href="mailto:katie-villhauer@uiowa.edu">katie-villhauer@uiowa.edu</a></td>
<td>Terri Hein Assistant Director 120-30 USB 335-2374 <a href="mailto:terri-hein@uiowa.edu">terri-hein@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Payroll accounting, income tax processing and remittance</td>
<td>Rachel Quinlan Administrative Accountant 120-30 USB 353-2097 <a href="mailto:rachel-quinlan@uiowa.edu">rachel-quinlan@uiowa.edu</a></td>
<td>Xuefen Zhen Accountant 120-30 USB 353-2460 <a href="mailto:xuefen-zhen@uiowa.edu">xuefen-zhen@uiowa.edu</a></td>
<td>Katie Villhauer HR Specialist I 120-30 USB 335-2380 <a href="mailto:katie-villhauer@uiowa.edu">katie-villhauer@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Nonresident alien taxation</td>
<td>Xuefen Zhen Accountant 120-30 USB 353-2460 <a href="mailto:xuefen-zhen@uiowa.edu">xuefen-zhen@uiowa.edu</a></td>
<td>Katie Villhauer HR Specialist I 120-30 USB 335-2380 <a href="mailto:katie-villhauer@uiowa.edu">katie-villhauer@uiowa.edu</a></td>
<td>Terri Hein Assistant Director 120-30 USB 335-2374 <a href="mailto:terri-hein@uiowa.edu">terri-hein@uiowa.edu</a></td>
</tr>
<tr>
<td>5. Payroll vouchers and special compensation</td>
<td>Katie Villhauer HR Specialist I 120-30 USB 335-2380 <a href="mailto:katie-villhauer@uiowa.edu">katie-villhauer@uiowa.edu</a></td>
<td>Dan Schropp Assistant Director 120-30 USB 335-2382 <a href="mailto:daniel-schropp@uiowa.edu">daniel-schropp@uiowa.edu</a></td>
<td>Sue Engler HR Specialist II 120-30 USB 335-3829 <a href="mailto:sue-engler@uiowa.edu">sue-engler@uiowa.edu</a></td>
</tr>
</tbody>
</table>
| 6. Garnishment processing | Terri Hein  
Assistant Director  
120-30 USB  
335-2374  
terri-hein@uiowa.edu | Rachel Quinlan  
Administrative Accountant  
120-30 USB  
353-2097  
rachel-quinlan@uiowa.edu |
|--------------------------|--------------------------------|----------------------------------|
| 7. Child support processing | Denise Fuller  
Clerk IV  
120-30 USB  
335-2387  
denise-fuller@uiowa.edu | Terri Hein  
Assistant Director  
120-30 USB  
335-2374  
terri-hein@uiowa.edu |
| 8. Vacation/sick leave – time reporting | Dan Schropp  
Assistant Director  
120-30 USB  
335-2382  
daniel-schropp@uiowa.edu | Rachel Quinlan  
Administrative Accountant  
120-30 USB  
353-2097  
rachel-quinlan@uiowa.edu |
| 9. Biweekly payroll processing | De Benoit  
Clerk IV  
120-30 USB  
335-3426  
diane-benoit@uiowa.edu | Dan Schropp  
Assistant Director  
120-30 USB  
335-2382  
daniel-schropp@uiowa.edu | De Benoit  
Clerk IV  
120-30 USB  
335-3426  
diane-benoit@uiowa.edu |
| 10. Daily off-cycle processing | Denise Fuller  
Clerk IV  
120-30 USB  
335-2387  
denise-fuller@uiowa.edu | Marianne Stratton  
Clerk IV  
120-30 USB  
335-2420  
marianne-stratton@uiowa.edu | De Benoit  
Clerk IV  
120-30 USB  
335-3426  
diane-benoit@uiowa.edu |
| 11. 1042-S tax processing | Rachel Quinlan  
Administrative Accountant  
120-30 USB  
353-2097  
rachel-quinlan@uiowa.edu | Terri Hein  
Assistant Director  
120-30 USB  
335-2374  
terri-hein@uiowa.edu |
C. Monitoring & Reporting Regarding Essential Functions

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources

For each of the HR–Payroll essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Payroll processing – transaction system</td>
<td>Check Stock; White Paper</td>
<td>Yes</td>
<td>3 months</td>
<td>Jessup Hall</td>
<td>High Inventory count on hand</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>3 months</td>
<td>USB-3rd Floor</td>
<td>Multiple Vendors</td>
</tr>
<tr>
<td>3. Payroll accounting, income tax processing and remittance, vendor remittance</td>
<td>W-2 Forms; #7 (White Forms) envelopes</td>
<td>Yes</td>
<td>3 months</td>
<td>USB-3rd Floor</td>
<td>Multiple Vendors</td>
</tr>
<tr>
<td>4. Nonresident alien taxation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Payroll vouchers and special compensation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Garnishment processing</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7. Child support</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
8. Vacation/sick leave – time reporting
   N/A   N/A   N/A   N/A   N/A
9. Biweekly payroll processing
   N/A   N/A   N/A   N/A   N/A
10. Daily off cycle processing
     Check Stock  Yes  ?   ?   ?
11. 1042-S tax processing
     Forms  Yes  ?   ?   ?

In General - Masks for staff that need to come to the building to work - feasible to stock pile.
In General - Gas for staff to drive to work - not feasible to stock pile.

V. Recovery

Payroll Office staffing to include coverage and training for replacements
Communications to campus regarding operations, payments, systems, and timelines
Internal systems availability. Including ITS, IMFO, Accounting Services, Accounts Payable, Treasurer’s Office, Central Mail, and PeopleSoft.
Feeder systems
Vendor systems
Federal Reserve Banking system
Retroactive processing of payroll payments, overpayments, and accounting
ATTACHMENT D-XXVIII
INFORMATION TECHNOLOGY SERVICES
Continuity Plan

I. Core Activities

The University of Iowa Information Technology Services (ITS) organization provides key technology infrastructure such as data and voice network service and computer application systems such as business/financial, human resources, student, instructional, research, directory, and authentication services to the entire University community, as well as to the wider Iowa City area community through UITV and Broadcasting Services. Should a long-term adverse event such as pandemic influenza affect the University, ITS must have adequate plans and resources in place to sustain critical operations. In addition, it is vital that ITS plan for and understand our role in support of the University’s Health Care Enterprises.

This plan is based on the following assumptions:

- All essential ITS personnel will be asked to work from home, if possible, to limit exposure to pathogens once a University State of Emergency has been declared.
- Essential ITS personnel who cannot perform their duties from home will be expected to report to work only as necessary.
- Non-essential ITS personnel will be asked to stay at home and not work, unless they are called upon to assume the duties of essential personnel in a state of emergency, or they are specifically approved to work from home by their Director.
- ITS will be responsible for facilitating communications facilities for all essential University personnel to work from home.
- ITS personnel may be called upon to perform work outside of their normal classifications or responsibilities to the extent they are qualified and their service is needed to perform essential functions.

II. Decision Making

The chain of command for the unit’s top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Steve Fleagle</td>
<td>2800 UCC</td>
<td>(319) 384-0595</td>
<td><a href="mailto:steve-fleagle@uiowa.edu">steve-fleagle@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Tim Evans</td>
<td>2800 UCC</td>
<td>(319) 467-0024</td>
<td><a href="mailto:tim-evans@uiowa.edu">tim-evans@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Rex Pruess</td>
<td>15 LC</td>
<td>(319) 335-5452</td>
<td><a href="mailto:rex-pruess@uiowa.edu">rex-pruess@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Mike Noel</td>
<td>2800 UCC</td>
<td>(319) 335-6114</td>
<td><a href="mailto:mike-noel@uiowa.edu">mike-noel@uiowa.edu</a></td>
</tr>
<tr>
<td>5. Mark Katsouros</td>
<td>400C NH</td>
<td>(319) 335-1893</td>
<td><a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
</tr>
</tbody>
</table>
In the event of a pandemic, the most senior decision maker available from those listed above or that person's designee will be the point-of-contact for

- communication from ITS to the Provost and the VP for Finance & Operations regarding threats to ITS’s ability to carry out its essential and non-essential functions;
- communication to ITS from the central administration regarding policies and planning occurring at higher/central levels;
- communication within ITS to employees regarding changes in University operations, procedures, or policies;
- communication to other campus IT providers who are dependent on ITS essential services
- communication from employees and students in ITS regarding their ability to meet their commitments to the unit.

The unit’s **chain of command for second-level decision makers** is as follows. The primary functional decision makers, as listed in the table below in the left-most column, are typically work group managers. Successive decision makers for functional areas are listed, should the primary individual be unavailable, going from left to right. The first row in each section lists contact information for the overall decision maker (e.g., Director) for the department.

<table>
<thead>
<tr>
<th>Administrative Information Systems Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Functional Decision Maker</strong></td>
</tr>
<tr>
<td>Mike Noel, Director of Admin. Info. Systems (319) 335-6114 <a href="mailto:mike-noel@uiowa.edu">mike-noel@uiowa.edu</a></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>Ed Hill</td>
</tr>
<tr>
<td>Jay Paulsen</td>
</tr>
<tr>
<td>Bill Evanson</td>
</tr>
<tr>
<td>Rob Rew</td>
</tr>
<tr>
<td>Dave Martin</td>
</tr>
<tr>
<td>Bill Knight</td>
</tr>
<tr>
<td>John Kane</td>
</tr>
<tr>
<td>Brenda Ulin</td>
</tr>
<tr>
<td>Lati Modarressi</td>
</tr>
<tr>
<td>Roshi Ahmadi</td>
</tr>
<tr>
<td>Sue Nickels</td>
</tr>
<tr>
<td>Merrie Yates</td>
</tr>
<tr>
<td>Cheryl Shaull</td>
</tr>
<tr>
<td>John Osborn</td>
</tr>
<tr>
<td>Kay Barron</td>
</tr>
<tr>
<td>Dale Spencer</td>
</tr>
<tr>
<td>Dennis Preslicka</td>
</tr>
<tr>
<td>Cindy Dayton</td>
</tr>
<tr>
<td>Steve Jaeger</td>
</tr>
<tr>
<td>Diana Lynch</td>
</tr>
<tr>
<td>Primary Functional Decision Maker</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Rex Pruess, Interim Director Campus Technology Services</td>
</tr>
<tr>
<td>Jerry Protheroe Campus Technology Services, Manager Research Services Group (319) 384 2153 <a href="mailto:jerry-protheroe@uiowa.edu">jerry-protheroe@uiowa.edu</a></td>
</tr>
<tr>
<td>Maggie Jesse, Campus Technology Services, Manager Instructional Services Group (319) 335-6335, <a href="mailto:maggie-jesse@uiowa.edu">maggie-jesse@uiowa.edu</a></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Lance Bolton</td>
</tr>
<tr>
<td>Mike Frangi</td>
</tr>
<tr>
<td>Tracy Scott</td>
</tr>
<tr>
<td>Mike Frangi</td>
</tr>
<tr>
<td>Tracy Scott</td>
</tr>
<tr>
<td>Scott Leeman</td>
</tr>
<tr>
<td>Virginia Drake</td>
</tr>
<tr>
<td>Chris Clark</td>
</tr>
<tr>
<td>Marianne Holton</td>
</tr>
<tr>
<td>Les Neu</td>
</tr>
<tr>
<td>Ryan Lenger</td>
</tr>
<tr>
<td>Mary Grabe</td>
</tr>
<tr>
<td>Tracy Scott</td>
</tr>
</tbody>
</table>
### CIO Office Department

<table>
<thead>
<tr>
<th>Primary Functional Decision Maker</th>
<th>Chain of command – 2nd</th>
<th>Chain of command – 3rd</th>
<th>Chain of command – 4th</th>
<th>Chain of command – 5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Evans, Director Business &amp; Administration, 319-467-0024 <a href="mailto:tim-evans@uiowa.edu">tim-evans@uiowa.edu</a></td>
<td>Steve Fleagle, Chief Information Officer, (319) 384-0595 <a href="mailto:steve-fleagle@uiowa.edu">steve-fleagle@uiowa.edu</a></td>
<td>Lori Smith, Business Manager, 319-384-0999, <a href="mailto:Lori-smith@uiowa.edu">Lori-smith@uiowa.edu</a></td>
<td>Deb Sabers, Business Manager, 319-335-6322, <a href="mailto:Deb-sabers@uiowa.edu">Deb-sabers@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jane Drews, University IT Security Officer, Manager Security Office, (319) 335-5537 <a href="mailto:jane-drews@uiowa.edu">jane-drews@uiowa.edu</a></td>
<td>Steve Fleagle, Chief Information Officer, (319) 384-0595 <a href="mailto:steve-fleagle@uiowa.edu">steve-fleagle@uiowa.edu</a></td>
<td>Rex Pruess, Director Systems &amp; Platforms, (319) 335-5452, <a href="mailto:rex-pruess@uiowa.edu">rex-pruess@uiowa.edu</a></td>
<td>Robert Vinson, Security Analyst, (319) 335-5484, <a href="mailto:robert-vinson@uiowa.edu">robert-vinson@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>David Ambrisco Sr. Human Resources Manager (319)-384-2410 <a href="mailto:david-ambrisco@uiowa.edu">david-ambrisco@uiowa.edu</a></td>
<td>Kim Kuebrich Yordi, Human Resources, (319) 335-6242 <a href="mailto:kim-yordi@uiowa.edu">kim-yordi@uiowa.edu</a></td>
<td>Tim Evans, Director Business &amp; Administration, 319-467-0024 <a href="mailto:tim-evans@uiowa.edu">tim-evans@uiowa.edu</a></td>
<td>Steve Fleagle, Chief Information Officer, (319) 384-0595 <a href="mailto:steve-fleagle@uiowa.edu">steve-fleagle@uiowa.edu</a></td>
<td>UI Human Resources, (319) 335-0056</td>
</tr>
</tbody>
</table>

### Systems & Platforms Department

<table>
<thead>
<tr>
<th>Primary Functional Decision Maker</th>
<th>Chain of command – 2nd</th>
<th>Chain of command – 3rd</th>
<th>Chain of command – 4th</th>
<th>Chain of command – 5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rex Pruess, Director Systems &amp; Platforms, (319) 335-5452, <a href="mailto:rex-pruess@uiowa.edu">rex-pruess@uiowa.edu</a></td>
<td>Rich France, Systems &amp; Platforms, Manager S/390 Systems (319) 335-6347 <a href="mailto:rich-france@uiowa.edu">rich-france@uiowa.edu</a></td>
<td>Pete Brokaw, Systems &amp; Platforms, Manager Unix Systems (319) 335-5453 <a href="mailto:pete-brokaw@uiowa.edu">pete-brokaw@uiowa.edu</a></td>
<td>Guy Falsetti, Systems &amp; Platforms, Manager Windows Systems (319) 335-6140 <a href="mailto:guy-falsetti@uiowa.edu">guy-falsetti@uiowa.edu</a></td>
<td>Chris Pruess, Systems &amp; Platforms, Manager Directory &amp; Authentication (319) 335-5485 <a href="mailto:chris-pruess@uiowa.edu">chris-pruess@uiowa.edu</a></td>
</tr>
<tr>
<td>Chris Pruess, Systems &amp; Platforms, Manager Directory &amp; Authentication (319) 335-5485 <a href="mailto:chris-pruess@uiowa.edu">chris-pruess@uiowa.edu</a></td>
<td>Rex Pruess, Director Systems &amp; Platforms, (319) 335-5452, <a href="mailto:rex-pruess@uiowa.edu">rex-pruess@uiowa.edu</a></td>
<td>Mike Noel, Director Admin. Info. Systems (319) 335-6114 <a href="mailto:mike-noel@uiowa.edu">mike-noel@uiowa.edu</a></td>
<td>Greg Nims, Systems &amp; Platforms, Directory &amp; Authentication (319) 335-6112 <a href="mailto:greg-nims@uiowa.edu">greg-nims@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Contact Information</td>
<td></td>
<td></td>
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<tr>
<td>-----------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Guy Falsetti</td>
<td>Systems &amp; Platforms, Manager Windows Systems</td>
<td>(319) 335-6140 <a href="mailto:guy-falsetti@uiowa.edu">guy-falsetti@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rex Pruess</td>
<td>Director Systems &amp; Platforms</td>
<td>(319) 335-5452 <a href="mailto:rex-pruess@uiowa.edu">rex-pruess@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Keyser</td>
<td>Systems &amp; Platforms, Windows Services</td>
<td>(319) 335-6219 <a href="mailto:kevin-keyser@uiowa.edu">kevin-keyser@uiowa.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Tom Neese</td>
<td>Systems &amp; Platforms, Windows Services</td>
<td>(319) 335-5980 <a href="mailto:thomas-neese@uiowa.edu">thomas-neese@uiowa.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Matt Kaufman</td>
<td>Systems &amp; Platforms, Windows Services</td>
<td>319-467-0029 <a href="mailto:matthew-kaufman@uiowa.edu">matthew-kaufman@uiowa.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Pete Brokaw</td>
<td>Systems &amp; Platforms, Manager Unix Systems</td>
<td>(319) 335-5453 <a href="mailto:pete-brokaw@uiowa.edu">pete-brokaw@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Brenner</td>
<td>Systems &amp; Platforms, Unix Systems</td>
<td>(319) 335-5686 <a href="mailto:doug-brenner@uiowa.edu">doug-brenner@uiowa.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Dave Bronder</td>
<td>Systems &amp; Platforms, Unix Systems</td>
<td>(319) 335-6254 <a href="mailto:dave-bronder@uiowa.edu">dave-bronder@uiowa.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Dave Shafer</td>
<td>Systems &amp; Platforms, Manager Enterprise Storage Group</td>
<td>(319) 384-0777 <a href="mailto:david-shafer@uiowa.edu">david-shafer@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Weber</td>
<td>Systems &amp; Platforms, Enterprise Storage</td>
<td>(319) 384-2711 <a href="mailto:mark-a-weber@uiowa.edu">mark-a-weber@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seth Clarke</td>
<td>Systems &amp; Platforms, Enterprise Storage</td>
<td>(319) 384-3070 <a href="mailto:seth-clarke@uiowa.edu">seth-clarke@uiowa.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Pete Brokaw</td>
<td>Systems &amp; Platforms, Manager Unix Systems</td>
<td>(319) 335-5453 <a href="mailto:pete-brokaw@uiowa.edu">pete-brokaw@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Sadewasser</td>
<td>Systems &amp; Platforms, Manager Data Center Operations Group</td>
<td>(319) 335-0278 <a href="mailto:mark-sadewasser@uiowa.edu">mark-sadewasser@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rich France</td>
<td>Systems &amp; Platforms, Manager S/390 Systems</td>
<td>(319) 335-6347 <a href="mailto:rich-france@uiowa.edu">rich-france@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rex Pruess</td>
<td>Director Systems &amp; Platforms</td>
<td>(319) 335-5452 <a href="mailto:rex-pruess@uiowa.edu">rex-pruess@uiowa.edu</a></td>
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<tr>
<td>Pete Brokaw</td>
<td>Systems &amp; Platforms, Manager Unix Systems</td>
<td>(319) 335-5453 <a href="mailto:pete-brokaw@uiowa.edu">pete-brokaw@uiowa.edu</a></td>
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<tr>
<td>Guy Falsetti</td>
<td>Systems &amp; Platforms, Manager Windows Systems</td>
<td>(319) 335-6140 <a href="mailto:guy-falsetti@uiowa.edu">guy-falsetti@uiowa.edu</a></td>
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<tr>
<td>Mark Sadewasser</td>
<td>Systems &amp; Platforms, Manager Data Center Operations Group</td>
<td>(319) 335-0278 <a href="mailto:mark-sadewasser@uiowa.edu">mark-sadewasser@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave Dougherty</td>
<td>Systems &amp; Platforms, S/390 Systems</td>
<td>(319) 335-6320 <a href="mailto:david-dougherty@uiowa.edu">david-dougherty@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Functional Decision Maker</td>
<td>Chain of command – 2nd</td>
<td>Chain of command – 3rd</td>
<td>Chain of command – 4th</td>
<td>Chain of command – 5th</td>
</tr>
<tr>
<td>-----------------------------------</td>
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</tr>
<tr>
<td>Mark Katsouros, Director</td>
<td>Steve Fleagle,</td>
<td>Brad O'Meara,</td>
<td>George Stumpf,</td>
<td>Steve Troester,</td>
</tr>
<tr>
<td>Telecommunication and Network</td>
<td>Chief Information</td>
<td>Telecommunication and</td>
<td>Telecommunication and</td>
<td>Telecommunication and</td>
</tr>
<tr>
<td>Services, (319) 335-1893,</td>
<td>Officer, (319) 384-0595</td>
<td>Network Services,</td>
<td>Network Services,</td>
<td>Network Services,</td>
</tr>
<tr>
<td><a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
<td><a href="mailto:steve-fleagle@uiowa.edu">steve-fleagle@uiowa.edu</a></td>
<td>Manager Business</td>
<td>Manager Infrastructure</td>
<td>Manager Network</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services and Voice</td>
<td>Group, (319) 335-2814,</td>
<td>Services Group,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Groups, (319) 335-6313,</td>
<td><a href="mailto:george-stumpf@uiowa.edu">george-stumpf@uiowa.edu</a></td>
<td>(319) 353-2842</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:bradley-omeara@uiowa.edu">bradley-omeara@uiowa.edu</a></td>
<td></td>
<td><a href="mailto:Steve-troester@uiowa.edu">Steve-troester@uiowa.edu</a></td>
</tr>
<tr>
<td>Brad O'Meara, Telecommunication</td>
<td>Mark Katsouros,</td>
<td>Tim Evans,</td>
<td>George Stumpf,</td>
<td>Vicki Donovan,</td>
</tr>
<tr>
<td>and Network Services, Manager</td>
<td>Director Telecommunication and Network Services, (319) 335-1893, <a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
<td>Director Business &amp; Administration, 319-467-0024 <a href="mailto:tim-evans@uiowa.edu">tim-evans@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Manager Infrastructure Group, (319) 335-2814, <a href="mailto:george-stumpf@uiowa.edu">george-stumpf@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Business Services and Voice Groups, (319) 335-2914, <a href="mailto:vicki-donovan@uiowa.edu">vicki-donovan@uiowa.edu</a></td>
</tr>
<tr>
<td>Business Services and Voice Groups</td>
<td>(319) 335-6313,</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><a href="mailto:bradley-omeara@uiowa.edu">bradley-omeara@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Stumpf, Telecommunication</td>
<td>Mark Katsouros,</td>
<td>Brad O'Meara,</td>
<td>Woodrow Gray,</td>
<td>Chris Hatland,</td>
</tr>
<tr>
<td>and Network Services, Manager</td>
<td>Director Telecommunication and Network Services, (319) 335-1893, <a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Manager Business Services and Voice Groups, (319) 335-6313, <a href="mailto:bradley-omeara@uiowa.edu">bradley-omeara@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Infrastructure Group (319) 335-5515, <a href="mailto:woodrow-gray@uiowa.edu">woodrow-gray@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Infrastructure Group (319) 335-1357, <a href="mailto:chris-hatland@uiowa.edu">chris-hatland@uiowa.edu</a></td>
</tr>
<tr>
<td>Infrastructure Group, (319) 335-2814,</td>
<td><a href="mailto:george-stumpf@uiowa.edu">george-stumpf@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Stumpf, Telecommunication</td>
<td>Mark Katsouros,</td>
<td>Brad O'Meara,</td>
<td>George Stumpf,</td>
<td>Jon Bullers,</td>
</tr>
<tr>
<td>and Network Services, Co-Managers Video and Broadcasting Groups, (319) 384-0721/(319) 335-6375</td>
<td>Director Telecommunication and Network Services, (319) 335-1893, <a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Manager Business Services and Voice Groups, (319) 335-6313, <a href="mailto:bradley-omeara@uiowa.edu">bradley-omeara@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Manager Infrastructure Group, (319) 335-2814, <a href="mailto:george-stumpf@uiowa.edu">george-stumpf@uiowa.edu</a></td>
<td>Telecommunication and Network Services, Video and Broadcasting Groups, (319) 384-0540 <a href="mailto:jonathan-bullers@uiowa.edu">jonathan-bullers@uiowa.edu</a></td>
</tr>
<tr>
<td>Terry Edmonds/Mike McBride,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunication and Network</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Services, Co-Managers Video and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broadcasting Groups, (319) 384-0721/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(319) 335-6375</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:terry-edmonds@uiowa.edu">terry-edmonds@uiowa.edu</a> michael-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mcbride@uiowa.edu">mcbride@uiowa.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>Contact Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vicki Donovan</td>
<td>Telecommunication and Network Services, Voice Services, (319) 335-2914, <a href="mailto:vicki-donovan@uiowa.edu">vicki-donovan@uiowa.edu</a></td>
<td>Brad O'Meara, Telecommunication and Network Services, Manager Business Services and Voice Groups, (319) 335-6313, <a href="mailto:bradley-omeara@uiowa.edu">bradley-omeara@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Katsouros</td>
<td>Telecommunication and Network Services, Manager Infrastructure Group, (319) 335-2814, <a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
<td>George Stumpf, Telecommunication and Network Services, Voice Services, (319) 335-2914, <a href="mailto:wendy-wortman@uiowa.edu">wendy-wortman@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Troester</td>
<td>Telecommunication and Network Services, Manager Network Services Group, (319) 353-2842 <a href="mailto:steve-troester@uiowa.edu">steve-troester@uiowa.edu</a></td>
<td>Mark Katsouros, Telecommunication and Network Services, Manager Network Services, (319) 335-5016, <a href="mailto:aj-klopp@uiowa.edu">aj-klopp@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andy Millson</td>
<td>Telecommunication and Network Services, Networking Group, 319-467-0034 <a href="mailto:andrew-millson@uiowa.edu">andrew-millson@uiowa.edu</a></td>
<td>Jay Ford, Telecommunication and Network Services, Networking Group, (319) 335-5555, <a href="mailto:jay-ford@uiowa.edu">jay-ford@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thayne Lowman/Garry Willcox</td>
<td>Telecommunication and Network Services, Voice Services, (319) 335-2948/ (319) 335-0393 <a href="mailto:thayne-lowman@uiowa.edu">thayne-lowman@uiowa.edu</a> <a href="mailto:garry-willcox@uiowa.edu">garry-willcox@uiowa.edu</a></td>
<td>Brad O'Meara, Telecommunication and Network Services, Manager Business Services and Voice Groups, (319) 335-6313, <a href="mailto:bradley-omeara@uiowa.edu">bradley-omeara@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Katsouros</td>
<td>Telecommunication and Network Services, Manager Infrastructure Group, (319) 335-2814, <a href="mailto:mark-katsouros@uiowa.edu">mark-katsouros@uiowa.edu</a></td>
<td>Tim Evans, Director Business &amp; Administration, 319-467-0024 <a href="mailto:tim-evans@uiowa.edu">tim-evans@uiowa.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### III. Communication Methods

E-mail will be the preferred method for communication from ITS to the administrative reporting line regarding essential and non-essential functions. E-mail and the ITS intranet (Ohana) [https://ohana.its.uiowa.edu/default.aspx](https://ohana.its.uiowa.edu/default.aspx) will be used to communicate within the unit to employees and students regarding changes in operations, procedures or policies. E-mail will also be used for communications from ITS employees and students regarding their ability to meet their commitments to the unit.
### IV. Essential Functions

#### A. ITS Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible for Function</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Essential Function</th>
</tr>
</thead>
</table>
| 1. Communications – internal to ITS, and to UI Administration | Steve Fleagle, CIO  
2800 UCC  
(319) 384-0595,  
Steve-fleagle@uiowa.edu | yes | Bad information for decisions |
| 2. Telephone Service | Mark Katsouros, Director, Telecommunication and Network Services  
400C North Hall  
(319) 335-1893,  
Mark-katsouros@uiowa.edu | parts yes and parts no | Bad decisions surrounding critical communication channel |
| 3. E-Mail Service | Service Owner: Tracy Scott  
Campus Technology Services  
2800 UCC  
(319) 384-0771  
tracy-scott@uiowa.edu  
Service Provider: Rex Pruess, Director, Systems & Platforms,  
15 LC  
(319) 335-5452  
rex-pruess@uiowa.edu  
and  
Guy Falsetti  
Systems & Platforms  
16 LC  
(319) 335-6140  
guy-falsetti@uiowa.edu | yes | Gap in communications |
| 4. Network Service | Mark Katsouros, Director, Telecommunication and Network Services  
400C North Hall  
(319) 335-1893,  
Mark-katsouros@uiowa.edu  
and  
Steve Troester, Manager Network Services  
416A NH  
(319) 353-2842  
steve-troester@uiowa.edu | parts yes and parts no | Bad decisions surrounding critical communication channel |
|-------------------|---------------------------------------------------------------|---------------------------------|---------------------------------------------------------------|
| 5. Web Service   | Service Owner: Lance Bolton, Campus Technology Services  
2800 UCC  
(319) 335-6158  
lance-bolton@uiowa.edu  
Service Provider: Rex Pruess, Director, Systems & Platforms  
15 LC  
(319) 335-5452  
rex-pruess@uiowa.edu  
and  
Guy Falsetti, Systems & Platforms  
16 LC  
(319) 335-6140  
guy-falsetti@uiowa.edu | yes | Gap in communications |
| 6. Core IT Infrastructure | Communication infrastructure: Mark Katsouros, Director, Telecommunication and Network Services  
400C North Hall  
(319) 335-1893,  
Mark-katsouros@uiowa.edu  
Data center infrastructure: Rex Pruess, Director, Systems & Platforms, 15 LC  
(319) 335-5452,  
Rex-pruess@uiowa.edu | parts yes and parts no | Bad decisions surrounding critical communication / data center infrastructure |
| 7. PeopleSoft Financials | Lati Modarressi  
AIS-PeopleSoft Leader  
2800 UCC  
(319) 335-5399  
Lati-modarressi@uiowa.edu | Yes | Inability to process General Ledger, Accounts Payable, Purchasing, Asset Management, and Inventory Control financial transactions. |
<table>
<thead>
<tr>
<th>Service Area</th>
<th>Contact Person</th>
<th>Contact Details</th>
<th>Critical?</th>
<th>Issue/Concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. PeopleSoft HR</td>
<td>Larry Meyer</td>
<td>Assoc Director, HR</td>
<td>Yes</td>
<td>Inability to process payroll and benefits human resource transactions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121-15 USB</td>
<td></td>
<td>(319) 335-0566</td>
</tr>
<tr>
<td>9. ePro</td>
<td>Lati Modarressi</td>
<td>AIS-PeopleSoft Leader</td>
<td>Yes</td>
<td>Inability to process General Ledger, Accounts Payable, Purchasing, Asset Management, and Inventory Control financial transactions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2800 UCC</td>
<td></td>
<td>(319) 335-5399</td>
</tr>
<tr>
<td>11. ICON</td>
<td>Maggie Jesse</td>
<td>Campus Technology Services</td>
<td>yes</td>
<td>Gap in communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2800 UCC</td>
<td></td>
<td>(319) 335-6335</td>
</tr>
</tbody>
</table>

The attached resources identify the critical and important services provided by ITS. For each service, the primary and secondary service contact person(s), the primary operational support person(s), additional support staff, and dependencies are listed. In addition, planning information for critical services is included, as well as an assessment of critical physical spaces for ITS, which house infrastructure and services that must be maintained.

**ITS Pandemic Critical and Important Services:**


**Pandemic Planning for Critical Services:**


**Critical ITS Spaces:**

[https://ohana.its.uiowa.edu/teams/continuity/Team%20Public%20Documents/Critical%20ITS%20Spaces.pdf](https://ohana.its.uiowa.edu/teams/continuity/Team%20Public%20Documents/Critical%20ITS%20Spaces.pdf)

**B. Monitoring & Reporting Regarding Essential Functions**

Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior...
decision maker, along with the anticipated consequences of failing to carry out the function. The senior
decision maker will communicate the threat and its consequences to the administrative unit with
oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for
the essential function, in consultation with the senior decision maker in the administrative unit, will
determine optimal procedures for mitigating loss/damage due to failure to meet the essential function
and determine if/when such procedures should be implemented.

C. Essential Function Resources

For each of the ITS essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function # (from above)</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Telephone Service</td>
<td>Electrical power, intact communication infrastructure</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3. E-Mail Service</td>
<td>Data center infrastructure intact</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Network Service</td>
<td>Electrical power, intact communication infrastructure</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Web Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Core IT Infrastructure</td>
<td>Data Center infrastructure intact</td>
<td>Yes – computer parts</td>
<td>90 days</td>
<td>Data Center</td>
<td>IT vendor supplies</td>
</tr>
<tr>
<td>7. PeopleSoft Financials</td>
<td>Electrical Power, Networking, Data Center, Unix Servers, Sys Admins, Database Admins, Developers</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>No.</td>
<td>System/Service Description</td>
<td>Status</td>
<td>Contact Person</td>
<td>Phone</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>8.</td>
<td>PeopleSoft HR Electrical Power, Networking, Data Center, Unix Servers, Sys Admins, Database Admins, Developers</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>9.</td>
<td>ePro Electrical Power, Networking, Data Center, Unix Servers, Sys Admins, Database Admins, Developers</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Enterprise Directory &amp; Authentication Data Center infrastructure intact; Data owners keeping current</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>11.</td>
<td>ICON Data Center, functioning network</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
V. Recovery

Information Technology Services anticipates the following major challenges at the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions) after having scaled-down to Phase 3, in which only essential functions are being supported.

1. Adequate staffing (personnel with required expertise, basic depth/numbers of staff)
2. External dependencies (inability of resources/vendors, both inside and outside University, to scale up at same time/rate)
3. Prioritization and demand (order of scale down may not match order of scale up, and would depend on how long the scale down lasted, timing and when it began and ended, also the pent-up demand or extraordinary use levels after extended outages)
4. Maintenance and repair (software and hardware being out of date, failed, or incompatible, vulnerable to problems that have arisen while they were down, etc)
5. Application integrity problems and information inconsistencies, un-doing systems changes, configuration dependencies (synchronization)
6. Adapting to the “new normal” (permanent changes)

VI. Job Action Sheets for Essential Functions

The originals of the Job Action Sheets reproduced here are maintained at these website links:

1. **Communications Services**
   
   [https://ohana.its.uiowa.edu/teams/continuity/Team%20Private%20Documents/JOBACTIONSE SHEET E-CommunicationV1-1.doc](https://ohana.its.uiowa.edu/teams/continuity/Team%20Private%20Documents/JOBACTIONSE SHEET E-CommunicationV1-1.doc)

2. **Core Infrastructure**
   
   [https://ohana.its.uiowa.edu/teams/continuity/Team%20Private%20Documents/JOBACTIONSE SHEET InfrastructureV1-1.doc](https://ohana.its.uiowa.edu/teams/continuity/Team%20Private%20Documents/JOBACTIONSE SHEET InfrastructureV1-1.doc)

3. **Key Applications**
   
   [https://ohana.its.uiowa.edu/teams/continuity/Team%20Private%20Documents/JOBACTIONSE SHEET KeyServicesV1-1.doc](https://ohana.its.uiowa.edu/teams/continuity/Team%20Private%20Documents/JOBACTIONSE SHEET KeyServicesV1-1.doc)
Job Action Sheet
COMMUNICATION SERVICES

Function/Title:
Provide critical electronic communications services, including telephone, e-mail, networks, and websites

Description:
Hardware, software, and network needed to support electronic communication for the campus

Consequences for Failing to Meet Function:
1. Unable to communicate electronically via telephone, e-mail, and websites
2. Essential and non-essential University applications negatively impacted and may fail

Individual Responsible:
Mark Katsouros, Rex Pruess

Decision maker to Whom Individual Responsible Reports:
Steve Fleagle

Resources Required:
1. Power and cooling to all Critical ITS Spaces (See “Critical ITS Spaces” document)
2. Network access to applications and support tools on University infrastructure
3. Outside vendor support
4. Cell phones
5. Technical staff

Resource Suppliers:
1. ITS-Systems & Platforms
2. ITS-Telecommunication & Network Services
3. Hardware and software vendors (Microsoft, IBM, HP, EMC, Dell, Cisco)
4. ISPs
5. Cell phone service providers
6. BOREAS-Net

Procedures:
1. Hardware maintenance
2. Software maintenance (patch management)
3. Management of data centers, servers, application scheduler, routers, switches
Units/Individuals Communicated with as Function is Carried Out:
1. Sister/partner IT units
2. Campus IT Community (CITL, ITAdmins, …)
3. Faculty, staff, students
4. Assume that service owners communicate with their users.
5. Simplify communication target? Send to all users, instead of filtering for departments that like to send their own version of the message.

Other Units, Processes, or Individuals Relying on Function:
1. All campus
2. Anyone who relies on ITS services
3. Anyone who touches a computer or IT–based service

Alternative Procedures:
1. Keep environment from changing
2. No unnecessary enhancements
3. No unnecessary changes
4. No unnecessary new versions
5. Freeze new service deployment
6. Put projects on hold
7. Use “quick start” for provisioning new accounts (i.e., activate pre-created guest accounts)
8. Emergency web site (www.emergency.uiowa.edu)
9. Emergency email routing address information (non-UI mailboxes)
10. Rely on cell phones and external/home phones if UI phone system out
11. Cached Hawk ID (AD) credentials to gain access to PC/laptop not currently in the domain

Function/Title:
Maintain critical IT core services and infrastructure, including enterprise directory and authentication systems.

Description:
Hardware, software, and network needed to run computer systems that support institutional applications.

Consequences for Failing to Meet Function:
1. Unable to provide critical electronic communication services including telephones, e-mail, networks, and websites;
2. Unable to deliver key applications such as PeopleSoft financial and human resources systems, ePro, and ICON.
3. Essential and non-essential University applications negatively impacted and may fail.

Individual Responsible:
Rex Pruess, Mark Katsouros

Decision maker to Whom Individual Responsible Reports:
Steve Fleagle

Resources Required:
1. Power and cooling to JH Data Center
2. Power and cooling to LC Data Center
3. Power and cooling to all Critical ITS Spaces (See “Critical ITS Spaces” document)
4. Internet/networking access
5. Outside vendor support
6. Cell phones
7. Technical staff

Resource Suppliers:
1. Facilities Management
2. ITS-Systems & Platforms
3. ITS-Telecommunication & Network Services
4. Hardware and software vendors (Microsoft, IBM, HP, EMC, Dell, Cisco)
5. Cell phone service providers
 Procedures: 
1. Hardware maintenance 
2. Software maintenance (patch management) 
3. Management of data centers, servers, application scheduler, routers, switches 

 Units/Individuals Communicated with as Function is Carried Out: 
1. Sister/partner IT units 
2. Campus IT Community (CITL, OUAdmins, …) 
3. Faculty, staff, students 
4. Assume that service owners communicate with their users. 
5. Simplify communication target? Send to all users, instead of filtering for departments that like to send their own version of the message. 

 Other Units, Processes, or Individuals Relying on Function: 
1. All campus 
2. Anyone who relies on ITS services 
3. Anyone who touches a computer or IT –based service 

 Alternative Procedures: 
1. Keep environment from changing 
2. No unnecessary enhancements 
3. No unnecessary changes 
4. No unnecessary new versions 
5. Freeze new service deployment 
6. Put projects on hold 
7. Use “quick start” for provisioning new accounts (i.e., activate pre-created guest accounts) 
8. Emergency web site (www.emergency.uiowa.edu) 
9. Emergency email routing address information (non-UI mailboxes) 
10. Rely on cell phones and external/home phones if UI phone system out 
11. Cached Hawk ID (AD) credentials to gain access to PC/laptop not currently in the domain 
12. See “Pandemic Planning for Critical Services” document 
Function/Title: Deliver key essential enterprise applications such as PeopleSoft Financial and Human Resource systems, ePro, and ICON

Description: Enterprise software applications that support the essential business of the University

Consequences for Failing to Meet Function: Unable to conduct essential University business functions such as processing payroll, purchasing, delivering instruction via the Web

Individual Responsible: Mike Noel, Rex Pruess

Decision maker to Whom Individual Responsible Reports: Steve Fleagle


Procedures: 1. Software maintenance 2. Consulting and support for users

Units/Individuals Communicated with as Function is Carried Out: 1. Sister/partner IT units
2. Core Business Units
   a. Accounting Services
   b. Purchasing
   c. Human Resources
   d. Cashier’s Office
   e. Information Management Finance and Operations
3. Campus IT Community (CITL, OUAdmins, …)
4. Faculty, staff, students

Other Units, Processes, or Individuals Relying on Function:
1. All campus
2. Users of key ITS software applications
3. Core Business Units
   a. Accounting Services
   b. Purchasing
   c. Human Resources
   d. Cashier’s Office
   e. Information Management Finance and Operations
4. Instructors using ICON to deliver instruction

Alternative Procedures:
1. Maintain static application environment (no unnecessary changes, enhancements or upgrades)
2. Freeze new service deployment
3. Put projects on hold
4. Revert to manual processing
5. Emergency web site (www.emergency.uiowa.edu)
6. Rely on cell phones and external/home phones if UI phone system out
ATTACHMENT D-XXIX  
OFFICE OF THE PROVOST  
Continuity Plan

I. Core Activities

The mission of the Office of the Provost is to
- Establish academic policy (incl. tuition and grading policies)
- Oversee faculty HR issues and policies
- Allocate general education space
- Engage with Facilities Management in Spatial Planning, building specific and campus-wide
- Maintain workflow
- Manage academic needs during a critical incident
- Conduct budget planning to enable strategic plans for the academic mission

II. Decision Making

The chain of command for the unit’s four top decision makers is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wallace Loh (Provost)</td>
<td>111 JH</td>
<td>(319) 335-3565</td>
<td><a href="mailto:wallace-loh@uiowa.edu">wallace-loh@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Beth Ingram (Assoc Provost- Undergrad Education)</td>
<td>111 JH</td>
<td>(319) 335-1895</td>
<td><a href="mailto:beth-ingram@uiowa.edu">beth-ingram@uiowa.edu</a></td>
</tr>
<tr>
<td>3. Susan Johnson (Assoc Provost - Faculty)</td>
<td>111 JH</td>
<td>(319) 335-3210</td>
<td><a href="mailto:susan-johnson@uiowa.edu">susan-johnson@uiowa.edu</a></td>
</tr>
<tr>
<td>4. Barbara Eckstein (Assoc Provost - Academic Admin.)</td>
<td>111 JH</td>
<td>(319) 335-1878</td>
<td><a href="mailto:barbara-eckstein@uiowa.edu">barbara-eckstein@uiowa.edu</a></td>
</tr>
</tbody>
</table>

III. Communications

A. Communication Contacts
Communications contact and backups for this unit are those individuals listed above in the decision-making chain. Interoffice communication in an emergency is managed by Evalyn Van Allen-Shalash, Administrative Assistant to the Provost, (319) 335 0142.

B. Communication Methods
The indicated methods of communication are listed in likely priority:
For communications within the unit and from the unit up the administrative reporting line regarding operations, procedures, or policies –
- telephone
- e-mail
- face-to-face

For communications from the unit to employees and students regarding changes in operations, procedures, or policies
- Web
- e-mail
- telephone
- face-to-face

For communications from employees and students in the unit regarding their ability to meet commitments to the unit
- telephone
- e-mail
- face-to-face

IV. Essential Functions

A. Essential Functions of the Office of the Provost

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Wallace Loh</td>
<td>Yes</td>
<td>Lack of oversight of key University functions and decisions.</td>
</tr>
<tr>
<td>2. Academic Policy</td>
<td>Beth Ingram</td>
<td>Yes</td>
<td>Confusion over student progress; insufficient space management; financial risks especially regarding tuition</td>
</tr>
<tr>
<td>3. Faculty HR</td>
<td>Susan Johnson</td>
<td>Yes</td>
<td>Failure to meet obligations (incl. essential functions); financial risks</td>
</tr>
</tbody>
</table>
4. Workflow
-limited essential function in an emergency

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>First Backup (for position, campus address, telephone, e-mail, see chain-of-command table under II. Decision Making)</th>
<th>Second Backup</th>
<th>Third Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Beth Ingram</td>
<td>Susan Johnson</td>
<td>Barbara Eckstein</td>
</tr>
</tbody>
</table>
|                    |                                                  |              | Associate Provost and Dean, Graduate College  
|                    |                                                  |              | 205 GILH  
|                    |                                                  |              | 335 2142  
| 3. Faculty HR      | Beth Ingram                                     | Barbara Eckstein | Marcella David  
|                    |                                                  |              | Associate Provost, Equal Opportunity and Diversity,  
|                    |                                                  |              | 202 JH  
|                    |                                                  |              | 335 0705  
| 4. Workflow        | Lori Cranston                                   | Amy Kirkey   | Suzanne Stratton  
|                    | 111 JH (319) 335-0253 lori-cranston@uiowa.edu   | 111 JH (319) 335-0139 amy-kirkey@uiowa.edu | 111 JH (319) 335-3029 suzanne-stratton@uiowa.edu  
| 5. Critical Incident Management | Susan Johnson | Barbara Eckstein | John Keller  

B. Essential Function Backups
In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for the essential functions, as listed:
C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.

In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.

D. Essential Function Resources
For each of the Office of the Provost’s essential functions, the following resources will be required:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Resources Required</th>
<th>Stockpiling Possible? (Y/N)</th>
<th>Duration</th>
<th>How/Where Maintained</th>
<th>Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>Telephone, face to face venues, E-mail</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>2. Academic Policy</td>
<td>E-mail, Web, Telephone</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3. Faculty HR</td>
<td>E-mail, Web, Telephone</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>4. Workflow</td>
<td>E-mail, Web, Telephone</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>5. Critical Incident Management</td>
<td>E-mail, Web, Telephone</td>
<td>No</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>6. Budget planning</td>
<td>E-Mail, Telephone financial resources</td>
<td>Yes - financial (Univ. credit line)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Stockpiling is Possible:

- NA:
  - Not applicable

- Y/N:
  - Y: Yes
  - N: No

- Duration:
  - NA: Not applicable

- How/Where Maintained:
  - NA: Not applicable

- Contingencies:
  - NA: Not applicable
V. Grading/Credit Policy

A. Grading/Credit Policy–within the first 10 weeks of the semester
In the event of a University-wide suspension of classes for a semester, individual colleges will develop grading and academic credit policies related to the first 10 weeks, which will be approved by the Office of the Provost.

B. Grading/Credit Policy - after the first 10 weeks of the semester
In the event of a University-wide suspension of classes for a semester, individual colleges will develop more long-term grading and academic credit policies, which will be approved by the Office of the Provost.

VI. Recovery

At the point that the University begins to scale back up to supporting full operations (i.e., essential and non-essential functions), communication with University faculty, staff, students, and parents regarding policies, procedures, and scheduling of classes and other University functions may be the biggest challenge for the Office of the Provost. It may be difficult to locate people and some may have decided not to return to the University. Some may not be able to return to work immediately (because of family and other obligations). Consequently, the University may be facing continued reduced staff and reduced enrollments. There may be a particularly acute need for additional staffing in Academic Advising, which is likely to face many student/parent questions. Finally, some resources needed for research and teaching (such as classroom and lab spaces) may require repairs/maintenance resulting from lack of use for an extended period.

VII. Job Action Sheets

The following job actions sheets provide guidelines for performance of these essential functions:
- Communication
- Academic Policy
- Faculty Human Resources
- Workflow
- Budget Planning
## COMMUNICATION

**Description of function:** Oversight of key university functions, namely teaching and research.

| Primary Individual | Wallace Loh, Provost  
| 111 JH  
| (319) 335-3565  
| wallace-loh@uiowa.edu |

| First Backup | Beth Ingram, Associate Provost for Undergraduate Education  
| 111 JH  
| (319) 335-1895  
| beth-ingram@uiowa.edu |

| Second Backup | Susan Johnson, Associate Provost for Faculty  
| 111 JH  
| (319) 335-3210  
| susan-johnson@uiowa.edu |

| Third Backup | Barbara Eckstein, Associate Provost  
| 111JH  
| (319) 335-1878  
| barbara-eckstein@uiowa.edu |

**Decision maker with oversight over individual responsible for this function:** Sally Mason, President, 101 JH, (319) 335-3549, sally-mason@uiowa.edu

**Other units, processes, or individuals that rely on the function:** UI Colleges

**Anticipated consequences of not performing function:** Confusion about what all students, faculty, and academic staff should be doing and where they should be; confusion about credit hours earned, graduation, related financial confusion; confusion about work expectations and compensation.

**Procedures for performing function:** Provost and/or appropriate Associate Provosts would be part of daily meetings run by incident commander; tasks would be defined and completed daily in the face of shifting facts about the extent of the pandemic

**Alternative procedures for performing function:** Call-in conference instead of in person

**Whom to communicate with as tasks are carried out:**
Deans of the Colleges:

<table>
<thead>
<tr>
<th>Department</th>
<th>Building</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. Barry Butler Engineering</td>
<td>3100 SC</td>
<td>(319) 335-5766</td>
<td><a href="mailto:patrick-butler@uiowa.edu">patrick-butler@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Sandra B. Damico Education</td>
<td>N459 LC</td>
<td>(319) 335-5380</td>
<td><a href="mailto:sandra-damico@uiowa.edu">sandra-damico@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Rita Frantz Nursing</td>
<td>101F NB</td>
<td>(319) 335-7087</td>
<td><a href="mailto:rita-frantz@uiowa.edu">rita-frantz@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>William C. Hunter Tippie College of Business</td>
<td>C120 PBB</td>
<td>(319) 335-0866</td>
<td><a href="mailto:curt-hunter@uiowa.edu">curt-hunter@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>David C. Johnsen Dentistry</td>
<td>N308 DSB</td>
<td>(319) 335-7144</td>
<td><a href="mailto:david-johnson@uiowa.edu">david-johnson@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Carolyn C. Jones Law</td>
<td>290 BLB</td>
<td>(319) 335-9034</td>
<td><a href="mailto:carolyn-jones@uiowa.edu">carolyn-jones@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>John C. Keller Graduate College</td>
<td>205 GILH</td>
<td>(319) 335-2142</td>
<td><a href="mailto:john-keller@uiowa.edu">john-keller@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Donald Letendre Pharmacy</td>
<td>118 PHAR</td>
<td>384-4467</td>
<td><a href="mailto:donald-letendre@uiowa.edu">donald-letendre@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Linda Maxson Liberal Arts &amp; Sciences</td>
<td>240 SH</td>
<td>(319) 335-1610</td>
<td><a href="mailto:linda-maxson@uiowa.edu">linda-maxson@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Susan Curry Public Health</td>
<td>E220H1 GH</td>
<td>384-5452</td>
<td><a href="mailto:sue-curry@uiowa.edu">sue-curry@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Downing Thomas International Programs</td>
<td>1111 UCC</td>
<td>(319) 335-0373</td>
<td><a href="mailto:Downing-thomas@uiowa.edu">Downing-thomas@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Paul Rothman Carver College of Medicine</td>
<td>212 CMAB</td>
<td>384-4547</td>
<td><a href="mailto:paul-rothman@uiowa.edu">paul-rothman@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Chet Rzonca Continuing Education</td>
<td>116 IC</td>
<td>(319) 335-2531</td>
<td><a href="mailto:chet-rzonca@uiowa.edu">chet-rzonca@uiowa.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**Resources required to perform function:** IT infrastructure, in offices and at home; University Relations

**Resource supplier(s):**
Steve Fleagle, Chief University Information Officer, 2800 UCC, 384-0595, steve-fleagle@uiowa.edu
Steve Parrott, Director of University Relations, 101 JH, (319) 335-0552, steven-parrott@uiowa.edu
Pandemic blog maintained by UR and incident commander
Job Action Sheet

ACADEMIC POLICY

Description of function: Oversight of the University’s academic enterprise, namely teaching and research, with some attendant clinical functions as well.

Primary Individual: Beth Ingram, Associate Provost for Undergraduate Education
111 JH
(319) 335-1895
beth-ingram@uiowa.edu

First Backup: Susan Johnson, Associate Provost for Faculty
111 JH
(319) 335-3210
susan-johnson@uiowa.edu

Second Backup: Barbara Eckstein, Associate Provost
111 JH
(319) 335-1878
barbara-eckstein@uiowa.edu

Third Backup: John Keller, Associate Provost and Dean, Graduate College
205 GILH
335 2142
john-keller@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Wallace Loh, Provost, 111 JH, (319) 335-3565, wallace-loh@uiowa.edu

Other units, processes, or individuals that rely on the function: All support staff for academic units are affected by the suspension of classes, research, and clinical activity. When and how this activity is resumed also affects their work.

Anticipated consequences of not performing function: Without clear decisions about the meaning of suspended classes, confusion will linger in colleges and departments and among students about student progress toward degrees and about the financial arrangements regarding tuition and fees as well as financial aid. In addition, orientation and planning for the subsequent year’s classes could be negatively affected. Also, without careful attention to details, effects on funded research as well as other scholarship and especially any interruptions to that research will not be carefully managed, threatening successful delivery.
**Procedures for performing function:** The Vice Provost, in consultation with the Provost, President, VPs, APs and deans, will devise a policy commensurate with the duration of the suspended classes and with any particular relevant circumstances. No internal documents now exist that address long-term suspension of classes. In turn, the Registrar and his office will need to report the decision on all student records.

**Alternative procedures for performing function:** The decision will be delivered via technology such as remote desktop. The record keeping is electronic.

**Whom to communicate with as tasks are carried out:**
Provost, Associate Provosts, Vice Presidents, Deans and, through Deans, Departmental Executive Officers
Lawrence Lockwood, Registrar, (319) 335-0217, larry-lockwood@uiowa.edu

**Resources required to perform function:** Communication media—e-mail, phone messaging, in person communication

**Resource supplier(s):**
Steve Fleagle, Chief University Information Officer, 2800 UCC, 384-0595, steve-fleagle@uiowa.edu
Steve Parrott, Director of University Relations, 101 JH, (319) 335-0552, steven-parrott@uiowa.edu
Job Action Sheet

FACULTY HUMAN RESOURCES

Description of function: Oversight of the University’s academic enterprise, namely teaching and research, with some attendant clinical functions as well.

Primary Individual: Susan Johnson, Associate Provost for Faculty 111 JH (319) 335-3210 susan-johnson@uiowa.edu

First Backup: Beth Ingram, Associate Provost for Undergraduate Education 111 JH (319) 335-1895 beth-ingram@uiowa.edu

Second Backup: Barbara Eckstein, Associate Provost 111JH (319) 335-1878 barbara-eckstein@uiowa.edu

Third Backup: Marcella David, Associate Provost 202 JH 335 0705 marcella-david@uiowa.edu

Decision maker with oversight over individual responsible for this function: Wallace Loh, Provost, 111 JH, (319) 335-3565, wallace-loh@uiowa.edu

Other units, processes, or individuals that rely on the function: Faculty, Benefits Office, Payroll

Anticipated consequences of not performing function: Financial consequences of failure to get paid; sick leave not assigned appropriate to an emergency; benefits ramifications.

Procedures for performing function: Daily meeting with incident commander for update on extent of pandemic and therefore the extent of disruption to teaching and research, faculty work and pay.

Alternative procedures for performing function: Telephone and paper.

Whom to communicate with as tasks are carried out:
Deans of the Colleges:
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. Barry Butler</td>
<td>Engineering</td>
<td>3100 SC</td>
<td>(319) 335-5766</td>
<td><a href="mailto:patrick-butler@uiowa.edu">patrick-butler@uiowa.edu</a></td>
</tr>
<tr>
<td>Sandra B. Damico</td>
<td>Education</td>
<td>N459 LC</td>
<td>(319) 335-5380</td>
<td><a href="mailto:sandra-damico@uiowa.edu">sandra-damico@uiowa.edu</a></td>
</tr>
<tr>
<td>Rita Frantz</td>
<td>Nursing</td>
<td>101F NB</td>
<td>(319) 335-7087</td>
<td><a href="mailto:rita-frantz@uiowa.edu">rita-frantz@uiowa.edu</a></td>
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<tr>
<td>William C. Hunter</td>
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<td>C120 PBB</td>
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<td><a href="mailto:curt-hunter@uiowa.edu">curt-hunter@uiowa.edu</a></td>
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<td>Dentistry</td>
<td>N308 DSB</td>
<td>(319) 335-7144</td>
<td><a href="mailto:david-johnson@uiowa.edu">david-johnson@uiowa.edu</a></td>
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<tr>
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<td>Law</td>
<td>290 BLB</td>
<td>(319) 335-9034</td>
<td><a href="mailto:carolyn-jones@uiowa.edu">carolyn-jones@uiowa.edu</a></td>
</tr>
<tr>
<td>John C. Keller</td>
<td>Graduate College</td>
<td>205 GILH</td>
<td>(319) 335-2142</td>
<td><a href="mailto:john-keller@uiowa.edu">john-keller@uiowa.edu</a></td>
</tr>
<tr>
<td>Donald Letendre</td>
<td>Pharmacy</td>
<td>118 PHAR</td>
<td>384-4467</td>
<td><a href="mailto:donald-letendre@uiowa.edu">donald-letendre@uiowa.edu</a></td>
</tr>
<tr>
<td>Linda Maxson</td>
<td>Liberal Arts &amp; Sciences</td>
<td>240 SH</td>
<td>(319) 335-1610</td>
<td><a href="mailto:linda-maxson@uiowa.edu">linda-maxson@uiowa.edu</a></td>
</tr>
<tr>
<td>Susan Curry</td>
<td>Public Health</td>
<td>E220H1 GH</td>
<td>384-5452</td>
<td><a href="mailto:sue-curry@uiowa.edu">sue-curry@uiowa.edu</a></td>
</tr>
<tr>
<td>William M. Reisinger</td>
<td>International Programs</td>
<td>1111 UCC</td>
<td>(319) 335-0373</td>
<td><a href="mailto:william-reisinger@uiowa.edu">william-reisinger@uiowa.edu</a></td>
</tr>
<tr>
<td>Paul Rothman</td>
<td>Carver College of Medicine</td>
<td>212 CMAB</td>
<td>384-4547</td>
<td><a href="mailto:paul-rothman@uiowa.edu">paul-rothman@uiowa.edu</a></td>
</tr>
<tr>
<td>Chet Rzonca</td>
<td>Continuing Education</td>
<td>116 IC</td>
<td>(319) 335-2531</td>
<td><a href="mailto:chet-rzonca@uiowa.edu">chet-rzonca@uiowa.edu</a></td>
</tr>
</tbody>
</table>

**Resources required to perform function:** E-links to HR and to staff who work in faculty HR

**Resource supplier(s):**
Judie Hermsen, 121 USB, (319) 335-3553, judie-hermsen@uiowa.edu
Lori Cranston, 111 JH, (319) 335-0253, lori-cranston@uiowa.edu
Job Action Sheet

WORKFLOW

Description of function: Keeping necessary communication and financial obligations in operation for the Office of the Provost.

Primary Individual: Lori Cranston, Associate Director, Financial Management & Control
111 JH
(319) 335-0253
lori-cranston@uiowa.edu

First Backup: Amy Kirkey, Administrative Assistant
111 JH
335 0139
amy-kirkey@uiowa.edu

Second Backup: Suzanne Stratton
111 JH
335 3029
suzanne-stratton@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Donald Szeszycki, Associate Vice President, 237 JH, 335 1543, Donald-szeszycki@uiowa.edu

Other units, processes, or individuals that rely on the function: Colleges, Associate Provosts

Anticipated consequences of not performing function: Financial risks to individuals in the Office of the Provost and to the University.

Procedures for performing function: The Provost, in consultation with Don Szeszycki and Lori Cranston, would decide which workflow was essential. Not all would be essential.

Alternative procedures for performing function: None.

Whom to communicate with as tasks are carried out:
Wallace Loh, Provost, 111 JH, (319) 335-3565, wallace-loh@uiowa.edu

Resources required to perform function: Online data.

Resource supplier(s):
Steve Fleagle, Chief University Information Officer, 2800 UCC, 384-0595, steve-fleagle@uiowa.edu
Job Action Sheet

BUDGET PLANNING

Description of function: Assessing financial ramifications of academic priorities and policies, regarding faculty hiring and retention, student tuition and fees, instructional equipment costs, and others.

Primary Individual: Don Szeszycki, Associate Vice President
237 JH
(319) 335-1543
donald-szeszycki@uiowa.edu

First Backup: Beth Ingram, Associate Provost for Undergraduate Education
111 JH
(319) 335-1895
beth-ingram@uiowa.edu

Second Backup: Barbara Eckstein, Associate Provost
111 JH
335 1878
barbara-eckstein@uiowa.edu

Third Backup: Susan Johnson, Associate Provost for Faculty
111 JH
(319) 335-3210
susan-johnson@uiowa.edu

Decision maker with oversight over individual responsible for this function:
Wallace Loh, 111 JH, 335 3565, wallace-loh@uiowa.edu
Sally Mason, President, 101 JH, (319) 335-3549, sally-mason@uiowa.edu
Doug True, Senior V.P., 105 JH, (319) 335-3552, douglas-true@uiowa.edu

Other units, processes, or individuals that rely on the function: Deans, departments, faculty, students, staff

Anticipated consequences of not performing function: Interruption of operations affects tuition and fees, grants and contracts, and faculty hiring and retention (among other issues).

Procedures for performing function: Study and consultation and decisions.

Alternative procedures for performing function: Could be done remotely.
Whom to communicate with as tasks are carried out:
Vice Presidents, Associate Provosts

Resources required to perform function: Online financial data, projections

Resource supplier(s): Steve Fleagle, Chief University Information Officer, 2800 UCC, 384-0595, steve-fleagle@uiowa.edu
ATTACHMENT D-XXX
UNIVERSITY HOUSING
Continuity Plan

In the case of a confirmed human-to-human transmission of pandemic influenza in the Midwest, the University of Iowa must make a decision on whether or not to close the University. Based on the decision to cancel or not cancel classes, different procedures must be followed on how to handle the significant daily change in resident population.

If classes are canceled due to the threat of pandemic influenza, there will need to be housing located for three different groups:

- those who are unable to go home or go home quickly;
- those who may have been exposed to pandemic influenza and must be quarantined
- those who have flu-like symptoms and must be isolated

It is the expectation that University Housing will not only provide housing, but some type of food service. This food service should not be traditional in nature, but sack lunches that will be delivered to student locations to be delivered or picked up by students who are isolated or in quarantine. Determinations will need to be made about a possible cost for this service and what the cost might be.

Those students who must stay because of the long distances to their homes or international flights that have been suspended will live in Burge Hall (due to proximity to food services). This would allow over 400 students to stay on campus in single rooms. This plan is based on the assumption that these students need not be in isolation nor quarantine.

If the residence halls are closed, students will have 48 hours to vacate the residence halls. Students should be most concerned with moving themselves out and less concerned about their belongings. We will provide residents with pre-printed tags so that any major items left in the residence halls will be connected to an owner. In some buildings, student belongings will not be moved. In Burge and Mayflower Halls, student belongings will need to be accounted for and relocated or secured to minimize possible loss through theft or misplacement.

Prior to and during the time in which the residence halls are vacating, resident students who may have been in contact with pandemic influenza will need to be isolated outside the residence halls. Halsey Hall and the Campus Tennis Center will be utilized until the residence halls can be emptied and cleaned. Mattresses and/or cots will be needed for bed space. University Housing will be able to provide 100 mattresses from residence hall temporary housing for the venues in Halsey Hall and the Campus Tennis Center. Since no dining will be available at these temporary venues, meal preparations will need to be considered.
Those students who must be quarantined due to contact with pandemic influenza will live in the A/B sections of Mayflower Hall. Due to the semi-private restrooms and ventilation systems, this venue will help minimize the spread of pandemic influenza. We would look to keep them in rooms by themselves, making space available to 250 residents.

Other students who must be isolated will live in the C/D sections of Mayflower Hall. Due to the semi-private restrooms and ventilation systems, this venue will help minimize the spread of pandemic influenza. Based on the fact that the students are symptomatic with the flu, two students per room may be considered, whereby four students would share a restroom and kitchenette. This would allow for nearly 500 students to reside in that section of the building. According to the physicians in the Health Care Services Subcommittee, there should be very little variation in the N5H1 strain of the avian flu so there is high confidence that residents sharing a suite will not make each other more ill.

Parklawn Hall also provides private restrooms but only has 40 apartments. These apartments could be used if the need dictates. There are rooms with private bathrooms in other residence halls, but based on limited staff, these rooms will only be used in case of dire need.

Assuming Resident Assistants (RAs) will likely go home, it will be up to the other live-in staff to be on duty and respond to issues. University Housing will be working with Student Services Human Resources to determine effective staffing patterns and cross-training of staff in case of a significant increase in staff absenteeism. The Association of College and University Housing Officers – International (ACUHO-I) Pandemic Flu guidelines recommend three staff members who can perform each essential function.

Student Health Services has stated that they will provide our staff with protective gear and information to do their jobs in a manner that will minimize risk of infection.

A web site will be created to track students who are isolated, quarantined, or otherwise must remain on campus. However, due to the fact that not all students may have access to a computer, a low-tech option must be available on a daily basis for reporting the status of remaining students.

Assumptions:

- University and residence halls would close with confirmed diagnoses of avian flu in the area. Residence halls would give students 48 hours to check out of the halls.
- Residents would leave their rooms in disarray and with many of their belongings still in the room.
- Not all residence hall students would officially check out of the halls.
- Between 400 and 450 students would be required to remain in the residence halls due to long distances from home and/or airline flight cancellations.
- University power plant will remain functional during the pandemic period.
- City utilities will remain functional during the pandemic period (Mayflower Hall).
- Food supplies from the vendor will continue during the pandemic period.
• Custodial staff will be strained during the initial days of the action plan.
• With a worst case scenario of 12 weeks of flu waves, there will still be anticipation that Mayflower Hall will be empty of students by the end of week 8.

Recovery Challenges

a. Re-establish routine delivery of supplies and materials.

b. Review financial and personnel losses due to the pandemic and document results in a report.

c. Determine an estimate for resuming non-essential functions and resources needed.

d. Develop and implement a plan to initiate long-term recovery activities (e.g., replacement of loss personnel, plan for purchasing any additional needed equipment or establishing any contracts with vendors / suppliers that were identified during the pandemic response, and / or modify this Continuity of Business Plan based on lessons learned).

e. Institute a process for students to store and retrieve belongings left in the building, and for the staff to store belongings from rooms that will be needed for quarantine, isolation, and those who cannot leave Iowa City.
## ATTACHMENT D-XXXI
### UNIVERSITY RELATIONS
#### Continuity Plan

### I. Core Activities

The mission of the Office of University Relations (OUR) is to increase understanding and support for the University. Toward that mission, the OUR works with central administration, as well as Colleges and units across campus, in the creation and coordination of communications to the whole range of our audiences, from staff, students, and faculty on campus to friends and alumni all over the world.

### II. Essential Functions

#### A. Essential Functions of the OUR

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Primary Individual Responsible (incl campus address, tel, e-mail)</th>
<th>Can Function be Performed Remotely?</th>
<th>Potential Effect(s) of Failure to Perform Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. University Spokesperson</td>
<td>Steve Parrott Director, University Relations 101 JH (319) 335-0552 <a href="mailto:steve-parrott@uiowa.edu">steve-parrott@uiowa.edu</a></td>
<td>Yes</td>
<td>University has no official voice presence in the flow of news.</td>
</tr>
<tr>
<td>2. Critical Incident Response Team Contact</td>
<td>Steve Parrott Director, University Relations 101 JH (319) 335-0552 <a href="mailto:steve-parrott@uiowa.edu">steve-parrott@uiowa.edu</a></td>
<td>Yes</td>
<td>University has no communications contact in response</td>
</tr>
<tr>
<td>3. OUR Continuity of Operations</td>
<td>Steve Parrott Director, University Relations 101 JH (319) 335-0552 <a href="mailto:steve-parrott@uiowa.edu">steve-parrott@uiowa.edu</a></td>
<td>Yes</td>
<td>Day-to-day operations of news, publications, web, and other OUR units lose leadership.</td>
</tr>
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</tr>
<tr>
<td><strong>4. UI News Digest/Press Release Distribution</strong></td>
<td>Kerrie Miller Program Assistant, University News Services 300 PCO, (319) 384-0019 <a href="mailto:kerrie-miller@uiowa.edu">kerrie-miller@uiowa.edu</a></td>
<td>Yes</td>
<td>University news flow interrupted</td>
</tr>
<tr>
<td></td>
<td>Deb Thumma Secretary II University News services 300 PCO, (319) 384-0006 <a href="mailto:deborah-thumma@uiowa.edu">deborah-thumma@uiowa.edu</a></td>
<td>Not at this time</td>
<td>Web page (primary news outlet for campus in a crisis) not current.</td>
</tr>
<tr>
<td><strong>6. UNS Continuity</strong></td>
<td>Steve Pradarelli Director, University News Services 300 PCO (319) 384-0007 <a href="mailto:stephen-pradarelli@uiowa.edu">stephen-pradarelli@uiowa.edu</a></td>
<td>Yes</td>
<td>Day-to-day news operations loses leadership.</td>
</tr>
<tr>
<td><strong>7. UI Homepage Publisher</strong></td>
<td>Josh Kaine University Webmaster OUR Web Unit 300 PCO (319) 384-0002 <a href="mailto:josh-kaine@uiowa.edu">josh-kaine@uiowa.edu</a></td>
<td>Yes</td>
<td>Web page (primary news outlet for campus in a crisis) not current.</td>
</tr>
<tr>
<td><strong>8. Webmaster Mail</strong></td>
<td>Charles Drum Editor, University News Services, 300 PCO (319) 384-0048 <a href="mailto:charles-drum@uiowa.edu">charles-drum@uiowa.edu</a></td>
<td>Yes</td>
<td>Questions from web go unanswered.</td>
</tr>
<tr>
<td><strong>9. Website continuity of operations</strong></td>
<td>Josh Kaine University Webmaster OUR Web Unit 300 PCO (319) 384-0002 <a href="mailto:josh-kaine@uiowa.edu">josh-kaine@uiowa.edu</a></td>
<td>Yes</td>
<td>Deterioration of University Home Page Website.</td>
</tr>
<tr>
<td><strong>10. Publications continuity of operations</strong></td>
<td>Lin Larson Director OUR Publications 300 PCO (319) 384-0042 <a href="mailto:lin-larson@uiowa.edu">lin-larson@uiowa.edu</a></td>
<td>Yes</td>
<td>Day-to-day publication management loses leadership.</td>
</tr>
</tbody>
</table>
B. Essential Function Backups
In the event that the primary individual is unavailable, three backup individuals (in order of succession) will take responsibility for the essential functions, as listed:

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. University Spokesperson</td>
<td>Linda Kettner, University Relations 101 JH (319) 384-0030 <a href="mailto:Linda-kettner@uiowa.edu">Linda-kettner@uiowa.edu</a></td>
<td>Steve Pradarelli, University News Services 300 PCO (319) 384-0007 <a href="mailto:stephen-pradarelli@uiowa.edu">stephen-pradarelli@uiowa.edu</a></td>
<td>Lois Gray, Associate Director, University News Services 300 PCO (319) 384-0077 <a href="mailto:lois-gray@uiowa.edu">lois-gray@uiowa.edu</a></td>
</tr>
<tr>
<td>2. Critical Incident Response Team Contact</td>
<td>Lois Gray, University News Services 300 PCO (319) 384-0077 <a href="mailto:lois-gray@uiowa.edu">lois-gray@uiowa.edu</a></td>
<td>Charles Drum, Editor, University News Services 300 PCO (319) 384-0048 <a href="mailto:charles-drum@uiowa.edu">charles-drum@uiowa.edu</a></td>
<td>Steve Pradarelli, Director, University News Services 300 PCO (319) 384-0007 <a href="mailto:stephen-pradarelli@uiowa.edu">stephen-pradarelli@uiowa.edu</a></td>
</tr>
<tr>
<td>3. OUR Continuity of Operations</td>
<td>Linda Kettner, University Relations 101 JH (319) 384-0030 <a href="mailto:Linda-kettner@uiowa.edu">Linda-kettner@uiowa.edu</a></td>
<td>Steve Pradarelli, University News Services 300 PCO (319) 384-0007 <a href="mailto:stephen-pradarelli@uiowa.edu">stephen-pradarelli@uiowa.edu</a></td>
<td>Lin Larson, Director OUR Publications 300 PCO (319) 384-0042 <a href="mailto:lin-larson@uiowa.edu">lin-larson@uiowa.edu</a></td>
</tr>
<tr>
<td>4. UI News Digest/Press Release Distribution</td>
<td>Mary Kenyon, University News Services 300 PCO (319) 384-0011 <a href="mailto:mary-kenyon@uiowa.edu">mary-kenyon@uiowa.edu</a></td>
<td>Lois Gray, Associate Director, University News Services 300 PCO (319) 384-0077 <a href="mailto:lois-gray@uiowa.edu">lois-gray@uiowa.edu</a></td>
<td>Steve Pradarelli, Director, University News Services 300 PCO (319) 384-0007 <a href="mailto:stephen-pradarelli@uiowa.edu">stephen-pradarelli@uiowa.edu</a></td>
</tr>
<tr>
<td>5. UI Home Page Updates</td>
<td>Mary Kenyon, University News Services 300 PCO (319) 384-0011 <a href="mailto:mary-kenyon@uiowa.edu">mary-kenyon@uiowa.edu</a></td>
<td>Lois Gray, Associate Director, University News Services 300 PCO (319) 384-0077 <a href="mailto:lois-gray@uiowa.edu">lois-gray@uiowa.edu</a></td>
<td>Steve Pradarelli, Director, University News Services 300 PCO (319) 384-0007 <a href="mailto:stephen-pradarelli@uiowa.edu">stephen-pradarelli@uiowa.edu</a></td>
</tr>
<tr>
<td>6. UNS Continuity</td>
<td>Lois Gray, Associate Director, University News Services 300 PCO (319) 384-0077 <a href="mailto:lois-gray@uiowa.edu">lois-gray@uiowa.edu</a></td>
<td>Mary Kenyon Associate Editor, University News Services 300 PCO (319) 384-0011 <a href="mailto:mary-kenyon@uiowa.edu">mary-kenyon@uiowa.edu</a></td>
<td>Tom Snee Associate Editor, University News Services 300 PCO (319) 384-0010 <a href="mailto:tom-snee@uiowa.edu">tom-snee@uiowa.edu</a></td>
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</tr>
<tr>
<td>7. UI Homepage Publisher</td>
<td>Modei Akyea Applications and Development Support Spec. II 300 PCO 353-2977 <a href="mailto:modei-akyea@uiowa.edu">modei-akyea@uiowa.edu</a></td>
<td>Wendy Brown Secretary III 300 PCO (319) 335-0557 <a href="mailto:wendy-brown@uiowa.edu">wendy-brown@uiowa.edu</a></td>
<td>Charles Drum Editor, University News Services 300 PCO (319) 384-0048 <a href="mailto:charles-drum@uiowa.edu">charles-drum@uiowa.edu</a></td>
</tr>
<tr>
<td>8. Webmaster Mail</td>
<td>Wendy Brown Secretary III 300 PCO (319) 335-0557 <a href="mailto:wendy-brown@uiowa.edu">wendy-brown@uiowa.edu</a></td>
<td>Lin Larson Director OUR Publications 300 PCO (319) 384-0042 <a href="mailto:lin-larson@uiowa.edu">lin-larson@uiowa.edu</a></td>
<td>Charles Drum Editor, University News Services 300 PCO (319) 384-0048 <a href="mailto:charles-drum@uiowa.edu">charles-drum@uiowa.edu</a></td>
</tr>
<tr>
<td>9. Website continuity of operations</td>
<td>Modei Akyea Applications and Development Support Spec. II 300 PCO 353-2977 <a href="mailto:modei-akyea@uiowa.edu">modei-akyea@uiowa.edu</a></td>
<td>Wendy Brown Secretary III 300 PCO (319) 335-0557 <a href="mailto:wendy-brown@uiowa.edu">wendy-brown@uiowa.edu</a></td>
<td>Charles Drum Editor, University News Services 300 PCO (319) 384-0048 <a href="mailto:charles-drum@uiowa.edu">charles-drum@uiowa.edu</a></td>
</tr>
<tr>
<td>10. Publications continuity of operations</td>
<td>Chris Clair Editor OUR Publications 300 PCO (319) 384-0900 <a href="mailto:christopher-clair@uiowa.edu">christopher-clair@uiowa.edu</a></td>
<td>Linda Ferry Editor OUR Publications 300 PCO (319) 384-0900 <a href="mailto:linda-ferry@uiowa.edu">linda-ferry@uiowa.edu</a></td>
<td>Linzee McCray Editor OUR Publications 300 PCO (319) 384-0044 <a href="mailto:linzee-mccray@uiowa.edu">linzee-mccray@uiowa.edu</a></td>
</tr>
</tbody>
</table>

C. Monitoring & Reporting Regarding Essential Functions
Unless otherwise indicated, the primary individual responsible for each function will monitor the performance of the function and report to the unit decision maker any threats to the unit's capacity to carry out that function. If the primary individual is unavailable, the backups become successively responsible for monitoring and reporting.
In the event that the individual responsible for a function determines that there is a threat to the unit's capacity to carry out the function, this information will be immediately conveyed to the unit's senior decision maker, along with the anticipated consequences of failing to carry out the function. The senior decision maker will communicate the threat and its consequences to the administrative unit with oversight over the unit. In addition, the unit's senior decision maker and the individual responsible for the essential function, in consultation with the senior decision maker in the administrative unit, will determine optimal procedures for mitigating loss/damage due to failure to meet the essential function and determine if/when such procedures should be implemented.
SECTION E
COMMUNICATIONS

The pandemic flu response strategies related to communications are based on the following assumptions:

- The University’s Critical Incident Management Plan provides the framework of the Communications plan. The chain of command for communications will follow the UI Critical Incident Management Plan, and include UIHC and Public Health authorities.
- University Relations serves as the authorized spokesperson for the University. All public information regarding any campus response to a pandemic influenza event will be coordinated and disseminated by University Relations staff with assistance from other University departments and/or personnel.
- Effective communications are a critical element within all aspects of the UI Pandemic Influenza Response Plan. As such, the audiences for communications are varied and diverse. These audiences include UI faculty, staff and students; parents of students; local media; Iowa City and Johnson County communities; Board of Regents and other state officials; ISU, UNI and other higher education institutions in Iowa; and the general public.

I. INTERNAL COMMUNICATIONS

Prior to a pandemic influenza emergency, a University website will be established that includes the UI Pandemic Influenza Response Plan, as well as related resources such as links to prevention and public health information. The website will be publicized to UI faculty, staff and students, parents of students, and area media. These audiences will be informed that the website will be a primary communications platform in the event of a pandemic influenza emergency.

Prior to a pandemic emergency, a plan will be in place (and needed communications technologies confirmed) to continue communications efforts with reduced staff or with staff confined to their homes.

Prior to a pandemic emergency, contact lists will have been created for key communications persons at University, collegiate, and departmental levels. Notify these contacts and explain their roles in the event of an emergency.

In the event a pandemic influenza emergency is declared by the University administration, critical information will be disseminated to the campus and concerned constituencies as quickly as possible, using one or all of the following methods:

1. The Mass E-Mail System, which will transmit information using the University e-mail system to all faculty, staff, and student e-mail accounts.
2. The University of Iowa website, (http://www.uiowa.edu), where prominent links will connect site users to the most current information, with links to the UI’s Critical Incident Management Pandemic Influenza site. The Pandemic Influenza website will connect students, faculty, staff,
patients, parents of students, and the general public to specific, pertinent information about continuity of operations, advisories and notifications, health and safety information, and additional information as it becomes available. Both the UI homepage site and the Pandemic Influenza site will be maintained by University Relations staff, in cooperation with Information Technology Services, Health Science Relations, Johnson County Public Health, and other agencies.

3. News releases and direct media contact, providing the most current information for students, parents, staff, faculty, and the general public.

4. (In the event that Internet communications are deemed ineffective) University Relations radio stations, KRUI, KSUI, and WSUI, and the use of faxed releases sent telephonically to news media to disseminate information.

II. COMMUNITY
The first external link in the event of an outbreak will be with Johnson County Public Health. The University pandemic influenza website will be the primary communications platform for community. University Relations will also issue updated issue news releases to the news media.

III. REGENTS INSTITUTIONS AND OTHER HIGHER EDUCATION INSTITUTIONS
University Relations will issue updated issue news releases and advisories directly to counterparts in Regents Institutions and other select higher education institutions.
ATTACHMENT E-I: University Relations Order of Delegation of Authority

This document identifies the essential functions of the unit and the person with primary responsibility for that function on a day-to-day basis. It also identifies the succession of individuals (up to four, when possible) responsible for each essential function in the event that the preceding person becomes temporarily incapacitated, is out of communication with the University, or is otherwise unavailable and unable to perform the duties of the position. In that event, the following individuals will make decisions and/or act on behalf of the unit on any matter for which time is of the essence, consulting with others as appropriate and available.

Office of University Relations (OUR) Administration

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION: University Spokesperson</th>
<th>Training Need?</th>
<th>Technology Need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary person responsible: Steve Parrott</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Linda Kettner</td>
<td></td>
<td></td>
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<tr>
<td>3. Steve Pradarelli</td>
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<tr>
<th>ESSENTIAL FUNCTION: Critical Incident Response</th>
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<tbody>
<tr>
<td>Team Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary person responsible: Steve Parrott</td>
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<td></td>
</tr>
<tr>
<td>2. Charles Drum</td>
<td></td>
<td></td>
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<tr>
<td>3. Diana Lundell</td>
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<thead>
<tr>
<th>ESSENTIAL FUNCTION: Continuity of OUR Operations</th>
<th>Training Need?</th>
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<tbody>
<tr>
<td>Primary person responsible: Steve Parrott</td>
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<td></td>
</tr>
<tr>
<td>2. Linda Kettner</td>
<td></td>
<td></td>
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<tr>
<td>3. Steve Pradarelli</td>
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OUR News Services

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION: Digest/Press Release Distribution</th>
<th>Training Need?</th>
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<tbody>
<tr>
<td>Primary person responsible: Kerrie Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mary Kenyon</td>
<td></td>
<td></td>
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<tr>
<td>3. Steve Pradarelli</td>
<td></td>
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<tr>
<td>ESSENTIAL FUNCTION: Web Page Updates</td>
<td>Training Need?</td>
<td>Technology Need?</td>
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</tr>
<tr>
<td><strong>Primary person responsible:</strong> Debb Thumma</td>
<td></td>
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<tr>
<td>2. Mary Kenyon</td>
<td></td>
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<tr>
<td>3. Steve Pradarelli</td>
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<table>
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<tr>
<th>ESSENTIAL FUNCTION: Continuity</th>
<th>Training Need?</th>
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</tr>
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<tbody>
<tr>
<td><strong>Primary person responsible:</strong> Steve Pradarelli</td>
<td></td>
<td></td>
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<tr>
<td>2. Lois Gray</td>
<td></td>
<td></td>
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<tr>
<td>3. Tom Snee</td>
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</tbody>
</table>

**OUR Publications**

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION: Internal communications (fyi Listserv and site, Web/UNS support, faculty/staff queries)</th>
<th>Training Need?</th>
<th>Technology Need?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary person responsible:</strong> Chris Clair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Madelaine Jerousek-Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Linda Ferry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION: External communications (Web/UNS support, media calls, parent queries)</th>
<th>Training Need?</th>
<th>Technology Need?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary person responsible:</strong> Linzee McCray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sara Moninger</td>
<td></td>
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<tr>
<td>3.</td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION: Continuity (regularly scheduled projects)</th>
<th>Training Need?</th>
<th>Technology Need?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary person responsible:</strong> Anne Kent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sondra Cue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Kim Cooke</td>
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**OUR Web Unit**

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<tr>
<th>ESSENTIAL FUNCTION: Web Publisher</th>
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</thead>
<tbody>
<tr>
<td><strong>Primary person responsible:</strong> Josh Kaine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Modei Akyea</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>ESSENTIAL FUNCTION: Webmaster Mail</td>
<td>Training Need?</td>
</tr>
<tr>
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</tr>
<tr>
<td>2.</td>
<td>Wendy Brown</td>
<td>Yes</td>
</tr>
<tr>
<td>3.</td>
<td>Lin Larson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th></th>
<th>ESSENTIAL FUNCTION: Website continuity</th>
<th>Training Need?</th>
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<tbody>
<tr>
<td>2.</td>
<td>Wendy Brown</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Modei Akyea</td>
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</tbody>
</table>
LAST PAGE

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