



Month 1: Department Information & Staff Basics

This month’s tasks will focus on gathering information about your department, identifying key people, and ascertaining skills that will be needed immediately after a disaster. This form is meant to help you collect information in a methodical way which can speed up entering the data in Quali Ready. You do not need to enter the data here and then in KR. Instead, use this to take notes and understand what information you are hunting down.

Total estimated time is 4 hours.

PLAN DETAILS > Department Identification: <i>Estimated time 20 minutes</i>		
Department name		
Department description		
Major division		
Acronym		
Head of unit		
	Number of Personnel	<p>Some typical examples of academic appointee are:</p> <ul style="list-style-type: none"> • professor • lecturer • librarian • curator • teaching assistant • graduate student instructor • graduate student researcher <p>Student-staff refers to work-study students and other employed undergraduates. Do not count unpaid student interns.</p>
Faculty/academic appointees		
Staff (PT, not students)		
Guests		
Residents/Fellows		
Student Staff		
Other		
Staff – FT		
Volunteers		
Department Type		
Location 1		List all the locations or buildings you occupy, including storage space
Location 2		
Location 3		
Location 4		
Evacuation Plans		Do all of your buildings have evacuation plans
Cost Center		What cost center(s) does this plan cover.
Comments		



Key People		
Name		After a disruptive event, there is a chance that not everyone on your staff will be available. Do you have an identified chain of succession, outlining decision makers and leaders in the event your current director is unavailable?
Title/Function		
Special Skill		
Comment		
Leadership Successor		
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Name		Leadership successor options are: <ul style="list-style-type: none"> • First leadership successor • Second leadership successor • Third leadership successor • Holds formal delegations of authority (an assignment of authority & responsibility to perform specified acts on behalf of the organization: e.g., to sign specified types of contracts. This assignment is almost always granted via a written document.
Title/Function		
Special Skill		
Comment		
Leadership Successor		
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Name		
Title/Function		
Special Skill		
Comment		
Leadership Successor		
<hr/>		
Name		
Title/Function		
Special Skill		
Comment		
Leadership		



PLAN DETAILS >Action Items: <i>45 minutes (inputting & assigning action items, not completing them)</i>		
Action Item		Based on the work on the first three steps, you may have identified some missing information or needs.
Assigned to		
Due Date		
Details		
Action Item		Capture these items by adding them here or to the Action Item Summary under Plan Details.
Assigned to		
Due Date		
Details		
Action Item		Some action items you might consider are – developing a plan for succession of leadership, cross training staff in key skills if the team lacks redundancy
Assigned to		
Due Date		
Details		