

Continuity of Operations Plan

Chemistry Department*

Corcoran Hall, room 107

725 21st Street, NW

last updated 3/18/2008

Initial Emergency Contact: UPD, 4-6111

Priority	Recovery Area	Function / Reason for Priority	Recovery Goals	Recovery Steps / Alternate Methods	Suggested Contacts ^A	Finance
1	<i>Main Office</i>	Main office is responsible for communication with students, faculty, staff and the GW administration as well administrative functions including appointments, purchasing, record keeping, programs, etc. The office is typically open from 9 AM to 5 PM. Must restore function here in order to restore other other areas.	<u>Chair, Office Supervisor & Sr. Secretary:</u> Work with faculty, staff and students to ensure that the main office is accessible and that phone and e-mail communication is restored. Any two of these individuals can cover most functions of the three. Deputy Chair is also available.	Ensure Regular Data Back-up of all functions. Both the chair & deputy chair have VPN's for access to key functions at home. <u>Short-term:</u> If Corcoran 107 isn't available, staff can work from computer labs on campus, at Gelman Library, or from home. Status updates via e-mail/list servs. <u>Long-term:</u> Work with GW Administration to find alternate space, such as the Mt. Vernon campus.	<u>Classroom Scheduling:</u> (1st) CCAS Dean's Office, 4-6130; (2nd) Academic Scheduling, 4-4915 ; <u>Mt. Vernon:</u> MVC Instructional Services, 2-6700	Purchasing done via p-card or EAS, and not necessary to be at Corcoran Hall. Fewer supplies needed if classes are not being held. Documentation typically e-mailed or faxed, and can provide alternate fax number.
2	<i>Stockroom and Storerooms</i>	Responsible for maintaining lab supplies. Personnel are typically available from 7 AM to 10 PM. Must restore function here in order to proceed with research and instructional labs.	<u>Chair, Lab Mgr. & Foreman:</u> Work with administration, facilities, risk management, faculty, and staff to ensure that the stockroom is accessible and that lab supplies are available. Office staff can assist if lab mgr. or foreman is unavailable.	<u>Short-term:</u> Wait for area to be restored. Contact Risk Management about removal of hazardous waste. <u>Long-term:</u> Work with GW Administration to find alternate space, such as Ross Hall or the Mt. Vernon campus. Drop ship materials and supplies directly to alternative sites from suppliers.	<u>Risk Mgmt,</u> 4-3265 <u>CCAS Dean's Office:</u> 4-6130	Purchasing done via p-card or EAS, and not necessary to be at Corcoran Hall. Fewer supplies needed if classes are not being held. Documentation typically e-mailed or faxed, and can provide alternate fax number.
3	<i>Instructional Labs</i>	Laboratory time is an essential component of courses. Very difficult to make up for lost time, particularly with the volume of students served.	<u>Chair, responsible faculty, Lab Coordinator, and stockroom staff:</u> Determine status of instructional lab space. <u>Office staff:</u> Keep faculty and students informed of current situation.	HAZMAT: Risk Mgmt & Chair to assess and lead remediation; verify safety of area. <u>Short-term:</u> Wait for area to be restored. Communication between instructor and students via e-mail/list servs, Blackboard, etc. Revise curricular requirements as needed. <u>Long-term:</u> Work with GW Administration to find alternate space, such as Ross Hall or the Mt. Vernon campus. <u>Seasonal:</u> Fewer labs occur during summer sessions.	<u>Risk Mgmt,</u> 4-3265. <u>Classroom Scheduling:</u> (1st) CCAS Dean's Office, 4-6130; (2nd) Academic Scheduling, 4-4915 ; <u>Mt. Vernon:</u> MVC Instructional Services, 2-6700	Purchasing done via p-card or EAS, and not necessary to be at Corcoran Hall. Rental of alternate facilities--EAS or p-card.

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4	Lecture Sections	Very difficult to make up for lost classroom time.	<u>Chair, administration and office staff</u> : Determine status of classroom space. <u>Office staff</u> : Keep faculty and students informed of current situation.	<u>Short-term</u> : Wait for area to be restored. Communication between instructor and students via e-mail/list serves, Blackboard, etc. <u>Long-term</u> : Work with GW Administration to find alternate space at either the Foggy Bottom campus or Mt. Vernon.	<u>Classroom Scheduling</u> : (1st) CCAS Dean's Office, 4-6130; (2nd) Academic Scheduling, 4-4915 ; <u>Mt. Vernon</u> : MVC Instructional Services, 2-6700	If GW space unavailable, might need to rent space--EAS or p-card. Documentation typically e-mailed or faxed, and can provide alternate fax number.
5	Research Labs	Obligations to external funding sources, including the federal government. Essential component of doctoral studies for graduate students and faculty scholarship. Instruments may be used by other departments.	<u>Faculty</u> : Determine status of research laboratories. Restore research labs with faculty consultation as soon as possible.	<u>HAZMAT</u> : Risk Mgmt & Chair to assess and lead remediation; verify safety of area. <u>Short-term</u> : Wait for area to be restored. <u>Long-term</u> : Find alternate work space at GW, another university, or a research institution in the DC metro area. Uniqueness of programmatic instrumentation and research will challenge ability to maintain continuity other than temporary activities such as writing up work and do literature studies, while research labs are unusable.	<u>Risk Mgmt</u> : 4-3265; <u>CCAS Dean's Office</u> : 4-6130; <u>OCRO</u> : 4-6255	Might have to pay for time on instruments elsewhere or rent space--EAS or p-card. Documentation typically e-mailed or faxed, and can provide alternate fax number. Closed facility means fewer lab supplies.
6	Computers, faculty and graduate student	Required for research, communication, and educational purposes.	<u>Faculty & grad students</u> : Identify status of computers.	<u>Short-term</u> : Work from computer labs on campus, at Gelman Library, or from home. <u>Long-term</u> : Administration will provide additional computers and printers as needed. <u>Seasonal</u> : Fewer courses taught during summer sessions.	<u>Instrument Coordinator</u> : 4-8188; <u>CCAS LocalSupport</u> : 4-8096; <u>ISS</u> : 4-5530	NA

ΔAlso see flow chart.

***Assumptions:**

- 1) No interruption of tasks or functions performed by other departments.
- 2) For short-term steps, we assume there will be a timely return/availability of all personnel and/or space for operations within a window of 1-2 days maximum.
- 3) Potential long-term situations: fire, serious HAZMAT incident, bomb threat or other DC event which prevents access to building for greater than 1 week, the usual cycle for most educational activities in the department.
- 4) Risk Management will continue to handle collection and removal of hazardous waste, as well as regular safety evaluations.
- 5) Availability of at least: one of the office staff, one of the stockroom personnel, and either the Chair or Deputy Chair.
 COOP will be implemented by the department chair and/or deputy chair.

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Reviewed, Oct. 2007. Next review in 2008.

