

To: Chairs and Administrative Leaders

Information regarding pandemic planning as it relates specifically to the Schulich/Robart's research and educational activities has been distributed through a separate memo to allow for distribution as needed within your departments/units. The purpose of this email is to provide information regarding maintenance of critical administrative functions in the event of a pandemic.

In September a meeting of the Administrative Leaders (AOs) of Schulich was held to provide information on the status of the pandemic planning at Schulich and to identify and discuss other administrative functions that were not related to Education and Research.

At this time, the administrative critical functions that have been identified are:

1. Payroll (UWO)
2. Appointment Processing (assuming individuals continue to be recruited)

Definitions:

Critical Functions - are those functions that must continue or cannot be paused for greater than 30 days.

Dependencies - those functions that are performed by other units and are necessary in order to maintain operation.

3D Emergency Contact List - is a 'chain of command' list identifying 3 or more individuals for contact and coverage for a particular unit/function.

There may also be other critical functions specific to your department/unit or dependencies for administrative functions that have not been covered in any other plans. Administrative functions deemed to be critical that are specific to the department/unit, should be documented by the department in a "3D" chain of command format.

What Is Required?

For your Department/Unit, a 3D Emergency Contact List must be filed with the Dean's Office by **October 26**.

The purpose of this list is to ensure the Dean's office has documented emergency contact information for each department/unit. The contact list should include a 3D for Academic contacts as well as a 3D for Administrative contacts. A template is attached to assist you in providing this information. If there are not sufficient resources available within your unit and you require someone in the Dean's Office to assist in maintaining coverage (ie weekly payroll), please ensure you notify us of that dependency.

As you know, the Office of the Registrar introduced a self service tool, called Absence Notification, for faculty and staff to self report absences from the workplace due to flu like illness, to assist Western in decision making in the event of a potential influenza pandemic.

Departments are to determine how this tool will be used to report absence to ensure that Western gets the information it needs to monitor the situation. For more details please refer to: http://communications.uwo.ca/com/western_news/stories/new_online_tool_tracking_absences_20091008444948/

If you or your team has questions or requires assistance in identifying other administrative critical functions, please do not hesitate to contact any of the following:

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