

## **Appendix A: AVIAN INFLUENZA BUSINESS CONTINUITY PLANNING TEMPLATE**

### **Georgia Institute of Technology Office of the Associate Vice Provost for Research Avian Influenza Pandemic Business Continuity Plan**

**CREATION DATE:** 10/16/2009

**AUTHORED BY:** Nicolas Perez-Director, Operations and Services

**REVISION DATE:** 2/2/2010

This plan is developed for the Office of the Associate Vice Provost for Research (AVPR) and specifically covers the critical functions and positions, designated personnel and response/recovery actions for AVPR as they apply to an influenza pandemic scenario. This document will be combined with similar plans from other units and compiled into a campus-wide plan for responding to an influenza pandemic.

Georgia Tech has taken significant steps to prepare the Institute for a potential flu pandemic. For example, a special Pandemic Influenza Task Force was formed to conduct pre-event planning and to prepare specific pandemic flu response procedures designed to mitigate the impact of a potential pandemic outbreak at Georgia Tech locations. The Task Force also established and identified the Institute's capabilities and responsibilities during such an outbreak. Should there be an outbreak impacting the Institute, this Web site will be used to relay critical information to the Georgia Tech community:

<http://www.gatech.edu/emergency/flu.html>

In addition, the AVPR will also have its own Web site for any department pertinent information which may not necessarily affect the rest of the campus:

<http://www.gtrc.org>

The Georgia Tech Pandemic Influenza Operations Plan will be adapted based on policy and direction from the Georgia Board of Regents and other state and federal authorities and to meet specific needs identified during an actual event. In addition, the Task Force established several pandemic influenza action phases (See Appendix E):

## **TABLE OF CONTENTS**

- I. Planning Structure:
  - A. Organizational Chain of Command
  - B. Pandemic Planning Workgroup
  
- II. Contacts
  - A. Staff List
  - B. Method of Contact
  - C. Conference Calling
  - D. Out-of-town Contacts
  
- III. Critical Functions and Business Impact Considerations
  - A. Critical Functions
  - B. Business Impact Consideration Questions

**I. ORGANIZATIONAL CHAIN OF COMMAND & PANDEMIC PLANNING WORKGROUP**

A. The organizational chain of command for [Division/Department/School/College/Unit] consists of:

Name & Title	Primary and Secondary Email	Office	Home	Cellular or other
Jilda D. Garton AVP for Research	<a href="mailto:jilda.garton@gtrc.gatech.edu">jilda.garton@gtrc.gatech.edu</a>	404-894-4819	770-552-8614	404-308-1028
Duane Hutchison Director, OSP	<a href="mailto:duane.hutchison@osp.gatech.edu">duane.hutchison@osp.gatech.edu</a>	404-894-4819	770-463-8464	404-803-1647
Nicolas Perez Director, Opertns.	<a href="mailto:nick.perez@gtrc.gatech.edu">nick.perez@gtrc.gatech.edu</a>	404-894-1657	770-923-1006	404-308-1028

B. The Pandemic Planning Workgroup appointed for [Division/Department/School/College/Unit] is:

Name & Title	Primary and Secondary Email	Office	Home	Cellular or other
Jilda D. Garton AVP for Research	<a href="mailto:jilda.garton@gtrc.gatech.edu">jilda.garton@gtrc.gatech.edu</a>	404-894-4819	770-552-8614	404-308-1028
Nicolas Perez Director, Opertns.	<a href="mailto:nick.perez@gtrc.gatech.edu">nick.perez@gtrc.gatech.edu</a>	404-894-1657	770-923-1006	404-308-1028

## II. CONTACTS

A. Please complete the following Contact List for everyone within [Division/Department/School/College/Unit].

Name & Title	<sup>1</sup> Primary and <sup>2</sup> Secondary Email	Phone: Office Cellular Home Other	Emergency Contact Name, Number and Relationship	Emergency Contact not living with you: Name, Number and Relationship
Anna Marie Lee Compliance Officer	<sup>1</sup> <a href="mailto:annamarie.lee@gtrc.gatech.edu">annamarie.lee@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:aml_1101@bellsouth.net">aml_1101@bellsouth.net</a>	O:404-385-7316 C:404-210-5213 H:770-745-4741 Other:615-293-7495	Joanna Ashwood 615-377-8665/ C:615-498-8665 Sister	
Barbara Alexander Director, Accounting & Reports	<sup>1</sup> <a href="mailto:Barbara.alexander@gtrc.gatech.edu">Barbara.alexander@gtrc.gatech.edu</a>	O:404-894-6962 C:770-712-4948 H:770-432-7435	Eileen Alexander 770-435-3195 Mother	Beth Alexander Smith 770-435-3747 Sister
Barbara Henry Director, Research Compliance	<sup>1</sup> <a href="mailto:Barbara.henry@gtrc.gatech.edu">Barbara.henry@gtrc.gatech.edu</a>	O:404-894-6949 C:404-771-3357 H:404-355-7056	Waymond Henry 404-310-6367 Spouse	Steven Henry 404-664-4749 Son
Brian Keith Robinson Business Analyst	<sup>1</sup> <a href="mailto:keith.robinson@gtrc.gatech.edu">keith.robinson@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:dirkdarkblade@hotmail.com">dirkdarkblade@hotmail.com</a>	O:404-308-3531 C:678-777-7820 BB:404-308-3531	Gerald Robinson 770-831-2596/ C:404-374-6552 Father	
Bruce Henry Sr Asst GM for Fac Adm & Audit	<sup>1</sup> <a href="mailto:bruce.henry@osp.gatech.edu">bruce.henry@osp.gatech.edu</a>	O:404-894-7443 C:404-556-7006 Other:404-493-6145	Penny Hunter 678-357-6891 Spouse	Brett Henry 979-219-4540 Brother
Chris D'Urbano Mgr, Industry Contracting Office	<sup>1</sup> <a href="mailto:ced@gatech.edu">ced@gatech.edu</a> <sup>2</sup> <a href="mailto:durbanofam@comcast.net">durbanofam@comcast.net</a>	O:404-385-6797 C:404-313-1735 Other:678-654-4950	Gina D'Urbano 770-653-9328 Spouse	Joyce Scoggins 770-382-4709 Mother-in-law
Christopher Doyle Contracting Specialist	<sup>1</sup> <a href="mailto:Christopher.doyle@osp.gatech.edu">Christopher.doyle@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:Chris.doyle@gatech.edu">Chris.doyle@gatech.edu</a>	O:404-385-2077 H:404-647-4427	Jason Santamaria 404-713-4250 Roommate	Theresa Pair 904-502-0646 Mother
Cornell W. Elston, SSS II	<sup>1</sup> <a href="mailto:Cornell.elston@gtrc.gatech.edu">Cornell.elston@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:2elston@aol.com">2elston@aol.com</a>	O:404-894-6951 C:404-308-3468 H:770-830-0355	Charles Elston 256-237-7825 Father	
Cynthia Jackson Program Coordinator II	<sup>1</sup> <a href="mailto:Cynthia.Jackson@gtrc.gatech.edu">Cynthia.Jackson@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:cjacks76@hotmail.com">cjacks76@hotmail.com</a>	O:404-385-2723 C:678-231-5063 H:678-377-7211	Gregory Jackson 770-601-7745 Spouse	Corey Jackson 404-625-9846 Son

Deborah Reid OSP	<sup>1</sup> <a href="mailto:Deborah.reid@osp.gatech.edu">Deborah.reid@osp.gatech.edu</a>	O:404-894-6940 C:678-622-2898 H:770-994-0899	Fitzpatrick Reid 678-898-1309 Spouse	Vera James 404-349-2848 Friend
Debra Hobbs Contracting Officer, OSP	<sup>1</sup> <a href="mailto:debra.hobbs@osp.gatech.edu">debra.hobbs@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:hobbsett@yahoo.com">hobbsett@yahoo.com</a>	O:404-385-6731 C:7704021014 H:770-429-0249 BB:404-293-8438	Chris Hobbs 404-408-2529 Spouse	Shirley Brown 305-247-6001 Sister
G. Duane Hutchison Director, OSP	<sup>1</sup> <a href="mailto:Duane.hutchison@osp.gatech.edu">Duane.hutchison@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:duanehutchison@bellsouth.net">duanehutchison@bellsouth.net</a>	O:404-894-6957 C:770-403-5182 BB:404-803-1647 H:770-463-8464	Susan A. Hutchison 770-403-5182 Spouse	Garry A. Hutchison 678-859-7526 Son
Henry Rodriguez Collections/ Accountant II	<sup>1</sup> <a href="mailto:henry.rodriguez@gtrc.gatech.edu">henry.rodriguez@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:henryrod@bellsouth.net">henryrod@bellsouth.net</a>	O:404-385-0449 C:404-308-7491 H:770-623-1952 Other:404-915-9503	Kathleen M. Rodriguez 678-773-5714 Wife	Elina Acosta 305-549-5447 Mother
James Berkowitz Division Mgr OSP	<sup>1</sup> <a href="mailto:James.Berkowitz@osp.gatech.edu">James.Berkowitz@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:jberkowi@bellsouth.net">jberkowi@bellsouth.net</a>	O:404-894-6922 C:770-639-9817 H:770-716-9007	Linda Berkowitz 404-464-6573 Spouse	Jay Berkowitz 678-591-4459 Son
Jessica Wilson Accountant III	<sup>1</sup> <a href="mailto:Jessica.wilson@gtrc.gatech.edu">Jessica.wilson@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:march3196@bellsouth.net">march3196@bellsouth.net</a>	O:404-894-9035 C:404-556-4821 H:678-418-1325 Other:404-374-0800	John Wilson 404-374-1374/ 678-875-1514 Spouse	Williene Wilson 404-243-1928 Mother-in-law
Jilda D. Garton AVP for Research	<sup>1</sup> <a href="mailto:jilda.garton@gtrc.gatech.edu">jilda.garton@gtrc.gatech.edu</a>	O:404-894-4819 C:404-308-1968		
Julian Stalvey Contracting Officer, OSP	<sup>1</sup> <a href="mailto:julian@gatech.edu">julian@gatech.edu</a> <sup>2</sup> <a href="mailto:julianjws@hotmail.com">julianjws@hotmail.com</a>	O:404-385-2080 C:404-276-4170 H:770-702-2582	Sharon Nedoba 770-395-7151 Sister	Doris Stalvey 229-244-5469 Mother
Kamie Cunningham Data Processing Specialist	<sup>1</sup> <a href="mailto:Kamie.cunningham@osp.gatech.edu">Kamie.cunningham@osp.gatech.edu</a>	O:404-894-1661 H:770-323-3196	Camille Cunningham 770-323-3196 Daughter	Chad Webb 678-949-7608 Friend
Kelly Winn Compliance Officer	<sup>1</sup> <a href="mailto:Kelly.winn@gtrc.gatech.edu">Kelly.winn@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:kawinn74@yahoo.com">kawinn74@yahoo.com</a>	O:404-385-2175 C:678-575-9614	Melanie Mathis 770-841-1855 Sister	Linda Winn 770-656-9049 Mother
Kimberly Dunn Patents Administrator	<sup>1</sup> <a href="mailto:Kimberly.dunn@gtrc.gatech.edu">Kimberly.dunn@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:Kaggbd1@comcast.net">Kaggbd1@comcast.net</a>	O:404-894-9727 C:404-372-5392 H:678-465-9169	Stuart M. Dunn 404-582-4571 Spouse	Betty Dunn 770-464-4368 Mother-in-law
Lakita Brooks Contracting Officer, OSP	<sup>1</sup> <a href="mailto:Lbrooks@gatech.edu">Lbrooks@gatech.edu</a> <sup>2</sup> <a href="mailto:lakita.brooks@gmail.com">lakita.brooks@gmail.com</a>	O:404-894-6923 C:678-637-4097 H:770-996-4424	Terry Brooks 404-822-3294 Spouse	June Cordova 770-210-0159 Mother
Lauren MacLanahan Asst. Director OTL	<sup>1</sup> <a href="mailto:Lauren.maclanahan@gtrc.gatech.edu">Lauren.maclanahan@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:laurenmaclanahan@hotmail.com">laurenmaclanahan@hotmail.com</a>	O:404-894-6900 C:404-849-5043 H:404-881-9304	Cory Barker 404-396-1639 Spouse	Kelly MacLanahan 678-488-8619 Sister

Leslee D. Littleton Program Support Mgr	<sup>1</sup> <a href="mailto:Leslee.littleton@osp.gatech.edu">Leslee.littleton@osp.gatech.edu</a>	O:404-894-6919 C:404-409-5865 H:404-869-8138	Buddy Littleton 770-329-8572 Spouse	Cole Littleton 404-409-5873 Son Savannah Littleton 404-409-5861 Daughter
Marie-Christine Reames Asst. Director OTL	<sup>1</sup> <a href="mailto:mc.reames@gtrc.gatech.edu">mc.reames@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:kikireames@yahoo.com">kikireames@yahoo.com</a>	O:404-894-6439 C:404-803-1697 H:404-352-0686 Other:404-217-8938	Douglas Reames 404-405-1240 Spouse	Michele Nichols 404-335-2778 Sister
Mary Anne Salter Sr. Facilites Mgr.	<sup>1</sup> <a href="mailto:Maryanne@gatech.edu">Maryanne@gatech.edu</a> <sup>2</sup> <a href="mailto:gtbuzz1@hotmail.com">gtbuzz1@hotmail.com</a>	O:404-894-3871 C:404-456-2601 H:770-460-6789	Meredith Graves 770-560-8230 Daughter	Ruby Salter 770-461-6789 Mother
Mary Beran Compliance Officer	<sup>1</sup> <a href="mailto:Maryberan@gatech.edu">Maryberan@gatech.edu</a> <sup>2</sup> <a href="mailto:maryberan@yahoo.com">maryberan@yahoo.com</a>	O:404-385-2083 C:404-290-2160 H:770-760-7856	Michael Beran 404-413-5285 Cell:404-734-8699 Husband	Robert Minahan 407-221-8368 Brother
Michelle Powell eCommerce Officer	<sup>1</sup> <a href="mailto:michelle.powell@osp.gatech.edu">michelle.powell@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:michellejoypowell@gmail.com">michellejoypowell@gmail.com</a>	O:404-894-6945 C:770-883-8014 H:678-945-0866	Will Powell 404-663-6291 Spouse	Judith Clark 770-819-8371 Mother
Nicolas Perez Director, Opertns. & Services	<sup>1</sup> <a href="mailto:nick.perez@gtrc.gatech.edu">nick.perez@gtrc.gatech.edu</a>	O:404-894-1657 C:404-308-1028 H:770-923-1006	Tina Perez 770-923-1006 Wife	David Perez 770-634-2931 Son
Patricia Head Information Analyst	<sup>1</sup> <a href="mailto:Patricia.head@osp.gatech.edu">Patricia.head@osp.gatech.edu</a>	O:404-894-6953	Lillie Simmons 404-375-1427 Sister	
Patrick Reed Sr. Licensing Associate, OTL	<sup>1</sup> <a href="mailto:Patrick.reed@gtrc.gatech.edu">Patrick.reed@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:preed1029@yahoo.com">preed1029@yahoo.com</a>	O:404-385-2542 C:404-308-1966	Whitney Reed 404-441-4557 Spouse	
R. Paul Hart Contracting Officer, OSP	<a href="mailto:paul.hart@osp.gatech.edu">paul.hart@osp.gatech.edu</a> <a href="mailto:paulhart3@gmail.com">paulhart3@gmail.com</a>	O:404-894-6929 H:404-775-7674	Barbara Hart 706-217-7448 Mother	
Roberta Burke Contracting Officer, OSP	<sup>1</sup> <a href="mailto:Roberta.burke@osp.gatech.edu">Roberta.burke@osp.gatech.edu</a>	O:404-385-2082 C:770-316-0062 H:770-972-0467	Curtis Burke 770-316-0460 Spouse	Mary Britton 843-767-0447 Sister
Scott Goodwin Contracting Officer, OSP	<sup>1</sup> <a href="mailto:Scott.goodwin@gatech.edu">Scott.goodwin@gatech.edu</a> <sup>2</sup> <a href="mailto:Scott.goodwin@osp.gatech.edu">Scott.goodwin@osp.gatech.edu</a>	O:404-894-6920	Helen Goodwin 903-984-4567 Mother	
Serelia Woods Contracting Officer, OSP	<sup>1</sup> <a href="mailto:Serelia.woods@osp.gatech.edu">Serelia.woods@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:Swoods1953@bellsouth.com">Swoods1953@bellsouth.com</a>	O:404-385-0866 H:770-879-8845	Deborah Hampton 770-898-8695 Sister	

Sharon Rollow Administrative Mgr, OSP	<sup>1</sup> <a href="mailto:Sharon.rollow@bellsouth.net">Sharon.rollow@bellsouth.net</a> <sup>2</sup> <a href="mailto:Sharon.rollow@osp.gatech.edu">Sharon.rollow@osp.gatech.edu</a>	O:404-894-6952 C:770-617-0801 H:770-831-0277 Other:404-276-7266	David Rollow 770-639-1446 Spouse	Melissa Norris 404-290-4991 Daughter
Sheila Willis Accountant Mgr I	<sup>1</sup> <a href="mailto:Sheila.Willis@gtrc.gatech.edu">Sheila.Willis@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:willis0141@yahoo.com">willis0141@yahoo.com</a>	O:404-894-6958 C:404-610-9649 H:770-947-1041 BB:404-272-3991	Mark Willis 404-451-3572 Spouse	Pat Freeman 618-558-9912 Mother
Sherri Padgett Technology Licensing Assoc	<sup>1</sup> <a href="mailto:sherri.padgett@gtrc.gatech.edu">sherri.padgett@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:gtg913s@mail.gatech.edu">gtg913s@mail.gatech.edu</a>	O:404-385-2072 C:404-783-3800 H:770-338-0817	Lance Ferguson 678-640-1269 Spouse	Ashley Padgett 706-951-1420 Sister
Sherry Levy Contracting Officer, OSP	<sup>1</sup> <a href="mailto:sherry.levy@osp.gatech.edu">sherry.levy@osp.gatech.edu</a>	O:404-894-4544 C:770-286-3764 H:770-671-9181	Kenneth L. Levy 678-492-3109 Spouse	Ed Weinstein 216-831-1830 Brother
Sophia Herbert- Peterson, Contracting Officer, OSP	<sup>1</sup> <a href="mailto:slhp@gatech.edu">slhp@gatech.edu</a> <sup>2</sup> <a href="mailto:slhp1896@yahoo.com">slhp1896@yahoo.com</a>	O:404-385-6705 C:678-425-4727 H:770-736-3629	Mark Peterson 404-915-0048 Spouse	Florence Herbert 704-821-0601 Aunt
Teri Hansen Contracting Officer, OSP	<sup>1</sup> <a href="mailto:teri.hansen@osp.gatech.edu">teri.hansen@osp.gatech.edu</a> <sup>2</sup> <a href="mailto:dnthansen@charter.net">dnthansen@charter.net</a>	O:404-894-6927 C:770-633-5289 H:770-745-6663 BB:404-313-0279	David C. Hansen 770-377-0835 Spouse	Ed Henke 1-256-734-2550 Father
Thelma Woods Data Processing Specialist	<sup>1</sup> <a href="mailto:Thelma.woods@osp.gatech.edu">Thelma.woods@osp.gatech.edu</a>	O:404-894-4763 H:404-289-9025	Tasha Williams 770-473-7782 Neice	Reg Williams 678-637-7537 Nephew
Tiffany Ross Accountant III	<sup>1</sup> <a href="mailto:tiffany.ross@gtrc.gatech.edu">tiffany.ross@gtrc.gatech.edu</a> <sup>2</sup> <a href="mailto:tiffany_ross@hotmail.com">tiffany_ross@hotmail.com</a>	O:404-385-0846 C:404-210-3987	Teresa Ross 229-221-8305 Mother	Debra Bryant 229-228-7009 Aunt
Vanessa Daniels Division Mgr, OSP	<sup>1</sup> <a href="mailto:vdaniels@gatech.edu">vdaniels@gatech.edu</a> <sup>2</sup> <a href="mailto:razzledazzleU@comcast.net">razzledazzleU@comcast.net</a>	O:404-894-6924 C:678-640-0943 H:770-981-1210	Rickey Daniels 404-217-4846 Spouse	Aubrey Perry 850-893-1884 Father
Virginia Steed Administrative Assistant II	<sup>1</sup> <a href="mailto:Virginia.steed@osp.gatech.edu">Virginia.steed@osp.gatech.edu</a>	O:404-894-1692 C:404-803-3777 H:404-691-0770	Jeffery Steed 706-573-7686 Spouse	Carlos Hann 404-914-4145 Son Dana Gilmore 678-613-5707 Son
Wanda Simon Admin Asst II, OSP	<sup>1</sup> <a href="mailto:wanda.simon@osp.gatech.edu">wanda.simon@osp.gatech.edu</a>	O:404-894-1693 C:770-983-4348	Daniel Simon 404-324-8134 Son	Jill Kerns C:678-431-7348 W:770-435-2819 Sister

B. Please identify a method for quickly contacting everyone within [Division/ Department/School/College/Unit] with critical information (for example: phone tree, department website or group email list).

Method	Instructions
Calling tree	The AVPR contacts each of her managers, who in turn contact each of their staff.

C. Conference Calling - TBD

For improved operations during a pandemic outbreak, each department has been assigned a conference number from GT Telecom to be used for hosting a call with multiple participants. Please enter your conference information below. If you do not know your conference information, please contact the GT Telecom Center. Please see Appendix C for further information on how to use GT Telecom.

USA: 888-808-6929	International: 213-787-0529	Access Code: 4058812	Host Password: 2515

D. In the event there may be staff, faculty or students from AVPR traveling in the U.S. or abroad, who will be responsible for knowing their whereabouts and contacting them? Jilda Garton, Associate Vice Provost for Research

**III. Critical Functions and Business Impact Considerations**

A. Please complete the following Critical Function & Support Staff list. *(If you have already completed a preparedness plan containing similar information, insert it here. If you have not completed a plan, use the following questions to guide the development of your plan.)*

Assume that only 50% of the normal staff/faculty in the Office of the AVPR have reported to work. Consider:



1. What are the critical functions and processes that must be maintained TODAY and the rest of THIS week?

2. What level of staffing is required to maintain those processes and functions?

Identified Critical Function	Required # Support Staff	Staff Members	Required on site Y/N	Primary Back-up	Secondary Back-up
Proposal Submission Contract Negotiation Contract Administration	27	Bob Simpkins Leslee Littleton Virginia Steed Larissa Woods Wanda Simon Dennis Farmer Dave Hendrix Scott Goodwin Julian Stalvey Janis Goddard Teri Hansen Serelia Woods Stacey Oliver-Gooden Vannessa Daniels Lakita Cordova Debbie Hobbs Jim Berkowitz Sherry Levy Roberta Burke Angie Steltzer Chris D'Urbano Paul Hart Shelly Ziegler Sophia Herbert-Peterson Deborah Reid Chris Doyle Nguyen Anita McKinney	Preferable but not absolutely necessary	All Contracting Officers back each other up	N/A
Project Closeout	2	Sharon Rollow Kamie Cunningham..... Dan Sibble	Yes	All Closeout positions back each other up	N/A
Collections	2	Sheila Willis Henry Rodriguez	No	Two positions back each other up	Nick Perez
Sub-agreements	3	Terra Stephens Dana Simpson Marita Melaugh	Preferable but not absolutely necessary	Two positions back each other up	N/A

Technology Licensing	11	Kevin Wozniak Crystal Blackman Marie-Christine (KiKi) Reames Kim Dunn Cynthia Jackson Terry Stout Lauren MacLanahan Joel Kennedy Sherri Padgett Patrick Reed	No	All Technology Licensing Officers back each other up	N/A
Compliance	6	Barbara Henry Melanie Clark Mary Beran Anna Marie Lee Kelly Winn	Preferable but not absolutely necessary	All Compliance Officers back each other up	N/A
Accounts Payable	1	Bruce Henry	Preferable but not absolutely necessary	Sheila Willis	Nick Perez
Governance	3	Jilda Garton Duane Hutchison Michele Green	Preferable but not absolutely necessary	Jilda Garton and Duane Hutchison back each other up	N/A
E-Commerce	6	Michelle Powell Trina Brennen Pat Head Abigail Boyd Robert Persaud Garrett Steed	No	All E-Commerce personnel back each other up	N/A
Project Accounting	5	Cathy Clauson ..... Tiffany Ross ..... Jessica Wilson ..... Doug West Barbara Alexander	No	All Accountants back each other up	N/A
IT Support	3	Nick Perez Cornell Elston Keith Robinson	Preferable but not absolutely necessary	Keith and Cornell back each other up	Nick Perez

B. Business Impact Considerations:

1. Please consider what other campus units are necessary to maintain the critical functions and process of AVPR. What arrangements or agreements exist with those other units?  
**GTRI Accounting and Grants and Contracts. We share data with both groups.**
  
2. What mitigation measures could be put into place ahead of time that would help AVPR weather a prolonged emergency?  
**Assigning laptops and Blackberries to all critical personnel. We have been working on this approach for years and it is now complete. In addition we have clones of our critical servers and all our data at an off-site location in North Carolina.**
  
3. What are the critical issues for AVPR to consider in recovering from this disaster?  
**The work can continue with fewer personnel, as we have the numbers and the backups in place to weather such an emergency. The issue becomes recovering and catching up on the backlog of work after the emergency is over. In addition, communication might become tricky amongst all the personnel who would be working at home.**
  
4. What supplies and services are critical to your area? Is there a readily available and accurate inventory of supplies on hand? A severe pandemic could interfere with normal modes of transportation and delivery. Please consider how the unavailability of certain supplies and services might affect your operations, and identify those items that are critical to ongoing operations (e.g., food for lab animals, generators for Facilities, syringes for the Wellness Center, hazardous waste disposal for Research Services). The intent of this question is to identify those items unique to your area that might require special consideration.  
**We have backup equipment for our computer room. We have a secondary air conditioning unit, secondary servers, etc. This is an area that we have not addressed as thoroughly as we need to. We will begin further addressing it immediately.**
  
5. What alternative methods might be considered for delivery of these goods and services?

**We have accounts with 3 different delivery services. We also have a van we can use to get our supplies from the neighboring communities as available.**

6. Using information generated by question #4, please complete the following table:

**Georgia Institute of Technology Supplies/Services Contact List**

Vendor Name	Supplies/Service Provided	Equipment Supported	Contact Information - Sales -	Contact Information - Support -
Agilysys, Inc.	Document Imaging System (Datamagine)		John Crea 770-951-1976	Support Grp 800-327-7088
Antigen (Microsoft)	Antigen Support			800-936-4900
ATS, Inc.	Oracle Financials Consulting		Beth Hunt /Julie Rivard 770-490-8486 404-523-6772	Beth Hunt /Julie Rivard 770-565-1647
Banc of America Securities, LLC	Investments			404-607-4943
Bank Of America	Banking		Wendy Stewart 770-850-5419	Wendy Stewart 770-850-5419
Bank Of America	Banking		Kelly Wiggins 704-388-6600	Kelly Wiggins 704-388-6600
Blitz Pack	Bonded Bank Courier			770-489-2121
Blue Ridge Mountain Waters	Bottled Water			770-451-5181
Canon	Copier Repair			800-220-4104
Cisco	Firewall Support			800-553-2447
Dell	Dell Support			800-234-1490/ 866-867-3355- x-60301

F5	Firepass Support		Ben Adams 678-513-9737	888-882-4447
Fluke	Fluke Support			888-993-5853
Gateway	Gateway PC Support			800-846-3612- x-28022 /800-846-2000
Georgia Tech OIT	Linux Support			Terry 404-894-6166
Georgia Tech OIT	Campus IT Support			Jonathan Huff 404-894-6715 (campus email)
Greg Wright Consulting, LLC	IRBWISE Support		Greg Wright 678-389-6747	Greg Wright 678-389-6747
Hayes Coffee	Coffee Service			404-942-8358
Hewlett Packard	HP Product Support			888-498-7189- x-793
Knowledge Sharing Systems, Inc.	KSS Tech Tracks Support			Johnny Ma 919-790-9895
Metro Laser	Printer Servicing			Jason 770-938-1500
Microsoft	Microsoft Support			800-936-3500
National Science Foundation	NSF Fastlane Support			703-292-4303
Oracle	Linux Support			800-633-0691
Presidio, Inc.	Hardware Provider		Mark Davis 678-984-8833	Mark Davis 678-291-1938
Red Hat	Linux Training			Lee Ellen Harmar 919-754-4535
RIM	Blackberry Support			877-255-2377
Secure Computing	Ironmail Appliance Support			678-867-2999/ 800-700-8328
Tipping Point				Jason 770-841-7649
Veritas	Backup Software Support			800-327-2232
Verizon Wireless	Cell phone/		Briton Rottel	Briton Rottel

	Blackberry provider		800-922-0204	800-922-0204
VMWare	VMWare Support			877-486-9273- x-61814

7. Has the office of the AVPR entered into any contractual arrangements with any outside entity that obligates the University to provide any service or information (for example, agreements that govern student fieldwork or internships, or consulting agreements)? How will the Office of the AVPR continue to meet its obligations if a pandemic limits the University's operations?

**While proposal submission and research project administration is the business of the Office of the AVPR, it is the faculty and researchers on campus that actually provide the work to outside entities. If a pandemic limits the University's ability to generate proposals or perform research, it is actually GTRC and GTARC that legally would be unable to meet its obligations to its research sponsors. Our "outside" customer base are the PI's within the University itself.**

## **Appendix B: PANDEMIC FLU TASK FORCE**

### Pandemic Flu Task Force

Academic Affairs  
Athletic Association  
Auxiliary Services  
Counseling Services  
Dean of Students  
Facilities  
Financial Services  
Georgia Tech Police  
Graduate Studies  
GT Dining  
GTRI  
Health Services  
Housing  
Human Resources  
ICPA  
Office of Information Technology  
Office of International Education  
Student Affairs



## **Appendix C: INFORMATION TECHNOLOGY SERVICES** **CONSIDERATIONS - TAB A: REMOTE ACCESS**

### **Document Purpose:**

The purpose of these documents is to provide information that will assist the University to operate during and throughout a pandemic crisis. ITS will update this information as needed.

### **Remote Access:**

#### **Virtual Private Network (VPN) Service:**

#### **Email Access:**

#### **Access to Files and Archives**

#### **Web Applications:**

#### **University Libraries' Service:**

#### **Telecommunications:**

#### **Starting a GT Telecom Conference: - TBD**

**Appendix D: INFORMATION TECHNOLOGY SERVICES  
CONSIDERATIONS - TAB B: VPN INSTRUCTIONS**

**VPN Requirements:**

**Appendix E: INFORMATION TECHNOLOGY SERVICES CONSIDERATIONS**  
**TAB C: CRITICAL SYSTEMS AS IDENTIFIED BY DEPARTMENTAL RESPONSES**

<b>Systems Identified as "Critical"</b>	<b>Acceptable Time to Restoration in the Event of An Outage</b>	<b><u>Departments Represented In Summary:</u></b>
XXXX	1-6 Hours	Residence Life
Internet/intranet	1-6 Hours	Academic - Provost Office
XXXXXXXX	1-6 Hours	Campus Safety
Phones/voice mail	1-6 Hours	Human Resources
PeopleSoft	6-12 Hours	Facilities
XXXXXXXXX	6-12 Hours	Cash Management
XXXXXXXXX	2 Days	Treasurer / Investments
VPN Access	6-12 Hours	Accounts Payable
XXXXXX	2 Days	Financial Systems / General
XXXXX	2 Days	Accounting
Internal Network / Files	12-24 Hours	Student Affairs
XXXXXXXXX	12-24 Hours	Campus Card
XXXXXXXXX	1 Week	Marketing & Communications
		Registrar
		Research
		Financing & Risk Management

<b>Appendix F: OVERALL PANDEMIC ACTION PHASES</b>	
<b>Phase:Definition</b>	<b>Actions</b>

<b>Phase I: Normal conditions</b>	<ul style="list-style-type: none"> <li>• Maintain daily operations</li> <li>• Monitor information regarding global disease activity</li> <li>• Develop and maintain plans</li> <li>• Educate students, faculty, and staff on plan components through town hall meetings, a Web site, and printed materials</li> <li>• Provide training for campus personnel (security, housing, facilities, etc.)</li> </ul>
<b>Phase II: Confirmed in U.S. wild/domestic birds</b>	<ul style="list-style-type: none"> <li>• Advise students and faculty of situation</li> <li>• Provide background information on the disease and personal preventive measures</li> <li>• Monitor progression of the disease</li> <li>• Review and exercise policies and procedures</li> </ul>
<b>Phase III: Confirmed cases of human-to-human transmission outside the U.S.</b>	<ul style="list-style-type: none"> <li>• Assess the vulnerability of Georgia Tech students, staff, and faculty outside the U.S. and take appropriate actions</li> <li>• Provide daily/weekly updates on the progression of disease via the Georgia Tech Web site</li> </ul>
<b>Phase IV: Confirmed cases of human-to-human transmission in the U.S. or Georgia</b>	<ul style="list-style-type: none"> <li>• Increase disease surveillance, providing timely updates to the Georgia Tech community</li> <li>• Schedule health forums and Q &amp; A sessions for staff, faculty, and students</li> <li>• Maintain routine contact with the Fulton County Health Department</li> <li>• Modify exchange programs, athletic events, and travel plans as needed</li> </ul>
<b>Phase V: Suspected or confirmed case of avian influenza in Fulton County</b>	<ul style="list-style-type: none"> <li>• Maintain daily contact with the Fulton County Health Department on disease outbreak status</li> <li>• Trigger reporting mechanism for faculty, staff, and students</li> <li>• Modify campus events and schedules as needed</li> <li>• Notify Georgia Tech response units (housing, transportation, etc.)</li> </ul>
<b>Phase VI: Suspected or</b>	<ul style="list-style-type: none"> <li>• Activate President’s Advisory Group</li> <li>• Implement isolation and quarantine policies</li> </ul>

<b>confirmed case on campus</b>	<ul style="list-style-type: none"><li>• Implement alternative work schedule policies</li><li>• Notify the Fulton County Health Department</li><li>• Provide regular updates to the Fulton Emergency Management Agency, Board of Regents, and other key entities</li><li>• Suspend classes and provide only essential operations</li><li>• Issue regular press updates</li></ul>
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## **Appendix G: HELPFUL WEBSITES:**

### **Avian Influenza Background Information**

- WHO—Avian Flu Fact Sheet - [http://www.who.int/csr/disease/avian\\_influenza/en/](http://www.who.int/csr/disease/avian_influenza/en/)
- CDC—Key facts about avian influenza and the avian influenza A (H5N1) virus - <http://www.cdc.gov/flu/avian/gen-info/facts.htm>
- CDC—Avian influenza infection in humans - <http://www.cdc.gov/flu/avian/gen-info/avian-flu-humans.htm>
- CDC—Questions and answers about avian influenza and the avian influenza A (H5N1) virus - <http://www.cdc.gov/flu/avian/gen-info/qa.htm>

### **State of Georgia Resources**

From the Georgia Department of Human Resources, Division of Public Health

- State Response Plan (.pdf) - <http://health.state.ga.us/pdfs/epi/GafluPandemicPrepPlan.pdf>
- Avian influenza information - <http://health.state.ga.us/healthtopics/avianflu.asp>
- Avian influenza FAQ (.pdf) - <http://health.state.ga.us/pdfs/epi/AvianInfluenzaFAQ.pdf>
- Avian influenza talking points (.pdf) - <http://health.state.ga.us/pdfs/epi/PandemicAvianfluTalkingPoints.pdf>

### **Georgia Tech Resources**

- Student Health Services - <http://www.health.gatech.edu/>
- Emergency Resource Center - <http://www.gatech.edu/emergency/>
- Georgia Institute Technology Emergency Action Plan - <http://www.gatech.edu/emergency/EmergencyActionPlan.pdf>