



University of Washington
 Business, Academic and Research Continuity
 UWEM Husky Ready Plan Review

Thank you for submitting your Husky Ready plan for review and approval by the UWEM BARC Program Manager. This review is required only once, but you may request a review of your plan at any time by contacting disaster@uw.edu.

Department name:
 Plan name:
 Plan link:
 Reviewed on:
 Reviewed by:

APS 13.2 Compliance			
<i>Assessment Measure</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Is plan compliant with requirements of APS 13.2?	<input type="checkbox"/>	<input type="checkbox"/>	
Does plan meet UW requirement: Alternate Staffing Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Does plan meet UW requirement: Alternate Facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Does plan meet UW requirement: Prioritized Critical Functions?	<input type="checkbox"/>	<input type="checkbox"/>	
Does plan meet UW Requirement: Staff preparedness plan?	<input type="checkbox"/>	<input type="checkbox"/>	

CRITICAL FUNCTIONS			
<i>Assessment Measure</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Does the plan identify critical/key things done in the unit (Critical Functions)?	<input type="checkbox"/>	<input type="checkbox"/>	

Does the plan describe the critical functions?			
Does the plan prioritize critical functions by assigning level of criticality?			
Does the prioritization of functions make sense based on what you can tell from the plan?			
Are dependencies addressed for each critical function?			
Are ways to cope outlined detailed and implementable?			
Are critical functions complete?			

INFORMATION TECHNOLOGY			
<i>Assessment Measure</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Are central UW-IT applications listed?			
Are there department applications?			
Is "how to restart" complete and reasonable?			

PERSONAL PREPAREDNESS			
<i>Assessment Measure</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Is there a plan for training staff in personal preparedness?			(This is not captured in the system and should be communicated to the BARC manager directly)

KEY RESOURCES			
<i>Assessment Measure</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
(Staffing Requirements) Are staffing			

requirements reasonable?			
(Staffing Requirements) Are staffing requirements adequate for a 25% reduction in staff?			
(Staff Basics) Is there an emergency contact list for staff?			
(Key People) Is there a three-deep chain of succession outlined?			
(Staff of Other Units) Are key staff in other units outlined?			
(Stakeholders) If an outside organization was identified in critical functions, is there a contact/contact information lists?			
(Equipment and Supplies) Are equipment needs reasonable to meet critical functions at a bare minimum?			
(Facilities & Transportation) Is an alternate facility identified?			
(Teams) Are recovery teams identified, including members and responsibilities?			

OTHER
Additional comments, questions, thoughts