



Action Plan Report

University of Pennsylvania

Organization	Environmental Health and Radiation Safety (8315)+
Location	All
Plan Type	All
Generated	2019-11-15

isc-Building Plan-3624 Market Street

Last Updated 2019-11-07 | PAUL GENTILE

Houses Workday department

Building Outage Left Bank

Last Updated 2019-10-28 | MAUREEN S MALACHOWSKI

Inability to use EHRS office space in the Left Bank. Need room to accommodate some senior staff with Internet connections. Some employees could work from home or other locations with laptops and wireless connections.

Trigger	Action	Responsible	Documents	Requirements
1. Electrical outage at Left Bank (1 day)	1. Assign available laptops and mobile devices	Associate Director, Business Services Associate Director, IH Associate Director, Biosafety Associate Director, Radiation Associate Director, Safety	Awaiting Documents	
	2. Relocate staff if needed	Associate Directors	EHRS Relocation Spaces	
	3. Add announcement to our webpage	Administration Front Office	Adding announcement to webpage	
2. Electrical outage at Left Bank (>1 day)	1. Notify EHRS Contact staff with listserv using iPad or Tandem computer	Front Office	EHRS Communication Plan	
	2. Move EHRS Operations if needed Relocate EHRS operations with staff. Relocate staff to Tandem, Anat Chemistry, Stellar Chance, Smilow and have some staff work from home.	Directors, EHRS Executive Director Front Office Associate Director, Business Services	Procedures for working from home Phone forwarding Remote desktop and webmail access VPN access from home Junos Pulse OSX Junos Pulse Windows	
	3. Notify campus if necessary (onsite training, meetings) If meetings or training are scheduled at EHRS offices, notify affected individuals of plan (reschedule, new training location etc)	Website updates Facebook announcements	Adding announcement to webpage	
3. Fire at EHRS Left Bank Office	1. Contact building administrator Work with Left Bank building administrator.	Front Office	Awaiting Documents	
	2. Relocate EHRS operations/Staff Relocate staff to Tandem, Anat Chemistry, Stellar Chance, Smilow and have some staff work from home.	Directors, EHRS Executive Director Front Office Associate Director, Business Services	Procedures for working from home Phone forwarding Remote desktop and webmail access VPN access from home EHRS Relocation Spaces Junos Pulse OSX Junos Pulse Windows	
	3. Contact Risk Management		Awaiting Documents	

Trigger	Action	Responsible	Documents	Requirements
	4. Work with Provost Admin Affairs and FRES to determine new space if needed Alternative space for projected time period	Directors, EHRS Executive Director	Awaiting Documents	
	5. Contact ISC		Awaiting Documents	
	6. Add updates to website and facebook Reschedule on-site training, use equipment at Tandem and other locations (P-32, Smilow)	Website updates Facebook announcements	Awaiting Documents	
	4. Flooding in Left Bank Office			
	1. Contact Building Administrator Contact Left Bank building administrator	Front Office	Awaiting Documents	
	2. Determine need to move staff Identify flood impacts on work and need to move employees to Tandem or work from home.	Directors, EHRS Associate Directors	Procedures for working from home Phone forwarding VPN access from home EHRS Relocation Spaces	
	3. Relocate staff as needed Relocate EHRS operations with staff. Relocate staff to Tandem, Anat Chemistry, Stellar Chance, Smilow and have some staff work from home.	Directors, EHRS Executive Director Associate Directors	Procedures for working from home Phone forwarding Remote desktop and webmail access VPN access from home EHRS Relocation Spaces Junos Pulse OSX Junos Pulse Windows	
	4. Work with Provost Admin Affairs to determine alternative space Alternative space for projected time period	Directors, EHRS Executive Director	Awaiting Documents	
	5. Add updates to website and facebook	Website updates Facebook announcements	Adding announcement to webpage	

Building Outage P-32 Lab

Last Updated 2019-10-28 | MAUREEN S MALACHOWSKI

Inability to use P-32 Lab for P-32 orders. P-32 Lab supports research function through the provision of radioactive materials. Freezers in waste facilities. Freezers for radioactive waste that will putrefy.

Trigger	Action	Responsible	Documents	Requirements
1. P-32 Lab not available	1. Notify Technicians & EHRS staff Use email and phone list in documents folder	Director, Radiation	Awaiting Documents	
	2. Set up satellite location Use Smilow	Director, Radiation Associate Director, Radiation	Awaiting Documents	
	3. Contact laboratories Use HP assistant	Associate Director, Radiation	Awaiting Documents	
	4. Contact vendor Schedule deliveries to new location if necessary	Associate Director, Radiation	Awaiting Documents	
	5. Add announcement to webpage	Administration Front Office	Adding announcement to webpage	

Building Outage Tandem

Last Updated 2019-10-31 | MAUREEN S MALACHOWSKI

Building outage that results in waste storage/pickup issues

Trigger	Action	Responsible	Documents	Requirements
1. Tandem not accessible <1 week (fire, spill, electrical)	1. Contact technicians Use email and phone list in reference document folder	Associate Director, Environmental Director, Radiation Associate Director, Safety	Awaiting Documents	
	2. Move staff to Left Bank Temporarily relocate staff	Associate Director, Environmental Director, Radiation Associate Director, Safety	Phone forwarding Remote desktop and webmail access	
	3. Notify EHRS staff Use EHRS listserv to email staff	Front Office	Awaiting Documents	
	4. Notify building administrators If outage will impact waste pickup notify buildings	Associate Directors	Awaiting Documents	
2. Fire or spill shuts down Tandem > 1 week	1. Contact technicians Notify staff of shut-down. Use email and phone list in reference document folder	Associate Director, Environmental Director, Radiation Associate Director, Safety	Awaiting Documents	
	2. Notify EHRS staff Email EHRS listserv	Front Office	Awaiting Documents	
	3. Determine if external vendors needed Determine if vendors are needed for waste pickup or equipment rental	Associate Director, Environmental	Awaiting Documents	Chemical waste/ spill Emergency Restoration Equipment Rental
	4. Notify OCC	Associate Director, Environmental	Awaiting Documents	
	5. Contact Building Managers Notify researchers via building managers	Associate Director, Environmental Director, Radiation Associate Director, Safety	Awaiting Documents	
	6. Move Tandem staff to Left Bank Set up staff with computer/phone access at Left Bank, P-32 or Smilow	Associate Director, Environmental Director, Radiation Associate Director, Safety	Phone forwarding Remote desktop and webmail access	
	7. Add information to website and facebook	Website updates Facebook announcements	Awaiting Documents	
3. Electrical outage >1 week	1. Contact technicians Use email and phone list in reference document folder	Directors, EHRS Associate Director, Environmental Associate Director, Safety	Awaiting Documents	

Trigger	Action	Responsible	Documents	Requirements
	2. Determine if generator can be used	Associate Director, Environmental	Awaiting Documents	Royal Petroleum
	3. Move staff to Left Bank	Associate Director, Environmental Director, Radiation Associate Director, Safety	Procedures for working from home Phone forwarding VPN access from home	
	4. Notify EHRS staff Email with EHRS listserv	Front Office	Awaiting Documents	
	5. Determine if external vendor needed Can waste pick up and storage continue at Tandem		Awaiting Documents	
	6. Notify customers if needed Contact building managers and update website and facebook	Website updates Facebook announcements	Adding announcement to webpage	

Loss of EHRS Support Vehicle

Last Updated 2014-11-11 | MAUREEN S MALACHOWSKI

Unable to use one or more of EHRS trucks or van.

Trigger	Action	Responsible	Documents	Requirements
1. EHRS truck or van out of service	1. Repair truck If truck is inoperable have it towed to service facility for repair. Use another truck or van for transport of materials on campus as appropriate.	Chemical Waste Group Associate Director, Environmental Radiation Technicians	Awaiting Documents	
	2. Identify another vehicle for use	Associate Director, Environmental Director, Radiation	Awaiting Documents	
	3. Notify customers if schedule change	Chemical Waste staff	Awaiting Documents	
2. EHRS Emergency Response Vehicle out of service	1. EHRS Emergency response Truck Repair or Replace EHRS emerg. response truck out of service. Truck's capabilities must be replaced ASAP. Move emergency response equipment to another vehicle then rent a replacement until ER truck is returned to service.	Chemical Waste Group Associate Director, Environmental Radiation Technicians	Awaiting Documents	
	2. Identify another vehicle for backup	Associate Director, Environmental Director, Radiation	Awaiting Documents	

Loss of Emergency Response PPE

Last Updated 2014-11-10 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. No access to Tandem personal protective equipment	1. Locate personal protective equipment in Smilow, Stellar-Chance, Left Bank	Chemical Waste Group Associate Director, Environmental	Awaiting Documents	
	2. Order back up PPE until access to Tandem supply	Associate Director, Environmental	Awaiting Documents	

Loss of IH equipment

Last Updated 2015-03-27 | MAUREEN S MALACHOWSKI

Air pumps or monitoring equipment.

Trigger	Action	Responsible	Documents	Requirements
1. IH equipment unavailable	1. Call/email staff	Associate Director, IH	Awaiting Documents	
	Use email and phone list in reference document folder.			
	2. Rent equipment or borrow from HUP	Industrial Hygiene staff Chemical Waste Group	Awaiting Documents	

Loss of Radiation Detection Equipment

Last Updated 2014-10-21 | MAUREEN S MALACHOWSKI

Equipment to monitor for the presence and/or type of radiation is inoperable.

Trigger	Action	Responsible	Documents	Requirements
1. Loss of EHRS scintillation counter	<ol style="list-style-type: none">1. Use research lab scintillation counter Contact lab with appropriate scintillation counter. Use HP Assist list of counters to identify potential labs.	Associate Director, Radiation	Awaiting Documents	
2. Loss of Portal Monitor at Tandem	<ol style="list-style-type: none">1. Replace Portal Monitor If preparing to move potential radiative material from the Tandem portal monitor must be in operation. If monitor is not operational hand held survey instruments can be used. Portal monitor should be repaired/replaced ASAP	Associate Director, Radiation	Awaiting Documents	

Human Resource Outages

Last Updated 2014-10-02 | MAUREEN S MALACHOWSKI

This plan identifies procedures or other similar information to be used in the event of key individuals or a critical percentage of staff being absent short-term, long-term and permanently.

Trigger	Action	Responsible	Documents	Requirements
1. Key Supervisor, Manager or Senior Manager - <1 week	1. Consider temporary re-assignment of specific responsibilities or projects	Directors, EHRS Associate Directors Executive Director	Awaiting Documents	
	2. Advise staff Notify staff of changes using listserv	Associate Directors	Awaiting Documents	
2. Key Supervisor or Manager - long term	1. Assess current/imminent activity and projects	Directors, EHRS Associate Directors Executive Director	Awaiting Documents	
	2. Consider re-assignment of specific responsibilities to another supervisor or manager	Associate Directors	Awaiting Documents	
	3. Advise schools, centers and external agencies of interim changes	Associate Directors	Awaiting Documents	
	4. Advise staff	Associate Directors	Awaiting Documents	
3. Key Supervisor or Manager - permanent	1. Assess current/imminent activity and projects	Directors, EHRS Executive Director	Awaiting Documents	
	2. Consider re-assignment of specific responsibilities to another supervisor or manager	Directors, EHRS Associate Directors Executive Director	Awaiting Documents	
	3. Decide whether to re-structure department/unit or to recruit replacement	Directors, EHRS Executive Director	Awaiting Documents	
	4. Advise schools, centers and external agencies of interim or permanent changes	Associate Directors	Awaiting Documents	
	5. Advise staff	Associate Directors	Awaiting Documents	
	6. Recruit replacement as appropriate	Associate Directors	Awaiting Documents	
	7. Assess contract of employment	Associate Director, Business Services	Awaiting Documents	
4. Senior Manager -- short-term	1. Consider temporary re-assignment of specific responsibilities or projects	Directors, EHRS Executive Director	Awaiting Documents	
	2. Advise staff	Associate Directors	Awaiting Documents	
5. Senior Manager - long term	1. Assess current workload, projects and responsibilities	Directors, EHRS Executive Director	Awaiting Documents	
	2. Consider responsibilities that can be delegated to other senior managers or direct reports	Directors, EHRS	Awaiting Documents	
	3. Consider interim management resources	Directors, EHRS	Awaiting Documents	
	4. Advise staff	Associate Directors	Awaiting Documents	

Trigger	Action	Responsible	Documents	Requirements
6. Senior Manager - permanent	1. Assess current workload, projects and responsibilities	Directors, EHRS Executive Director	Awaiting Documents	
	2. Consider re-assignment of workload and/or responsibilities to other senior managers	Directors, EHRS Executive Director	Awaiting Documents	
	3. Assess requirement for interim management pending recruitment of replacement	Directors, EHRS Executive Director	Awaiting Documents	
	4. Advise staff	Associate Directors	Awaiting Documents	
	5. Recruit replacement as appropriate	Directors, EHRS Executive Director	Awaiting Documents	
	6. Assess contract of employment	Associate Director, Business Services	Awaiting Documents	
7. Department/function - Critical percentage - long term	1. Assess current workload, projects and assignments	Associate Directors	Awaiting Documents	
	2. Consider re-assignment amongst remaining department/team members or other personnel	Directors, EHRS Associate Directors	Awaiting Documents	
	3. Consider outsourcing or subcontracting of specialized or discreet elements	Associate Directors	Awaiting Documents	
	4. Decide whether clients will be affected and advise as appropriate	Associate Directors	Awaiting Documents	
	5. Review cause and take remedial action	Directors, EHRS Associate Directors Executive Director	Awaiting Documents	
8. Department/function - Critical percentage - permanent	1. Assess current workload, projects and assignments	Associate Directors	Awaiting Documents	
	2. Consider re-assignment amongst remaining department/ream members or other personnel	Directors, EHRS Associate Directors	Awaiting Documents	
	3. Consider outsourcing or sub-contracting of specialized or discreet elements	Directors, EHRS	Awaiting Documents	
	4. Decide whether clients will be affected and advise as appropriate	Associate Directors	Awaiting Documents	
	5. Recruit replacement staff as appropriate	Associate Directors	Awaiting Documents	
	6. Review cause and take remedial action	Directors, EHRS Associate Directors Executive Director	Awaiting Documents	

Loss of Key Personnel

Last Updated 2014-11-10 | MAUREEN S MALACHOWSKI

Key personnel; executive director, directors, associate directors unavailable for any reason.

Trigger	Action	Responsible	Documents	Requirements
1. Key Environmental Health Personnel Unavailable	1. Initiate Responsibility Succession based on discipline When key staff are unavailable the next senior report will assume leadership for the group.	Executive Director Director, EHS	Awaiting Documents	
2. Key Radiation Safety Staff Unavailable	1. Assign work to appropriate staff Key, senior, members of the radiation staff unavailable	Executive Director Director, Radiation	Awaiting Documents	
3. Loss of Radiation Safety Officer	1. Appoint temporary RSO Appoint temporary Radiation Safety Officer for up to 60 days following the requirements in 10 CFR 35.24.	Executive Director Director, Radiation	Awaiting Documents	
	2. Prepare Delegation of Authority Prepare "Delegation of Authority" documentation for signature by Vice Provost for Research.	Director, Radiation Associate Director, Radiation	Awaiting Documents	
	3. Notify PA Department of Environmental Protection	Director, Radiation Associate Director, Radiation	Awaiting Documents	

Loss of staff

Last Updated 2015-04-20 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. Loss of >50% staff < 1 week	1. Identify critical employee tasks	Associate Directors	Awaiting Documents	
	2. Reassign critical tasks to available employees	Associate Directors	Awaiting Documents	
	3. Communicate plan to EHRS staff Use email and phone list in reference document folder.	Associate Directors Front Office	Awaiting Documents	
2. Loss of > 50% of staff > 1 week	1. Determine who is available	Directors, EHRS Associate Directors	Awaiting Documents	
	2. Prioritize tasks for estimated outage	Directors, EHRS Associate Directors	Awaiting Documents	
	3. Re-assign tasks	Directors, EHRS Associate Directors	Awaiting Documents	
	4. Communicate plan to EHRS staff Communicate with listserv and call list if necessary	Associate Directors	Awaiting Documents	
	5. Identify and hire vendor/temp/consultants for critical tasks	Directors, EHRS Associate Directors	Awaiting Documents	Chemical waste/ spill Asbestos Infectious Waste
	6. Notify affected customers if needed Notify building administrators and/or use group list servers to notify	Directors, EHRS Associate Directors Website updates	Awaiting Documents	
	7. Re-evaluate situation daily	Directors, EHRS Associate Directors	Awaiting Documents	

Loss of cell phone

Last Updated 2014-10-02 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. No cell phone access	1. Forward calls to office phone Set up email notification of calls		Phone forwarding	

Loss of internet connection

Last Updated 2018-12-04 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. Office temporary loss of wireless	1. Contact College Hall	Front Office	Awaiting Documents	
	2. Use wired access		Awaiting Documents	
2. Loss of wireless > 1 day	1. Contact CHS Use wi-fi tethering with phone	Executive Director Front Office	Awaiting Documents	
3. Loss of internet	1. Contact CHS	Executive Director Front Office	Awaiting Documents	
4. Loss of Internet- Radiation source monitoring	1. Contact PennCom	Director, Radiation ALAN MAHONEY PennCom Associate Director, Radiation	Awaiting Documents	
	2. Contact DVIC to confirm failure	ALAN MAHONEY Director, Radiation DVIC Associate Director, Radiation	Awaiting Documents	
	3. Contact local security offices (Penn, CHOP, Wistar, HUP, PAH)	Director, Radiation ALAN MAHONEY Penn Security CHOP Security Wistar Security HUP Security PAH Security Associate Director, Radiation	Awaiting Documents	
	4. Send authorized techs to affected areas. Request local security and police backup if failure lasts more than 2 hours.	ALAN MAHONEY Director, Radiation Associate Director, Radiation MICHAEL J FINK	Awaiting Documents	

Loss of office phone

Last Updated 2018-11-06 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. Penn phone system not working	1. Forward phone to cell phone		Phone forwarding	
	2. Add announcement to EHRS home page Update EHRS homepage to reflect outage and procedures for contacting EHRS (email, Director phone number).		Adding announcement to webpage	

Loss of website

Last Updated 2014-11-10 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. Website not available	1. Contact CHS		Awaiting Documents	

Loss of Asbestos Remediation vendor

Last Updated 2014-10-22 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. Vendor unavailable	1. Contact back up vendor	Asbestos Associate Director, Safety	Awaiting Documents	External Contacts

Loss of Biological Waste pickup

Last Updated 2014-10-22 | MAUREEN S MALACHOWSKI

Trigger	Action	Responsible	Documents	Requirements
1. Waste pick up not available	1. Contact back up provider	Infectious Waste Associate Director, Biosafety	Awaiting Documents	

Loss of Chemical Waste Vendor

Last Updated 2014-10-22 | MAUREEN S MALACHOWSKI

Use external vendor contact list

Trigger	Action	Responsible	Documents	Requirements
1. Loss of waste pickup	1. Contact back up provider Use external vendor contact list	Chemical waste/ spill Associate Director, Environmental Associate Director, Radiation Associate Director, Safety	Awaiting Documents	Chemical waste/ spill



BIA Summary Report

University of Pennsylvania

Organization	Environmental Health and Radiation Safety (8315)+
Location	All
Plan Type	All
Generated	2019-11-15

Penn BIA report introduction

Version 1.0 | 2018-07-12 | ANITA F GELBURD

Introduction

This report lists the Business Impact Analysis (BIA) data provided by Penn Schools and Centers and is maintained as part of the University's Mission Continuity Program. The BIA data is analysed to identify priorities and dependencies, and contributes to Penn's Mission Continuity plans. Any queries regarding this data should be directed to the Penn's Mission Continuity Program leadership, by sending an e-mail to askmc@lists.upenn.edu.

The scope of this report is the department or organization named on the front page.

Business Continuity Abbreviations used in this BIA Report

Abbreviation	Definition
RTO	Recovery Time Objective: The time by which a process or service needs to be recovered to avoid impacts which are unacceptable to the business.
ART	Achievable Recovery Time: The estimated time which the process or system will actually take to recover, based on the evidence of tests and incidents where possible, beginning at the time when recovery is started. This can be compared to RTO to identify gaps between recovery requirements and capability. This field is available only to the owners of the processes.
RPO	Recovery Point Objective: The amount of data the organization can afford to lose as the result of an unplanned disruption to a technology system.
ARP	Achievable Recovery Point: defines the point to which a process's data can restored. For instance, if an hourly back-up is created, the ARP is one hour. This field is available only to the owners of the processes.
BAU	Business as Usual: this is the status of the process when operating normally.

BIA Summary for Environmental Health and Radiation Safety (8315), All, All

BioRAFT **RTO: 7 Days** **ART: 24 Hours****General Information**

Overview	Owner	Headcount	FTE	Contractors
Vendor managing lab management system	JOSEPH R PASSANTE	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	9 AM - 5 PM EST	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2018-11-15-00:00:00	3160 Chestnut Street, Suite 400 or alternate location	vendor availability	Operations/Admin	University-wide

Life dependencies


none of these

BioRAFT **RTO: 7 Days** **ART: 24 Hours**

Impact Assessment

This section provides an overview of the expected impacts to the organization if BioRAFT is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

BioRAFT **RTO: 7 Days** **ART: 24 Hours**

Key Dependencies

This section lists any key dependencies that have been identified for BioRAFT, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization	Use Pennkey to access technology	Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	7 Days	24 Hours	Not Set	24 Hours	
ISC-TS-PINE-IP Engineering-PennNet Network	Need network to access technology	Information Systems and Computing (91), Main Campus, Business Impact Analysis / JEFFREY S EDWARDS	7 Days	24 Hours	Not Set	Not Set	

Key:

- Service or Product delivery exceeds organization's expectations
- Service or Product delivery meets organization's requirements or expectations
- Service or Product delivery does not meet organization's requirements or expectations
- Missing data for Service, Product or organization's requirements

NR = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key:

- Service or Product delivery meets or exceeds organization's expectations
- Service or Product delivery does not meet organization's requirements or expectations

BioRAFT **RTO: 7 Days** **ART: 7 Days****General Information**

Overview	Owner	Headcount	FTE	Contractors
Stores laboratory information including contacts, spaces, hazards chemical inventory and inspection reports.	JOSEPH R PASSANTE	4	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00	BioRAFT	Process available 24 hours for emergency response	Operations/Admin	University-wide

Life dependencies

none of these

BioRAFT RTO: 7 Days ART: 7 Days**Impact Assessment**

This section provides an overview of the expected impacts to the organization if BioRAFT is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

BioRAFT **RTO: 7 Days** **ART: 7 Days**

Key Dependencies

This section lists any key dependencies that have been identified for BioRAFT, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization	Penn Key login to BioRAFT software	Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	7 Days	24 Hours	7 Days	24 Hours	
ISC-TS-PINE-IP Engineering-PennNet Network	Most people log in from work computer, but you can access from mobile device if needed.	Information Systems and Computing (91), Main Campus, Business Impact Analysis / JEFFREY S EDWARDS	7 Days	24 Hours	7 Days	Not Set	BioRaft will have the data and inventory. Access can be lost for a week.

Key:

- Service or Product delivery exceeds organization's expectations
- Service or Product delivery meets organization's requirements or expectations
- Service or Product delivery does not meet organization's requirements or expectations
- Missing data for Service, Product or organization's requirements

NR = Not Required **NRS** = No Recovery Solution **S** = Suspend

Chemical waste pick up

RTO: 8 Days

ART: 8 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Trucks are used to pick up chemical waste from research buildings on campus.	KYLE ROSATO	3	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3216 Chancellor Street	8 AM- 5 PM	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		During work hours	Operations/Admin	University-wide

Life dependencies


none of these

Chemical waste pick up RTO: 8 Days ART: 8 Days

Impact Assessment

This section provides an overview of the expected impacts to the organization if Chemical waste pick up is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Chemical waste pick up RTO: 8 Days ART: 8 Days**Recovery Requirements - Resources and Equipment**

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations
☒ Service or Product delivery does not meet organization's requirements or expectations

Chemical waste storage facility (Tandem building)**RTO: 8 Days****ART: Not Set****General Information**

Overview	Owner	Headcount	FTE	Contractors
Waste consolidation and storage for pick up	KYLE ROSATO	6	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3216 Chancellor Street	8 AM- 5 PM	More than 1 of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00	Other location in lab on campus	During work hours	Service	University-wide

Life dependencies


none of these

Chemical waste storage facility (Tandem building) RTO: 8 Days ART: Not Set

Impact Assessment

This section provides an overview of the expected impacts to the organization if Chemical waste storage facility (Tandem building) is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Chemical waste storage facility (Tandem building)**RTO: 8 Days****ART: Not Set****Recovery Requirements - Resources and Equipment**

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations☒ Service or Product delivery does not meet organization's requirements or expectations

Dosimetry badge provider

RTO: 8 Days

ART: Not Set

General Information

Overview	Owner	Headcount	FTE	Contractors
Provides and tests badges for workers who use radioactive materials.	JENNIFER B EDMONDSON	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	8 AM- 5 PM	Specific time of month

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Business hours	Service	UPHS & University

Life dependencies


none of these

Dosimetry badge provider RTO: 8 Days ART: Not Set

Impact Assessment

This section provides an overview of the expected impacts to the organization if Dosimetry badge provider is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Dosimetry badge provider **RTO: 8 Days** **ART: Not Set**

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations
☒ Service or Product delivery does not meet organization's requirements or expectations

EHRS Departmental Shared Drive

RTO: 24 Hours

ART: 24 Hours

General Information

Overview	Owner	Headcount	FTE	Contractors
Department specific shared drive which houses all information needed to conduct day to day business	AMANDA CORDERO	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	Specific day of week

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Shared drive available only through desktop/VPN	Operations/Admin	Department only

Life dependencies

none of these

EHRIS Departmental Shared Drive**RTO: 24 Hours****ART: 24 Hours****Impact Assessment**

This section provides an overview of the expected impacts to the organization if EHRIS Departmental Shared Drive is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

EHRIS Departmental Shared Drive

RTO: 24 Hours

ART: 24 Hours

Key Dependencies

This section lists any key dependencies that have been identified for EHRIS Departmental Shared Drive, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-TS-CC-Collaboration Services-Penn0365 (University)		Information Systems and Computing (91), Main Campus, Business Impact Analysis / MICHEL VAN DER LIST	24 Hours	4 Hours	24 Hours	1 Hours	
ISC-TS-PINE-IP Engineering-VPN		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JEFFREY S EDWARDS	24 Hours	4 Hours	24 Hours	Not Set	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings		Work from home	1	0	0	0	0	0	0

- Key:**
- Service or Product delivery meets or exceeds organization's expectations
 - Service or Product delivery does not meet organization's requirements or expectations

EHRS use of Ben Financials

RTO: 3 Days

ART: 3 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Penn Financial System used to process Purchase Orders and invoices	AMANDA CORDERO	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	More than 1 of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Ben Financials available 24/7" support available during business hours	Operations/Admin	Department only

Life dependencies

none of these

EHRIS use of Ben Financials**RTO: 3 Days****ART: 3 Days****Impact Assessment**

This section provides an overview of the expected impacts to the organization if EHRIS use of Ben Financials is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

EHR use of Ben Financials

RTO: 3 Days

ART: 3 Days

Key Dependencies

This section lists any key dependencies that have been identified for EHR use of Ben Financials, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
BEN Financials		Comptroller (8720), Main Campus, Business Impact Analysis / KRISTY L. OWEN	3 Days	24 Hours	24 Hours	24 Hours	Paper time slips
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	3 Days	24 Hours	24 Hours	24 Hours	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

EHRS use of Business Objects

RTO: 8 Days

ART: 8 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Penn Reporting System used to run financial, payroll, misc reports	AMANDA CORDERO	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	Specific time of month

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Business Objects available 24/7; support available normal business hours	Operations/Admin	Department only

Life dependencies

none of these

EHRIS use of Business Objects**RTO: 8 Days****ART: 8 Days****Impact Assessment**

This section provides an overview of the expected impacts to the organization if EHRIS use of Business Objects is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

EHR use of Business Objects

RTO: 8 Days

ART: 8 Days

Key Dependencies

This section lists any key dependencies that have been identified for EHR use of Business Objects, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	8 Days	24 Hours	8 Days	24 Hours	
ISC-TS-PINE-Sys Admin-Windows Active Directory		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JOHN C LEE	8 Days	4 Hours	8 Days	1 Hours	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

- Key:**
- Service or Product delivery meets or exceeds organization's expectations
 - Service or Product delivery does not meet organization's requirements or expectations

EHRS use of Filemaker

RTO: 7 Days

ART: 7 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Departmental system used to track Abestos billing and IACUC reviews	AMANDA CORDERO	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	Specific day of week

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Filemaker available only through desktop/VPN	Operations/Admin	University-wide

Life dependencies

none of these

EHR use of Filemaker**RTO: 7 Days****ART: 7 Days****Impact Assessment**

This section provides an overview of the expected impacts to the organization if EHR use of Filemaker is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

EHRIS use of Filemaker

RTO: 7 Days

ART: 7 Days

Key Dependencies

This section lists any key dependencies that have been identified for EHRIS use of Filemaker, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-TS-PINE-IP Engineering-VPN		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JEFFREY S EDWARDS	7 Days	4 Hours	7 Days	Not Set	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

- Key:**
- Service or Product delivery meets or exceeds organization's expectations
 - Service or Product delivery does not meet organization's requirements or expectations

EHRS use of Pennworks / UMIS

RTO: 3 Days

ART: 3 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Penn HR & payroll system used to add/terminate employees. Also used to update salary information and allocations.	AMANDA CORDERO	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	Specific day of week

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Pennworks available 24/7; with the exception of monthly payroll processing. Support available normal business hours	Operations/Admin	Department only
Life dependencies	none of these			

EHRS use of Pennworks / UMIS

RTO: 3 Days

ART: 3 Days

Impact Assessment

This section provides an overview of the expected impacts to the organization if EHRS use of Pennworks / UMIS is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

EHRIS use of Pennworks / UMIS

RTO: 3 Days

ART: 3 Days

Key Dependencies

This section lists any key dependencies that have been identified for EHRIS use of Pennworks / UMIS, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	3 Days	24 Hours	24 Hours	24 Hours	
PennWorks		Comptroller (8720), Main Campus, Business Impact Analysis / VICTOR ADAMS	3 Days	24 Hours	3 Days	24 Hours	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

- Key:**
- Service or Product delivery meets or exceeds organization's expectations
 - Service or Product delivery does not meet organization's requirements or expectations

Heritage Environmental Solutions and Stericycle (backup)

RTO: 8 Days

ART: 24 Hours

General Information

Overview	Owner	Headcount	FTE	Contractors
Picks up consolidated chemical waste from Tandem building	KYLE ROSATO	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3216 Chancellor Street	8 AM- 5 PM	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Business hours	Service	University-wide

Life dependencies

none of these

Heritage Environmental Solutions and Stericycle (backup)**RTO: 8 Days****ART: 24 Hours****Impact Assessment**

This section provides an overview of the expected impacts to the organization if Heritage Environmental Solutions and Stericycle (backup) is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Heritage Environmental Solutions and Stericycle (backup)

RTO: 8 Days

ART: 24 Hours

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations

☐ Service or Product delivery does not meet organization's requirements or expectations

Instrument calibration

RTO: 8 Days

ART: Suspend

General Information

Overview	Owner	Headcount	FTE	Contractors
Required testing of clinical equipment using sealed sources	KEITH BROWN	4	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
Multi[ple Penn and CHOP clinical sites	8 AM- 5 PM	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		During work hours	Clinical	UPHS & University

Life dependencies


none of these

Instrument calibration RTO: 8 Days ART: Suspend

Impact Assessment

This section provides an overview of the expected impacts to the organization if Instrument calibration is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Occupational Safety Equipment

RTO: 8 Days

ART: 8 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Chemical exposure monitoring equipment	JOSEPH R PASSANTE	6	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	8AM-5PM	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		During work hours	Service	Department only

Life dependencies


none of these

Occupational Safety Equipment RTO: 8 Days ART: 8 Days

Impact Assessment

This section provides an overview of the expected impacts to the organization if Occupational Safety Equipment is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Occupational Safety Equipment

RTO: 8 Days

ART: 8 Days

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations

☒ Service or Product delivery does not meet organization's requirements or expectations

OnSite Systems

RTO: 1 Hours

ART: Not Set

General Information

Overview	Owner	Headcount	FTE	Contractors
Provides the RadSaf website to manage radiation data	KEITH BROWN	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	None of these

Additional Information


Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2018-11-15-00:00:00		Business hours	Operations/Admin	UPHS & University
Life dependencies	none of these			

OnSite Systems RTO: 1 Hours ART: Not Set

Impact Assessment

This section provides an overview of the expected impacts to the organization if OnSite Systems is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

OnSite Systems RTO: 1 Hours ART: Not Set**Recovery Requirements - Resources and Equipment**

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations☒ Service or Product delivery does not meet organization's requirements or expectations

OnSite Systems **RTO: 7 Days** **ART: Not Set****General Information**

Overview	Owner	Headcount	FTE	Contractors
Provides the RadSaf website to manage radiation data	KEITH BROWN	Not Set	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
University and UPHS	24/7	None

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Business hours	Operations/Admin	UPHS & University
Life dependencies	none of these			

OnSite Systems**RTO: 7 Days****ART: Not Set****Impact Assessment**

This section provides an overview of the expected impacts to the organization if OnSite Systems is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

RadSaf **RTO: 7 Days** **ART: 7 Days****General Information**

Overview	Owner	Headcount	FTE	Contractors
Health physics license management and ordering system	EILEEN NORMOYLE	10	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24 hours	Service	UPHS & University
Life dependencies				
none of these				

RadSaf RTO: 7 Days ART: 7 Days**Impact Assessment**

This section provides an overview of the expected impacts to the organization if RadSaf is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

Response to Biosafety Level 3 Lab

RTO: 8 Days

ART: 24 Hours

General Information

Overview	Owner	Headcount	FTE	Contractors
EHRS provides emergency response to BSL-3 facility	ANDREW B. MAKSYMOWYCH	Not Set	Not Set	Not Set
BAU Location	Business Hours	Business Peaks		
Johnson Pavillion	24-7-365	None of these		

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24 hours	Operations/Admin	University-wide
Life dependencies				
none of these				

Response to Biosafety Level 3 Lab

RTO: 8 Days

ART: 24 Hours

Impact Assessment

This section provides an overview of the expected impacts to the organization if Response to Biosafety Level 3 Lab is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Response to Biosafety Level 3 Lab

RTO: 8 Days

ART: 24 Hours

Key Dependencies

This section lists any key dependencies that have been identified for Response to Biosafety Level 3 Lab, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization	Card swipe to enter BSL3	Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	8 Days	24 Hours	8 Days	24 Hours	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

- Key:**
- Service or Product delivery meets or exceeds organization's expectations
 - Service or Product delivery does not meet organization's requirements or expectations

Security of sources of concern

RTO: 1 Hours

ART: 1 Hours

General Information

Overview	Owner	Headcount	FTE	Contractors
Equipment identifies threats to large radioactive sources and alerts law enforcement	ALAN MAHONEY	1	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
Multiple sites	24-7-365	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24 hours	Operations/Admin	UPHS & University

Life dependencies


none of these

Security of sources of concern RTO: 1 Hours ART: 1 Hours

Impact Assessment

This section provides an overview of the expected impacts to the organization if Security of sources of concern is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

 RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Security of sources of concern

RTO: 1 Hours





ART: 1 Hours

Key Dependencies

This section lists any key dependencies that have been identified for Security of sources of concern, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-TS-CC-Unified Communications-PennNet Phone		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JODE H. BEITLER	1 Hours	24 Hours	Not Set	24 Hours	
ISC-TS-PINE-IP Engineering-PennNet Network		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JEFFREY S EDWARDS	1 Hours	24 Hours	Not Set	Not Set	

Key:

-  Service or Product delivery exceeds organization's expectations
-  Service or Product delivery meets organization's requirements or expectations
-  Service or Product delivery does not meet organization's requirements or expectations
-  Missing data for Service, Product or organization's requirements

NR = Not Required **NRS** = No Recovery Solution **S** = Suspend

Service to patient radiation therapy

RTO: 1 Hours

ART: 4 Hours

General Information

Overview	Owner	Headcount	FTE	Contractors
Provides oversight of radiation therapy including room preparation, safety precautions during treatment, cleanup	ANDREW ZIMNOCH	Not Set	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
HUP and CHOP	6 AM - 9 PM	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24 hours	Clinical	UPHS & University
Life dependencies				
human subjects				

Service to patient radiation therapy RTO: 1 Hours ART: 4 Hours

Impact Assessment

This section provides an overview of the expected impacts to the organization if Service to patient radiation therapy is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Simple But Needed

RTO: Not Set

ART: 7 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Vendor provides support for SBN database- tracking of safety information	JAMES S SILLHART	Not Set	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
Not Set	Online access 24/7	None

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24/7 cloud access	Operations/Admin	University-wide
Life dependencies				
none of these				

Simple But Needed (SBN)

RTO: 7 Days

ART: 24 Hours

General Information

Overview	Owner	Headcount	FTE	Contractors
Software program for job hazard analysis and other safety data.	JAMES S SILLHART	Not Set	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
Left Bank	24/7 cloud	None

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00	SBN		Operations/Admin	Organization-wide
Life dependencies	none of these			

Simple But Needed (SBN) RTO: 7 Days ART: 24 Hours**Impact Assessment**

This section provides an overview of the expected impacts to the organization if Simple But Needed (SBN) is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Please select Manual Override below	Please select Manual Override below



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

Training **RTO: 8 Days** **ART: Not Set****General Information**

Overview	Owner	Headcount	FTE	Contractors
Providing health and safety training- in person	Not Set	Not Set	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	7 am to 7 pm	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Business hours	Operations/Admin	University-wide

Life dependencies

none of these

Training **RTO: 8 Days** **ART: Not Set****Impact Assessment**

This section provides an overview of the expected impacts to the organization if Training is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

Training RTO: 8 Days ART: Not Set**Recovery Requirements - Resources and Equipment**

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations
☒ Service or Product delivery does not meet organization's requirements or expectations

Training- online

RTO: 7 Days

ART: 7 Days

General Information

Overview	Owner	Headcount	FTE	Contractors
Provide training and training updates through Knowledge Link	Not Set	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
Anywhere	24-7-365	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24 hours	Service	University-wide
Life dependencies				
none of these				

Training- online**RTO: 7 Days****ART: 7 Days****Impact Assessment**

This section provides an overview of the expected impacts to the organization if Training- online is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

Training- online

RTO: 7 Days





ART: 7 Days

Key Dependencies

This section lists any key dependencies that have been identified for Training- online, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-CS-Learning-Knowledge Link		Information Systems and Computing (91), Main Campus, Business Impact Analysis / ADAM CRANSTON	7 Days	24 Hours	7 Days	24 Hours	
ISC-InfoSec-Identity Mgt-Central Authentication and Authorization		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JAMES BREWER	7 Days	24 Hours	7 Days	24 Hours	

Key:

-  Service or Product delivery exceeds organization's expectations
-  Service or Product delivery meets organization's requirements or expectations
-  Service or Product delivery does not meet organization's requirements or expectations
-  Missing data for Service, Product or organization's requirements

NR = Not Required

NRS = No Recovery Solution

S = Suspend

TSS **RTO: 8 Days** **ART: 7 Days****General Information**

Overview	Owner	Headcount	FTE	Contractors
Tests biosafety cabinets	ANDREW B. MAKSYMOWYCH	0	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	8 AM- 5 PM	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		Business hours	Service	University-wide
Life dependencies				
none of these				

TSS RTO: 8 Days ART: 7 Days**Impact Assessment**

This section provides an overview of the expected impacts to the organization if TSS is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Teaching	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Research	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Community Impact	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Financial	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Legal / Regulatory	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Reputational	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Not Applicable	Minor	Moderate	Significant	Catastrophic
Teaching	Not applicable.	Minor impact on University teaching.	Short term impact on University teaching.	Long term impact on University teaching	University is unable to provide physical classroom instruction.

TSS RTO: 8 Days ART: 7 Days**Recovery Requirements - Resources and Equipment**

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings			1	0	0	0	0	0	0

Key: ☐ Service or Product delivery meets or exceeds organization's expectations
☒ Service or Product delivery does not meet organization's requirements or expectations

Website **RTO: 24 Hours** **ART: 24 Hours****General Information**

Overview	Owner	Headcount	FTE	Contractors
Provides information for regularoty compliance and training, and EHRS forms for sign requests, waste pick up and other support.	AMANDA CORDERO	1	Not Set	Not Set

BAU Location	Business Hours	Business Peaks
3160 Chestnut Street, Suite 400	24-7-365	None of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Breadth of impact
2019-11-14-00:00:00		24 hours	Operations/Admin	UPHS & University
Life dependencies	none of these			

Website RTO: 24 Hours ART: 24 Hours**Impact Assessment**

This section provides an overview of the expected impacts to the organization if Website is not operational over the stated time points.

Impact Categories	1 Hours	4 Hours	24 Hours	3 Days	7 Days	8 Days
Please select Manual Override below	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set



RTO Policy has been met or exceeded.

Key - Impact Definitions

	Please select Manual Override below
Please select Manual Override below	

Website **RTO: 24 Hours** **ART: 24 Hours**

Key Dependencies

This section lists any key dependencies that have been identified for Website, including expectations of their recovery time objectives.

Name	Service Description	Provider / Owner	RTO Req.	ART	RPO Req.	ARP	Manual Workaround
Technology							
ISC-TS-PINE-IP Engineering-PennNet Network		Information Systems and Computing (91), Main Campus, Business Impact Analysis / JEFFREY S EDWARDS	24 Hours	24 Hours	24 Hours	Not Set	

- Key:**
- Service or Product delivery exceeds organization's expectations
 - Service or Product delivery meets organization's requirements or expectations
 - Service or Product delivery does not meet organization's requirements or expectations
 - Missing data for Service, Product or organization's requirements
- NR** = Not Required **NRS** = No Recovery Solution **S** = Suspend

Recovery Requirements - Resources and Equipment

Resource	Service Description	Manual Workaround	BAU Qty.	1 hours	4 hours	24 hours	3 days	7 days	8 days
Buildings		Work from home	1	0	0	0	0	0	0

- Key:**
- Service or Product delivery meets or exceeds organization's expectations
 - Service or Product delivery does not meet organization's requirements or expectations

Call List report

University of Pennsylvania



Organization	Environmental Health and Radiation Safety (8315)+
Location	All
Plan Type	All
Generated	2019-11-15

Call List

Last updated 2015-07-14

Name	Work Phone	Cell Phone	Home Phone	Email
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No data available

Call List > Administration

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
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AMANDA CORDERO	215-898-2108		856-885-8196	corderoa@ehrs.upenn.edu
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Call List > Associate Directors

Last updated 2019-07-31

Name	Work Phone	Cell Phone	Home Phone	Email
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KEITH BROWN	215-898-2106	215-651-0541	610-544-5645	keith@upenn.edu
AMANDA CORDERO	215-898-2108		856-885-8196	corderoa@ehrs.upenn.edu
MARC A. FELICE	215-898-2112	215-651-0538	610-344-2192	mfelice@upenn.edu
ANDREW B. MAKSYMOWYCH	(215) 8986236	610-506-1685	610-506-1685	amaks@ehrs.upenn.edu
JOSEPH R PASSANTE	215-746-6550	215-651-0554	610-667-3080	JOE@UPENN.EDU
KYLE ROSATO	215-898-0766	215-651-0533	215-968-0397	KYLE@EHRS.UPENN.EDU
JAMES S SILLHART	215-746-6653	215-651-0552	610-687-4807	JIM@UPENN.EDU
RANDALL J. STUART	(215) 5738402	267-972-7358	302-239-2528	rstuart@upenn.edu

Call List > Biosafety staff

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
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SARAH JANE CAPASSO	215-746-6641	215-807-9346	610-716-7529	sarahcap@ehrs.upenn.edu
MARIE-LUISE FABER	(215) 7466706		610-394-7634	mlfaber@ehrs.upenn.edu
COLLEEN E. KOVACSICS	(215) 5734750		215-290-3915	collk@ehrs.upenn.edu
ANDREW B. MAKSYMOWYCH	(215) 8986236	610-506-1685	610-506-1685	amaks@ehrs.upenn.edu
ENDAH SULISTIJO				endahsu@upenn.edu

Call List > Chemical Waste staff

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
JAMES CRUMLEY	215-746-5036	215-651-0017	856-241-0690	jcrumley@ehrs.upenn.edu
EDMUND J JANOSOV	215-651-0556	215-651-0556	570-614-6571	janosove@ehrs.upenn.edu
KEVIN O'NEIL	(215) 6510558		215-651-0558	keoneil@ehrs.upenn.edu
KYLE TICE	(215) 3168890		484-695-8957	kyletice@upenn.edu

Call List > Directors

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
EILEEN NORMOYLE	215-651-0543	215-651-0543	215-651-0543	NORMOYLE@EHRS.UPENN.EDU

Call List > Environmental Programs

Last updated 2018-11-06

Name	Work Phone	Cell Phone	Home Phone	Email
JAMES CRUMLEY	215-746-5036	215-651-0017	856-241-0690	jcrumley@ehrs.upenn.edu
EDMUND J JANOSOV	215-651-0556	215-651-0556	570-614-6571	janosove@ehrs.upenn.edu
KEVIN O'NEIL	(215) 6510558		215-651-0558	keoneil@ehrs.upenn.edu
KYLE ROSATO	215-898-0766	215-651-0533	215-968-0397	KYLE@EHRS.UPENN.EDU
KYLE TICE	(215) 3168890		484-695-8957	kyletice@upenn.edu

Call List > Executive Director

Last updated 2019-10-01

Name	Work Phone	Cell Phone	Home Phone	Email
MAUREEN O'LEARY				mcoleary@upenn.edu

Call List > Fire and Emergency Services

Last updated 2014-08-18

Name	Work Phone	Cell Phone	Home Phone	Email
EUGENE C JANDA	215-898-6922	215-778-8517	610-924-9670	ejanda@publicsafety.upenn.edu

Call List > Front Office

Last updated 2018-10-26

Name	Work Phone	Cell Phone	Home Phone	Email
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Call List > Front Office

Last updated 2018-10-26

Name	Work Phone	Cell Phone	Home Phone	Email
SHERRI DARBY	(215) 8987187		267-904-2063	darby2@ehrs.upenn.edu
KELLY MINTZER	(215) 8984453		267-591-1617	kmintzer@ehrs.upenn.edu
DENEEN PURDIE	215-898-7188		267-475-3445	DENEEN2@EHRS.UPENN.EDU

Call List > Industrial Hygiene staff

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
GWENN ALLEN				
KIMBERLY JEAN BROWN	(215) 7466549		215-651-0557	kimibush@ehrs.upenn.edu
ROBIN KUNTZ	(215) 8982165		610-213-1674	robinmcc@ehrs.upenn.edu
MAUREEN S MALACHOWSKI	215-573-9446	215-651-0858	610-630-4387	mmala@ehrs.upenn.edu
JOSEPH R PASSANTE	215-746-6550	215-651-0554	610-667-3080	JOE@UPENN.EDU
VALERIE J PEREZ	215-746-6652	215-416-7902	215-635-1767	vjperez@ehrs.upenn.edu

Call List > New Bolton Center

Last updated 2014-08-18

Name	Work Phone	Cell Phone	Home Phone	Email
BRYAN ISOLA	610-925-6353	610-960-4409	610-558-2909	isola@vet.upenn.edu
CORINNE R SWEENEY	610-925-6109	610-960-2771	610-347-6634	CSWEENEY@VET.UPENN.EDU

Call List > Occupational Medicine

Last updated 2014-08-19

Name	Work Phone	Cell Phone	Home Phone	Email
AMY J BEHRMAN	215-662-3192		610-649-7859	BEHRMAN@PENNMEDICINE.UPENN.EDU
EDWARD A EMMETT	215-915-5406		610-658-6274	emmetted@pennmedicine.upenn.edu
JUDITH G. MCKENZIE	215-662-2354		856-778-3562	judith.mckenzie@uphs.upenn.edu

Call List > Radiation HP's

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
NATALIE BECKMANN	(215) 8988906	267-251-3572	551-655-8186	natj@ehrs.upenn.edu
KEITH BROWN	215-898-2106	215-651-0541	610-544-5645	keith@upenn.edu
WILLIAM DAVIDSON	215-898-2133	215-651-0537	610-466-5536	WED@EHRS.UPENN.EDU
JENNIFER B EDMONDSON	215-898-2107		215-370-6329	JGIFFORD@EHRS.UPENN.EDU
KELSEY EVERETT	(215) 6510549		570-854-1745	kelseyev@ehrs.upenn.edu
MARC A. FELICE	215-898-2112	215-651-0538	610-344-2192	mfelice@upenn.edu
DENNISE MAGILL	(267) 6503843		719-362-7747	magilld@ehrs.upenn.edu
ALAN MAHONEY	215-898-9715	215-669-8706		amahoney@upenn.edu
CANDI MCDOWELL	(215) 5202746		410-963-5196	candim@ehrs.upenn.edu
EILEEN NORMOYLE	215-651-0543	215-651-0543	215-651-0543	NORMOYLE@EHRS.UPENN.EDU
CHRISTOPHER TIGHE	215-898-8987	215-837-7124	484-973-6372	tighechr@ehrs.upenn.edu
ANDREW ZIMNOCH	215-898-2105	215-651-0857	215-949-1981	zimnoch@ehrs.upenn.edu

Call List > Radiation Technicians

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
KAELAN CHAN	267-800-6813		516-373-8663	kaechan@upenn.edu
JOSHUA DENDLER	215-301-9155		570-317-1167	jdendler@upenn.edu
JAMES HAMBOR				jhambor@ehrs.upenn.edu
MEGAN HARKINS	(215) 3411447		215-584-7439	harkm@ehrs.upenn.edu
ROBERT HOCKEL	215-268-2083		856-938-6273	hockel@upenn.edu
JANELLE E JESIKIEWICZ	267-240-5211	267-240-5211		jjesik@ehrs.upenn.edu
STEPHEN M KUSTKA	215-600-6981		908-907-0095	stkustka@upenn.edu
TYLER MINARIK	215-651-0547		484-241-5560	tjminari@ehrs.upenn.edu
JAMES A MOWERY	(215) 6510536		610-701-0817	jmowery@ehrs.upenn.edu
ASHLI NIEVES	(215) 7603704		215-760-3704	anieves@upenn.edu
JOSEPH A SPANO	(215) 3006617		610-338-8125	spanojos@upenn.edu
TIMOTHY N THOMAS	215-898-7187		215-651-0548	TIM@EHRS.UPENN.EDU

Call List > Safety staff

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
MEL MCCONNELL			267-324-8349	mcmel@upenn.edu

Call List > Safety staff

Last updated 2014-08-14

Name	Work Phone	Cell Phone	Home Phone	Email
WILLIAM SARIOGO	(215) 6510341		215-651-0341	sarioغو@ehrs.upenn.edu
JAMES S SILLHART	215-746-6653	215-651-0552	610-687-4807	JIM@UPENN.EDU
RANDALL J. STUART	(215) 5738402	267-972-7358	302-239-2528	rstuart@upenn.edu

Roles

Last updated 2011-08-10

A group of teams should be created within Roles, then defining the roles within each team of those who would be responsible for policy decisions, managing and the recovery of incidents.

Name	Work Phone	Cell Phone	Home Phone	Email
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No data available

Roles > Associate Director, Biosafety

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
ANDREW B. MAKSYMOWYCH	(215) 8986236	610-506-1685	610-506-1685	amaks@ehrs.upenn.edu

Roles > Associate Director, Business Services

Last updated 2018-11-02

Name	Work Phone	Cell Phone	Home Phone	Email
AMANDA CORDERO	215-898-2108		856-885-8196	corderoa@ehrs.upenn.edu

Roles > Associate Director, Environmental

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
KYLE ROSATO	215-898-0766	215-651-0533	215-968-0397	KYLE@EHRS.UPENN.EDU

Roles > Associate Director, IH

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
JOSEPH R PASSANTE	215-746-6550	215-651-0554	610-667-3080	JOE@UPENN.EDU

Roles > Associate Director, Radiation

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
KEITH BROWN	215-898-2106	215-651-0541	610-544-5645	keith@upenn.edu
MARC A. FELICE	215-898-2112	215-651-0538	610-344-2192	mfelice@upenn.edu

Roles > Associate Director, Safety

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
JAMES S SILLHART	215-746-6653	215-651-0552	610-687-4807	JIM@UPENN.EDU

Roles > Associate Directors

Last updated 2013-07-18

Crisis management team

Name	Work Phone	Cell Phone	Home Phone	Email
KEITH BROWN	215-898-2106	215-651-0541	610-544-5645	keith@upenn.edu
AMANDA CORDERO	215-898-2108		856-885-8196	corderoa@ehrs.upenn.edu
MARC A. FELICE	215-898-2112	215-651-0538	610-344-2192	mfelice@upenn.edu
ANDREW B. MAKSYMOWYCH	(215) 8986236	610-506-1685	610-506-1685	amaks@ehrs.upenn.edu
JOSEPH R PASSANTE	215-746-6550	215-651-0554	610-667-3080	JOE@UPENN.EDU
KYLE ROSATO	215-898-0766	215-651-0533	215-968-0397	KYLE@EHRS.UPENN.EDU
JAMES S SILLHART	215-746-6653	215-651-0552	610-687-4807	JIM@UPENN.EDU

Roles > Biosafety

Last updated 2018-11-02

Name	Work Phone	Cell Phone	Home Phone	Email
SARAH JANE CAPASSO	215-746-6641	215-807-9346	610-716-7529	sarahcap@ehrs.upenn.edu
MARIE-LUISE FABER	(215) 7466706		610-394-7634	mlfaber@ehrs.upenn.edu
COLLEEN E. KOVACSICS	(215) 5734750		215-290-3915	collk@ehrs.upenn.edu
ANDREW B. MAKSYMOWYCH	(215) 8986236	610-506-1685	610-506-1685	amaks@ehrs.upenn.edu
ENDAH SULISTIJO				endahsu@upenn.edu

Roles > Chemical Waste Group

Last updated 2013-10-30

Name	Work Phone	Cell Phone	Home Phone	Email
JAMES CRUMLEY	215-746-5036	215-651-0017	856-241-0690	jcrumley@ehrs.upenn.edu
EDMUND J JANOSOV	215-651-0556	215-651-0556	570-614-6571	janosove@ehrs.upenn.edu
KEVIN O'NEIL	(215) 6510558		215-651-0558	keoneil@ehrs.upenn.edu
KYLE TICE	(215) 3168890		484-695-8957	kyletice@upenn.edu

Roles > Director, EHS

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
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No data available

Roles > Director, Radiation

Last updated 2013-12-24

Name	Work Phone	Cell Phone	Home Phone	Email
EILEEN NORMOYLE	215-651-0543	215-651-0543	215-651-0543	NORMOYLE@EHRS.UPENN.EDU

Roles > Directors, EHRS

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
EILEEN NORMOYLE	215-651-0543	215-651-0543	215-651-0543	NORMOYLE@EHRS.UPENN.EDU

Roles > Executive Director

Last updated 2013-07-15

Name	Work Phone	Cell Phone	Home Phone	Email
MAUREEN O'LEARY				mcoleary@upenn.edu

Roles > Facebook announcements

Last updated 2014-09-10

Add information and announcements to facebook

Name	Work Phone	Cell Phone	Home Phone	Email
MARIE-LUISE FABER	(215) 7466706		610-394-7634	mlfaber@ehrs.upenn.edu

Roles > Front Office

Last updated 2013-10-30

Name	Work Phone	Cell Phone	Home Phone	Email
AMANDA CORDERO	215-898-2108		856-885-8196	corderoa@ehrs.upenn.edu
SHERRI DARBY	(215) 8987187		267-904-2063	darby2@ehrs.upenn.edu
KELLY MINTZER	(215) 8984453		267-591-1617	kmintzer@ehrs.upenn.edu
DENEEN PURDIE	215-898-7188		267-475-3445	DENEEN2@EHRS.UPENN.EDU

Roles > Industrial Hygiene

Last updated 2013-07-18

Name	Work Phone	Cell Phone	Home Phone	Email
ROBIN KUNTZ	(215) 8982165		610-213-1674	robinmcc@ehrs.upenn.edu
MAUREEN S MALACHOWSKI	215-573-9446	215-651-0858	610-630-4387	mmala@ehrs.upenn.edu
JOSEPH R PASSANTE	215-746-6550	215-651-0554	610-667-3080	JOE@UPENN.EDU
VALERIE J PEREZ	215-746-6652	215-416-7902	215-635-1767	vjperez@ehrs.upenn.edu

Roles > Radiation Health Physicists

Last updated 2013-10-30

Name	Work Phone	Cell Phone	Home Phone	Email
WILLIAM DAVIDSON	215-898-2133	215-651-0537	610-466-5536	WED@EHRS.UPENN.EDU
JENNIFER B EDMONDSON	215-898-2107		215-370-6329	JGIFFORD@EHRS.UPENN.EDU
KELSEY EVERETT	(215) 6510549		570-854-1745	kelseyev@ehrs.upenn.edu
DENISE MAGILL	(267) 6503843		719-362-7747	magilld@ehrs.upenn.edu
ALAN MAHONEY	215-898-9715	215-669-8706		amahoney@upenn.edu
CANDI MCDOWELL	(215) 5202746		410-963-5196	candim@ehrs.upenn.edu
CHRISTOPHER TIGHE	215-898-8987	215-837-7124	484-973-6372	tighechr@ehrs.upenn.edu
ANDREW ZIMNOCH	215-898-2105	215-651-0857	215-949-1981	zimnoch@ehrs.upenn.edu

Roles > Radiation Technicians

Last updated 2019-07-31

Name	Work Phone	Cell Phone	Home Phone	Email
KAELAN CHAN	267-800-6813		516-373-8663	kaechan@upenn.edu
JOSHUA DENDLER	215-301-9155		570-317-1167	jdendler@upenn.edu

Roles > Radiation Technicians

Last updated 2019-07-31

Name	Work Phone	Cell Phone	Home Phone	Email
JAMES HAMBOR				jhambor@ehrs.upenn.edu
MEGAN HARKINS	(215) 3411447		215-584-7439	harkm@ehrs.upenn.edu
ROBERT HOCKEL	215-268-2083		856-938-6273	hockel@upenn.edu
JANELLE E JESIKIEWICZ	267-240-5211	267-240-5211		jjesik@ehrs.upenn.edu
STEPHEN M KUSTKA	215-600-6981		908-907-0095	stkustka@upenn.edu
TYLER MINARIK	215-651-0547		484-241-5560	tjminari@ehrs.upenn.edu
JAMES A MOWERY	(215) 6510536		610-701-0817	jmowery@ehrs.upenn.edu
ASHLI NIEVES	(215) 7603704		215-760-3704	anieves@upenn.edu
JOSEPH A SPANO	(215) 3006617		610-338-8125	spanojos@upenn.edu
TIMOTHY N THOMAS	215-898-7187		215-651-0548	TIM@EHRS.UPENN.EDU

Roles > Safety Director, FRES

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
RANDALL J. STUART	(215) 5738402	267-972-7358	302-239-2528	rstuart@upenn.edu

Roles > Safety, EHS

Last updated 2014-05-21

Name	Work Phone	Cell Phone	Home Phone	Email
MEL MCCONNELL			267-324-8349	mcmel@upenn.edu
WILLIAM SARIEGO	(215) 6510341		215-651-0341	sariego@ehrs.upenn.edu
JAMES S SILLHART	215-746-6653	215-651-0552	610-687-4807	JIM@UPENN.EDU

Roles > Website updates

Last updated 2014-09-10

Changes to home page or website

Name	Work Phone	Cell Phone	Home Phone	Email
AMANDA CORDERO	215-898-2108		856-885-8196	corderoa@ehrs.upenn.edu
ANDREW B. MAKSYMOWYCH	(215) 8986236	610-506-1685	610-506-1685	amaks@ehrs.upenn.edu
JOSEPH R PASSANTE	215-746-6550	215-651-0554	610-667-3080	JOE@UPENN.EDU

Roles > Website updates

Last updated 2014-09-10

[Changes to home page or website](#)

Name	Work Phone	Cell Phone	Home Phone	Email
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Procedures Report

University of Pennsylvania



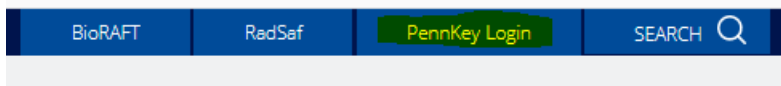
Organization	Environmental Health and Radiation Safety (8315)+
Location	All
Plan Type	All
Generated	2019-11-15

Adding announcement to webpage

Version 1.0 | 2019-10-28 | MAUREEN S MALACHOWSKI

Adding Announcements on Homepage

1. Before adding an announcement to the homepage, please email Amanda Cordero for approval and guidance on which announcement to replace on the current site.
2. Log into www.ehrs.upenn.edu and login using the PennKey Login portal on the top right hand corner.



3. To add an announcement, click on content – add content – announcements. This will open up the create announcement page that will allow you to add the announcement content such as “Title” and “Summary” and “Image”. Please make sure to add all required fields and press save.

Title *

June is National Safety Month

Body (Edit summary)


Join NSC and thousands of organizations across the country as we work to ensure No 1 Gets Hurt.

Observed annually in June, National Safety Month focuses on reducing leading causes of injury and death at work, on the road and in our homes and communities.

Click [HERE](#) for additional details.

Text format: Basic HTML


Image



Alternative text *

No 1 Gets Hurt

This text will be used by screen readers, search engines, or when the image cannot be loaded.

 Safety First2.JPG (46.32 KB)

CROP IMAGE

Remove

Directions for Webmaster

All announcements show a date, so you need to make sure to change the default on the right. I've fixed it for current ones, just be aware going forward.

Published

Last saved: 05/29/2018 - 17:05

Author:

☒ Create new revision

Revision log message

Briefly describe the changes you have made.

MENU SETTINGS

NODE CLASS SETTINGS

SIMPLE XML SITEMAP

URL PATH SETTINGS

URL REDIRECTS

AUTHORING INFORMATION

Authored by

Anonymous (0)

The username of the content author.

Authored on

05 / 16 / 2018 11 : 58 : 41 AM

Format: 2018-05-30 10:31:39. Leave blank to use the time of form submission.

PROMOTION OPTIONS



Conference Calling

Version 2.0 | 2014-11-14 | MAUREEN S MALACHOWSKI

How to conference call multiple people

Conference Call: 1-866-628-8620

Participant Code: 578144

Information you may need

Moderator passcode: 5781440

Moderator link: www.mycrpl

Client ID: 2767252

EHRIS Communication Plan

Version 1.0 | 2015-01-23 | MAUREEN S MALACHOWSKI

EHRIS Communication Plan

In the event of an emergency:

1. EHRIS Office: EHRIS employees will be contacted by one or more of the following methods:

- a. EHRIS listserv
 - o The main office email listserv
 - o The backup home email listserv
- b. Phone call/email from supervisor
 - o Beeper book list of phone numbers
- c. UPennAlert system
- d. Penn Siren Outdoor System (PennSOS)

If internet and phone is not available on campus, Supervisors will contact staff as soon as possible (i.e. from an alternative location).

Employees should contact Supervisors directly if evacuation from a campus location is required.

2. Training: If EHRIS training will be affected (location change, re-scheduled, cancelled), the following steps may occur:
 - a. Email will be sent to students or staff who are registered
 - b. Announcement will be posted on EHRIS training website and/or Facebook if needed
 - c. Signage will be posted at the training location if necessary
3. Hazardous Waste: If hazardous waste pick-up or deliveries will be affected, the following steps may occur:
 - a. Email or call groups requesting pick-up
 - b. Contact building administrators for buildings scheduled for regular pick-up
 - c. Announcement on EHRIS website and/or Facebook if needed
4. P-32: If orders can't be processed:
 - a. Individuals who have placed orders will be contacted by email
 - b. EHRIS will send a message to customers if P-32 will be not be available for an extended period of time
5. Therapies: If therapies are scheduled and staff is not available:
 - a. EHRIS will contact the hospital by phone.

EHRM Relocation Spaces-update

Version 1.0 | 2019-11-15 | MAUREEN S MALACHOWSKI

EHRM Relocation Areas

Left Bank

Tandem

Anatomy- Chemistry- P32

Stemmler- Room 10

Smilow- 5 office/spaces

Study Spaces

Library group spaces are available for up to 2 hours. Reserve at: libcal.library.upenn.edu

- Weigle Information Commons, first floor Van Pelt-Dietrich Library
- George A. Weiss Pavilion Education Commons in Franklin Field

Phones/Lending Laptops

1. Hire IT will be able to provide some support.
2. The Penn Library has lending laptops for four hour loan. See below.

VanPelt Dietrich Library Center

AirPennNet wireless services are available throughout the Van Pelt-Dietrich Library Center's public spaces on all floors. Signal strength is strongest anywhere there is seating available and weakest in the middle of the stacks on the upper floors.

Rosengarten Reserve Desk for use within the VanPelt Dietrich Library Center

- 27 Windows Laptops
- 5 Mac book pro laptops

Biomedical Library

Wireless coverage is available on the ground level and in the clinical reading room of the Blue Level.

- 8 Windows Laptops
- 5 Mac book pro laptops

Fine Arts Library

Wireless coverage is available in the main reading area and in the carrel areas on floors 1, 2, 3, and 4.

- 5 Windows Laptops
- 5 Mac book pro laptops

Museum Library

Wireless coverage is available in the main reading area and on the second floor.

- 5 Windows Laptops

Veterinary Libraries

Wireless coverage is available in all areas of the Steven W. Atwood Library & Information Commons as well as the Jean Austin duPont Veterinary Medicine Library on the New Bolton Center campus

- 9 Windows Laptops - Atwood (Philadelphia Campus)
- 1 Windows Laptop - (NBC Campus)

Dental Library

Wireless coverage is available in all areas.

- 8 Mac book pro laptops
- 6 Windows laptops

Evacuation Plan- Tandem

Version 1.0 | 2018-11-14 | MAUREEN S MALACHOWSKI

EHRS Emergency Action Plan- Tandem

Alerts

In the event of an emergency, EHRS employees will be alerted by one or more of the following:

- The sounding of an alarm in the Left Bank or Tandem buildings
- An email, text message and/or voicemail from UPennAlert
- A siren and public address system on campus
- An internal staff email

Evacuation

In an emergency, all employees shall evacuate by means of the nearest available exit. Any critical operations will be shutdown, if possible (i.e. cover chemical drums if consolidating). Take personal belongings and proceed to area of refuge. Take vehicle keys if possible when departing.

- Primary route: Front door to parking lot.
- Secondary route: Back door by radiation tech and dry lab area.

Report

Call 215-573-3333 to report the emergency.

Assembly

After an evacuation, EHRS employees must gather in one of the following locations:

Tandem

- Primary- Across from Tandem at High Bay Lab parking lot
- Secondary- Behind the Palestra

Shelter-in-place

- Hallway next to wet lab

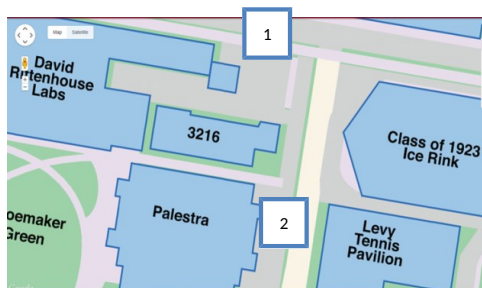
Accounting

PennReady Emergency Team (PET)

Building Emergency Coordinator-Left Bank

- Kyle Rosato/ James Crumley

Areas of Refuge



Emergency Numbers

Campus-	511
Police-	215-573-3333
OCC-	215-746-6620

After an emergency evacuation, all staff will be accounted for using the “Who’s Out” list. In a campus-wide emergency, employees will contact supervisors to report their status.

Penn Guardian

A service that provides immediate information and location in an emergency. Information is only available when you call 215-573-3333.

- Download Rave Guardian from app store
- Register with your Penn email address
- Update your profile with description, photo, address, allergies or other medical information
- Choose a PIN

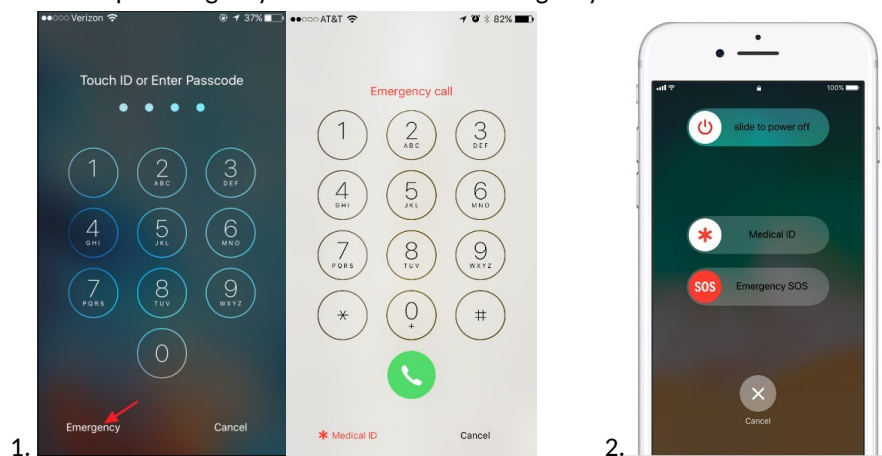
UPenn Alert Notifications

A system that notifies staff of critical information in an emergency.

- Go to Penn Directory (<http://www.upenn.edu/directories>)
- Click on “Update Directory Listing”
- Enter PennKey
- Click on “Agree” button
- On the Directory page, click tab “Manage UPennAlert Info” at the top of page
- Click on “Add” or “Edit” button
- Add or change contact information and “Submit”

Emergency call from locked iphone:

1. Tap “Emergency” on home screen. Emergency call screen will show. Dial 911.



2. Or, rapidly press the side button five times (iPhone7 or earlier) or press and hold side button and one of the volume buttons (iPhone 8 or X). The Emergency SOS slider will appear. Drag the

SOS slider to call or continue to hold buttons to call automatically. After the call ends, your iPhone sends your emergency contacts in a text message with your location. You must add emergency contacts to the phone. To add, open Health app and Medical ID tab. Add Emergency Contacts.

Evacuation Plan-Left Bank

Version 1.0 | 2019-11-15 | MAUREEN S MALACHOWSKI

EHRM Emergency Action Plan- Left Bank

Alerts

In the event of an emergency, EHRM employees will be alerted by one or more of the following:

- The sounding of an alarm in the Left Bank or Tandem buildings
- An email, text message and/or voicemail from UPennAlert
- A siren and public address system on campus
- An internal staff email

Evacuation

In an emergency, all employees shall evacuate by means of the nearest available exit. Any critical operations will be shutdown. Front Desk staff will take car keys. Take personal belongings and proceed to area of refuge.

- Primary route: Front door down hallway to parking lot.
- Secondary route: Door by radiation tech area, proceed up the stairs to exit by loading dock on Chestnut Street.

Report

Call 215-573-3333 to report the emergency.

Assembly (Area of Refuge)

After an evacuation, EHRM employees must gather in the following locations:

- Primary- In parking lot under Walnut Street or
- Secondary- West side of 31st, South side of Chestnut

Shelter-in-place

- Left Bank- EHRM conference room

PennReady Emergency Team (PET)

Building Emergency Coordinator-Left Bank

- Mike Ferraiolo- FRES
215-898-5986

Emergency Team Leader-knocks on doors and checks areas for evacuation.

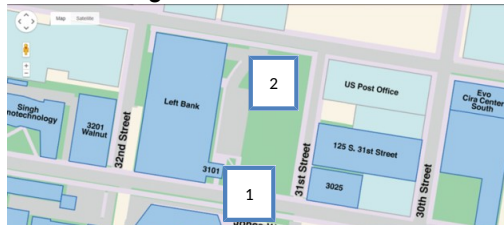
- Maureen O'Leary
- Amanda Cordero

Emergency Team Members- help coordinate evacuation in orderly manner and assists with disabled. Reports to team leader.

- Deneen Purdie
- Kelly Mintzer

After evacuation, Emergency Team Leader reports status to Building Emergency Coordinator.

Areas of Refuge



Relocation Site

Primary: Palestra

Secondary: Hollenback Annex

Emergency Numbers

Campus-	511
Police-	215-573-3333
OCC-	215-746-6620

Accounting

After an emergency evacuation, all staff will be accounted for using the “Who’s Out” list. In a campus-wide emergency, employees will contact supervisors to report their status.

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- Download Rave Guardian from app store
- Register with your Penn email address
- Update your profile with description, photo, address, allergies or other medical information
- Choose a PIN

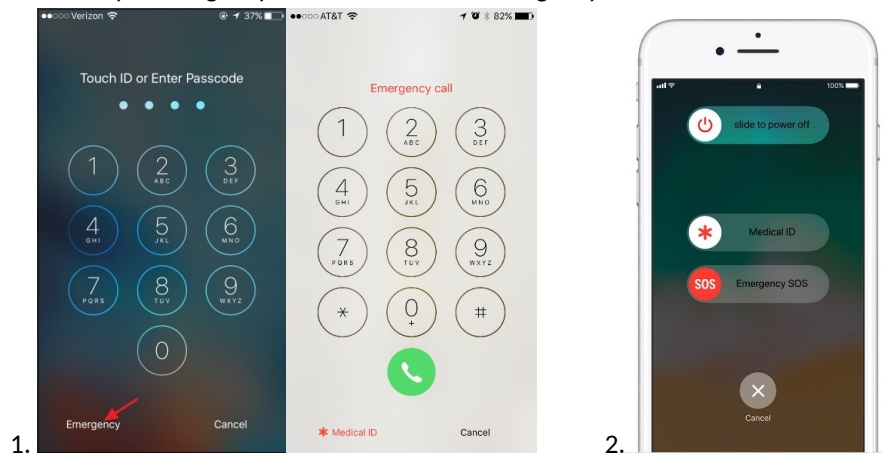
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- Click on “Add” or “Edit” button
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Junos Pulse OSX

Version 1.0 | 2018-01-22 | MAUREEN S MALACHOWSKI



Junos Pulse Secure (Mac OS X)

Requirements

- 1) You will need administrative rights/privileges to install the VPN software on your machine.
- 2) You will not be able to authenticate to the VPN until College Hall Support has granted your domain account the necessary access.
- 3) The Pulse Secure client for Mac can be downloaded from

https://secure.www.upenn.edu/computing/chs/knowledge_base/doku.php?id=VPN_download *or*

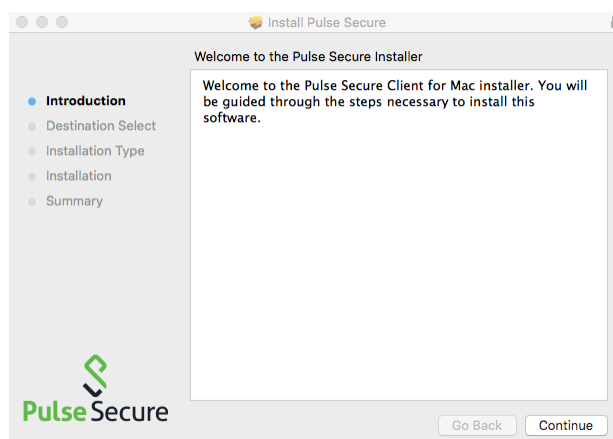
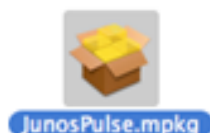
<http://tinyurl.com/chs-vpn-download>

Supported OS

Operating System	Browser and Java Environment
- Mac OS X 10.9, 64 bit	Safari 7.0, Oracle JRE 7
- Mac OS X 10.8, 64 bit	Safari 6.0, Oracle JRE 7
- Mac OS X 10.7.3, 64 bit	Safari 5.1, Oracle JRE 7

Installation

- 4) Once downloaded, locate the Junos Pulse Secure download on your machine and launch it. Click **Continue** to begin the installation.



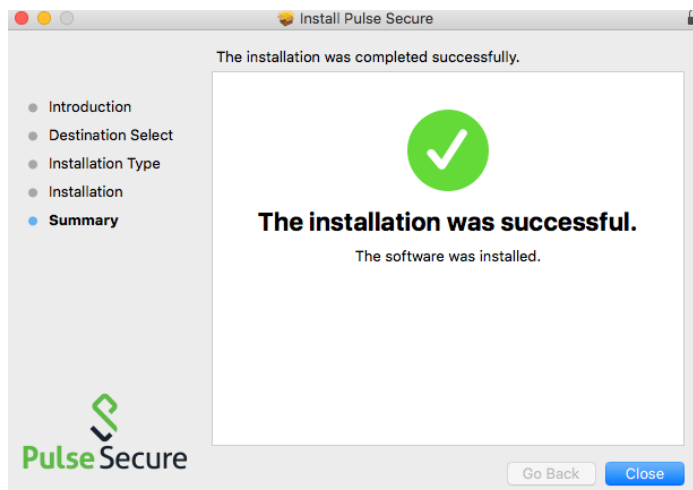


Note: If you are having trouble finding the file after download, check your desktop or the downloads folder shown above.


- 5) Click **Install**

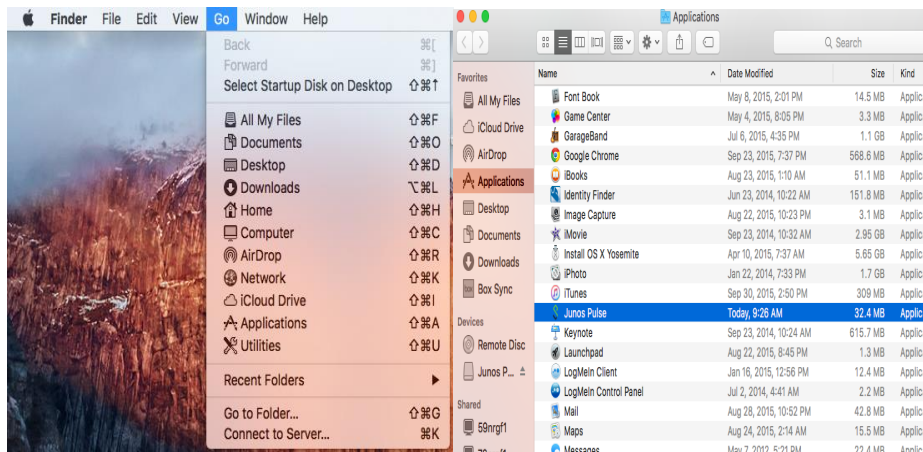


- 6) Click **Close** once installation has completed.





- 7) Locate the Applications folder  and launch the Junos Pulse program.



- 8) When Junos Pulse Secure is running the icon will appear in the status bar. (below).



Configuration (required only during initial setup)

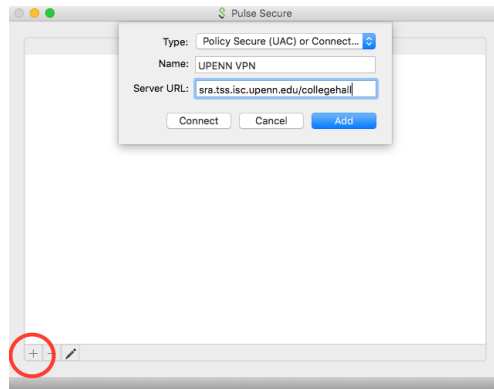
- 9) Launch the program and click “+” found in the lower left corner of the Pulse Secure window to make a new connection.

Type: Policy Secure (UAC)

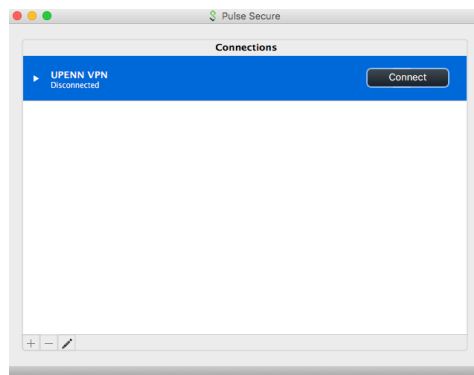
Name: UPenn VPN

Sever URL: sra.tss.isc.upenn.edu/collegehall

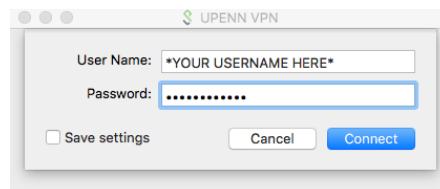
Once the VPN information has been entered, click **Add**



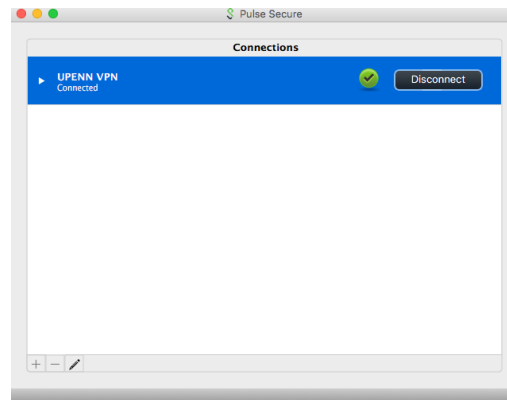
- 10) Click **Connect** to test the connection.



- 11) When prompted, enter your domain username and password in the appropriate fields.
Optional (not recommended): you may choose to save your credentials by selecting the 'Save settings' checkbox

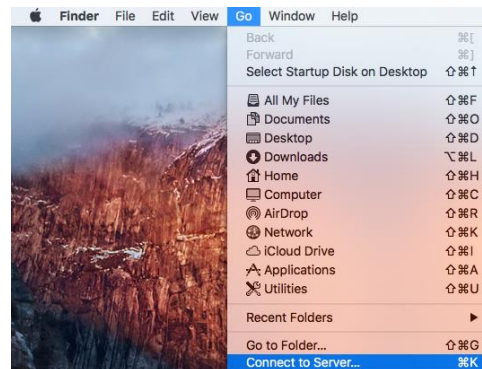


- 12) When finished using the VPN, click **disconnect**.

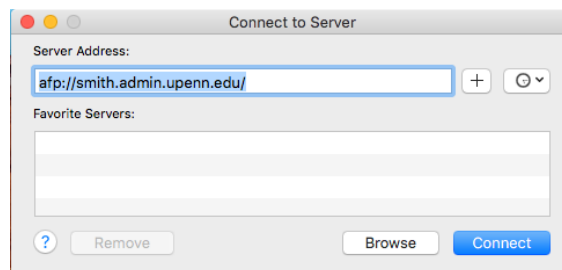


Mapping Department & User Network Drives (once connected to VPN)

- 13) Click the Go menu, and select Connect to Server.



- 14) Enter the following server address: **afp://smith.admin.upenn.edu**
Click **Connect**.





- 15) Enter your domain credentials and click **Connect**.

- 16) Select your Department folder. (You will only be presented with the drives your credentials allow you to view.)

- 17) To map the user drive, repeat steps 13-16 but select the Users folder.

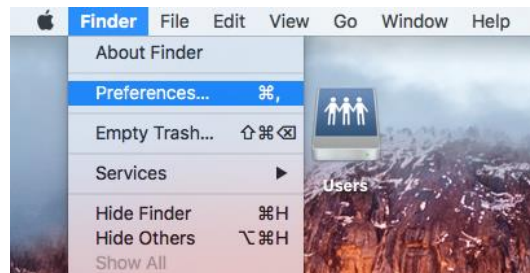


18) Once connected, shortcuts to the drives should be placed on the desktop.

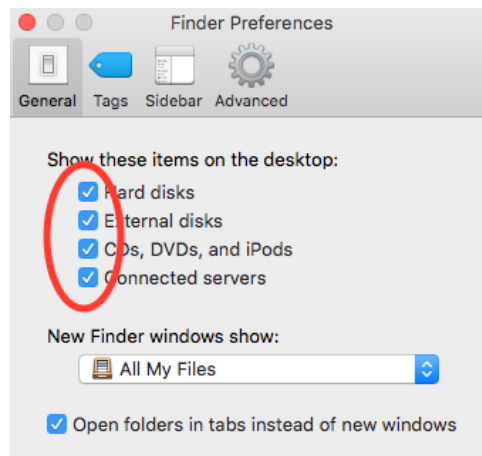


****If you don't see the drive icons. Check your finder preferences****

a) Click Finder and select Preferences



b) Make sure that all checkboxes are checked.



Junos Pulse Windows

Version 1.0 | 2018-01-22 | MAUREEN S MALACHOWSKI



Junos Pulse Secure

Instructions for Windows Based Systems

Download


1. Go to:

https://secure.www.upenn.edu/computing/chs/knowledge_base/doku.php?id=VPN_download or

<http://tinyurl.com/chs-vpn-download>

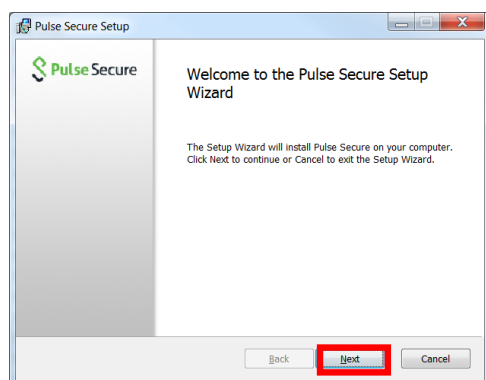
2. Download the version of Junos Pulse for your operating system
3. Download the Windows 32/64 bit client as appropriate to your system
4. To determine if you're operating system is 32 bit vs 64 bit:
 - a. Click the start menu and locate 'Computer'.
 - b. Right-click 'Computer and choose properties.
 - c. Locate the System information section.

System

Manufacturer:	CHS
Model:	CHS_WIN7_64
Rating:	 Windows Experience Index
Processor:	Intel(R) Core(TM) i5-4570T CPU @ 2.90GHz 2.90 GHz
Installed memory (RAM):	8.00 GB
System type:	64-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

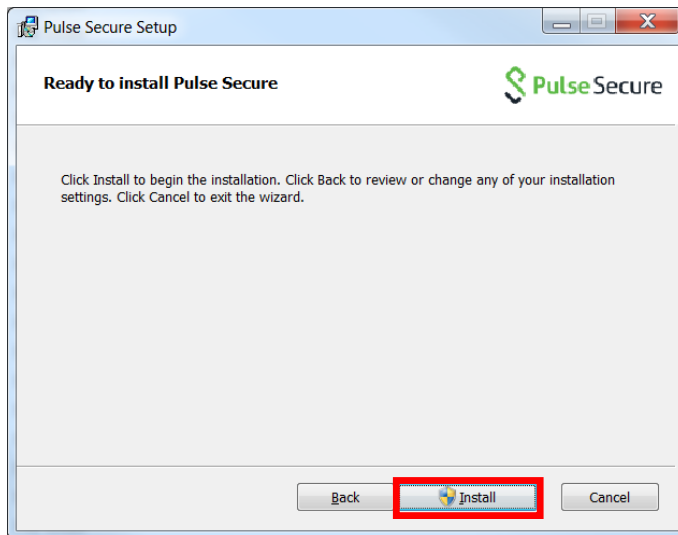
Installation

1. Run the installer and click next

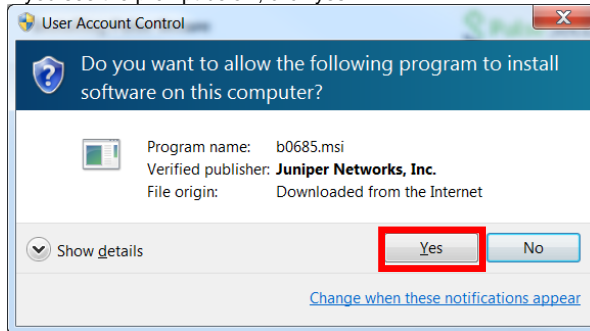




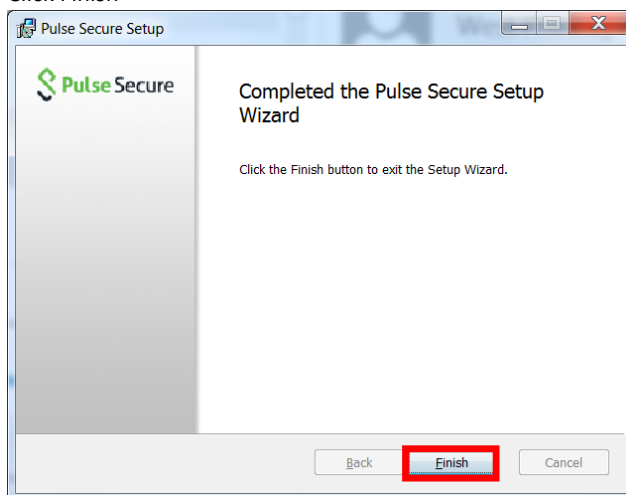
2. Click Install



3. If you see the prompt below, click yes



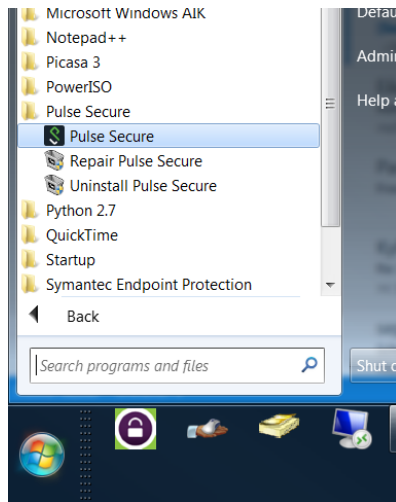
4. Click Finish



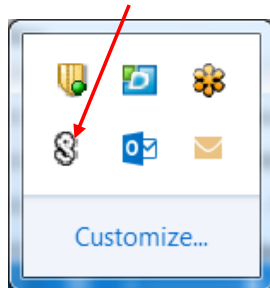


Setup Your Connection

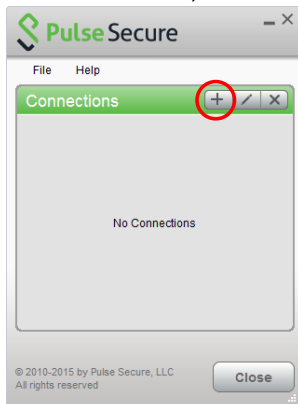
1. You can either search/browse under All Programs for Pulse Secure and launch it or...



2. Under the Notification Area Icon located on the bottom right of your screen, launch the Pulse Secure icon by right clicking on it and selecting "Open Pulse Secure"



3. At the next screen, click the + button to create a new connection





4. Enter/select the information below on the Add Connection prompt and then click **add**.

Type: **Policy Secure (UAC) or Connect Secure (VPN)**

Name: **UPenn VPN**

Server URL: **sra.tss.isc.upenn.edu/CollegeHall**

Add Connection

Type:
Policy Secure (UAC) or Connect Secure (VPN)

Name:
UPenn VPN

Server URL:
sra.tss.isc.upenn.edu/CollegeHall

Connect Add Cancel

5. Click connect

Pulse Secure

File Help

Connections + - x

UPenn VPN
Disconnected

Connect

© 2010-2015 by Pulse Secure, LLC
All rights reserved

Close

6. Login with the credentials you use to access your office system and click connect

Pulse Secure

Connect to: UPenn VPN

User Name:
Your User Name

Password:

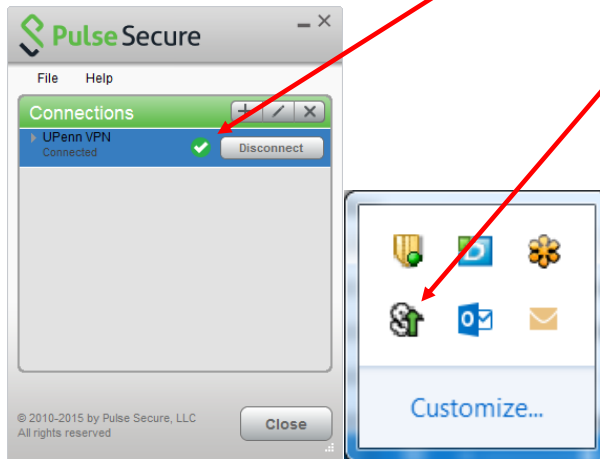
☐ Save settings

Connect Cancel

7. You may be prompted with a VPN Access Policy notice. Read the policy and click proceed.



8. You can verify you are connected by the check mark on the login window and also the up-arrow on the Pulse Icon in the Notification Area



Mapping Network Share

Once Junos Pulse is installed, you'll need to setup a shortcut to your network shares (smith).

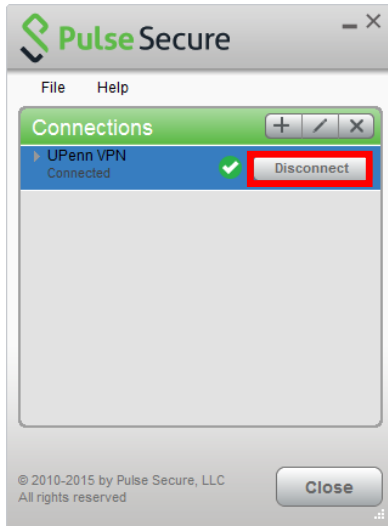
1. With the VPN connected, on your desktop right-click, highlight "New" and click on "Shortcut"
2. In the "Location of the items" field, type \\smith.admin.upenn.edu (ensure that the two back-shales are included). Click Next
3. Name Shortcut **shared drives**
Note:* All group shares will be visible however, you will only be able to access the ones you have permissions to
4. In the "Location of the item" field, type \\smith.admin.upenn.edu\users\YourUsername (ensure that the two back-slashes are included). Click Next.
5. Name Shortcut **H Drive**
6. Click the Finish Button. You should be able to use this shortcut to access your network share. If prompted, use **admin\YourUserName** as the username, and the same password you used to connect to the VPN.





Logging Out

1. To disconnect from Junos Pulse, click on the application window and click disconnect



Phone forwarding

Version 2.0 | 2014-08-27 | MAUREEN S MALACHOWSKI

1. Office phone forwarding
 - a. Go to <http://www.upenn.edu/computing/voice/voicemail/newmailbox.html>
 - b. Login to your PPS account (link in middle of page under Step 1, use PennKey)
 - c. At bottom of page, go to your office phone number extension row and pick “goto-Features and Voicemail” from actions pull down menu.
 - d. Select your call forwarding options.

2. Cell phone forwarding
 - a. Call *72 + the forwarding phone number including area code (i.e. *72-111-123-1234)
 - b. Listen for short beeps to confirm
 - c. To cancel call forward, dial *73 or go to settings>phone>Verizon services> Call Forwarding Disable

Procedures for working from home

Version 11.0 | 2014-08-27 | MAUREEN S MALACHOWSKI

Working from home:

1. Supervisor permission
 1. Contact direct supervisor
2. Computer access (instructions from college hall support:
https://secure.www.upenn.edu/computing/chs/knowledge_base/doku.php?id=RDP)
 1. Go to Penn homepage. Wake up computer (<http://www.upenn.edu/wakeup>). You will need to use PennKey login.
 2. Type in computer IP address. If you don't know address-

Windows PC [Work]	Mac [Work]
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<ol style="list-style-type: none">1. Click your computer's start menu.2. Click "run".3. Type "cmd" in the "Open" textfield and click "OK".4. Type "ipconfig" in the dialog that just opened and press the "Enter" key.5. Record the value IPv4 Address value from the first set of values, e.g. 130.91.219.1996. Take it home with you.	<ol style="list-style-type: none">1. From the Apple Menu select "System Preferences".2. Select the "Network" Preference Pane.3. Beneath the "Status" line should be your IP Address.4. Write down your IP Address and take it home with you.
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 3. If there are problems- contact IT- SOS
 1. Phone: (215) 898-1781
 2. E-mail : onsite-help@isc
 4. At your home computer launch remote desktop connection (RDC). Look under the start menu>programs>accessories or communications>accessories.
 1. Type in your work computer IP address.
 2. Login with username (ADMIN\username). For example if your account name is jsmith- ADMIN\jsmith. Use same password that you use to login at work computer.
 5. When you are done working remotely, log off (Start menu> log off) to close RDC.

3. Phone forward

 1. <http://www.upenn.edu/computing/voice/voicemail/newmailbox.html>

Login to your PPS account (link in middle of page, you will have to use your PennKey)

 2. Set forwarding information.

4. Webmail access

 1. To access webmail without remote login to computer, go to EHRS home page>about us (<http://www.ehrs.upenn.edu/aboutus/>)
 2. Click on Staff Webmail (you will need your login information).

Remote desktop and webmail access

Version 2.0 | 2014-08-27 | MAUREEN S MALACHOWSKI

1. Computer access from home

- a. On your home computer go to the Penn homepage to wakeup your work computer (<http://www.upenn.edu/wakeup>). You will use your Penn Key login.
- b. Type in your work computer IP address. If you don't know the address, before you work from home-

Windows PC	Mac
1. Click work computer start menu	1. From the Apple Menu select "System Preferences"
2. Click "run"	2. Select the "Network" Preference Pane
3. Type "cmd" in the "Open" textfield and click "OK"	3. Beneath the "Status" line should be the IP address
4. Type "ipconfig" in the dialog that opens and press "enter" key.	4. Write down address and take home
5. Record the value IPv4 Address Value from the first set of values, e.g. 130.91.219.199:1337	
6. Take value home (make sure it has :1337 extension)	
If there are problems, contact IT-SOS (215) 898-1781 or sos@lists.upenn.edu	

- c. On your home computer launch remote desktop connection (RDC). Look under start menu>programs>accessories or communications> accessories.
 - i. Type in your work computer IP address when prompted.
 - ii. Login with username (ADMIN\username). Use the same password that you use to login at work.
- d. When done working remotely, log off (start menu>log off) to close the RDC on the home computer.

1. Webmail access from outside the office

- a. To access webmail without logging in to your work computer with remote desktop connection, go to <https://mail.exchange.upenn.edu/owa>
 - b. Login using your Outlook username and password login information.
- OR
- c. Go to the EHRS home page (www.ehrs.upenn.edu) and click "about us" at top of the page.
 - d. Click on staff webmail and login using your Outlook username and password login information.

Using Shared Drive O365

Version 1.0 | 2018-01-22 | MAUREEN S MALACHOWSKI

EHRIS Groups on O365 OneDrive

If the EHRIS staff does not have access to shared S:/ and T:/ drives and they need to share documents and collaborate they can use O365 **OneDrive**.

Groups in Office 365 let you choose a set of people that you wish to collaborate with and easily sets up resources such as shared Outlook inbox, shared calendar or documents.

Logging in to OneDrive

1. Go to Penn webpage (www.upenn.edu).
2. Click on tab for Webmail at top of page.
3. Choose Penn O365 as the mail server and click "Go".
4. O365 will launch and you will have access to Office 365 programs (PowerPoint, Excel, Word, OneDrive)

Creating a group

1. Open OneDrive on web
2. In navigation pane, find PennO365 and select +
3. Choose a **Site name** for the group you want to add and add a description
4. In Privacy determine if group is **Public** (anyone at Penn can view contents and become a member) or **Private** (membership requires approval by a group owner to view content)
5. Option- select "**send all group conversations and events to members' inboxes**" if you want all conversations from multiple groups to inbox without having to go to group workspace.
6. Select **Create**
7. **Add** members with create group wizard

Using VPN

Version 1.0 | 2018-01-22 | MAUREEN S MALACHOWSKI

Using VPN

Junos Pulse SSL allows connection to the PenNet network via a web browser using SSL encryption. Internet Explorer 7 or higher is the preferred browser.

Hire IT will create a VPN account for access to Junos Pulse. Junos Pulse must be installed. See link below to install.

https://secure.www.upenn.edu/computing/chs/knowledge_base/doku.php?id=VPN or,

<http://tinyurl.com/chs-vpn-download>

Download Windows 32/64 bit client as appropriate to your system. To determine if your operating system is 32 bit or 64 bit:

- Click the start menu and locate “computer”
- Right click “computer” and choose properties
- Locate the system type information

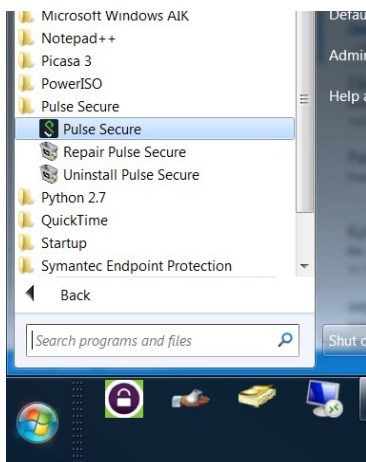
Connecting using Windows

Installation

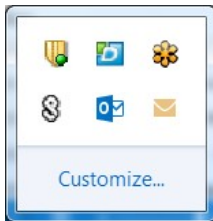
1. Run the installer and click next button
2. Click Install button
3. If you see a prompt to allow install of software, click yes
4. Click Finish

Setup Your Connection

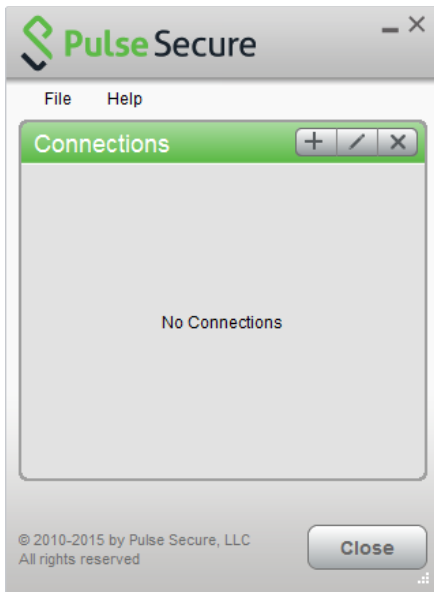
1. You can either search/browse under All Programs for Pulse Secure and launch it, or



2. Under the Notification Area Icon located on the bottom right of your screen, launch the Pulse Secure icon by right clicking on it and selecting "Open Pulse Secure"



3. At the next screen, click the + button to create a new connection



4. Enter/select the information below on the Add Connection prompt and then click **add**.
 - a. Type: **Policy Secure (UAC) or Connect Secure (VPN)**
 - b. Name: **UPenn VPN**
 - c. Server URL: **sra.tss.isc.upenn.edu/CollegeHall**
5. Click connect
6. Login with the credentials you use to access your office system and click connect
7. You may be prompted with a VPN Access Policy notice. Read the policy and click proceed.
8. You can verify you are connected by the check mark on the login window and also the up-arrow on the Pulse Icon in the Notification Area

Mapping Network Share

Once Junos Pulse is installed, you'll need to setup a shortcut to your network shares (smith).

1. With the VPN connected, on your desktop right-click, highlight "New" and click on "Shortcut"
2. In the "Location of the items" field, type \\smith.admin.upenn.edu (ensure that the two back-shales are included). Click Next
3. Name Shortcut **shared drives**

Note:* All group shares will be visible however, you will only be able to access the ones you have permissions to


4. In the "Location of the item" field, type \\smith.admin.upenn.edu\users\YourUsername (ensure that the two back-slashes are included). Click Next.
5. Name Shortcut **H Drive**
6. Click the Finish Button. You should be able to use this shortcut to access your network share. If prompted, use **admin\YourUserName** as the username, and the same password you used to connect to the VPN.


Logging Out

1. To disconnect from Junos Pulse, click on the application window and click disconnect

Connecting to MAC

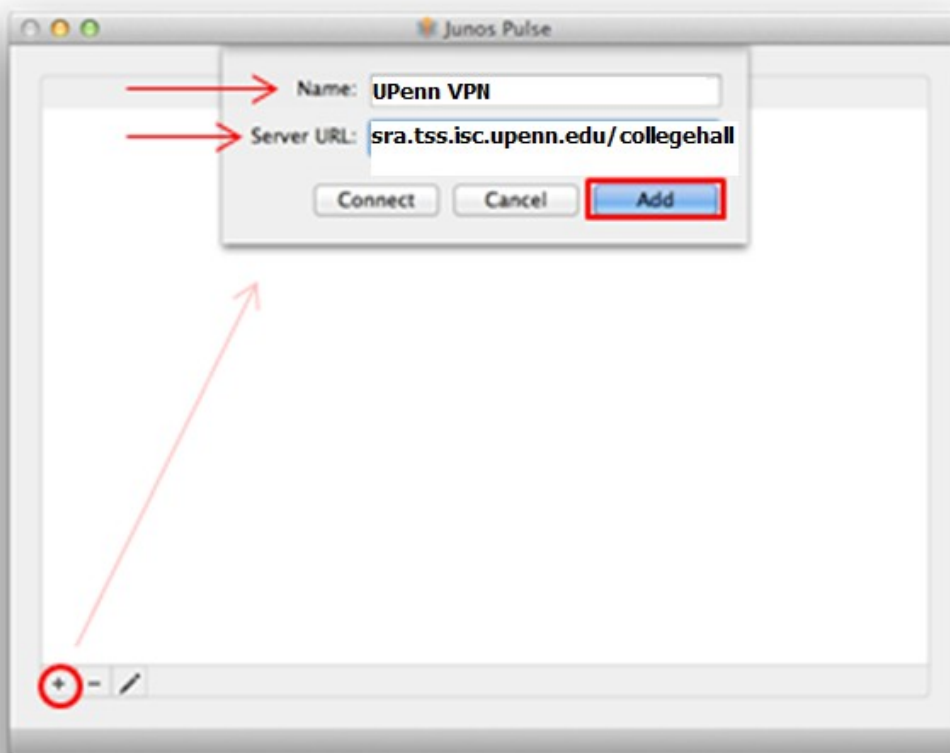
1. Locate the Junos Pulse Secure download on your machine and launch it, and click continue to install, or

go to your Downloads folder  and click install. Close when installation is complete.

2. Locate the Applications folder  and launch the Junos Pulse program.

3. Click the plus sign + in the lower left corner of the Pulse Secure window to make a new connection

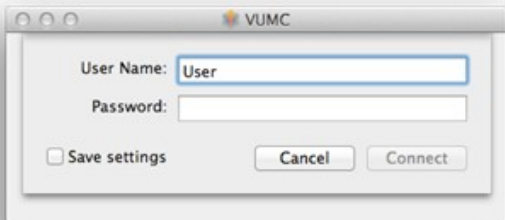
- Type: Policy Secure (UAC)
- **Name:** UPenn VPN
- **Sever URL:** sra.tss.isc.upenn.edu/collegehall
- Click **Add**.



3. Click **Connect** on your newly created connection.

4. Enter your User Name and Password when prompted for login credentials. Optionally, you may choose to save your settings by selecting the 'Save settings' checkbox.

- **Note:** Username and password are the credentials used every morning to access the systems in the office.



5. While connected you should see an icon in the status bar.

Logging Out

1. When you are ready to disconnect go to the Junos Pulse window and click **Disconnect**.

Mapping Network Shares

Apple

1. With the VPN on, select Go > Connect to Server > Type: afp://smith.admin.upenn.edu and select "Connect".
2. You will be prompted for your username and password. Enter the same information that you used for the VPN and select "OK".
3. Select your Department folder available to you. Select the desired network share and chose "OK".
4. To map the user drive, repeat steps but select the Users folder.
5. Once connected, shortcuts to the drives should be placed on the desktop.
6. If you don't see the drive icons, check your finder preferences. Make sure all checkboxes are checked.

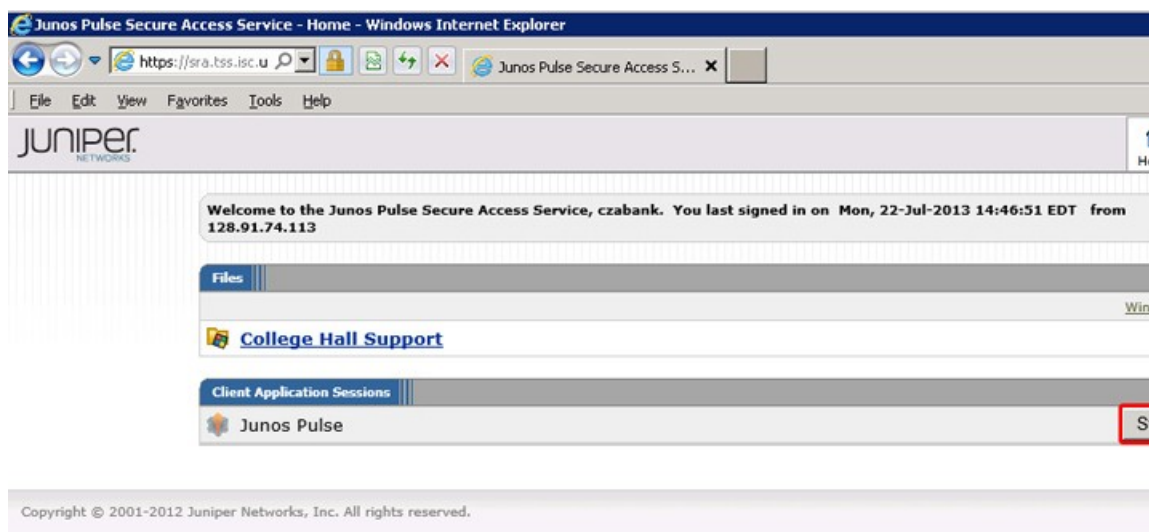
VPN access from home

Version 2.0 | 2014-08-27 | MAUREEN S MALACHOWSKI

Windows (XP, 7, and 8)

Installing

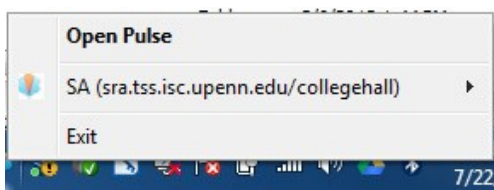
1. Go to <https://sra.tss.isc.upenn.edu/CollegeHall> using Internet Explorer 7 or later.
2. Enter your computer login and password, and select “Sign In”.
 - You may be prompted at this point to install an “ActiveX” plugin. Select “Yes” or “Run”
 - You may see a message that “This website wants to install the following add-on: 'JuniperSetupClient.cab'...”. Select “Install”.
3. At this point, the application is installing. Please be patient while the install completes.
 - If you see a “Security Warning”, select “Install”
 - Some users may also need to restart their browser during the initial connection attempt after the applet has been installed. This should only be required on the first connection attempt and when a new version of the applet is released.
4. Once the install completes, you should see the below. Select “Start” to complete installation.



5. You should see the below warning message. Select “Always”.



6. At this point, Junos Pulse should complete its installation and you should be automatically logged into the VPN service. You can verify that Junos Pulse is running via the “System Tray” icon:



Logging In

1. To log into Junos Pulse, select the Junos Pulse icon from the tray. Next, choose the “SA (sra.tss.isc.upenn.edu/collegehall)” option and select “Connect”.
2. When prompted, provide your computer username and password. You can select the “Save Setting” option when connect so that you will not be prompted for them in the future.

Logging Out

1. To log out of Junos Pulse, select the Junos Pulse icon in the system tray and choose “Disconnect”.

MAC OS X (10.6 or later)

Installing

1. Download the Junos Pulse installer located here:
https://secure.www.upenn.edu/computing/chs/software/Junos_Pulse_Mac.dmg
2. Run through the installer and select all default settings. When the install has completed, select “Close”.



3. Go to your Applications folder and select the “Junos Pulse” icon to launch.

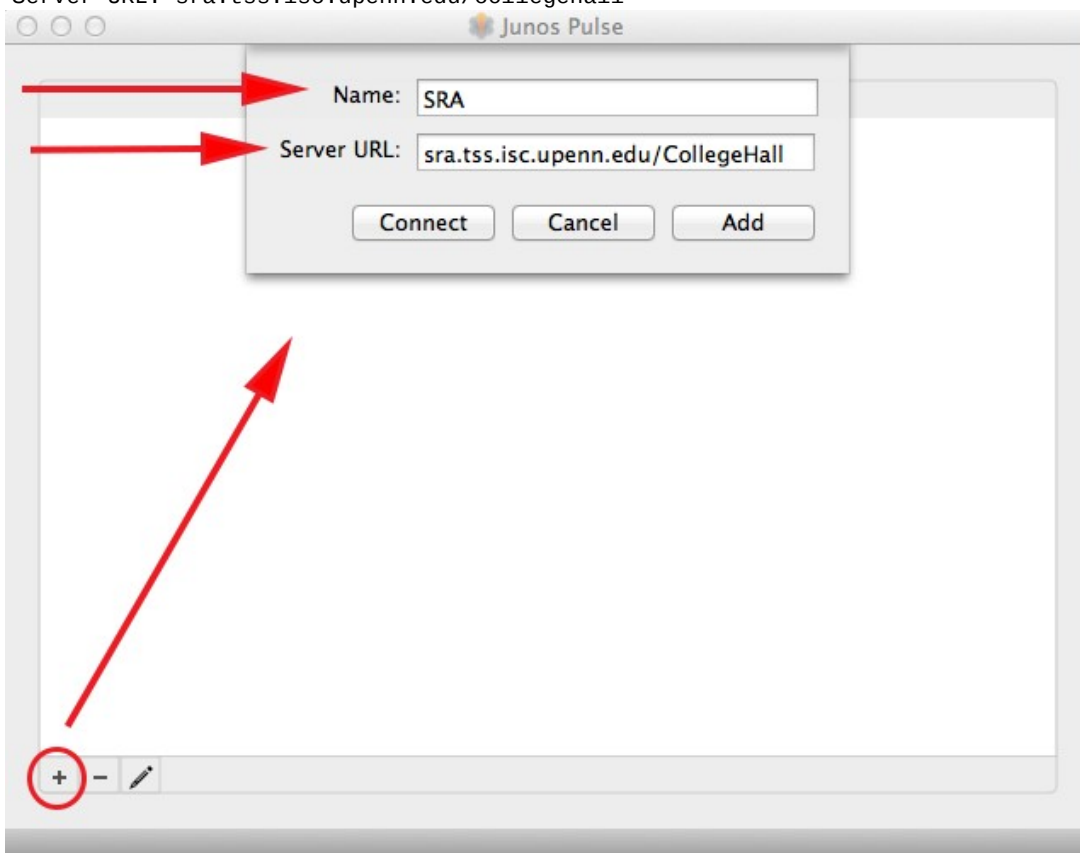


4. After launching Junos Pulse, select the “+” button to create a new connection.

5. Enter the following information and commit by selecting “Add”:

Name: SRA

Server URL: sra.tss.isc.upenn.edu/collegehall



6. Select “Connect” on the established connection, and enter your computer username and password when prompted. When Junos Pulse is connected, you will see the following icon in the status bar:



1. Launch the Junos Pulse icon from the status bar and select “Connect”.
2. When prompted, provide your computer username and password. You can select the “Save Setting” option when connect so that you will not be prompted for them in the future.

Logging Out

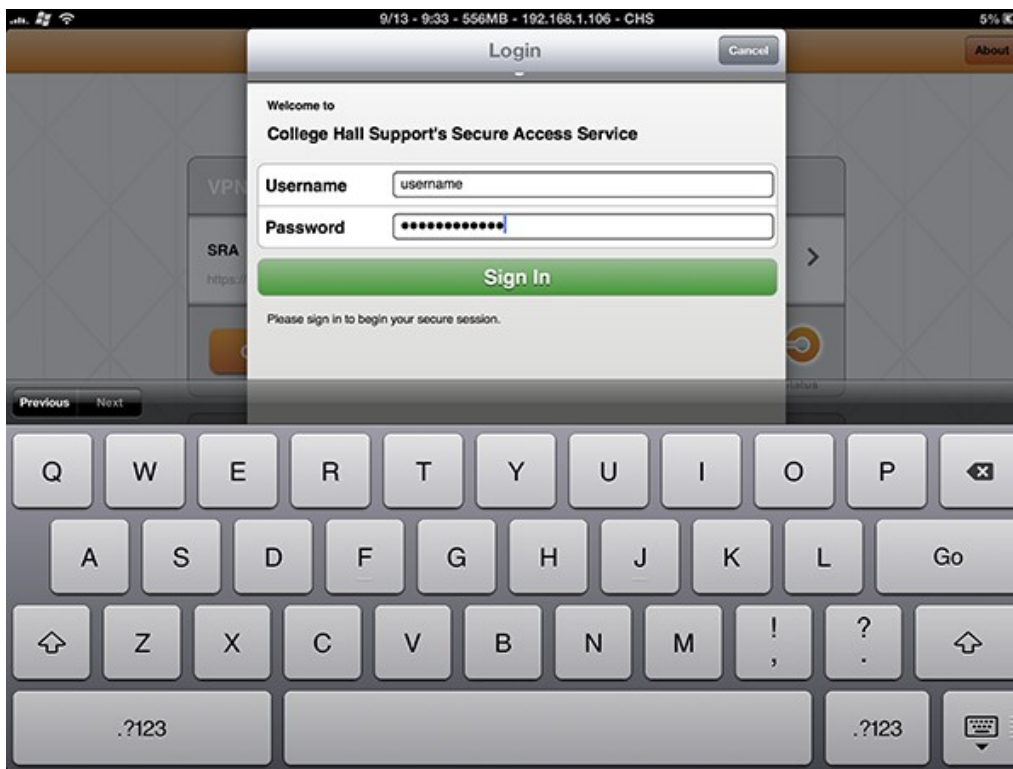
1. Launch the Junos Pulse icon from the status bar and select “Disconnect”.

iOS Device (iPad, iPhone)

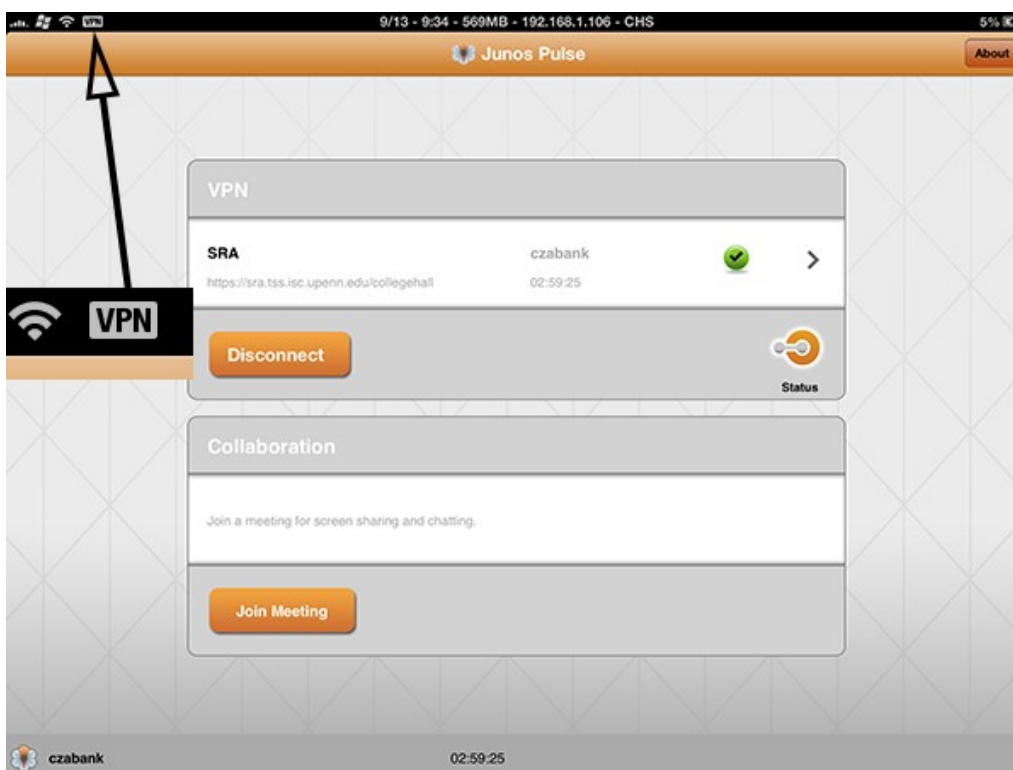
1. Download and install the Junos Pulse application (<http://itunes.apple.com/us/app/junos-pulse/id381348546?mt=8> or by searching “Junos Pulse” in the AppStore).
2. Once installed, you'll need to configure the application. The “username” field should be your PennKey. Select the arrow to the right of “Not Selected”, and enter the information below:



3. Once configured, select “Connect” and enter your username and password. These are the same credentials you use to log into your computer in the morning.



4. Once your device is successfully connected, you'll see the following icon in the top-right hand corner.



Mapping Network Shares

Once Junos Pulse is installed, you'll need to setup a shortcut to your network share (smith).

Windows

- With the VPN connected, on your desktop right-click, highlight "New" and click on "Shortcut".
- In the "Location of the item" field, type \\smith.admin.upenn.edu (ensure that the two back-slashes are included). Click Next.
- Click the Finish button. You should be able to use this shortcut to access your network share. If prompted, enter the same username and password you used to connect to the VPN.

Apple

- With the VPN on, select Go > Connect to Server > Type "smith.admin.upenn.edu" and select "Connect".
- You will be prompted for your username and password. Enter the same information that you used for the VPN and select "OK".
- Next, you'll see a list of network shares that are available to you. Select the desired network share and chose "OK".
- The network share volume should be appear on your desktop.