**Research, Scholarship, and Creative Activities (RSCA) Continuity Plan (recommended)**

In the event of an unplanned emergency or disruption (such as natural disaster, unplanned power outages or floods, serious or widespread illness such as COVID-19, or other interruption to typical university operations, etc.), labs, clinics, and other research, scholarship, and creative activity (RSCA) spaces may be impacted and there may not be primary subject matter experts to address the respective operational needs. A template for a continuity plan can be found below. Please share your lab-specific continuity plan with your college leadership and Associate Vice President for Research Operations. Review this plan often and update it as needed.

**Principal Investigator:**

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**Lab or Facility Name:**

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**Lab Locations (building and room numbers):**

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1. Procedures and processes that require regular personnel attention are listed below:

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1. In the event of a disruption to research, the following procedures would be implemented to ramp down, curtail, or delay non-critical activities:

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1. Critical personnel who can safely perform essential activities are listed below as well as their contact information:

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1. My plan for cross-training research staff is outlined below. Documents containing critical step-by-step instructions can be found (either physically or electronically) in the location(s) listed below:

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1. Colleagues who have similar research activities are listed below, as well as their contact information. In the event of a disruption to research, we will make our best effort to coordinate in a way that ensures coverage of critical activities:

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1. My plan to review this contingency plan and emergency procedures with my staff are outlined below:

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1. A list of supplies that are essential for critical procedures and processes are listed below:

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1. My college administration is listed below. I have shared this document with my college administration:

| Dean:  Associate Dean: |
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