

John W. Gardner Center for Youth and Their Communities

Critical Functions and programs – the following events must happen to ensure academic/business continuity:

- The critical function of the Gardner Center is academic research. Due dates for proposals, papers, etc. change throughout the year. Current Business will be assessed at the time of the emergency by the Executive Director, and 3 Associate Directors. We will not be hosting any conferences, and all events are internal and easy to postpone if needed. All of the Gardner Center, excluding the Administration staff, is currently set up to telecommute during the week for external meetings. Those staff members have been assigned a Stanford encrypted laptop that they can use to work from their homes if needed in an emergency.

Minimal Staffing Level – the following staff members are essential for maintaining function:

- The minimum staffing for the John W. Gardner Center will consist of the Executive Director, Associate Director of Administration and Communications, Senior Administrative Assistant (BAT, SCERT, First Aid Certified), and the Communications Associate.
 - Amy Gerstein-Executive Director
 - Nancy Mancini- Associate Director of Administration and Communications
 - Elizabeth Munoz-Senior Administrative Assistant (BAT, SCERT, First Aid Certified)
 - Leslie Patron-Communications Associate

Communications Plan:

- Once a campus-wide emergency message has been received for a Level 2/3 emergency, as part of her duties as Executive Director, Amy Gerstein will activate the emergency phone tree (attached) and communicate to the 3 Associate Directors to ascertain if any research work is essential to continue, or if it can be postponed, and for how long. The 3 Associate Directors will activate their portion of the phone tree, informing their staff of the emergency and redirecting them to www.emergency.stanford.edu for updates. If the 3 Associate Directors need assistance with any research work, or to communicate with any partnerships, they will delegate those duties at that time. Our social media, and website can be redirected to www.emergency.stanford.edu for updates.

Key Resources, Vendors, Contractors, and Stakeholders – the following entities may need to be contacted with updates and information:

- Quite a few of the Gardner Center resources and partnerships will also be effected by a localized emergency. Our Executive and 3 Associate Directors will determine if any need to be contacted when the phone tree is activated. Individual staff members have contact information for their

resources and partners that they are currently working with, and can send them an email, or a phone call, to pass on emergency information.

Steps to ensure business continuity:

- In the wake of an emergency, the Executive Director will activate the staff phone tree by phone calls. She will discuss any current projects and business with the 3 Associate Directors. The 3 Associate Directors will activate their portion of the phone tree and direct any staff to continue current work, or postpone until the University has sent the “all clear” message. Researchers and Community Engagement staff currently have the ability to work from home on a secure Stanford laptop, using the VPN network.