FUNCTIONAL ANNEX SUMMARY

This summary is completed by the Lead for each functional annex.

LEAD FOR THE FUNCTION:
List the name of the department or business unit assigned as lead for this function.

PARTNERS AND SUPPORTING UNITS FOR THIS FUNCTION:
List the name(s) of departments or business units providing support to the lead for this function.

DESCRIPTION OF THE CORE FUNCTION OR ACTIVITY:
An overview of the emergency function or activity (for example, debris clearance, generator refueling, response mapping, volunteer coordination, etc.)

SERVICE (S) AND RESOURCE (S) PROVIDED BY THE LEAD FOR THIS FUNCTION:
1. Describe services or resources provided by the lead for this function or by vendors, contractors or other university departments or business units.

SERVICE (S) AND RESOURCE (S) NOT PROVIDED BY THE LEAD FOR THIS FUNCTION:
1. Describe services or resources not provided by the lead for this function. Include a reference to the likely source for the service/resource not provided.

RESOURCES MAINTAINED, STAGED OR PROCURED FOR THIS FUNCTION:
1. List resources

HOW TO REQUEST ASSISTANCE:
1. Provide contact information and service request procedures during emergency response and recovery.

WHEN REQUESTING ASSISTANCE, PROVIDE THE FOLLOWING INFORMATION:
2. Describe what is expected of the School, department or business unit in relationship to this function.

THE COMPLETE FUNCTIONAL ANNEX IS MAINTAINED BY:
1. List the department and position/title of the person or persons responsible for maintaining information in the annex.

FOR FURTHER INFORMATION CONTACT:
1. List the department or business unit contact for information about the functional annex and planning.