

Continuity Of Operations (COOP) Overview



The Smart Choice!



Three Planning Types

- Mitigation Planning: Planning for specific threats by conducting a risk assessment and implementing preventative strategies.
- Emergency Operations Planning: Planning for immediately emergent events in order to safe life and property.
- Continuity Planning (COOP): Planning to get back to business after a disruption.

How resilient are we?

- Do we have plans in place to recover from a major disruption?

Events Requiring COOP Planning

Hazardous Materials Incident

Fire

Prolong disruptions of electricity of other utilities

Technical Incident, e.g. system shut down or cyber attack

Violence or threatened violence in the workplace

Weather preventing operations

Disease outbreak or epidemic

Earthquake or natural disaster



COOP Planning Areas

- Academics
- Business Services
- Campus Life
- Communications
- Cultural Athletics
- Facilities, Transportation
- Finance
- International Programs
- IT and Records
- Leadership
- Safety and Security
- Utilities
- Childcare



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What is our plan??

- What is your most important function? (*Identify Critical Functions*)
- Who is in charge? (*Define Line of Succession*)
- What staff is needed to fulfill your “critical functions?” (*Key Personnel Roster*)
- Who would I call? (*Create an Emergency Call Directory*)
- What records and IT systems do I need?
- Where would/could we go? (*Identify Alternate Locations*)