Introduction to Department Continuity Planning

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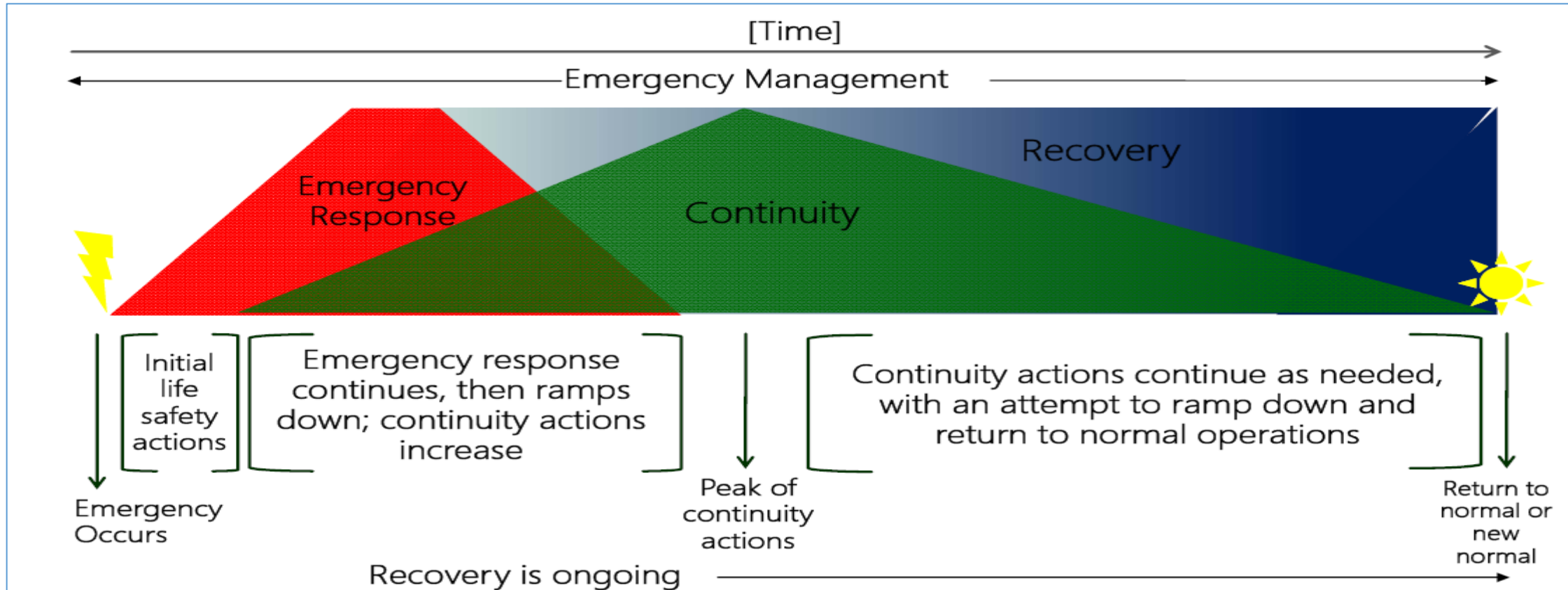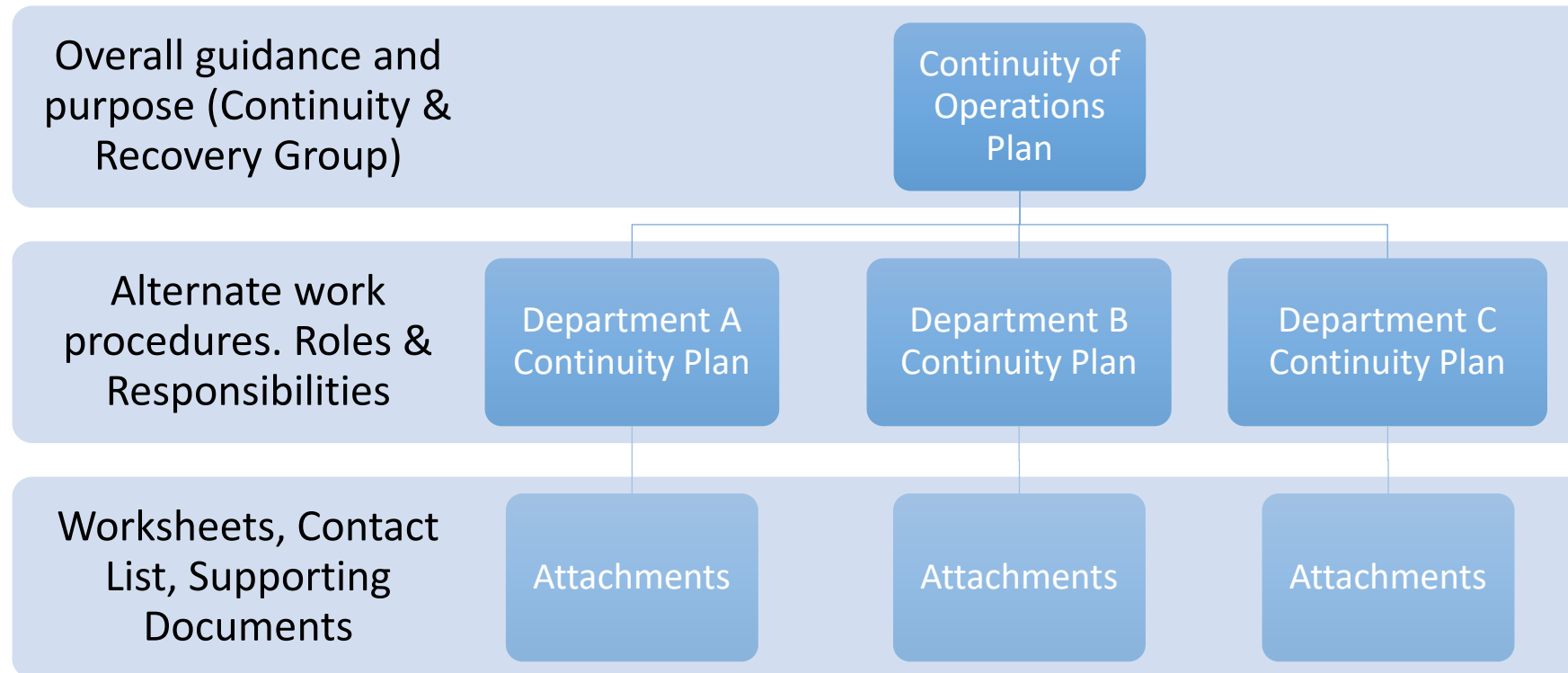
Director EHS & Risk Management

Definition of COOP

Continuity Planning is an effort to ensure that the capability exists to continue essential functions across a wide range of potential emergencies.

Emergency Response and Recovery During an Incident

Institutional Continuity Plan

Overall guidance and purpose (Continuity & Recovery Group)

Continuity of Operations Plan

Alternate work procedures. Roles & Responsibilities

Department A Continuity Plan

Department B Continuity Plan

Department C Continuity Plan

Worksheets, Contact List, Supporting Documents

Attachments

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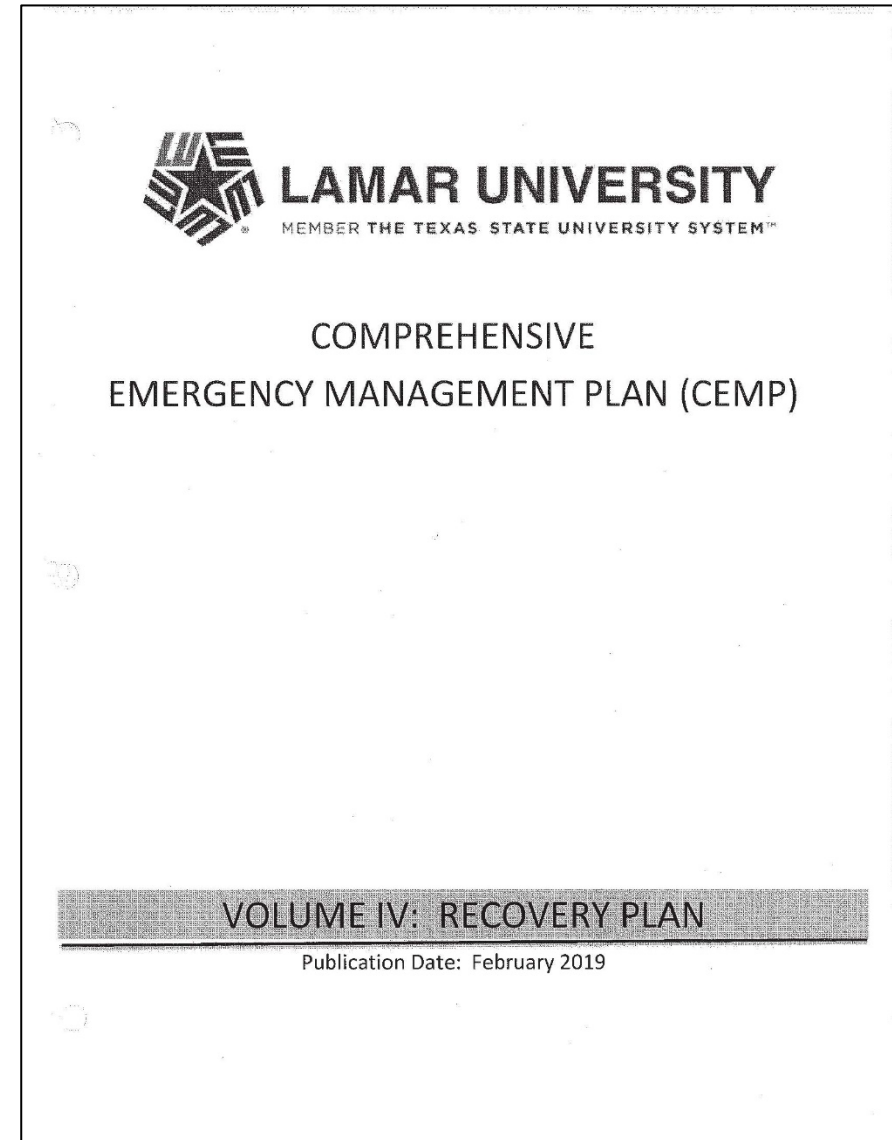Attachments

Departmental Template

- Augment the Institutional Plan
- Formstack
  - Emergency Contacts and Alternates
  - Critical/Essential Department Operations (in order of importance)
  - Planning Readiness Checklist
  - Essential Resources/Supplies Required for Maintaining Department's Critical Operations
  - Department's External Communication Plan in the Event of an Emergency
  - Department's Internal Communication Plan in the Event of an Emergency
  - Essential Contract Services Required for Maintaining Department's Critical Operation
  - Essential Travel Required for Maintaining Department's Operations
  - Additional Department Staff Information
  - Review and Approval

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COMPREHENSIVE

EMERGENCY MANAGEMENT PLAN (CEMP)

VOLUME IV: RECOVERY PLAN

Publication Date: February 2019

Emergency Contacts and Alternates

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SAMPLE PLAN: College of Arts and Sciences

Department: Biology
Date Prepared: XX-XX-XXXX
Department Head:

EMERGENCY CONTACT(S) AND ALTERNATES

Name/Title/Department	Office Address and Phone	Home Address and Phone	Email and Cell Phone

Critical/Essential Department Operations (In Order of Importance)

CRITICAL/ESSENTIAL DEPARTMENT OPERATIONS (IN ORDER OF IMPORTANCE)

Critical/Essential Operations	Action Plan to Continue Essential Operations/Service	Person(s) Responsible for Operations w/ Email
Instruction & Course Grading	1. Instruction - To the extent possible, course material will be delivered via the web, posted on umdrive, conference calls, telephone (for small courses or independent study). The choice of particular method will be selected by the faculty member. 2. Course grading - Continue to complete via the web. Ensure that all faculty have access to Spectrum from home. Ensure that backups are in place in case of illness.	List Responsible person and backup
Research	Research requiring lab facilities: schedule labs such that 6 ft distance is maintained; provide for care of research animals; provide for ordering and receipt of chemicals, radioisotopes, and biological materials; provide for storage and inspection of wastes; plan for protection of temperature-sensitive equipment, tissues, cell cultures, etc., in the event of power outage or inability to obtain liquid nitrogen. Research requiring library materials (other than electronic): receive materials through campus/USPS mail. Research requiring research computing facilities: schedule access such that 6 ft distance is maintained.	
Course scheduling	Complete course scheduling electronically from home. Coordinate via email.	
Student advising	Continue advising via email & telephone. Provide appropriate contact information on College's web page such that students know how to contact their advisor.	
Degree certification	Continue process via email & telephone. Provide appropriate contact information on College's web page such that students know how to contact their appropriate staff member.	
Time and leave	Working from home will be preferable during a pandemic, and time and leave will need to be submitted from there via Spectrum. (To what extent do staff have access? This is addressed in the Readiness Checklist section of this plan.)	

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Planning Readiness Checklist

PLANNING READINESS CHECKLIST

Action Items	Plan	Responsible Person(s)	Due Date
1. Maintenance of College Web page	Ensure that College web page can be maintained by several people at home.		
2. Email access from home	Survey faculty and staff capability to access email from home. Review results with leadership team to identify any next steps.		
3. Phone tree	Maintain college-wide phone tree, including cell phones.		
4. Contact information in Spectrum	At the start of each semester, remind faculty and staff to update their personal contact information. Go to (website address) for information.		
5. Communicate with faculty about options	1. Identify a core group of faculty already familiar with variety of tools; publish contact information so that other faculty can go to them with questions. 2. Communicate with A&S faculty about the technology options available to them and how to access help. Explore how these tools can help them in their teaching.		
6. Faculty knowledge of technology tools	Test one faculty member's ability to post materials electronically from home. Review results with leadership to determine next steps.		
7. Communication with students	Determine method to ensure that students know where to look on the College web site for information related to a crisis. Some options: Post in syllabi; Send out an email; include in orientations; incorporate some practice in classes.		
8. Research facility scheduling	Determine appropriate scheduling for research facilities (both faculty and graduate students).		
9. Critical vendors	Identify a critical list of vendors and service providers (particularly important for research efforts). Identify appropriate back-up vendors.		
10. Research Equipment	Identify critical research equipment, including disposable supplies. Address operation (including staffing issues and backups as needed and appropriate), maintenance and repair.		
11. Conference Calls	Ensure that faculty and staff can set up conference calls from home.		

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Essential Resources/Supplies Required for Maintaining Department's Critical Operations

ESSENTIAL RESOURCES/SUPPLIES REQUIRED FOR MAINTAINING DEPARTMENT'S CRITICAL OPERATIONS

Essential Resources/Supplies for Critical Operations	Action Plan to Stockpile Supplies	Suppliers (Current and Alternate)
Expendable laboratory supplies	Stockpile gloves, other disposable personal protective equipment, centrifuge tubes, culture dishes, wipes, and related items	
Compressed gases	Stockpile sufficient compressed gases to ensure continued operation of research apparatus in the event of supply interuption.	
laboratory chemicals. radioisotopes, biological agents	DO NOT stockpile! Order earlier than usual to ensure arrival prior to need use date.	

Department's External Communication Plan in the Event of an Emergency

DEPARTMENT'S EXTERNAL COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY

For general communication with our students, we will rely on the College's web page. At the start of each semester, students will be instructed where to look for crisis information.

Faculty communications with students will be conducted via email, telephone and conference calls, as appopriate. Course-specific information will be posted by faculty on the web and/or umdrive.

Department's Internal Communication Plan in the Event of an Emergency

DEPARTMENT'S INTERNAL COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY

To communicate with A&S faculty and staff, we will rely on:

- the College's web page.
- the College's phone tree (including home and cell phone numbers).
- conference calls.
- email.

Essential Contract Services Required for Maintaining Department's Critical Operations

ESSENTIAL CONTRACT SERVICES REQUIRED FOR MAINTAINING DEPARTMENT'S CRITICAL OPERATIONS

Essential Contract Services Required to Maintain Services during an Emergency	Service Contractors (Current and Alternate)
Library services - both students and faculty	Mary and John Gray Library
Computer support/Helpdesk	Information Technology Division
Radiation Safety Officer	Environmental Health & Safety

Essential Travel Required for Maintaining Department's Operations

ESSENTIAL TRAVEL REQUIRED FOR MAINTAINING DEPARTMENT'S OPERATIONS

Essential Travel Required to Maintain Services During Emergency	Current Mode of Transportation	Alternate Travel Mode or Alternative to Travel
Various academic conferences (to present papers, etc.)	Various	Encourage organizers to hold 'virtual conferences' so that the sharing of research findings with colleagues can continue

Additional Department Staff Information

ADDITIONAL DEPARTMENT STAFF INFORMATION

Name and Title	Office Address and Phone	Home Address and Phone	Email and Cell Phone

Section XIII: Testing, Training, & Exercise

Example Worksheet

Worksheet I - Testing, Training and Exercise			
Action	**Responsible Position**	**Frequency**	**Tentative Schedule**
Staff Orientation Meeting	Director	Annually	March
Exercise/Drill (Call Tree Drill, Work from Home Drill, Table-Top Exercise, etc.)	Director	Annually	May
Plan Review	Director	Annually	January

Section XIV: Plan Maintenance

Activity	Tasks	Frequency
Plan update & certification	Review entire plan for accuracy. Incorporate lessons learned and changes in policy and philosophy. Manage distribution.	Annually
Maintains orders of succession and delegations of authority	Identify current incumbents. Update rosters and contact information.	Semi-annually
Monitor and maintain vital records program	Monitor volume of materials. Update and remove files.	Ongoing
Contact information for essential personnel	Confirm and update essential personnel information.	Annually

Questions

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