

# Introduction to Department Continuity Planning

Miriam Morgan

Director EHS & Risk Management

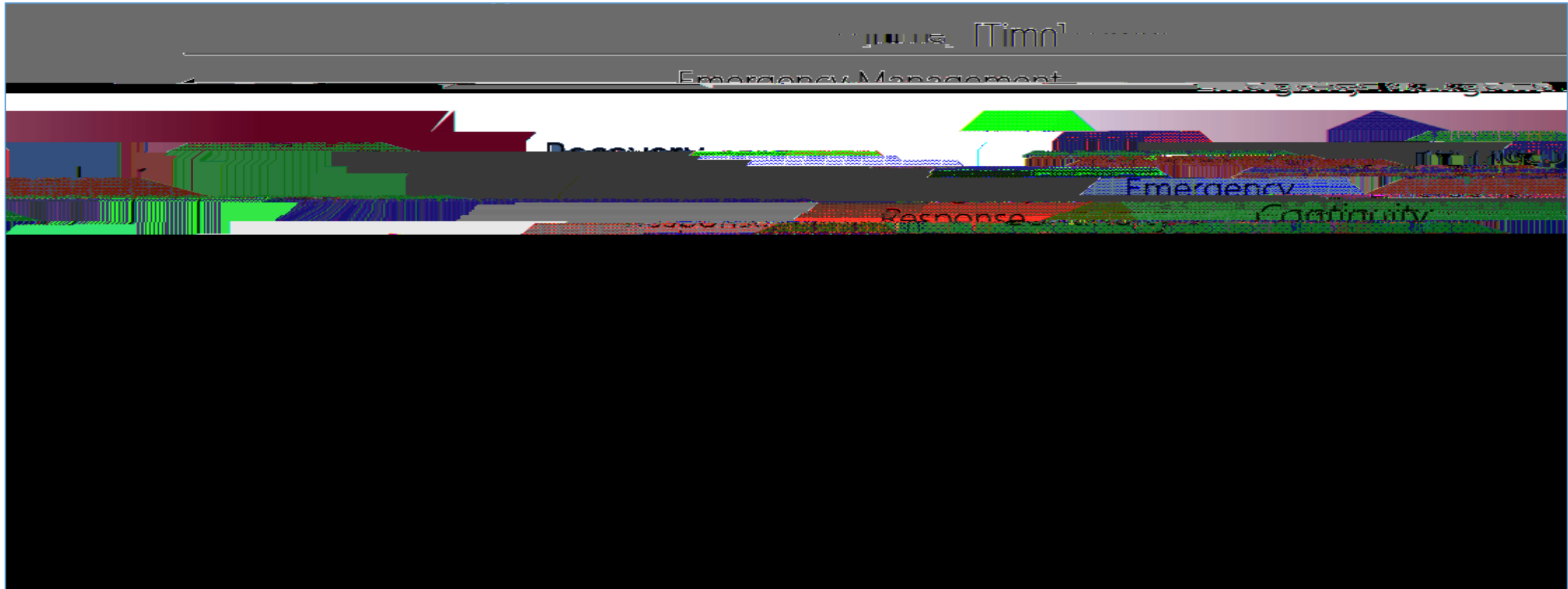


# Definition of COOP

Continuity Planning is an effort to ensure that the capability exists to continue essential functions



# Emergency Response and Recovery During an Incident



# Institutional Continuity Plan

Overall guidance and purpose (Continuity & Recovery Group)

Continuity of  
Opera&

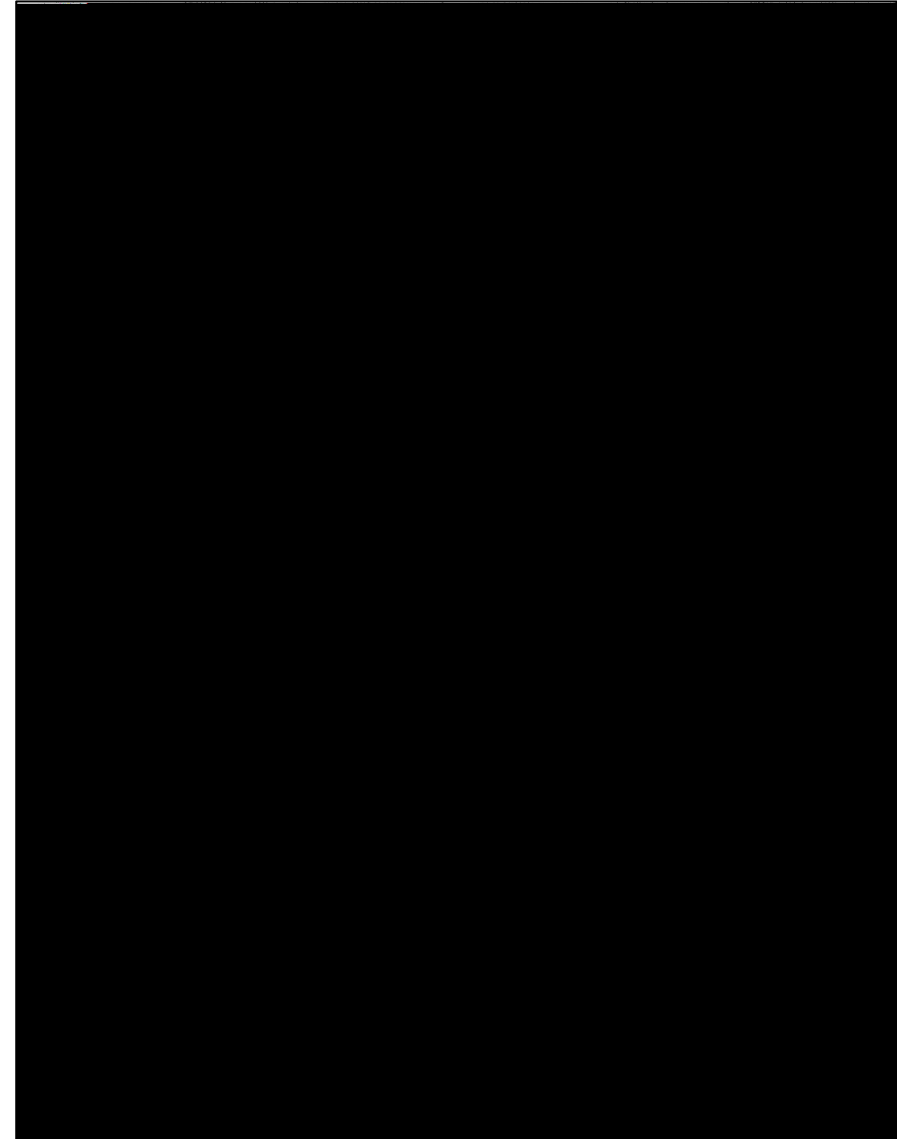
Alternate work procedures. Roles & Responsibilities

Worksheets, Contact List, Supporting Documents



# Departmental Template

- Augment the Institutional Plan
- Formstack
  - Emergency Contacts and Alternates
  - 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
[Redacted]	[Redacted]	[Redacted]
<p>Research</p> <p>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, tissue, cell cultures, etc. in the event of power outages.</p> <p>Research requiring library materials (other than electronic): receive materials through campus/USPS mail.</p> <p>Research requiring research computing facilities: schedule access such that 6 ft distance is maintained.</p>	<p>Continue advising via email &amp; telephone. Provide appropriate contact information on College's web page such that students know how to contact their advisor.</p>	<p>Selected by the faculty member.</p>
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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	Action Plan to Stockpile Supplies	Stockpile (Quantity and Location)
<b>Critical Operations:</b>		<b>Alternate:</b>
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 necessary apparatus in the event of supply interruption.	
Laboratory chemicals, radioisotopes, biological agents	<b>DO NOT stockpile!</b> Order earlier than usual to ensure arrival prior to need-use date.	





# 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 Travel Required for Maintaining Department's Operations



# Additional Department Staff Information

ADDITIONAL DEPARTMENT STAFF INFORMATION

Employee Name	Department	Position	Phone Number	Extension



# Section XIII: Testing, Training, & Exercise

## Example Worksheet

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		





# Questions

