

APPENDIX I: CONTINUITY OF OPERATIONS (COOP)

GENERAL INFORMATION: Many threats can disrupt the operations of the College. These threats will vary in magnitude and extent. The damage from an emergency could be reparable in a short time (i.e., a matter of days or weeks) or it could be so extensive it will take months to years to return to normal operations.

PURPOSE: COOP will outline an executive decision process for the quick and accurate assessment of the situation and determination of the best course of action for response and recovery in each case.

1. Key personnel should use cell phones for communication.
2. A level of emergency will be determined by the Academic Dean, based on reports and advisories from College officials and public agencies.

LEVEL 1 - Disruption of up to 12 hours with little effect on services or impact to essential functions or critical systems.

- No COOP activation required, depending on individual department requirements.

LEVEL 2 - Disruption of 12 to 72 hours with minor impact on essential functions.

- Limited COOP activation depending on individual department requirements.

LEVEL 3 - Disruption to one or two essential functions or to a vital system for no more than three days.

- May require movement of some personnel to an alternate work site or location for less than a week.

LEVEL 4 - Disruption to one or two essential functions or to the entire College with potential of lasting for more than three days, but less than fourteen days.

- May require activation of orders of succession for some key personnel.
- May require movement of some personnel to an alternate work site or location for more than a week.

LEVEL 5 - Disruption of the entire College with a potential for lasting at least fourteen days.

- Requires activation of orders of succession for some key personnel.
- Requires movement of many, if not all personnel, to an alternate work site for more than fourteen days.

4. The College community will be notified of the plan of action. Vice presidents will notify their staffs. The president will notify the chair of the board and the members of the executive committee. Students will be notified via e-mail postings and personal conversations.
5. As a precursor to any special event on campus, an incident action plan should be developed to assist with any possible events, problems, or actions required to ensure a method for coordinating responses to an emergency. Campus Security will prepare a special events action plan and submit to the Dean of Students for approval.