



Florida Atlantic University  
Environmental Health and Safety

# Unit Continuity of Operations (COOP) Plans

**Presented By:**

**Environmental Health and Safety's  
Emergency Management**

<http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>

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# COOP

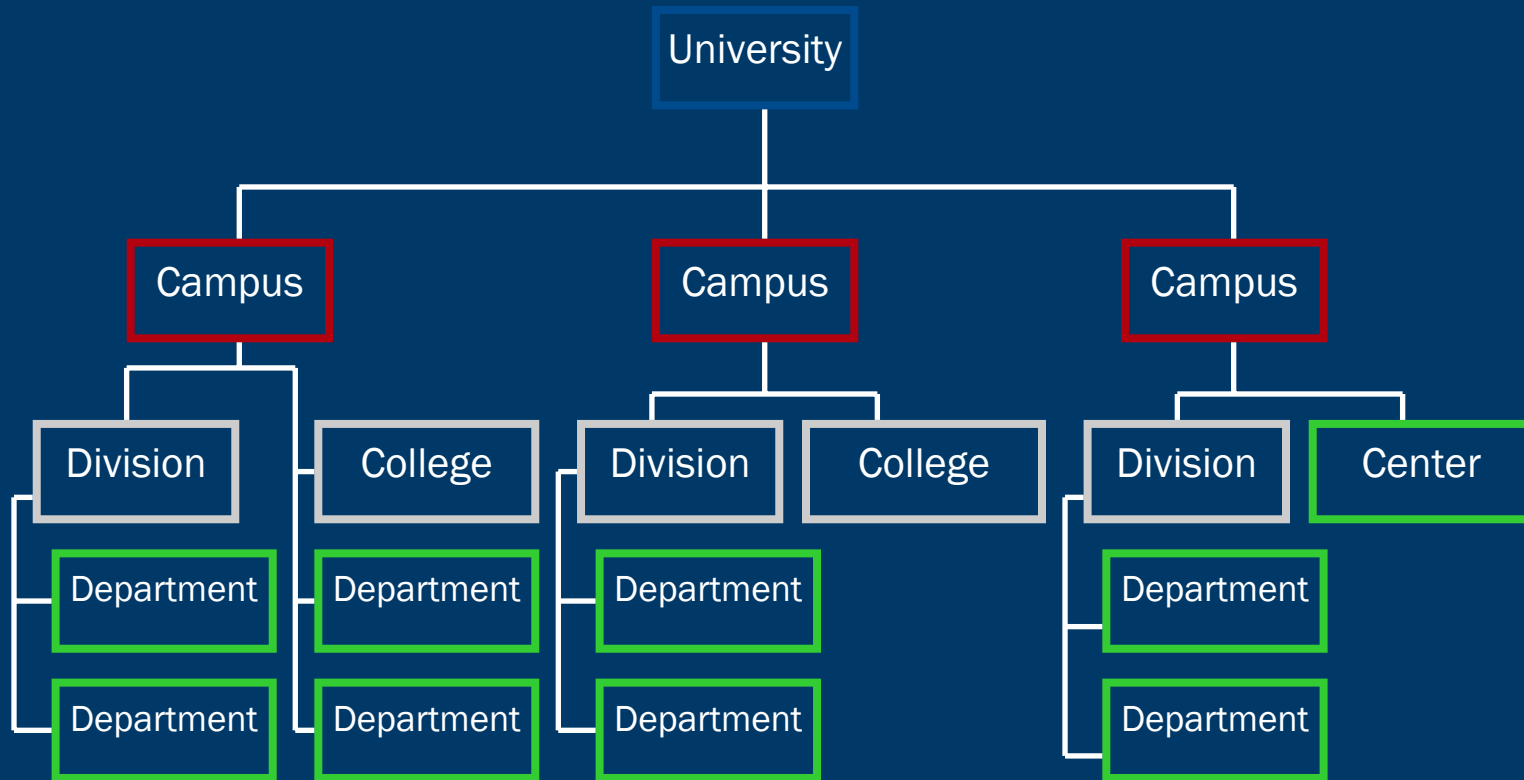
- What is it?
  - COOP is an effort within individual departments and agencies to ensure continuity of their essential functions across a wide range of emergencies and events.
- Why is it needed?
  - The University can be equated to a small community. Each unit; department, college, division and campus contributes to University life.
  - In the event of an emergency, each unit needs to be able to provide uninterrupted basic services to the University's employees, students and visitors.

## COOP History

- Florida Statute Section 252.365, commonly known as the Emergency Management Act, was amended in April 2002 by then Governor Jeb Bush to include all-hazards planning.
- Amendment enhances current disaster preparedness plan requirements to:
  - Include each state agency and facility, such as prison, office building, or university

# COOP – good business practice

- Everyone needs it



# Implementation – Time-Phased

## Phase 1 Activation & Relocation

- Alert and Notification Procedures
- Initial Actions
- Activation Procedures Duty Hours
- Activation Procedures Non-Duty Hours
- Deployment and Departure Procedures
- Transition to Alternate Operations
- Site-Support Responsibilities

## Phase 2 Alternate Operations 12 hrs - End

- Execution of Mission Essential Functions
- Establishment of Communications
- Contingency Staff Responsibilities
- Augmentation of Staff
- Amplification of Guidance to Essential and Non-Essential Personnel
- Development of Plans and Schedules

## Phase 3 Termination & Reconstitution

- Overview
- Procedures
- After-Action Review and Remedial Action Plans

## Activation - Scenarios

- **Unit Facility Alone Affected**

- Cause of the disruption has not affected surrounding facilities, utilities, or the transportation network for example, fire; system/mechanical failure; loss of utilities such as electricity, telephone, water,

- **Unit Facility and Surrounding Area Affected**

- A result of widespread utility failure; massive explosion (whether or not originating in the operations and administrative facility); civil disturbance; or credible threats

## Activation - Scenarios

- **Supporting Facilities Affected**

- May include vehicle storage facilities, maintenance facilities, stations, or other systems used by the Unit

- **Local/Regional Area Affected**

- The Unit's service area would be inaccessible for normal business activities as a result of a major disaster (hurricane) or an actual or threatened use of a weapon of mass destruction such as a chemical, biological, radiological, or nuclear agent (whether or not directed at the operations and administrative facility). The Unit's facilities are functional, but cannot be used because of the nature of the emergency

## COOP Elements

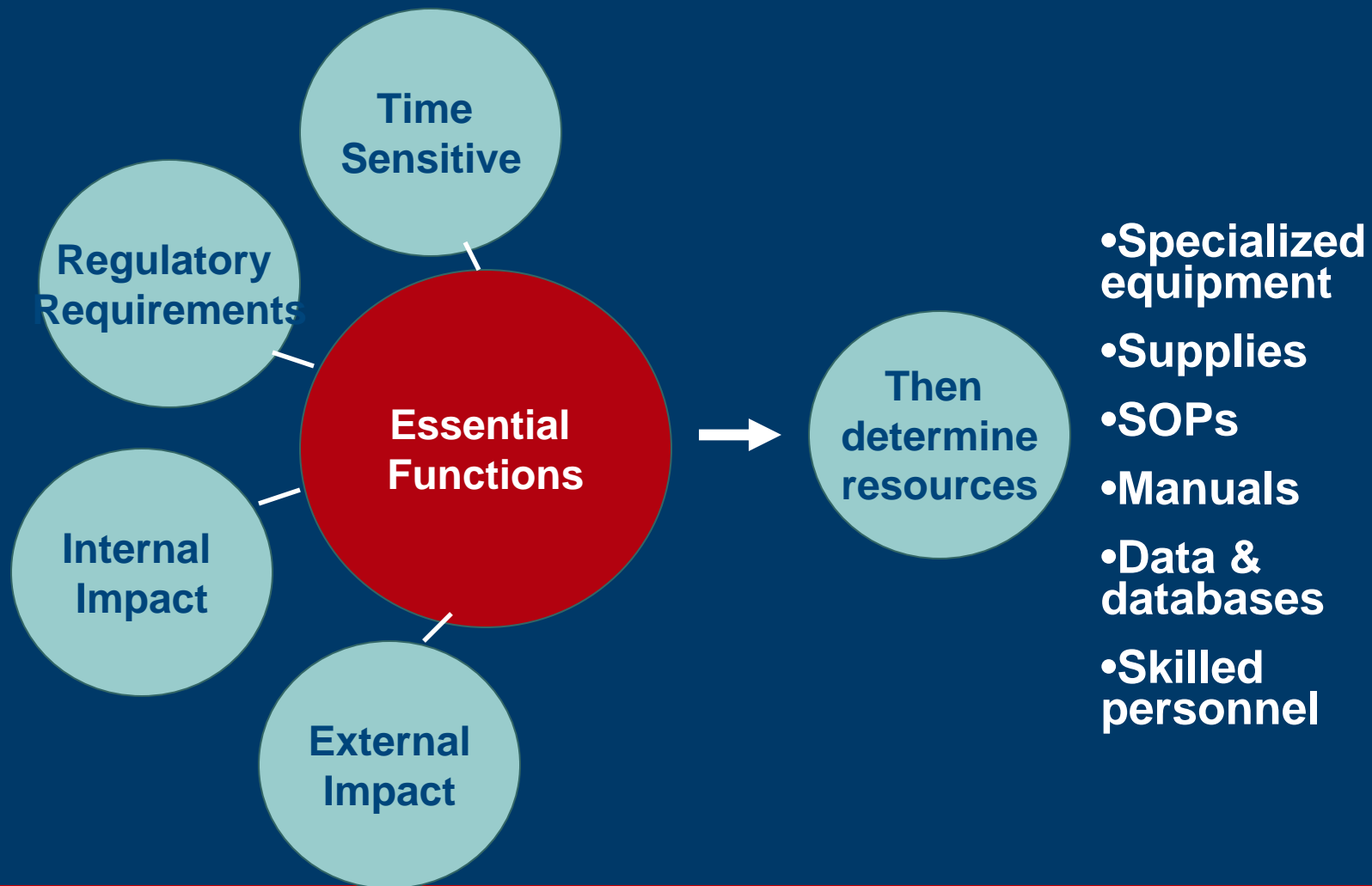
- Essential functions
- Delegation of authority
- Succession planning
- Alternate facilities
- Interoperable communications
- Vital records and databases
- Human resource considerations
- Test, training and exercise programs
- Plans for devolution and reconstitution

## **AUDIT TOOLS**

## Essential Functions

- Functions that **cannot** be interrupted under any circumstances or **cannot** be interrupted for more than 12 hours. These functions must be restored within 12 hours after an event and these functions must be provided continuously for up to 30 days.

# Essential Functions - Prioritize



## Personnel

- **Emergency Relocation Group (ERG):**

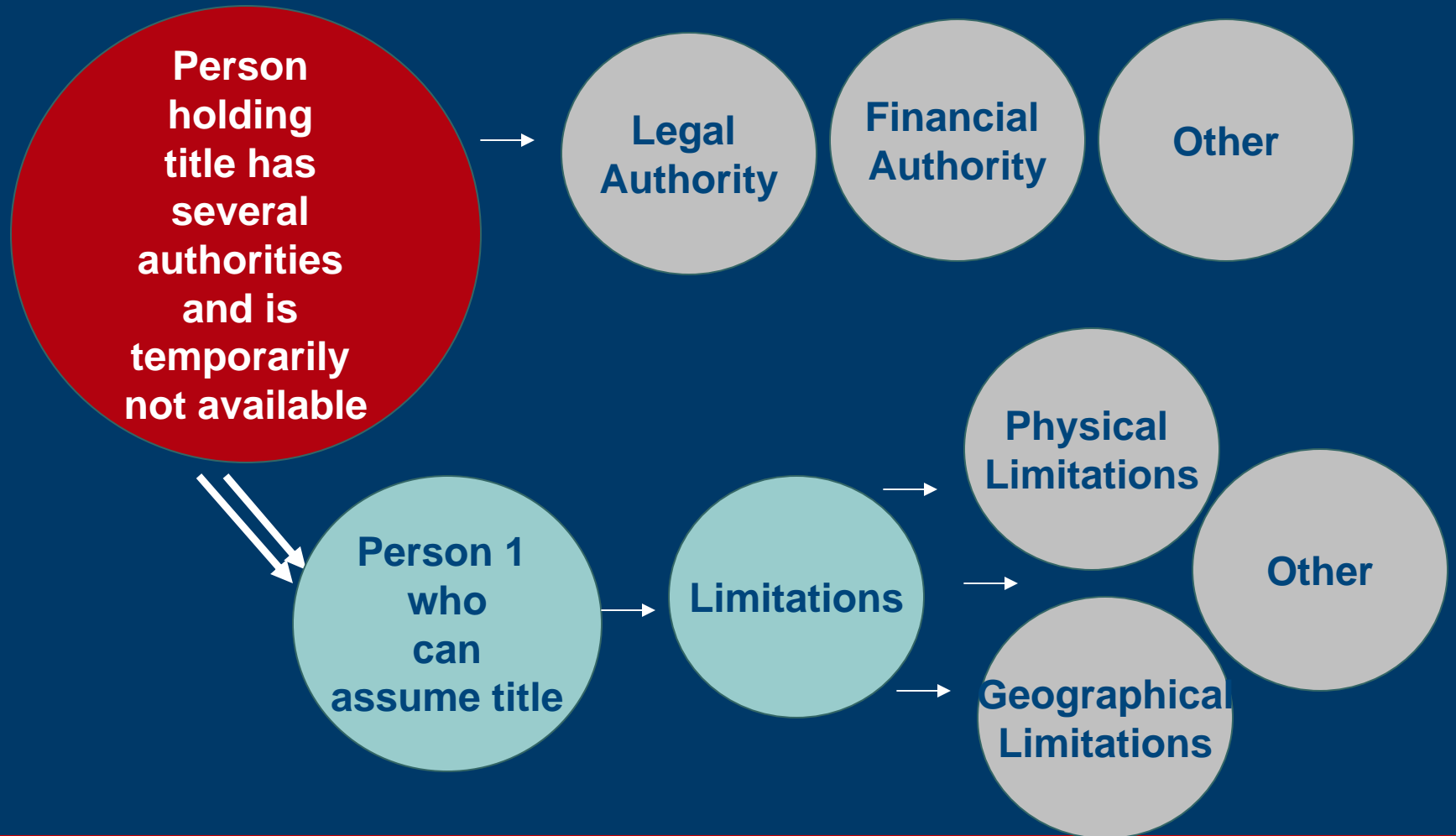
*Those who will be deployed from the primary facility that has been rendered inoperable to the alternate facility.*

- some individuals from unaffected Unit facilities may become part of the ERG to handle issues such as delegation of authority or implementing orders of succession.

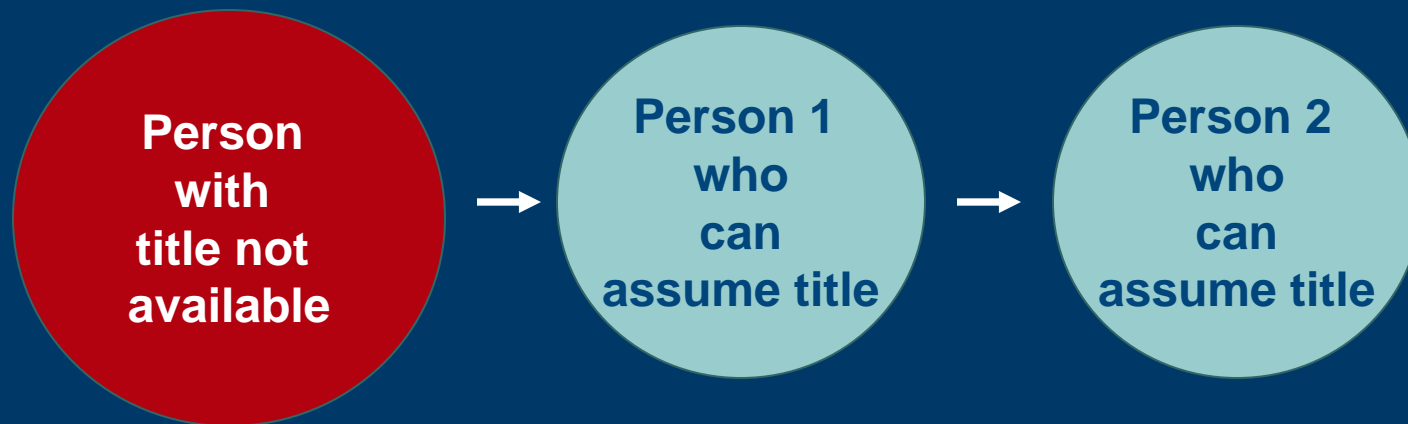
- **Non-Emergency Relocation Group (Non-ERG):**

*Consists of Unit individuals or others who may be from other locations or from the alternate facility who need to help make it ready to receive the ERG.*

# Delegation of Authority



# Orders of Succession



**Example**

**Director → Associate Director → Assistant Director**

# Alternate Facilities

**Primary Facility rendered inoperable**



**Alternate Facility - Primary - Secondary**

**Cold Site**

Fully-constructed facility without computer hardware or similar equipment. Has necessary environmental and support systems such as access controls, raised flooring, chilled water, telecommunications access for voice and data, electrical power, and air conditioning.

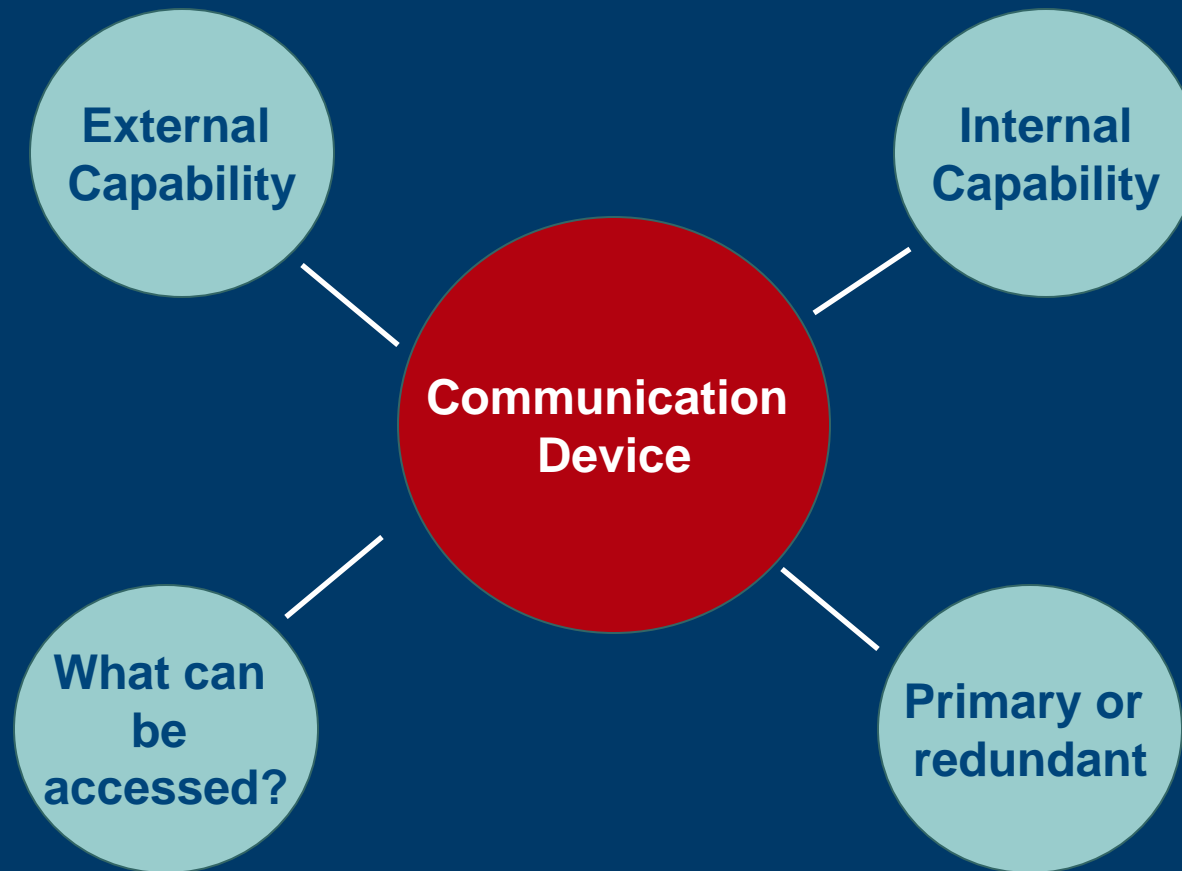
**Warm Site**

A facility partially equipped with hardware, communications, power, and environmental support equipment

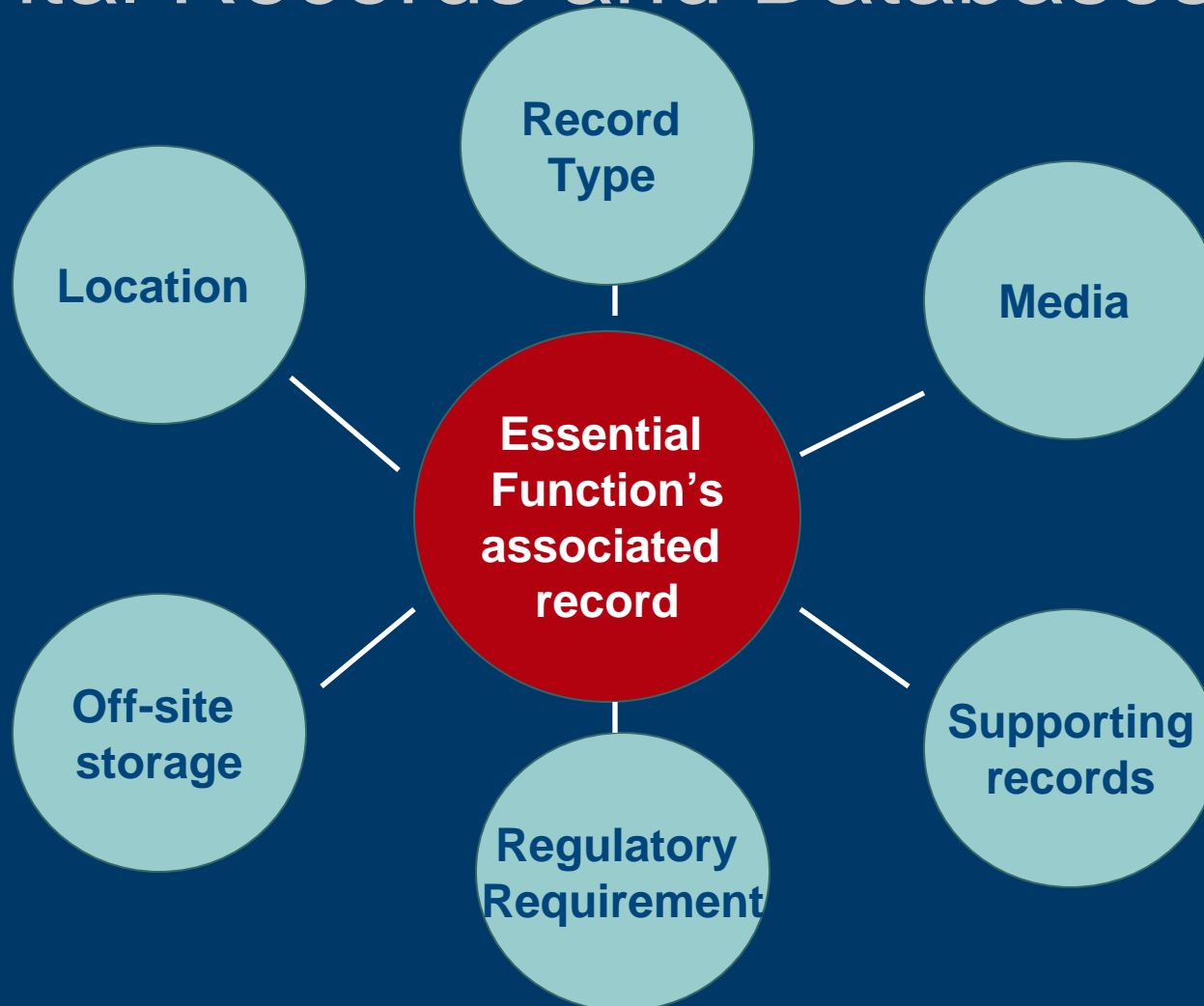
**Hot Site**

A fully equipped support facility stand-by computer equipment, environmental systems, communications capabilities, and other equipment

# Inter-operable Communications



# Vital Records and Databases



## Devolution

- Capability to transfer statutory authority and responsibility for essential functions from a Unit's primary operating staff and facilities to other employees and facilities.
- In the case of a Unit, this would work if there are facilities on partner campuses that perform the same essential functions.

# Reconstitution

**Relocation to primary facility (may be new)**



**Operations**

1. Alert and Notification
  - a. Internal
  - b. External
2. Initial Actions
  - a. Transfer equipment, vital records, data
  - b. Transfer communications
3. Deployment and Departure
4. Transition to Primary Operations
5. Site Support Responsibilities:

1. Execution of Functions
  - a. Essential
  - b. Non-essential
2. Establishment of Communications
3. Procuring equipment and supplies
4. Conduct a review of COOP plan execution and effectiveness.

## Plan Maintenance

- Essential functions
- Delegation of authority
- Succession planning
- Alternate facilities
- Interoperable communications, including call trees etc.
- Vital records and databases
- Human resource considerations
- Test, training and exercise programs
- Plans for devolution and reconstitution

## Program Management and Multi Year Strategy

- Use audit tools
- Areas identified as Not Started or In Progress = areas lacking/gaps
- Estimate associated costs to bring these to Completion status
- Incorporate into Unit budget
- May assign to staff for tracking purposes

## Go-To-Kits

- Unit
  - Primary Facility
  - Alternate Facility
  - Drive away
  - Mobile
- Personal

## Important!

- Online Training:

- COOP:

- <http://www.training.fema.gov/EMIWeb/IS/is546.asp>

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- *Links:*

- *Emergency Planning and Response website*

- <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>

- Thank you!
  - Questions?
    - Please e-mail [ssookhoo@fau.edu](mailto:ssookhoo@fau.edu)
    - Or call (561) 297-2889 (7-2889)