



FLORIDA
ATLANTIC
UNIVERSITY

(Please enter the name of Your Functional Unit, Department, School, etc.)

Unit Continuity of Operations Plan (UCOOP)

mm/dd/yyyy

Emergency Management – (561)297-2889

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

CONTENTS		
	Description	Page No.
	Contents	2
Preface		
	Emergency Agency Telephone Numbers	4
	Abbreviations and Key Terms	5
1. Functional Unit Operations, Functions and Facilities		
1.1	Operations and Functions	7
1.2	Facilities and Equipment	7
1.4	Functional Unit Contact Information	7
2 Functional Unit Plan		
2.1	General	8
2.2	Mission Essential Functions	11
2.3	Personnel and Responsibilities	12
2.4	Delegation of Authority	14
2.5	Orders of Succession	15
2.6	Alternate Facilities	16
2.7	Inter-Operable Communications	17
2.8	Vital Records and Databases	18
2.9	Devolution of Control and Direction	20
2.10	Reconstitution	21
2.11	Plan Maintenance, Testing, Training, and Exercises	22
2.12	Program Management and Multi-Year Strategy	25
3. Annexes		
3.1	Telephone Trees	26
3.2	30-Day Operations Supplies and Equipment Checklist	30
3.3	Go-To-Kits	31
	<i>Add more documents if necessary.</i>	
4. Unit References		
4.1	References	32

Emergency Agency Telephone Numbers	
Agency	Telephone
EH&S Main Office	561-297- 3129
FAU Police Department – Boca	561-297-3500
BC Security (Security) – Davie	954-475-6626
FAU Police (Security) – MacArthur	561-799-8700, 561-399-0015 cell
FAU Police (Security) – Treasure Coast/HBOI	772-873-3401
FAU Davie Campus (Security)	954-236-1800
FAU Fort Lauderdale (security)	954-762-5120
University Emergency Operations Center	
	561-297-6111
Emergency Hotline	
	888-8FAUOWL (832-8695)

ABBREVIATIONS	
COB	Campus Operations Building (FAU Building 69)
COOP	Continuity of Operations
ECC	Emergency Command Center (Campus)
EH&S	FAU Environmental Health and Safety
EMP	Emergency Management Plan
EOC	Emergency Operations Center (University)
EOT	Emergency Operations Team (University)
ERG	Emergency Relocation Group
FAU	Florida Atlantic University
FAU PD	Florida Atlantic University Police Department
GTK	Go-to Kit
HAZMAT	Hazardous Materials
IC	Incident Commander
MEF	Mission Essential Function
MR/PI	FAU Media Relations/Public Information
MR/PIO	FAU Media Relations/Public Information Officer
TT&E	Testing, Training, and Evaluation
UERP	Unit Emergency Response Plan

KEY TERMS
<p>Alert – Advanced notification that a disaster situation may occur. This forewarns participants of the possible implementation of the COOP.</p> <p>Alternate Site - A location, other than the normal facility, used to process data and/or conduct mission essential functions in the event that access to the primary facility is denied or the primary facility is damaged. Examples of alternate sites include: hot site, cold site, warm site, and mobile recovery.</p> <p>Backup - The practice of copying information, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) to provide a duplicate copy. This is done for protection in case the active information is unreadable or destroyed. Backups to support a recovery effort must include a storage strategy which physically separates the backup data from the original data so there is a minimum of chance that the same event could destroy both copies. Backups may be of various media types. .</p> <p>Business Interruption - Any event, whether anticipated or unanticipated which disrupts the normal course of operations at a business location.</p> <p>Call Tree - A list of key individuals to be contacted. Many of these individuals are responsible for contacting additional individuals linked below them on the list. With a call tree, you can help ensure that all of the employees assigned to the plan will be notified promptly.</p>

Cold Site - Typically a fully-constructed facility without computer hardware or similar equipment. A cold site facility has necessary environmental and support systems such as access controls, raised flooring, chilled water, tele-communications access for voice and data, electrical power, and air conditioning.

Contingency Plan - A document containing the recovery timeline methodology, test-validated documentation, procedures, and action instructions developed specifically for use in restoring organization

Continuity of Operations Plan: A plan which ensures the performance of an organization's mission essential functions during any emergency or situation that may disrupt operations over a 30-day period

Emergency Command Center – A command center will typically be a location with ample voice communications capabilities as well as office space, furniture, and office equipment to support emergency management team members. The command center can be located in an alternate recovery facility, mobile facility, in another building, or in a facility such as a hotel or conference center, remote from the normal business facilities. This command center is set up on individual campuses.

Data Integrity - Information and data that accurately reflects the status of a business function at a given point of time, representing complete, synchronized information that has passed all data validation and error checking routines. Data integrity is critical in the post interruption environment when data is reconstructed from backups.

Disaster Recovery - The ability to respond to an interruption in services by implementing a recovery plan that ensures the orderly and timely restoration of an organization's business capabilities and supporting resources.

Emergency Operations Center – The University Emergency Command Center. This serves the entire University community and supports the campus emergency command centers.

Emergency Operations Team – The individuals serving in the Emergency Operations Center.

Exercise - A test or drill in which actions in the contingency plan are performed or simulated as though responding to an event. It is during the exercise that planners and participants can evaluate whether the planned activities and tasks properly address potential situations.

Hot Site - A fully equipped support facility. A hot site contains the stand-by computer equipment, environmental systems, communications capabilities, and other equipment necessary to fully support a using organization's mission essential functions in the event of an emergency or a disaster.

Mission Essential Function – An essential function necessary for the continued success of the organization. If an essential function is non-operational, the organization could suffer serious legal, financial, goodwill, or other serious losses or penalties. Generally, mission essential function(s) must operate continuously or sustain only brief interruptions.

Mitigation - Any measure taken to reduce or eliminate the exposure of assets or resources to risk.

Mobile recovery – Typically a moveable alternate site with scalable modules depending on needs.

Off-Site Storage - The process of storing vital records in a facility that is physically remote from the normal site. Usually this facility is environmentally protected for proper care and storage of magnetic media, microfilm, and paper.

Recovery - Those long-term activities and programs which are designed to be implemented beyond the

initial crisis period of an emergency or disaster in order to return all systems to normal status or to reconstitute those systems to a new condition that is less vulnerable.

Restoration - The act of returning a piece of equipment or some other resource to operational status. Commercial service companies provide a restoration service with staff skilled in restoring sensitive equipment or large facilities. Such vendors often work with insurance companies and may restore equipment for a fee or may purchase damaged equipment with the intent of restoring the equipment and re-marketing the product.

Risk - The potential for harm or loss. The chance that an undesirable event will occur.

Risk Analysis - An analysis of potential threats to an organization's ability to maintain current business operations.

Threat - Threats are the events that cause a risk to become a loss. Threats include natural phenomena such as storms and floods as well as man-made incidents such as cyber-terrorism, sabotage, power failures, and bomb threats.

Unit – An entity or group or entities that share similar essential functions. Can be a division, department, college, office or center.

Vital Records - Records or documents, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) which, if damaged or destroyed, would disrupt business operations and information flows and cause considerable inconvenience and require replacement or recreation at considerable expense.

Warm Site - An alternate recovery facility partially equipped with hardware, communications, power, and environmental support equipment.

1. UNIT OPERATIONS, FUNCTIONS, AND FACILITIES

1.1 Operations and Functions: State the mission of the unit/department.

1.2 Facilities: Describe the facilities (primary, secondary, tertiary, etc) by campus, and the occupancy of such facilities (administrative vs teaching vs laboratories etc).

Unit FACILITIES		
Building	Use	Location
<i>Need to</i>	<i>address all facilities</i>	<i>on all campuses/sites.</i>

1.3. Unit Contact Information

List your unit contact information here

Unit Staff Contact Information				
Name	Title	Landline	Cellular	Home
<i>First Name Last Name</i>		<i>xxx-xxx-xxxx</i>	<i>xxx-xxx-xxxx</i>	<i>xxx-xxx-xxxx</i>

SECTION 2. UNIT CONTINUITY OF OPERATIONS PLAN

2.1 General

The **UNIT** maintains a Continuity of Operations Plan for the safety of all personnel and protection of critical equipment, materials, supplies, records, and databases.

Planning Assumptions: These plans are limited to emergencies that affect **Unit** operations directly. Campus or University-wide emergencies are described in the FAU COOP.

Planning Scenarios

- The COOP plan has been developed around a set of scenarios which reflect Unit’s assessment regarding the types of events which may result in COOP plan activation.

The following four types of scenarios have been identified by FAU as the most likely to trigger COOP plan activation:

- **Planning Scenario 1: Unit Facility Alone Affected.**
- **Planning Scenario 2: Unit Facility and Surrounding Area Affected.**
- **Planning Scenario 3: Supporting Facilities Affected.**
- **Planning Scenario 4: Local/Regional Area Affected.**

Activation Decision: Upon receipt of emergency message and consultation with _____ (*indicate who would be a part of the decision making process for COOP activation: EH&S, EOC, Emergency Executive Committee*), the **Unit Leader** or designee will activate this plan.

General Actions	
COOP Activation	The Unit Leader or designee is responsible for COOP Plan activation
Alternate Operations	Alternate Operations will be directed by the Unit Leader or designee and conducted by members of the Unit Emergency Relocation Group as appropriate during and after an emergency event either at the primary or alternate site.
Reconstitution and Termination	Following an emergency event, reconstitution of all Unit operations and services will be directed by the Unit Leader or designee . The Unit’s Emergency Relocation Group and Non-Emergency Relocation Group will report to the Unit Leader or designee the status of operations and needs for reconstitution, including damage assessment and any insurance claims. Termination of event response and mitigation activities will be on order of the Unit Leader or designee .

Execution:

Unit COOP Plan activation is dependant on the following circumstances:

- **Known threats and emergencies (with warning).**

- **Unanticipated threats and emergencies (no warning) During Non-Duty Hours.**
- **Unanticipated threats and emergencies (no warning) During Duty Hours.**

In each of these circumstances, the Unit should develop an executive decision process that allows for a review of the emergency situation and determination of the best course of action for response and recovery.

Plan Integration: The **Enter Title (usually the COOP writer)** will ensure that its COOP/EMP is integrated with all appropriate Division, Campus and University Plans for all Unit facilities.

COOP Author and Point of Contact: _____
(insert name here)

Notification:

The Unit will notify the following of emergency related issues and decisions including relocation status and personnel accountability:

- Unit essential and non-essential personnel
- University EOC and/or partner campus Emergency Command Center (ECC)
- Alternate Facility/Facilities
- Other points of contact: external and internal (vendors, other Units etc)

Time-Phased Implementation

The Unit will use a three-phased approach to the activation, management, and eventual de-escalation of the COOP plan.

Phase	Time Frame	Activity
Phase I- Activation and Relocation	0-12 Hours	<ul style="list-style-type: none"> ▪ Notify alternate facility manager of impending activation and relocation requirements. ▪ Notify affected internal and external contacts. ▪ Activate plans to transfer to alternate facility. ▪ Instruct advance team to ready alternate facility. ▪ Notify agency employees and contractors regarding activation of COOP plan and their status. ▪ Assemble documents/equipment required for essential functions at alternate facility. ▪ Order needed equipment/supplies. ▪ Transport documents and designated communications. ▪ Secure original facility. ▪ Continue essential functions at regular facility, if available, until alternate facility is ready. ▪ Advise alternate facility on status. ▪ Where are the operations and support teams? ▪ Activate advance, operations, and support teams as necessary.
Phase II- Alternate Facility/Work Site Operations	12 Hours to Termination of Emergency	<ul style="list-style-type: none"> ▪ Provide guidance to personnel performing essential functions and information to the public. ▪ Identify replacements for missing personnel (delegation of authority and orders of succession). ▪ Commence full execution of operations supporting essential functions at the alternate facility.
Phase III- Reconstitution	Termination of Emergency	<ul style="list-style-type: none"> ▪ Inform all personnel that the threat no longer exists. ▪ Supervise return to normal operating facility. ▪ Conduct a review of COOP plan execution and effectiveness.

Level of Emergency	Unit Leadership COOP Plan Activation Decision Matrix Impact on Unit and COOP Decision
1	<p>Impact: Disruption of up to 12 hours, with little effect on services or impact to essential functions or critical systems.</p> <p>Example: Major accident on highway or transit system.</p> <p>Decision: No COOP activation required.</p>
2	<p>Impact: Disruption of 12 to 72 hours, with minor impact on essential functions.</p> <p>Example: Computer virus, small fire or moderate flooding.</p> <p>Decision: Limited COOP activation, depending on Unit requirements.</p>
3	<p>Impact: Disruption to one or two essential functions or to a vital system for no more than three days.</p> <p>Example: Power outage, heightened Homeland Security Advisory System Threat Level.</p> <p>Decision: May require partial COOP activation to move certain personnel to an alternate facility or location in the primary facility for less than a week.</p>
4	<p>Impact: Disruption to one or two essential functions or to the entire Unit with potential of lasting for more than three days but less than two weeks.</p> <p>Example: Hurricane, workplace violence, major telecommunications failure or major power outage.</p> <p>Decision: May require partial COOP plan activation. For example, orders of succession for some key personnel may be required; in addition, movement of some personnel to an alternate work site or location in the primary facility for more than a week may be necessary. Personnel not supporting essential functions may be instructed not to report to work, or be re-assigned to other activities.</p>
5	<p>Impact: Disruption to the entire Unit with a potential for lasting at least two weeks.</p> <p>Example: Explosion in/contamination of primary facility; major fire or flooding; tsunami.</p> <p>Decision: COOP plan activation. May require activation of orders of succession for some key personnel. May require movement of many, if not all, essential personnel to an alternate work site for more than two weeks. Personnel not supporting essential functions may be instructed not to report to work, or be re-assigned to other activities.</p>

Section 2.2. Mission Essential Functions (MEFs) & Services

Table 2.2.A. Mission Essential Functions				
Comprehensive Mission Essential Functions in Order of Priority	Personnel Roster (by Title)		Resources needed	Continuance strategy
	Primary	Alternate	Data, equipment, plans, manuals, procedures, SOPs,	In place vs in progress
1.				
2.				
3.				
4.				
5.				
6. <i>Add rows if needed</i>				

Table 2.2.B. Time Sensitive Mission Essential Functions		
"Time-Sensitive" functions in Order of Priority	Full-time Personnel	Part-time Personnel
<i>Add rows if needed</i>		

Table 2.2.C Regulatory, Legal and Affected Base			
Mission Essential Function or Service in Order of Priority	List any legal actions if disrupted	Group(s) of internal customers affected by extended disruption?	Group(s) of external customers affected by extended disruption?
<i>Add rows if needed</i>			

Section 2.3. Personnel and Responsibilities

Table 2.3.A. Personnel Issues and Coordination	
Family Health and Safety	University will determine if staff families will shelter-at-home or shelter-at-work, otherwise assume that all families will shelter-at-home.
Personal Go-to Kits	As per Annex 3: Personal Go-To Kit Content Requirements. This is required of ERG or essential personnel
Special Needs	Staff will notify and/or update Unit Leader or designee of any special needs. Unit Leader or designee or COOP Writer will incorporate information into plans.

See Unit Leader Checklist

See Appendix _____ for Unit call tree
(insert # here)

See Appendix _____ for Inter-Unit call tree
(insert # here)

See Appendix _____ for External contacts
(insert # here)

Table 2.3.C. Personnel and Responsibilities

Roster Unit Personnel:	Individuals performing duties (by facility)			
	Phases	Duties	Insert facility name or location	Insert facility name or location
ERG	1. Activation and Relocation	<ol style="list-style-type: none"> 1. Alert and Notification 2. Initial Actions 3. Deployment and Departure 4. Transition to Alternate Operations 5. Site Support Responsibilities 		
	2. Alternate Operations	<ol style="list-style-type: none"> 1. Execution of Essential Functions 2. Establishment of Communications 3. Support and Contingency Responsibilities 4. Staff Augmentation 5. Development of Plans and Schedules for Reconstitution 		
	3. Reconstitution	<ol style="list-style-type: none"> 1. Coordination and Recovery 2. Establishment of Communications 3. Transition to Primary Operations 4. Notification 		
Non-ERG	This will be dependent on the building/site rendered inoperable. Available personnel from all sections or sites may help with relocation and set up.			
Readiness	This will be dependent on the building/site rendered inoperable. Available personnel from all sections or sites may be asked to respond without or without warning or during duty or non-duty hours.			

Section 2.4. Delegation of Authority

Table 2.4.A. Delegation of Authority				
Delegated Authorities	Position		Authority	
	e.g. Unit Leader			
	e.g. Administrator Add other key positions		and the associated authorities.	
Delegation Circumstances	1. Effective: Unit Leader or key position holder out of contact, or authority delegated by Unit Leader or key position holder 2. Termination: Authorities in contact and can assumes duties			
Assigned Authority	Authority	Primary (Title)	Secondary (Title)	Tertiary (Title)
	<i>Add rows if needed</i>			
Limitations	Address financial, decision making limitations and authority to re-delegate functions or activities to initial authority holder or other holders. (Address each of the title holders mentioned in the assigned authority sub-section.)			

Section 2.5. Orders of Succession

Table 2.5.A. Orders of Succession					
Conditions for Succession	Unit Leader or key position holder unable or unavailable to execute their duties (extended period of time).				
Method of Notification					
Succession by Position	Key Position Title	Primary Succession Title	Secondary Succession Title	Tertiary Succession Title	Time, Geographical, and Organizational Limitations
	<i>Add rows if needed</i>				
Succession Revision Procedures					

Section 2.6. Alternate Facilities

Table 2.6.A. Alternate Facilities Support		
Facility/Site Name	Alternate sites location	Prepositioned Assets and Capabilities
1.	Primary	
	Secondary	
2.	Primary	
	Secondary	
3.	Primary	
	Secondary	<i>Add rows and columns if needed</i>

Section 2.7 Inter-operable Communications

Table 2.7.A. Inter-Operable Communications				
Device type/name	Internal capability	External capability	Data, systems or services that can be accessed	Primary or redundant
Add rows				

2.8 Vital Records and Database

Table 2.8.A. Vital Records and Databases – Documentation, Forms and Procedures			
Mission Essential Function or Service (Prioritized)	Associated Vital Records and Databases	Record Type	Media
<i>Add rows</i>			

Table 2.8.B. Vital Records and Databases – Documentation, Forms and Procedures				
Vital Record or Database (from Table 2.8.A)	Location	Name and location of pre-printed forms required	Name and location of written procedures to document execution of day-to-day function	Location of off-site storage of documentation or forms
<i>Add rows</i>				

Table 2.8.C Vital Records and Databases – Regulatory, Legal and Needs			
Vital Record or Database (from Table 2.8.A)	Unique/highly modified equipment, tools, specific databases or computer applications needed	Regulatory requirements that influence how the business, data or records are managed	Completely manual process applicable to continue this Critical Operation during a computer or network outage? If so, name and location of directives, forms etc.
<i>Add rows</i>			

Table 2.8.D. Vital Records and Databases – Mutual Aid and External Issues		
Mission Essential Function or Service	Title and location of cooperative arrangements and memoranda of understanding for purposes of mutual aid, as alternate operating sites (address internal and external)	Title and location of alternate vendor agreements and/or contracts executed that define vendor’s service during disaster events
Add rows		

Section 2.9 Devolution of Control and Direction

Table 2.9.A. Devolution Criteria	
Triggers	Devolution sties and entities

Section 2.10. Reconstitution

Table 2.10.A. Personnel and Responsibilities			
	Individuals performing duties (by facility)		
Phases	Duties	<u>Insert facility name or location</u>	<u>Insert facility name or location</u>
1. Relocation from Alternate Facility to Primary Facility	<ol style="list-style-type: none"> 1. Alert and Notification <ol style="list-style-type: none"> a. Internal b. External 2. Initial Actions <ol style="list-style-type: none"> a. Transfer equipment, vital records, data b. Transfer communications 3. Deployment and Departure 4. Transition to Primary Operations 5. Site Support Responsibilities: <ol style="list-style-type: none"> a. Set up 		
2. Operations	<ol style="list-style-type: none"> 1. Execution of Functions <ol style="list-style-type: none"> a. Essential b. Non-essential 2. Establishment of Communications 3. Procuring equipment and supplies 4. Conduct a review of COOP plan execution and effectiveness. 		

Section 2.11. Plan Maintenance, Testing, Training and Exercise

The Unit Continuity of Operations Plan must be updated at least annually.

The contact information for the person responsible for development and maintenance of the Plan at Location 1 is as follows:

Name:
Telephone: (W)
Email:
Campus Mailing Address:

The contact information for the person responsible for development and maintenance of the Plan at Location 2 is as follows:

Name:
Telephone: (W)
Email:
Campus Mailing Address:

The contact information for the person responsible for development and maintenance of the Plan at Location 3 is as follows:

Name:
Telephone: (W)
Email:
Campus Mailing Address:

The contact information for the person responsible for development and maintenance of the Plan at Location 4 is as follows:

Name:
Telephone: (W)
Email:
Campus Mailing Address:

Table 2.11.A. Plan Maintenance

ACTIVITY	PERSON RESPONSIBLE		COMPLETION DATE
	Primary	Alternate	
Schedule Unit meeting: Purpose: Discuss updates needed for Unit			
Inventory & restock supplies (see page 20) Remember to consider number of employees in Units			
Review list of mission critical operations and services			
Identify Essential Employees and confirm their availability			
Update Unit Assignment Contact Information, Emergency Call Roster, Operations, Equipment and Services Checklists			
Update and submit the property inventory for items purchased for less than \$1000			
Establish assistance / cooperative agreements for special services such as off-site storage or restoration services (See addendum)			
Establish contracts/agreements with suppliers & vendors for specialized recovery and resumption operations			
Identify computer network interdependencies (such as servers connected to University network) and coordinate with UTS to assure ability to recover or restore files			
Notify / Follow-up with Facilities Management regarding any building leaks or breaches in building integrity in your work area			
Other:			
Other:			
Other:			
Other:			
Other:			
Complete update of Unit Plan			
Distribute copies of the updated Unit Plan to Unit staff and Review changes at Unit meeting			
All Units: Forward a copy of the updated plan to the Emergency Management Coordinator			

Table 2.11.B. Testing, Training and Exercises			
ACTIVITY	PERSON RESPONSIBLE		COMPLETION DATE
	Primary	Alternate	
Annual TT&E and evaluation of lessons learned			
Leadership training			
At least one announced and one unannounced Alert and Notification test conducted every year.			
The Alternate Facility tested at least annually (include an accessibility test, security, alternate equipment and stores check, and communications capability. Also include operational capability within 12 hours and up to 30 days)			
See Alternate Facility Checklist			

Section 2.12 Program Management and Multi-Year Strategy

Table 2.12.A. Program Management and Multi-Year Strategy					
GAP/LACKING AREA	ASSOCIATED ACTIVITY/STRATEGY	COST	PERSON RESPONSIBLE (TITLE)		COMPLETION DATE
			Primary	Alternate	

SECTION 3: Annexes

Appendix 3.1. Telephone Tree

The Primary/Alternate contact will be notified by: _____
Direct supervisor of Unit or their designee

The Primary/Alternate contact will make at least _____ attempts over a period of _____ hours to notify each
Number Number
of the following persons, at any/all of the numbers listed:

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
Primary Contact 1 (See list 1.01 to 1.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Alternate Contact 1 (See list 1.01 to 1.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Primary Contact 2 (See list 2.01 to 2.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Alternate Contact 2 (See list 2.01 to 2.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Primary Contact 3 (See list 3.01 to 3.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Alternate Contact 3 (See list 3.01 to 3.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	

FAU Functional Unit COOP Plan Template

CONTACT 1 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
1.01	Work	
	Home	AM/PM
	Pager	
	Cell	
1.02	Work	
	Home	AM/PM
	Pager	
	Cell	
1.03	Work	
	Home	AM/PM
	Pager	
	Cell	
1.04	Work	
	Home	AM/PM
	Pager	
	Cell	
1.05	Work	
	Home	AM/PM
	Pager	
	Cell	
1.06	Work	
	Home	AM/PM
	Pager	
	Cell	
1.07	Work	
	Home	AM/PM
	Pager	
	Cell	
1.08	Work	
	Home	AM/PM
	Pager	
	Cell	

CONTACT 2 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
2.01	Work	
	Home	AM/PM
	Pager	
	Cell	
2.02	Work	
	Home	AM/PM
	Pager	
	Cell	
2.03	Work	
	Home	AM/PM
	Pager	
	Cell	
2.04	Work	
	Home	AM/PM
	Pager	
	Cell	
2.05	Work	
	Home	AM/PM
	Pager	
	Cell	
2.06	Work	
	Home	AM/PM
	Pager	
	Cell	
2.07	Work	
	Home	AM/PM
	Pager	
	Cell	
2.08	Work	
	Home	AM/PM
	Pager	
	Cell	

CONTACT 3 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
3.01	Work	
	Home	AM/PM
	Pager	
	Cell	
3.02	Work	
	Home	AM/PM
	Pager	
	Cell	
3.03	Work	
	Home	AM/PM
	Pager	
	Cell	
3.04	Work	
	Home	AM/PM
	Pager	
	Cell	
3.05	Work	
	Home	AM/PM
	Pager	
	Cell	
3.06	Work	
	Home	AM/PM
	Pager	
	Cell	
3.07	Work	
	Home	AM/PM
	Pager	
	Cell	
3.08	Work	
	Home	AM/PM
	Pager	
	Cell	

Annex 3.2 Equipment and Supplies

Equipment:

Annex 3.1 30 Day Operations Supplies and Equipment				
Item	Description	Location	Person Responsible for relocation or equipment to alternate site	Person responsible for tracking inventory
1	<i>List equipment/supplies, including specialized items</i>	<i>Note Location</i>	<i>Title</i>	<i>Title</i>
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	<i>Add rows if needed</i>			

Annex 3.3 Go-To-Kits (GTK)

Annex 3.2.A Unit Go-To Kit Checklist			
Type and Location	Item	Description	Person/s Responsible maintaining and updating kit
<i>e.g. Drive Away/Unit Leader's Vehicle</i>	1	<i>List equipment, supplies, and vital records including specialized items</i>	<i>Title</i>
	2		
	3		
	4		
	5		
<i>e.g. Primary Facility #1/Bldg 55, Rm 103</i>	1		
	2		
	3		
	4		
	5		

Annex 3.2.B Personal Go-To Kit Checklist		
Item	Description	Notes
1	<i>List equipment/supplies/medications/apparel/toiletries</i>	<i>Note Location, or conditions required e.g. refrigeration etc.</i>
2		
3		
4		
5		
6		
7		
8		
9		

SECTION 5: Reference Material

4.1. Unit Glossary

Add unit specific abbreviations, terms, concepts and their definitions.