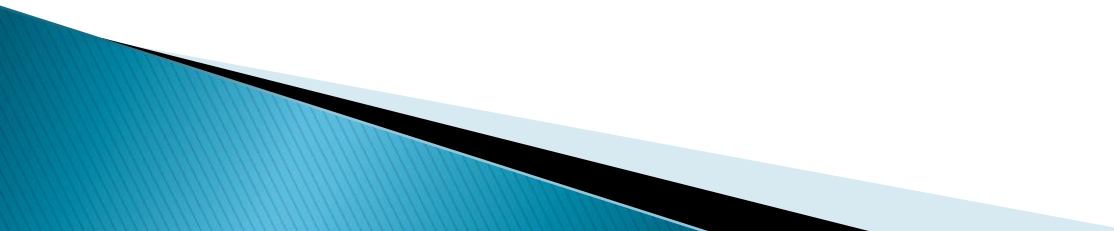


COOP

Continuity of Operations
Your Role in an
Emergency

Introduction

- ▶ Virginia Community College System has grown increasingly aware of how all types of events can disrupt operations and jeopardize the safety of faculty, staff and students. Emergency planning, including COOP planning, has become a necessary and required process for all institutions.
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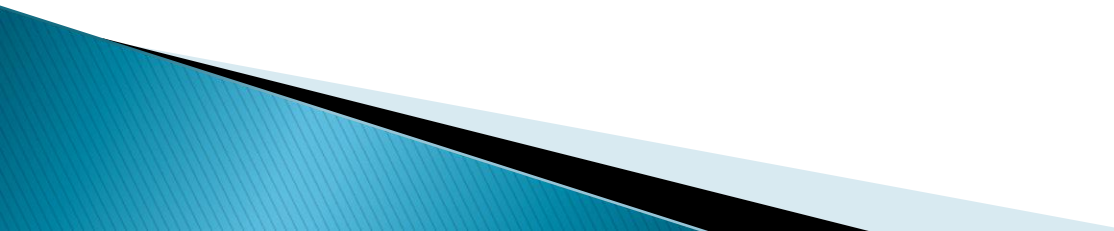
All Hazards Approach to COOP

- ▶ Essential functions will continue
- ▶ Essential services will continue to operate
- ▶ Preparing for natural disasters
- ▶ Preparing for man-made disasters
- ▶ Preparing for technological emergencies
- ▶ Loss or incapacities of data
- ▶ Loss of building and infrastructure facilities
- ▶ Loss of personnel
- ▶ Facilities malfunctions
- ▶ Major accidents causing injuries
- ▶ Natural Disasters/fires, floods or tornadoes
- ▶ Terrorist attacks, riots, explosions

Ensure and Prepare

Potential Loss

Organization/Chain of Command

- ▶ Chancellor
 - ▶ Executive Vice Chancellor
 - ▶ Vice Chancellor of Administrative Services
 - ▶ Vice Chancellor for Information Technologies
 - ▶ Vice Chancellor for Workforce Development
 - ▶ Vice Chancellor for Academic and Student Affairs
 - ▶ Emergency Coordination Officer
- 

Objectives of the COOP Plan

- ▶ Maintain command, control and direction during an emergency
- ▶ Reduce disruptions during emergencies
- ▶ Protect essential facilities, equipment, records, and other assets
- ▶ Assess and minimize damage and loss
- ▶ Provide organizational and operational stability
- ▶ Facilitate decision-making during an emergency
- ▶ Achieve an orderly recovery from emergency operations
- ▶ Assist affected employees and their families

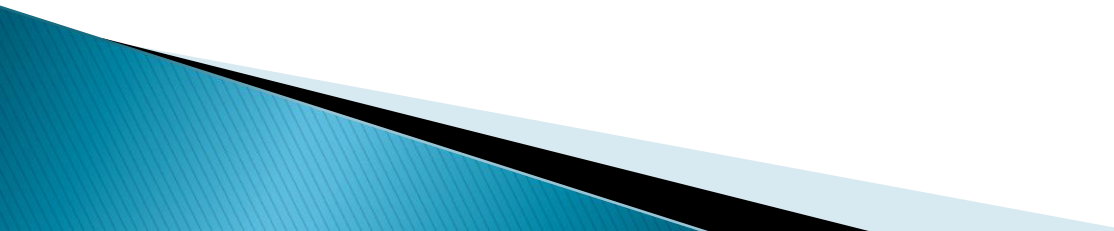
Objectives Continued

- ▶ Provide for the line of succession to critical management and technical positions
- ▶ Provide resources and capabilities to develop plans for restoring or reconstituting regular activities
- ▶ Fulfill the System's responsibilities in local, regional and state emergency operations plans and agreements with local emergency response and management agencies

There are Seven Planning and Support Teams

- ▶ Agency Management Team
- ▶ Emergency Management Team
- ▶ Coordination & Recovery Team
- ▶ Special Projects Team
- ▶ Administrative support Team
- ▶ Technology Team
- ▶ Featherstone Facility Management Team

Essential Personnel

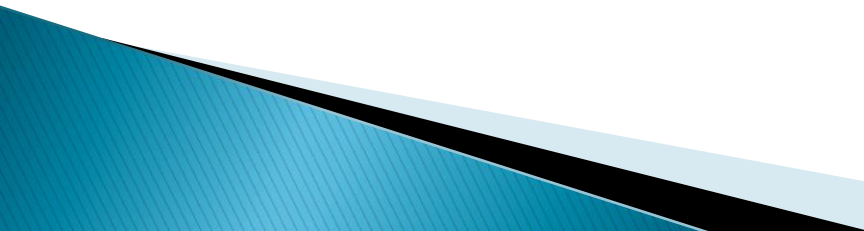
- ▶ **Essential Functions** are activities, processes or functions which could not be interrupted or unavailable for several days without significantly jeopardizing the operation of an organization.
 - ▶ **Essential Personnel** are designated by their division as critical to the resumption of functions and services.
- 

Critical Function Teams/ Divisions

- ▶ Chancellors Office
- ▶ Administrative Services
- ▶ Facilities Management Services
- ▶ Fiscal Services
- ▶ Human Resources
- ▶ Information Technology Services
- ▶ Internal Audit
- ▶ Office of Support Services
- ▶ Institutional Advancement
- ▶ Workforce Development



Your Role as Essential Personnel

- ▶ Read the COOP and become familiar
 - ▶ Understand the Order of Succession
 - ▶ Know the role your team plays in the COOP process
 - ▶ Keep your contact information current for recall list
 - ▶ Ensure ability to work from home/alternate work site
 - ▶ Communicate with department head your need for equipment etc., to work from home
 - ▶ Read the COOP and become familiar
- 

Pandemic Flu Precautions

How to Protect Yourself in the Workplace during a Pandemic

The best strategy to reduce the risk of becoming ill with pandemic influenza is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If you must be in a crowded setting, minimize your time there. Some basic hygiene and social distancing precautions that can be used in every workplace include the following:

- Stay home if you are sick.
- Wash your hands frequently with soap and water for 20 seconds or with a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands and always wash your hands after physical contact with others.

Pandemic Flu Precautions Continued

- If wearing gloves, always wash your hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

Any Questions?

