**Teams**

The plan calls for at least 3 teams:

The relocation – support – planning teams are suggested teams – you can add members to these teams or delete these teams – you can also add additional teams

Relocation Team – tasks they would be responsible for:

* Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.
* Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements.
* Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.
* Serves as the Relocation Team Chief and is responsible for deciding if and when to relocate operations to an alternate facility.

Planning Team – tasks they would be responsible for:

* Responsible for developing sections of the draft version of the plan.
* Responsible for identifying and managing team members, scheduling and conducting Planning Team meetings on a regular basis (recommended every 6 months).
* Responsible for the official review and formal approval of the finalized plan.
* Responsible for the on-going maintenance of the plan over time.
* Serves as the Planning Team Chief and is the primary point of contact for all continuity planning issues.

Support Team – tasks they would be responsible for:

* Responsible for managing the communication efforts to staff regarding current status of the situation.
* Responsible for managing the staffing levels and successful completion of essential functions at the alternate facility.
* Serves as the Support Team Chief and is responsible for reporting and coordinating with the Relocation Team Chief to support any necessary requirements that arise during relocation.

|  |  |  |
| --- | --- | --- |
| Relocation Team | Planning Team | Support Team |
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**Leadership Succession**

you need this for each team that you create

|  |  |  |
| --- | --- | --- |
| Postion | Delegation | Position/Person |
| Relocation Team Chief | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
| Support Team Chief | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
| Planning Team Chief | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
|  | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
|  | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
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|  | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
|  | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
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**Delegations of Authority**

– Identification, by position, of the authorities for making policy determinations and decisions at leadership team levels, field levels, and all other organizational levels. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

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| --- | --- | --- |
| Type of Authority | Delegation | Position/Person |
| Travel Authorization | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
| Leave Authorization | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
| Purchase Requisitions/Spending Authority | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
|  |  |  |
| Execution of Contractual Agreements | Primary (who currently has this authority) |  |
| Alternate #1 |  |
| Alternate #2 |  |
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**Primary Facilities**

*This is a listing of every facility that your organization has*

*List only facilities assigned to your organization. Do not list common use classrooms (i.e. Columbine 126) but you would list Columbine 135 (darkroom) since it has an exclusive department use*

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General description of use of this facility include any unique features (e.g. secure areas, etc.):

# of your staff at this location

Access controls/physical access:

Communications/information systems security

Resources present at this facility that you need to do your job (these are just examples):

|  |  |  |
| --- | --- | --- |
| Personal computer w/internet capability | Two-way radios with charging base |  |
| Internet access | Adding machines |  |
| Desk |  |  |
| Chair |  |  |
| Filing Cabinet - lockable |  |  |
| Filing Cabinet – not lockable |  |  |
| Microsoft Office Suite |  |  |
| Access to printer |  |  |
| Specialized software: |  |  |
| Specialized software: |  |  |
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**Essential Functions**

The critical activities performed by organizations, especially after a disruption of normal activities. These need to be broken into groups



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| --- | --- |
| Tier 1: Functions to be performed given a 1 day interruption (things you have to do every day regardless of circumstances) |  |
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| Tier 2: Functions to be performed given a 1 day to 1 week interruption  |  |
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| Tier 3: Functions to be performed given a 1 week to 1 month interruption  |  |
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| Tier 4: (other frequencies – add whatever you need to – quarterly – semi-annual- annual, etc.)  |  |
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**Vital Records and Resources**

"Vital Records" are the important items your organization requires to operate. Some examples of Vital Records could include spreadsheets, databases, software/systems, specialized programs or any other items your organization relies upon to operate. Keep in mind: Vital Records are not just electronic documents; they could also include maps, manuals, or other types of printed materials.

Your COOP plan should contain a prioritized list of the Vital Records your organization uses based on their importance. For each Vital Record you should identify what the Vital Record is, how it is used within the organization, how the Vital Record is stored/backed-up, and who to contact during a COOP event to gain access to the stored version. Here are some questions to consider for each Vital Record:

-What Vital Records do we use to operate?

-Where do we keep each back-up of our Vital Records and who keeps them? (Hint: If you find that you do not have a back-up process for a Vital Record, you should start a process)

-How often is each Vital Record backed up? Is it a manual process or automated?

-Who do I contact to request back-up versions; what's their email and phone number?

\*\*\*Assume your office space had a small fire overnight. Upon returning to work, what items would you instinctively reach for to conduct your job that would no longer exist? What items are you used to having on your desk, computer, around the office that would be difficult to operate without? (These items are the starting point to your list of Vital Records)

Examples:

|  |  |
| --- | --- |
|  | Isis Student Records |
|  | Concur Expense/Travel System |
|  | Leave Reporting |
|  | MyUCCS Portal |
|  | Exchange mail (UCCS email) |
|  | Columbia File Share |
|  | Lion One Card |
|  | Telephones/VoIP |
|  | Degree Audit System |
|  | Campus Wireless |
|  | Internet Access |
|  | UCCS Username |
|  | Human Resources/ HRMS |
|  | Finance System |
|  | CU Marketplace |
|  | VPN (off campus access) |
|  | Blackboard |
|  | MediaSite /Lecture Capture |
|  | iTunes U |
|  | Dilbert File Share |
|  | Ingeniux Web Content Management System |
|  | ISIS-CRM |
|  | ISIS - Singularity |
|  | Microsoft Office |
|  | Cherwell (help desk ticketing system) |
|  | Online Phone Directory |
|  | Smart Classroom Technology |
|  | Advocate |
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**Drive Away Kits**

**There are 3 types of drive away kits pre-loaded in the plan**

**Administrative**

**Budget/Accounting**

**Personnel**

**You can also add your own type of kit**

What should be in these kits?

Look at this way – if you had 15 minutes to pack the things from your office which would be critical to you being able to do your job for the next 48 hours and which are not easily replaced/borrowed, what would they be?

Remember you need to be able to carry/move in your hands/car.

Things that could be replaced

Office supplies

Computers

Copy machines

Things you might want to take:

Radio and charger

Cell phone and charger

Paper records (vital like personnel files, contracts) which may be either needed or for which there are no electronic backups

Below are examples of items in the standard kits – you can add/subtract items.



