

Continuity of Operations (COOP) Plan

2023

This is the Continuity of Operations (COOP) Plan for the University of Wisconsin-Stevens Point. This plan outlines UW-Stevens Point's viable and executable contingency plans for Continuity of Operations (COOP) providing essential functions to customers from different locations or applications, due to the primary facilities or other operations becoming unusable, for long or short periods.

University of Wisconsin-Stevens
Point Campus Plan

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COOP Plan Approval

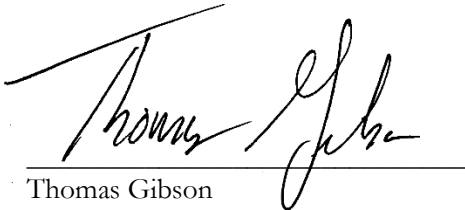
This Continuity of Operations (COOP) Plan for the University of Wisconsin-Stevens Point (hereafter “UW-Stevens Point”) establishes guidance for the methods, procedures and protocols that our university will use to timely recover and restore performance of mission essential functions, as defined within this plan that may be disrupted by man-made, natural disasters or other calamitous events. The COOP plan is not an emergency response plan but is a plan to help us manage and mitigate the lingering and rippling effect that a significant disruption may create and could include after-effects of emergencies. Under some scenarios, COOP execution will be a concurrent effort to that of emergency response plan execution.

Planning for the recovery and resumption of performance of primary critical functions is a sound business practice, and it is imperative that we develop and maintain an adequate level of preparedness and ability to execute the plan at any moment of any day, so that we may continue our individual and collective pursuit of the mission of the University. To this end, the COOP plan includes provisions requiring annual reviews of the elements of the plan, staff education and training, and annual functional testing of the plan.

The plan meets the criteria set forth in the State of Wisconsin Policy and Guidance for State Agency Continuity of Operations Plans (June 2003) and the continuity planning guidance from the Federal Emergency Management Agency (FEMA).

I approve the content of this plan and direct that all employees with COOP responsibilities determine and execute all necessary actions to timely develop, implement, execute, and exercise the provisions of this plan.

Sincerely,



Thomas Gibson
Chancellor

September 8, 2023
Date

Required COOP Plans

Definitions

- Immediate Services:** Required to have a COOP plan that is reviewed and updated once a year and participate in an exercise or real event once a year. The event or exercise must be documented in an After Action Report (AAR).
- Support Units:** Required to have a COOP plan that is reviewed and updated once a year. These units are expected to participate in an exercise or real event once every other year. The exercises and events must be documented in an After Action Report (AAR).
- Business Resumption Units:** At the minimum have a COOP summary plan that is reviewed and updated each year. These units are not required to participate in exercises but are expected to provide AARs in the event of participating in an exercise or real-world event.

Chancellor and Vice Chancellors		
Immediate Services	Support Units	Business Resumption Units
University Communications and Marketing	Executive	
Academic Affairs		
Immediate Services	Support Units	Business Resumption Units
Information Technology	Office of the Registrar	College of Fine Arts and Communication
UW-Stevens Point at Marshfield		College of Letters and Science
UW-Stevens Point at Wausau		College of Natural Resources
Business Affairs		
Immediate Services	Support Units	Business Resumption Units
Facility Services	Financial Operations	
Human Resources/EHS		
Police and Security Services/Parking		
Student Affairs		
Immediate Services	Support Units	Business Resumption Units
Housing and Residence Life	Counseling Services Center	Allen Center
	Student Health Service	Athletics
	University Centers	CASE
	University Dining	
	Conference and Event Services	

Introduction

The UW-Stevens Point overall Continuity of Operations (COOP) Plan outlines a viable and executable contingency plan to maintain operation of campus primary mission essential functions at all three campuses. The purpose of the COOP Plan is to document and communicate procedures, protocols, and other information that is necessary and valuable to a timely recovery and resumption of an interrupted primary mission essential function. This plan also includes the applicable elements of Continuity of Government (COG) (i.e., the continued performance of essential agency functions and support of the governor during emergency or disaster situations) given the University is an agency of the State.

The COOP plan helps make certain that we:

- Maintain a high level of readiness
- Implement the plan both with and without warning
- Become operational no later than 12 hours after activation
- Maintain sustained operations for up to 30 days
- Take maximum advantage of existing agency field infrastructures

This plan is the result of a planning effort to facilitate assurance of the University's preparedness and its capability to continue its performance of primary mission essential functions during extended interruptions that occur with or without warning. Secondary mission essential functions, while important, are of a lesser priority than primary functions. Because the scope of this university-wide COOP Plan is strictly limited to the address of primary mission essential functions, secondary essential functions identified by the COOP planning process may require utilization of some of the elements of continuity planning within, and by, the branch campus, division, college, or department that is responsible for the performance of the secondary essential function.

Extended interruptions can result from the effect of a man-made or natural disaster, pandemic or epidemic disease, accidents, and commission of violent or destructive crime, utility failure, chemical spill or release, loss of supplies or transportation, fire, severe weather or other calamitous events. These interruptions may be internal (caused by conditions or actions on the University campus) or external (caused by conditions or actions off the University campus) and may affect the performance of mission essential functions directly or peripherally.

Emergency response vs. continuity of operations

Emergency response refers to action taken to protect people or property, in response to emergent events that present urgent, elevated, clear, and present danger of injury, death or property destruction. Continuity of Operations (COOP) refers to a plan of action taken to recover and resume operations, in response to the anticipated and actual prolonged effect(s) of a primary mission essential function interruption. Therefore, a COOP plan is not an emergency response plan; a COOP plan is for recovering and resuming operational performance of mission essential functions that have sustained an interruption from some internal or external event. The timeframe of execution of an emergency response plan and a COOP plan activation may overlap and operate concurrently to some extent, as efforts to achieve continuity of operations for primary mission essential functions should begin as soon as achievable after the interrupting event. Concurrent execution of these plans may create a significant, and

***“A COOP plan is not an emergency response plan; a COOP plan is for recovering and resuming operational performance of primary mission essential functions
....”***

potentially debilitating, strain on the operational resources that are available for execution of either plan - concurrent execution may therefore not be a feasible option. Under this scenario, resources required by the emergency response would take precedence over resources required by the COOP plan, until such time that the emergency response resources can be safely reallocated for assistance with COOP plan execution.

The COOP plan details the procedures, protocols, and tools to facilitate recovery, including for example information regarding sources or arrangements for alternate operating facilities, sources of supplementary or replacement staff, supplies, equipment, and vital business records among others preparatory practices.

Scope

This COOP plan applies to all UW-Stevens Point campuses, units, colleges, departments, and operations. The scope of this plan includes all primary campus mission essential functions.

An interrupted primary mission essential function is, by definition, of such urgency and importance that performance of the function must be recovered and resumed within 12 hours, or as soon as achievable following their interruption.

Recovery of secondary mission essential functions is not a goal of this University-wide plan but is addressed within separate departmental continuity plans. Recovery of non-critical functions is not addressed within this plan.

Applicability

This plan should be considered by users to be a reasonable guideline for successful recovery of an interrupted primary mission essential function. However, the plan may be implemented and/or modified by the UW-Stevens Point COOP Development Team, in part or in its entirety at any point of its execution, as required by the situational characteristics of the interrupting event, its scope and effects.

Assumptions

For planning purposes, the COOP plan is based upon a reasonable approximation of a “worst case” scenario, presenting challenges that are likely to be encountered during and after a major man-made or natural disaster that results in the creation of an interruption to one or more campus primary mission essential functions. A COOP plan is not an emergency response plan but a plan to recover and resume performance of a primary mission essential function.

By the definition, primary mission essential functions are of such urgency and importance that their performance must be recovered and resumed within 12 hours of interruption, or as soon as achievable thereafter, with pre-emptive priority over all other continuity efforts.

However, continuity and resumption of primary mission essential functions can only occur when the minimal requisite human and physical resources are available for use. If these resources are not available for use during

What is a Primary Mission Essential Function (PMEF)?

It is an essential service that must continue with minimal or no disruption.

The performance of the primary mission essential function:

1. Cannot be interrupted for more than 12 hours;

OR

2. Enables the University to provide vital human services, preserve civil authority, maintain public safety, protect assets, comply with state/federal laws, or sustain financial viability.

or after an interrupting event, recovery and resumption of primary mission essential functions cannot occur until such time that these resources become available for use.

Therefore, in order to guide planning efforts, the following resources and challenges are assumed to exist at a point in time that is 12 hours after the interrupting event:

1. There is electrical power and an operable telephone and data network at one or more campus locations. Telephone and data connectivity to the “outside world” exists and is operable.
2. One or more campus buildings cannot be safely occupied.
3. There is a significant, not complete, loss or unavailability of original and usual staff.
4. There is a significant, not complete, loss of original, usual, and requisite computer equipment, electronic or paper records, supplies, or other physical resources.

Users should also keep the following qualifiers in mind:

- An interrupting event may occur at any moment on any weekday, weekend, or holiday, with or without warning.
- Interruptions to primary mission essential functions may be campus-wide or citywide. Therefore, it is necessary for the University and its subdivisions to plan for and execute COOP planning elements independently, concurrently and/or in cooperation with other campus and local resources.
- This plan should be considered by users to be a reasonable guideline for successful recovery of an interrupted primary mission essential function. However, the plan may be modified in its implementation and execution, in part or in its entirety at any point of its execution, as required by the situational characteristics of an interrupting event, its scope and effects.

Phases of Continuity Plan Implementation

- **Phase I - Readiness and Preparedness**
- **Phase II - Activation and Relocation (0-12 hours):** plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate facilities are activated
- **Phase III - Continuity Operations (12 hours – 30 days or until resumption of normal operations):** full execution of essential operations at alternate operating facilities is commenced
- **Phase IV – Reconstitution:** operations at alternate facility are terminated and normal operations resume



Phase I: Readiness and Preparedness

COOP Plan Objectives defined

The COOP plan is not an emergency response plan; the COOP plan is a strategic plan for recovering and resuming operational performance of primary mission essential functions that have sustained an interruption from some internal or external event.



The purpose of the COOP Plan is to:

- Prepare for the continuous performance of UW-Stevens Point’s essential functions and operations during an emergency and throughout the recovery process to the highest level possible. COOP plans shall aid in minimizing disruption to the primary business of the University of Wisconsin-Stevens Point should a business interruption occur that disrupts the campus essential operations. This can only be accomplished by pre-planning and by taking steps to limit any potential disruption to a predictable, acceptable period.
- Assist in providing for the personal safety and security of our personnel, customers, students, and visitors.

Policy

It is the policy of the University to be prepared and capable to recover and resume performance of primary mission essential functions within 12 hours of interruption, or as soon as achievable thereafter, with pre-emptive priority over all other continuity efforts. The University and its functional subdivisions are required to achieve and maintain adequate capacity and readiness to timely respond and recover from interruptions of primary essential functions that occur with and without prior warning and to continue to sustain operations for periods of interruption that may span 30 consecutive calendar days.

COOP Development Team

Successful COOP planning requires an effort on part of all UW-Stevens Point units. The UW-Stevens Point Emergency Planning Team will assign individuals representing units throughout campus to the UW-Stevens Point COOP Plan Development Team. Units represented include:

- Chancellor’s Office
- University Communications and Marketing
- Student Affairs
 - Centers (Allen, CASE, Dreyfus University Center)
 - Counseling Center
 - Student Health Service
 - Housing and Residence Life
 - University Dining
 - Conference and Event Services
 - Athletics
- Business Affairs
 - Facility Services
 - Financial Operations
 - University Police & Security Services
 - Human Resources
- Academic Affairs
 - Registration and Records
 - Representatives from each College (College of Fine Arts, College of Letters and Science, College of Natural Resources, College of Professional Studies)
 - Information Technology

○ UWSP at Marshfield

○ UWSP at Wausau

The COOP Plan Development Team is responsible for developing, approving, and maintaining UW-Stevens Point COOP plans and procedures that provide for:

- Identification of UW-Stevens Point mission essential functions.
- Pre-determined delegations of authority and lines of succession.
- Contingency staffing to perform essential functions.
- Identification of alternate operating facilities.
- Interoperable communications, information processing systems and equipment.
- Working with individual UW-Stevens Point units/departments for completion of departmental COOP plans.
- Protection of vital records and systems.
- Conducting tests and training of agency COOP plans (e.g., COOP contingency staff, essential systems and equipment) to ensure timely and reliable implementation of COOP plans and procedures.
- Participating in periodic interagency COOP exercises to ensure effective interagency coordination and mutual support.
- Developing outreach and coordination plans with local emergency management agencies.
- Issuing COOP guidance to promote understanding of and compliance with the requirements and objectives of governing directives.
- Ensuring training is accomplished.
- Assigning and delegating duties and tasks to appropriate UWSP staff to meet all responsibilities.
- Developing plans for devolution and reconstitution.

COOP Planning Team – Departmental Teams

Management of each unit or department identified as required to develop individual department COOP plans will be responsible for formation of a Department COOP planning team. These teams shall include the necessary staff to complete the department COOP plans.

Responsibilities

Chancellor of the University

The UW-Stevens Point Chancellor is responsible for assuring that the University is prepared and capable to respond appropriately to significant disruptions of mission essential functions through the execution of this Continuity of Operations (COOP) Plan. These responsibilities encompass complete oversight of the plan and the provision of necessary resources for its development, implementation, execution, testing and maintenance at all levels of the University.

The Chancellor may delegate current and/or future responsibilities associated with the plan, however the overall responsibility and accountability for the effectiveness of the plan shall remain with the Chancellor.

Division Heads

Division Heads (Provost, Vice Chancellors, and Associate Vice Chancellors) are responsible for assuring the identification of Division-specific mission essential functions and for the development and implementation of preparatory measures that will enable the timely and effective recovery and resumption of affected essential functions that are subject to their supervision and control.

Deans

The Deans of each College are responsible for assuring the identification of college-specific mission essential functions and for the development and implementation of COOP preparatory measures that will enable the

timely and effective recovery and resumption of affected essential functions that are subject to their supervision and control.

Branch Campus Executives

The Branch Campus Executive is responsible for assuring the identification of campus-specific mission essential functions and for the development and implementation of COOP preparatory measures that will enable the timely and effective recovery and resumption of affected essential functions that are subject to their supervision and control.

Department Chairpersons and Directors

Department Chairpersons and Directors are responsible for assuring the identification of Department-specific mission essential functions and for the development and implementation of COOP preparatory measures that will enable the timely and effective recovery and resumption of affected essential functions that are subject to their supervision and control.

Supervisory Staff

All employees with supervisory responsibility for one or more employees are responsible for the identification of unit-specific mission essential functions and for the development and implementation of COOP preparatory measures that will enable the timely and effective recovery and resumption of affected essential functions that are subject to their supervision and control. A supervisor is any employee that is required to conduct periodic, written performance appraisals of one or more employees.

All Faculty, Academic Staff, and University Staff

All permanent employees are responsible for being aware of the basic elements of this plan and continue to fulfill their employment responsibilities during periods of disruption to mission essential functions, as directed by the employee's supervisor. No element of this plan shall obligate any person to perform any action or effort known to be unsafe or unhealthful.

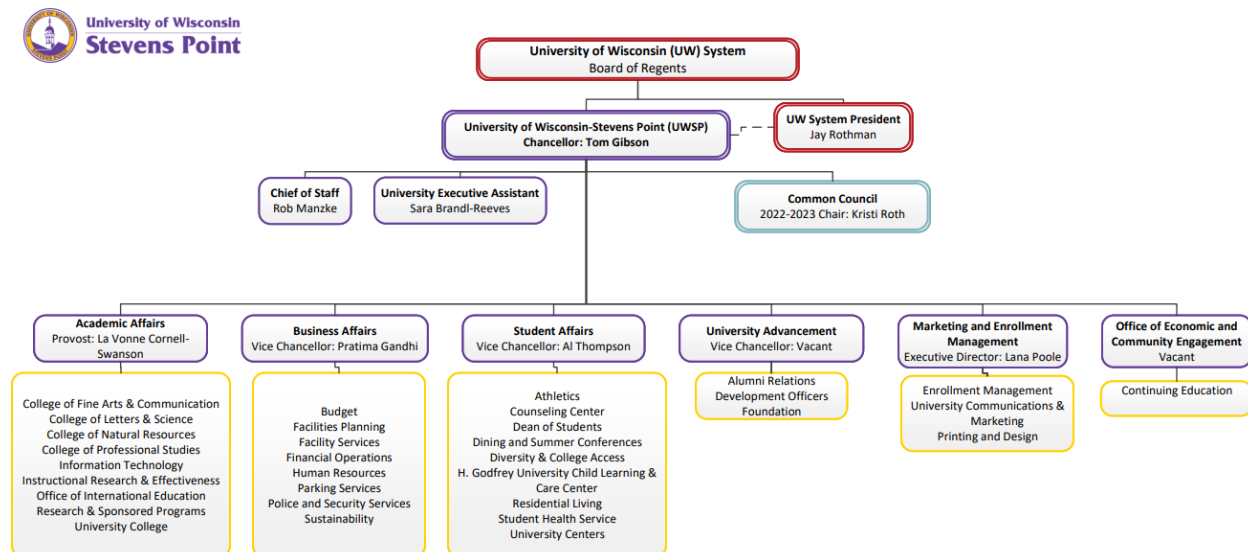
Additionally, all employees are encouraged to assist with COOP development by helping to:

- Identify mission essential functions
- Identify vital records and determine methods to recover them after disruptions to essential functions
- Provide, and keep current, their emergency contact information
- Assure that their families are prepared for community-wide disruptions
- Be personally prepared for disruptions of essential functions

Continuity Coordinator

The Emergency Management Specialist serves as the UWSP Continuity Coordinator. The continuity coordinator is responsible for coordinating, managing, monitoring, and evaluating the development, implementation, execution, testing, and maintenance of campus COOP plans, as well as COOP training. When these responsibilities are taken in total, the continuity coordinator is responsible for ensuring a viable continuity of operations capability at UW-Stevens Point.

Reporting Structure



Follow the links where possible to learn more about each division/unit.

Campus Leadership Orders of Succession

Succession to office is essential in the event that Campus leadership is unavailable, debilitated, or incapable of performing their legally authorized duties, roles and responsibilities. Orders of succession provide for the orderly and predefined assumption of offices during such an emergency.

Below is the UW-Stevens Point line of succession for the line officer positions on campus. Authority to make highest-level decisions during COOP implementation rests with these positions. This is established to ensure the ability to perform essential functions and make policy decisions in the event a key individual is unavailable. The line of succession provides the next in line with full authority of the Chancellor position under the control of University of Wisconsin System Administration (UWSA) President and UW Board of Regents. *The successor has the full authority that the Chancellor would have, which includes carrying out the functions of the university and the ability to allocate fiscal, personnel and equipment resources of the campus. The successor has the authority to re-delegate an assigned Vice Chancellor as deemed necessary.*

In the absence or unavailability of the Chancellor, this order of succession will be followed:

1. Provost and Vice Chancellor for Academic Affairs
2. Vice Chancellor for Business Affairs
3. Vice Chancellor for Student Affairs
4. Vice Chancellor for University Advancement

If above-mentioned are unavailable, University of Wisconsin System appoints a successor or assumes control.

When the highest-ranking individual is unavailable to perform their duties and UW-Stevens Point is facing the issue of succession to office, the individual holding the next position in line of succession will assume command

for UW-Stevens Point. The UW-Stevens Point Emergency Operations Team will initiate and confirm the succession. When the higher-ranking individual is ready and able to return to duty, they shall reassume command. Notification to campus will be made through UW-Stevens Point Message of the Day (MOD) or other available methods when lines of succession changes occur. This announcement shall be authorized and sent by the existing UW-Stevens Point Emergency Operations Team through UW-Stevens Point University Communications and Marketing. Members of UW-Stevens Point Emergency Operations Team will make notification to all team members of the unavailability of a member once it is determined an individual is unavailable.

Other lines of succession for individual campus units (i.e., branch campuses, colleges, departments, etc.) shall follow established lines or be determined by the highest authority in the unit or by the Chancellor or their designee as necessary. These lines of succession will be detailed in department/branch campus COOP plans. Orders of succession are not merely a COOP function; they should be developed to support day-to-day operations.

Affected individuals shall be briefed on this succession process and their duties. Revision to the line of succession will be approved by the UW-Stevens Point COOP Development Team and announced to campus as necessary.

To facilitate full implementation of COOP plans, UW-Stevens Point main campus will follow existing emergency response roles and responsibilities structure for personnel and groups spelled out in the UW-Stevens Point Emergency Operations Plan (EOP). Branch campuses adhere to the roles and responsibilities in their Campus Emergency Plan. These plans will be followed and provide the organizational structure and support for COOP implementation and decision-making.

Primary Mission Essential Functions (PMEFs)

The Executive Policy Group oversees the execution of all campus primary mission essential functions.

University of Wisconsin – Stevens Point PMEFs	Lead
Overall safe and effective operation of all campus functions.	Chancellor
Continuity and safe operation of School, College, and academic departmental activities.	Provost and Vice Chancellor for Academic Affairs
Safe and effective operation of Housing, Student Health Service, Counseling, Dean of Students, University Centers, and Student Services.	Vice Chancellor for Student Affairs
Responsible for continuity and safe operation of University Police and Security Services, Emergency Management, Parking, Sustainability, Facility Services, Risk Management, Purchasing, Bursar, Budget, Human Resources, Environmental Health and Safety, and Facility Planning.	Vice Chancellor for Business Affairs
Responsible for security of personal data associated with UWSP Foundation records.	Vice Chancellor for University Advancement
Manage all official internal and external communications. Provide accurate and timely information to the campus and outside sources.	Chief Marketing and Enrollment Officer

Alternate Facilities

UW-Stevens Point recognizes that an emergency may disrupt normal operations and there may be a need to perform mission essential functions at alternate facilities. It is unlikely an emergency will require the relocation of the entire university. Individual branch campuses, departments, and colleges, including the Executive Group, have identified in their COOP plans alternate locations on and off campus to operate.

If the emergency requires partial or full activation of a campus Emergency Operations Center (EOC), the Emergency Operations Team (EOT) has identified two locations on campus designated as the primary and secondary EOC. The UW-Stevens Point Emergency Operations Plan provides additional information about these locations. Each branch campus has a designated EOC location.

Assigned Personnel & Responsibilities

Any assigned staff on location in the event of a COOP plan activation should first be concerned with their own safety. If staff are safe, they are to perform responsibilities as assigned once COOP has been activated.

Assigned staff will assist in making sure all essential services are addressed and that all staff members are notified of the situation, including contacting unassigned staff who may be requested to provide guidance.

Unassigned Personnel & Responsibilities

Unassigned personnel should be prepared to deploy to support the assigned staff, if required. Phone calls and/or e-mail will be issued to unassigned personnel, providing them direction on work status.

Family Support Documents

During a COOP situation, employees will need to focus on maintaining essential functions. This focus will be disrupted if the employees are also concerned about their families' safety and security. All personnel are encouraged to preplan for their families' safety and security during emergency operations. During COOP activation, a priority for all employees should be to contact family members to assure they are safe. Utilize campus communication methods for this purpose if necessary.

This section provides broad guidance for all UW-Stevens Point departments to reference within their departmental COOP plans. If necessary, each department may develop additional family support guidelines. Below provides general guidelines for personal home preparation. *See Appendix C for specific documents and a Family Emergency Preparedness Plan template available for reference and planning.*

Prepare a "Go Kit"

It makes good sense to prepare for emergencies. All personnel should ensure that their families have a "Go Kit" that is readily accessible in case of an emergency. At a minimum, the family Go Kit should include:

- Personal items and necessities, including food and water, clothing, prescription medications, and other items that may be required for family survival
- Financial and legal documents that cannot be replaced easily
- The name and phone number of an out-of-area contact. It may be easier to call someone outside the area than to make local calls during an emergency. An out-of-area contact can relay messages about the location and safety of family members

Develop a Plan

Emergencies can occur quickly, and a quick response can be the difference between life and death or serious injury. Therefore, it is important for employees and their families to develop a plan for responding in an emergency and discuss:

- The types of emergencies that are most likely to occur
- How the family will get information about the emergency (e.g., Emergency Alert System broadcasts)
- What family members will do in each case
- If some family members are at school or work, find out about the emergency plans at those places as well

Department/Unit's Role in Family Support Planning

During an emergency, employees and their families will appreciate knowing that the department is concerned for safety. The department/unit's COOP program should include:

- Processes for activating an emergency information call-in number for employees to get information about agency operations, pay and benefits, and other items of interest
- A process to account for and track all employees. As the COOP situation progresses, it may be possible to expand operations. It is important to be able to account for and track employees so they can be reached if needed
- Provisions for providing guidance and assistance to employees and their families. Anticipating questions and providing guidance will help employees focus on their work, while being assured that their families are taken care of

Communicating During an Incident

Lessons from 9/11 showed that during an emergency, even basic communication can be neglected in the face of pressing decisions. The department should develop a communications plan for all employees. The plan should:

- Incorporate regular communications to employees (at least every 24 hours)
- Update information as necessary
- Include procedures for securing the worksite
- Include provisions for safeguarding vital records

During COOP activation, a priority for all employees should be to contact family members to assure they are safe and check on each other's well-being.

See Appendix C for Family Emergency Plan template. Also, see www.ready.gov for many additional personal preparedness resources.

Plan Maintenance

Maintaining COOP Readiness

UW-Stevens Point Emergency Management will ensure the campus wide overall COOP plan is reviewed annually and updated for accuracy.

The updated version of the COOP document will then be updated to all sources where it is published either electronically or by hardcopy. This is the responsibility of the Emergency Management Specialist within 2 weeks of the completion of the annual review.

Phase II: Activation and Relocation



Activation and relocation encompass the initial 12-hour period following activation of a COOP plan. During Phase 2, the campus activates its plan(s), procedures and schedules to transfer operations to the alternate location(s).

Alert and Notification Process

In the first 12 hours of COOP activation, notify staff and other appropriate departments and offices that department has activated COOP plan. (NOTE: Make sure to contact ALL STAFF and keep them apprised of the situation.) The UWSP Continuity Coordinator is available to assist departments/units with COOP plan implementation.

Main Campus: If a disaster severely affects staffing levels or facilities across campus, the department/unit Continuity Manager or designee will contact the UW-Stevens Point Emergency Operations Team. The UW-Stevens Point Emergency Operations

Team can assist with communication to campus and resource needs. Both campus administration and the department/divisions via the continuity manager should continue dialog until they can return to normal operations and their primary facility or new location.

Employee Update/Information Sharing Process & Media Statement Policy

Remaining in contact with campus employees is critical, especially during a COOP activation event. The message should include:

- Brief description of the situation
- Instructions regarding work assignment, location, hours, who to report to
- How additional information will be made available
- Date/time of next update

Media Statement Policy

Media calls requesting news or comments on any phase of a campus COOP operation should be referred to the Department of University Communications and Marketing at (715) 346-3046. If asked for information, communicate only that information that has been authorized for release by University Communications and Marketing.

Alternate Facility

It is assumed that in most cases when COOP activation is required, a department's primary operating facility is unavailable and essential functions must be relocated. Therefore, all departments must pre-identify an alternate location that can be used by continuity personnel to carry out mission essential functions.

Departure Process

COOP implementation will generate stress for Emergency Relocation Group (ERG) members as they prepare to depart quickly to the alternate facility. Written procedures to guide the deployment process can reduce stress and ensure that no important concerns are overlooked during the transition.

Go Kits

Go Kits are packages of records, information, communication and computer equipment, and other items related to an emergency operation. Each ERG member should prepare Go Kits in advance and keep them up-to-date and available should deployment be necessary.

Kits should contain items that are essential to supporting the team member's operations at the alternate site.

Phase III: Continuity Operations



The Continuity Operations section of the plan comprises the onsite operations at the continuity facility (alternate work site). This section of the plan includes an orientation checklist, procedures for day-to-day operations, a list of all vital records, and a communication plan to keep employees and the campus informed of your situation.

Orientation Checklist

COOP implementation will generate stress for staff members as they report to work at the alternate facility. Make the transition easier by taking the time to give them information that will help them quickly adapt to their new environment, such as

- Emergency and security procedures for the site, including:
- Evacuation procedures, exits and gathering location(s)
- Shelter locations for tornado or severe storms
- Bomb threat procedure
- Building access procedures

Vital Files, Records and Databases

Vital files, records and databases are informational items essential to a department's operation. These items include electronic and hardcopy documents, references, and records needed to support mission essential functions during a COOP situation. They must be accessible within 12 hours of COOP activation.

To the extent possible, provide for off-site storage of duplicate records, off-site back up of electronic records and databases, and pre-positioning of vital records and databases at the alternate site. Safekeeping and pre-positioning systems and data are critical to alternate operations.

Interoperable Communications

There are many avenues available to the campus community to communicate the COOP situation.

- Email
- Message of the Day (MOD)/Student Message of the Day (SMOD)
- RSS on campus homepage
- Alertus full-screen popups
- Text messaging
- Building intercom systems

Phase IV: Reconstitution



Deactivation Process

Deactivation is part of Phase IV, Reconstitution. This phase provides general guidance and policy on ending alternate operations and returning to a non-emergency status at the designated primary facility. You will develop procedures to inform all personnel that the emergency no longer exists, provide instructions for resumption of normal operations, and ensure the timely and efficient transition of communications, direction and control, and transfer of vital records and databases to the primary facility.

Reconstitution Process

Reconstitution is the process by which surviving and/or replacement department personnel resume normal department operations as a fully functional entity at the original or replacement operating facility.

Appendices

Appendix A - Acronyms & Definitions

Key terms in this document include:

Activation. When a continuity plan has been implemented, whether in whole or in part, it is considered “activated.”

Alternate Facilities. Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. Locations may include nontraditional options, such as teleworking.

Continuity. An uninterrupted ability to provide services and support, while maintaining organizational viability before, during, and after an event.

Continuity Coordinator. The senior accountable official, designated by leadership, who is responsible for oversight of the continuity program. The UWSP Continuity Coordinator is supported by continuity managers and planners within subcomponent levels throughout the organization.

Continuity of Government (COG). A coordinated effort within each of the executive, legislative, and judicial branches to ensure that essential functions continue to be performed before, during, and after an emergency or threat.

Continuity of Operations. An effort within individual agencies to ensure that they can continue to perform their Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs) during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Continuity Manager. The senior continuity planner responsible for coordinating overall continuity activities within the college or department. This individual manages day-to-day continuity programs, coordinating continuity planners within the organization, representing his/her organization’s program externally, as appropriate, and reporting to the continuity coordinator on continuity program activities. The continuity manager has overall responsibility for activities related to the COOP plan, including activation, relocation and reconstitution. This person must have the authority to make quick decisions in an emergency.

Continuity of Operations (COOP). Ensures an individual organization can continue to perform its essential functions, provide essential services, and deliver core capabilities during a disruption to normal operations.

Continuity Planner. The continuity planner is responsible for developing and maintaining a college or department continuity plan and integrating and coordinating the continuity plan with broader organizational or governmental guidance, requirements, and initiatives. Depending on the department/unit’s structure, the continuity planner and manager may be the same individual.

Continuity Personnel. Those personnel, both senior and core, who provide the leadership advice, recommendations, and functional support necessary to continue essential operations.

Deactivation Process. Deactivation is part of Phase IV, Reconstitution. This phase provides general guidance and policy on ending alternate operations and returning to a non-emergency status at the designated primary facility.

Delegation of Authority. Identification, by position, of the authorities for making policy determinations and decisions. Generally, predetermined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

Devolution. The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Emergency Operations Center (EOC). An emergency operations center (EOC) represents the physical location at which the coordination of information and resources to support incident management activities normally takes place.

Emergency Operations Team (EOT). The Emergency Operations Team (EOT) is comprised of management staff responsible for the health, safety, and continued operations of the University. The EOT ensures activation of all relevant campus emergency plans. These plans are designed to help ensure the safety of the campus community. Composition of the Emergency Operations Team is dependent upon the incident type and scale.

Emergency Planning Team. An Emergency Planning Team composed of the UW-Stevens Point Line Officers, the Director of Risk Management, the Director of University Police, the Emergency Management Specialist and the Executive Director for University Communications and Marketing will meet as necessary to evaluate campus readiness and plan for improved responses to possible emergencies.

Emergency Relocation Group (ERG). Predesignated staff who move to an alternate facility to continue essential functions in the event that their normal work locations are threatened or have been incapacitated by an incident.

ERG Member. A person who has been assigned responsibility to report to an alternate facility, as required, performing agency essential functions or other tasks related to continuity operations.

Essential Functions. A set of functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Executive Management Team (EMT). Senior staff members appointed to assist and advise the CPM in emergency-related policy decisions. The EMT's principal responsibility is to ensure focus on the right set of priorities in a crisis.

Executive Policy Group. The Executive Policy Group serves as the primary policy-setting group during a major campus emergency and during emergencies outside the campus, which have the possibility of affecting campus operations. The Group will consist of the Chancellor and a number of key advisors from the Chancellor's Cabinet. Composition of the Executive Policy Group is incident-specific, thus, not every Cabinet member will be assigned to the Executive Policy Group during every emergency. The Policy Group provides policy direction to the Emergency Operations Center (EOC) members.

Memorandum of Understanding (MOU). Written agreements between departments/agencies that require specific services to be accomplished by one agency in support of the other.

Mission Essential Functions (MEF). A limited set of functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Orders of Succession. Provisions for the assumption of senior agency offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.

National Preparedness Goal. Identifies core capabilities, which are activities that address the greatest risks to the Nation. Continuity is an important element of preparedness and an integral part of each core capability across the five mission areas of protection, prevention, mitigation, response, and recovery within the National Preparedness System.

Primary Mission Essential Functions (PMEFs). The department’s essential services that must continue with no or minimal disruption. The performance of the primary mission essential function:

1. Cannot be interrupted for more than 12 hours; OR
2. Enables the university to provide vital human services, preserve civil authority, maintain public safety, protect assets, comply with state/federal laws, or sustain financial viability.

Reconstitution. The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

Recovery. The implementation of prioritized actions required to return an organization’s processes and support functions to operational stability following an interruption or disaster.

Recovery Time Objective (RTO). The maximum allowable downtime for mission essential functions. RTO is the period within which systems, applications or functions must be recovered after an outage.

Telework. The ability to work at a location other than the official duty station to perform work or emergency duties. This may include, but is not limited to, using portable computers, personal computers, high-speed telecommunications links, and mobile communications devices.

Test, Training, and Exercise (TT&E). Measures to ensure that an agency’s continuity plan is capable of supporting the continued execution of the agency’s essential functions throughout the duration of a continuity event.

University of Wisconsin System Administration (UWSA). Carries out the responsibilities of the UW System Office of President, as set forth by the Board of Regents and the Wisconsin State Statutes.

Vital Records. Electronic and hardcopy documents, references, and records to support essential functions during a continuity event. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records.

Appendix B - Authorities and References

AUTHORITIES

Wisconsin Governor

Wisconsin Statute Chapter 323.5, (1) During a state of emergency, the governor may designate emergency temporary location(s) for the seat of government and may take necessary actions to transition the affairs of state government. (2) Actions taken at a temporary location are valid and binding.

UW-Stevens Point Chancellor

The UW-Stevens Point Chancellor or designee has authority to direct necessary recovery and continuation actions on campus.

The Chancellor of the University of Wisconsin – Stevens Point, by his/her signature on the Letter of Approval, authorizes and directs that all employees with COOP responsibilities, determine and execute all necessary actions to timely develop, implement, execute and exercise the provisions of this plan.

RESOURCES

Presidential Policy Directive 40 (PPD-40), “National Continuity Policy”

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) (www.fema.gov/library.stafact.shtm)

NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs, 2004 Edition, Part 5.7.2.5, National Fire Protection Association, January 16, 2004

Federal Preparedness Circular 65 of June 2004 (www.fas.org/irp/offdocs/pdd/fpc-65.htm)

Inter-Agency (State) Correspondence: December 15, 2006, letter from State of Wisconsin Legislative Audit Bureau to State of Wisconsin Department of Administration, regarding findings and management responses to the State of Wisconsin Comprehensive Annual Financial Report, Schedule of Findings, Finding #WI-06-8, pages 8 – 10.

National Security Presidential Directive 51 National Continuity Policy/Homeland Security Presidential Directive 20, April 4, 2007

National Continuity Policy Implementation Plan, Homeland Security Council, August 2007

Federal Continuity Directive 2, U.S. Department of Homeland Security, June 2017

Continuity Guidance Circular, FEMA, February 2018

National Response Framework, U.S. Department of Homeland Security, October 28, 2019

UW-Stevens Point/UW System Administrative Policy – 1235, “Inclement Weather/Emergency Conditions”, March 4, 2020

Appendix C - Family Support Documents

Family Emergency Preparedness Plan

All personnel are encouraged to plan for their families' safety and security during emergency operations. It is prudent for all employees responsible for campus mission essential functions to have a family emergency plan. Feel free to use the following Family Emergency Preparedness Plan. This plan is a compilation of preparedness guidance from www.ready.gov.

Ready.gov Publications

See <http://www.ready.gov/publications> to download or order numerous other publications about emergency preparedness and planning.

Personal Medication Wallet Card

Create your own personalized medication wallet card that documents your important medical information. Visit <https://www.healthcareready.org/rx-on-the-run>.

