

# COOP 101

## Continuity of Operations

CU Denver | Anschutz Medical Campus

# Agenda



**What is COOP & why is it important?**



**Bold Planning**



**Planning Process**



**Getting Started**



**Primary Sections**



# Emergency Management

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

## What is COOP?

An effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies

## Why is it Important?

Planning fosters recovery and survival in and after emergency situations.

Establishes processes and procedures that allow for the continuation of essential functions when you can't be in your normal workspace, or a significant portion of your staff is absent (COVID-19).



# COOP – Planning Process

- Your planning team will include representatives from all parts of your department/college/school
- Planning takes an all-inclusive approach
- Establish your priorities and what your department/college/school deems essential
- You and your leadership are the Subject Matter Experts on what your department/college/school do
- Plans should be reviewed a minimum of once a year

**Let's Get Started**  
**Bold Planning**  
**[www.continuitycu.com](http://www.continuitycu.com)**

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**Login to [www.ContinuityCU.com](http://www.ContinuityCU.com)**

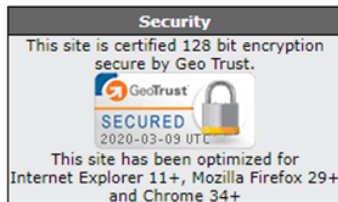
Username or Email Address

Password (Case-Sensitive)



Enter security code listed above :

[Forgot Username/Password?](#)



University of Colorado

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**[www.ContinuityCU.com](http://www.ContinuityCU.com)**

**Welcome to the University of Colorado  
Continuity Planning System**

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The University of Colorado has initiated a comprehensive project for the purpose of developing Continuity Plans for each of its university departments.

For this project, the University of Colorado selected BOLDplanning.com, a web-based planning system designed to assist organizations in the continuity planning process. The BOLDplanning.com system walks users through each step of the planning process and helps develop a continuity strategy that clearly outlines the elements required for an organization to continue to perform its Essential Functions during times of disruption.

The BOLDplanning.com system has been customized to meet the specific continuity planning needs of the University of Colorado and has been deployed via the internet at [www.ContinuityUC.com](http://www.ContinuityUC.com) for this university-wide planning initiative.

For questions or technical assistance, please contact us at [Help@BoldPlanning.com](mailto:Help@BoldPlanning.com).

# Bold Planning

## www.ContinuityCU.com



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Boulder | Colorado Springs | Denver | Anschutz Medical Campus

### Main Menu

Police - Consolidated - COOP - (COOP)

Welcome, Michael Bear.  
Your username is michael.bear@cuanschutz.edu.  
Your access level is Plan Administrator  
My Account - User Manager

Main Menu	General Info	Contacts	Manage Your Plan >	File Archive	Reports	Messages	Administration	Logout
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#### Main Menu

Police - Consolidated - COOP - COOP

General Info

Essential Functions

Contacts

Vital Records / Resources

Teams

Alert Notification Procedures

Orders of Succession

Drive-Away Kits

Delegations of Authority

TTE / Plan Maintenance

Facilities

References / Authorities

Communications

Messages

Security and Access

File Archive

Reports

Welcome to ContinuityCU.com, your on-line source for developing and maintaining your Continuity of Operations Plan (COOP).

ContinuityCU.com was designed to create a standardized on-line planning environment, that not only produces a hard copy COOP document, but also a "living plan".

Using the buttons to the left, you can navigate through each section of your COOP.

For security purposes, please be sure to log-off when finished with your session.

For comments or questions, please contact us at [help@BoldPlanning.com](mailto:help@BoldPlanning.com).

# Primary Sections



## Main Menu

Police - Consolidated - COOP - (COOP)

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Main Menu	General Info	Contacts	Manage Your Plan »	File Archive	Reports	Messages	Administration	Logout
Main Menu								

Police - Consolidated - COOP - COOP

- ★ General Info
- ★ Contacts
- ★ Teams
- ★ Orders of Succession
- ★ Delegations of Authority
- ★ Facilities
- Communications
- Security and Access
- Essential Functions
- Vital Records / Resources
- Alert Notification Procedures
- Drive-Away Kits
- TTE / Plan Maintenance
- References / Authorities
- Messages
- File Archive
- Reports

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# General Information

Main Menu	General Info	Contacts	Manage Your Plan »	File Archive	Reports	Messages	Administration	Logout
<b>General Info</b> ?								
<b>State:</b>		<div>Colorado</div>						
<b>Name of Organization</b>		<div>Anschutz School of Medicine</div>						
<b>Abbreviate Name of Organization?</b>		Yes <input type="radio"/> No <input checked="" type="radio"/>						
<b>Highest Ranking Organization</b>		<div>--select--</div>						
<b>Mission Statement</b>		<div><div>ABC B I U A</div><div></div></div>						
<b>Supersession</b>		<div><div>ABC B I U A</div><div></div></div>						
<b>Has this plan been formally approved?</b>		Yes <input type="radio"/> No <input checked="" type="radio"/>						
<b>What Organization is responsible for activating computers/systems at alternate facilities?</b>		<div></div> Example: (Smith County IT Department)						
<b>What Organization is designated for Devolution?</b>		<div></div> Example: (Smith County IT Department)						



# Contacts

Main Menu	General Info	Contacts	Manage Your Plan »	File Archive	Reports	Messages	Administration	Logout
<b>Address, Phone, Email</b>								
<b>Member Type*</b>	Select ▼	<b>Department</b>						
<b>First Name</b>		<b>Division</b>						
<b>Middle Name</b>		<b>Title</b>						
<b>Last Name</b>								
<b>Location Quick Pick</b>	--Select-- ▼	<b>Home Number</b>						
<b>Address</b>		<b>Work Number</b>						
		<b>Cell Number</b>						
		<b>Fax Number</b>						
<b>City</b>		<b>Additional Number</b>						
<b>State</b>	Select ▼	<b>Additional Number</b>						
<b>ZIP Code</b>		<b>Work Email</b>						
		<b>Other Email</b>						
<b>Comments</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>ABC B I U A+ [List Icon] [Undo Icon] [Redo Icon] [Print Icon]</p>    </div>							
<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

# Teams

## Relocation Team

- Team Leader
- Resource Coordinator
- Relocation Supervisor
- IT Coordinator
- Decision maker

## Support Team

- Administrative Lead
- Co-Leader
- Communications
- Administrative Support

## Planning Team

- Data Entry/Plan Input
- Team Chief
- Information Resources

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Teams

CU Denver - Anschutz Police Department - (COOP)

Contacts

Manage Your Plan »

File Archive

Reports

Messages

Account

✓

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Assign New Member

Add / Edit Team(s)

N/A Role

Relocation / Support Team Role

Responsible for Information Technology needs for the department during relocation of the Police Department to alternate location(s) as dictated by the needs of the incident/emergency and Police Department Administration. Including but not limited to identifying IT needs, alternatives products and services for meeting department coordinating the implementation of IT solutions.

Member of the Police Department command staff who provides direction to the Relocation/Support team to achieve the objectives identified by the Planning Team Administration. May also fill the role of the Patrol Representative depending on background, experience, staffing levels, and the nature of the incident/emergency.

Representative of the Communications Center who serves as a subject matter expert on communications equipment and protocols and provides guidance on the equipment establish and sustain communications operations at alternate location(s).

Member of the Electronic Security staff who serves as a subject matter expert on access control and security cameras. Provides guidance on establishing control at these functions at an alternate location(s).

Member of the uniformed patrol division who serves as a subject matter expert on law enforcement needs and establishing patrol operations at an alternate location represented by a member of the command staff depending on staffing levels.

Planning Team Role

- Responsible for developing sections of the draft version of the plan.
- Responsible for identifying staff to serve as members of the Relocation and/or Support teams depending upon the nature of the incident.

Responsible for developing sections of the draft version of the plan.

- Responsible for the official review and formal approval of the finalized plan.

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# Orders of Succession

Position	Title	Department	Division	Name (position currently held by)	
Primary	Chief of Police	CU Denver - Anschutz Police Department	Command	Randolf Repola	<a href="#">Add New Position</a> <a href="#">Edit</a> <a href="#">Delete</a>
#1 Alternate	Deputy Chief	CU Denver - Anschutz Police Department	Command	Daniel Mark	<a href="#">Edit</a> <a href="#">Delete</a>
#2 Alternate	Commander	CU Denver - Anschutz Police Department	Administration	Stephen Smidt	<a href="#">Edit</a> <a href="#">Delete</a>
#3 Alternate	Commander	CU Denver - Anschutz Police Department	Patrol Operations	David Hall	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Leadership Succession for Communications.</a>					<a href="#">Sort Succession</a>
Position	Title	Department	Division	Name (position currently held by)	
Primary	Director	CU Denver - Anschutz Police Department	Emergency Management	Essi Ellis	<a href="#">Add New Member</a> <a href="#">Edit</a> <a href="#">Delete</a>
#1 Alternate	Lead Supervisor	CU Denver - Anschutz Police Department	Communications	Jarad Rivera	<a href="#">Edit</a> <a href="#">Delete</a>
#2 Alternate	Lead Supervisor	CU Denver - Anschutz Police Department	Communications	Chuck McAdams	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Edit Succession</a>					
<a href="#">Leadership Succession for Administrative Functions.</a>					<a href="#">Sort Succession</a>

The purpose of Orders of Succession can be summed up by the question **“Who comes next?”** This section of the COOP Plan pre-identifies who will step in, in case personnel in key leadership positions are unavailable.

# Delegation of Authority

The purpose of “Delegation of Authority” is to assure that certain critical functions and/or decisions can be handled when the person who usually handles those functions is unavailable during a critical period.

Travel Authorization Patrol - Acting Agents

Sort Agents

Title	Department	Name <small>(Position currently held by)</small>	Add Acting Agent
Manager	CU Denver - Anschutz Police Department	Rhonda Truesdale	Edit Delete
Administrative Assistant	CU Denver - Anschutz Police Department	Briana Gaddis	Edit Delete

Travel Authorization Patrol - Delegated Agents

Sort Agents

Title	Department	Name <small>(Delegated to)</small>	Add Delegated Agent
Commander	CU Denver - Anschutz Police Department	Stephen Smidt	Edit Delete
Commander	CU Denver - Anschutz Police Department	David Hall	Edit Delete

Edit Delegation

ersion: 21.08.175

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# Facilities

Alternate facilities are locations that your organization could move to and use as an alternate site(s) if the primary site(s) become unusable.

Search / Filter:	<input type="text"/>	All <input type="button" value="v"/>
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### Primary Facility

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**\*Anschutz Medical Campus Building 407 (75 staff)**  
12454 East 19th Place - Mail Stop F409, PO Box6508 - Aurora, CO 80045  
Facility Manager: **Facilities Help Desk** (w: [303-724-1777](tel:303-724-1777))

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**Denver Campus Squadroom (25 staff)**  
4200 East 9th Avenue - Office Annex - Room 0C54 - Dnever, CO 80262  
Facility Manager: **Facilities Help Desk** (w: [303-724-1777](tel:303-724-1777))

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### Alternate Facility

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**Anschutz Medical Campus Building 407**  
12454 East 19th Place - Alternate EOC, Room 220 - Aurora, CO 80045  
Facility Manager: **Facilities Help Desk** (w: [303-724-1777](tel:303-724-1777))

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**Aurora Police Department District 1**  
13347 Montview Blvd. - Aurora, CO 80045  
Facility Manager: **Facilities Help Desk** (w: [303-724-1777](tel:303-724-1777))

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**Fire House Security Shop**  
1997 Uvalda Court - Bldg 531 (X-28) - Aurora, CO 80010  
Facility Manager: **Facilities Help Desk** (w: [303-724-1777](tel:303-724-1777))

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# Essential Functions



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The limited set of operational functions that must be continued or resumed quickly after you become displaced from your normal routine for a period of time.



Mission Essential Functions (MEFs) are the important activities that your organization performs or must resume to be considered “operational.”



The objective is to identify the highest priority of functions and the resources/capabilities ensuring performance.

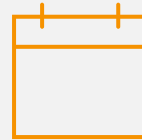
# Essential Functions Continued



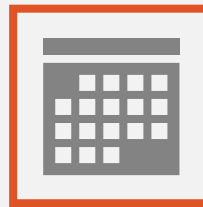
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Tier 1 – One day disruption



Tier 2 – One Day to One Week disruption



Tier 3 – One Week to One Month Disruption


# Essential Functions Continued

Essential Functions			✓ ?	Add New Tier	Add New Function	View all by Tier (default) ▾
Tier 1 - Functions to be performed, given a <i>One Day</i> disruption. (Highest priority to lowest)						Sort Functions
Priority	Function	Department / Division				
#1 ★	Maintain or re-establish Police Department Communications (radio, phone, Internet)	CU Denver - Anschutz Police Department				
#2 ★	Police response to high priority calls (emergencies)	CU Denver - Anschutz Police Department / Patrol Operations				
#3 ★	Maintain or reestablish ability to monitor and respond to critical and high value alarms	CU Denver - Anschutz Police Department / Patrol Operations				
#4 ★	Maintain or re-establish ability to provide emergency notifications/ timely warnings/instructions to campus in conjunction with Public Information Officer	CU Denver - Anschutz Police Department / Communications				
#5	Notifications to University Crisis Leadership Team, public safety partners etc. as appropriate	CU Denver - Anschutz Police Department / Command				
#6	Activate University Emergency Operations Center and coordinate activation of Emergency Response Team if needed	CU Denver - Anschutz Police Department / Emergency Management				
#7	Response to malfunctioning card readers, cameras, and related access issues	CU Denver - Anschutz Police Department / Electronic Security				
#8	Security Badging Office ability to address access badge issues	CU Denver - Anschutz Police Department / Security Badging Office				
#9	Alternate site for Police Department servers if Pharmacy building impacted	CU Denver - Anschutz Police Department / OIT				
Tier 2 - Functions to be performed, given a <i>One Day - One Week</i> disruption. (Highest priority to lowest)						Sort Functions
Priority	Function	Department / Division				
#1	All one day (Tier 1) functions	CU Denver - Anschutz Police Department				
#2	Implement a critical staffing plan	CU Denver - Anschutz Police Department				
#3	Identify alternate transportation options for Patrol operations (e.g. golf carts, patrol bikes, etc.)	CU Denver - Anschutz Police Department				
#4	Account for employees and their ability to respond to campus	CU Denver - Anschutz Police Department				
#5	Develop/implement alternate time-keeping methods if needed	CU Denver - Anschutz Police Department				
#6	Distribute forms and materials for report and evidence collection, if electronic system unavailable (E.g. ARMS, BEAST, etc.)	CU Denver - Anschutz Police Department				
#7	Relocate to alternate locations if needed (to include working from home or other remote site)	CU Denver - Anschutz Police Department				



# Alert Notification Procedure

The purpose of Alert Notification Procedures is to establish a strategy of how your organization would contact its personnel if an event/disruption were to occur during business and/or non-business hours.



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Alert Notification Procedures  
CU Denver - Anschutz Police Department - (COOP)

Welcome, Tyler Bogema.  
Your username is tyler.bogema.  
Your access level is Plan Administrator  
My Account - User Manager

Main Menu	General Info	Contacts	Manage Your Plan »	File Archive	Reports	Messages	Administration	Logout
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Alert Notification Procedures

Add New Procedures

The primary method of notification to staff will be a call tree initiated by the Police Department Command staff and be continued by each level of supervision until all employees have been notified. Supervisors will contact their direct reports to provide instructions on what actions they are to take in support of Continuity of Operation activities. These calls will be based off a departmental call tree.

Edit

The secondary method of notification will be completed via the Rave alert and notification system, using the appropriate Police Department lists which are maintained in the system.













































































Edit

# File Archive

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- The purpose of the File Archive is to provide a way to easily attach any electronic documents to support your plan. Any document attached here will be backed-up and protected off-site just like the rest of your plan.
- Any documents attached here cannot be changed. If you have a new version of your document, you must attach the newest version to your plan. It is up to you whether you wish to delete the older versions or keep them as a historical record.
- BoldPlanning (COOP) user manual
  - Webinar Trainings
  - COOP Binder

# Reports

Status	Report	HTML	WORD	Summary
	Plan Summary / Flash Report			
	Base Plan			
	Annex A - Teams and Responsibilities			
	Annex B - Facilities			
	Annex C - Essential Functions			
	Annex D - Orders of Succession			
	Annex E - Delegations of Authority			
	Annex F - Alert Notification Procedures			
	Annex G - Vital Records / Resources			
	Annex H - Drive-Away Kits			
	Annex I - Communications			
	Annex J - Security Access Control			
	Annex K - Family Disaster Plan			
	Annex L - Devolution			
	Annex M - Test, Training, and Exercise / Plan Maintenance			
	Annex N - Facility Evacuation			
	Annex O - Contacts			
	Annex Q - Risk Assessment			
	Annex R - Risk Specific Action List			
	Download Complete Plan			
	Download All Annexes			

Reports from your plan are automatically populated with the data and is formatted as you fill in the different sections.

- HTML, Microsoft Word & Excel
- Good way to find where gaps are in your plans





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**THANK YOU!**