COOP 101

Continuity of Operations

CU Denver | Anschutz Medical Campus

University of Colorado
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?

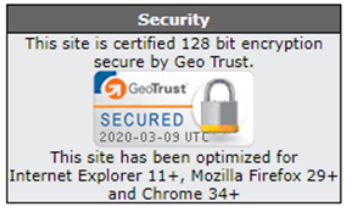
Planning fosters recovery and survival in and after emergency situations.

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



www.ContinuityCU.com

Welcome to the University of Colorado Continuity Planning System

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 for this university-wide planning initiative.

For questions or technical assistance, please contact us at Help@BoldPlanning.com.

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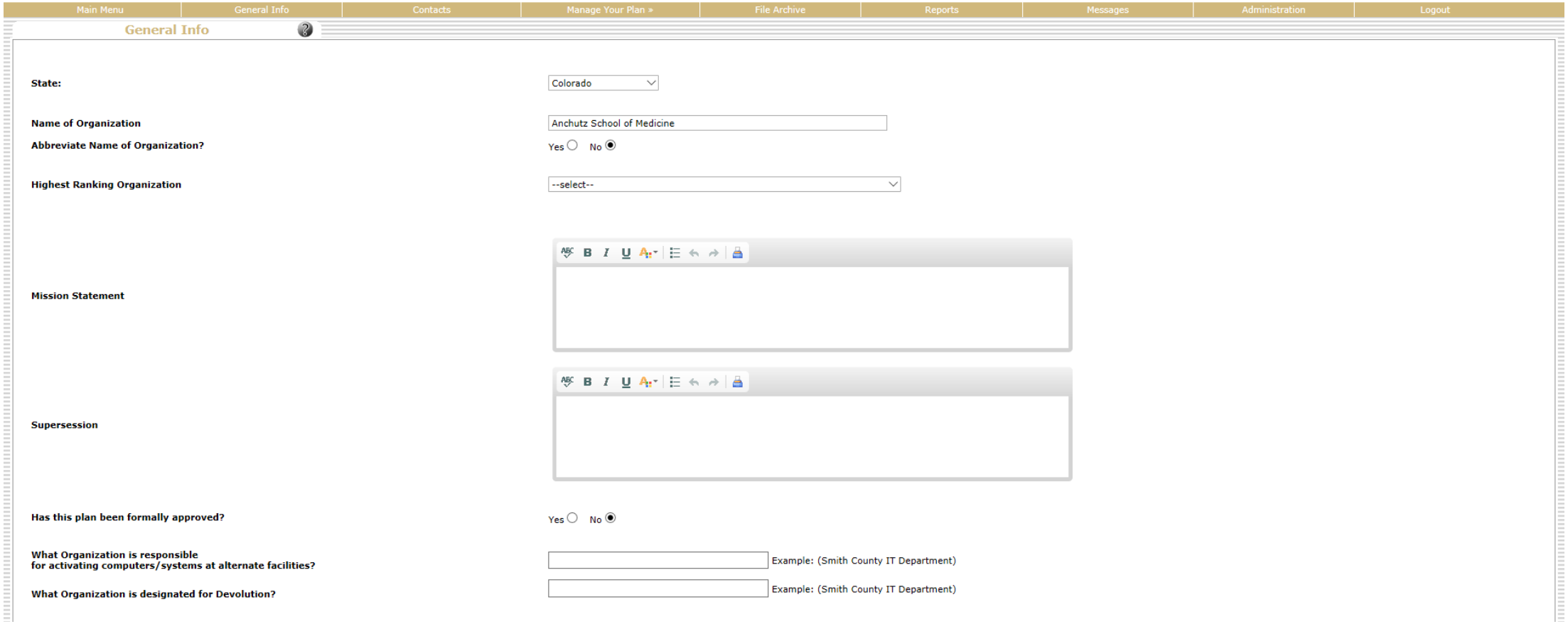
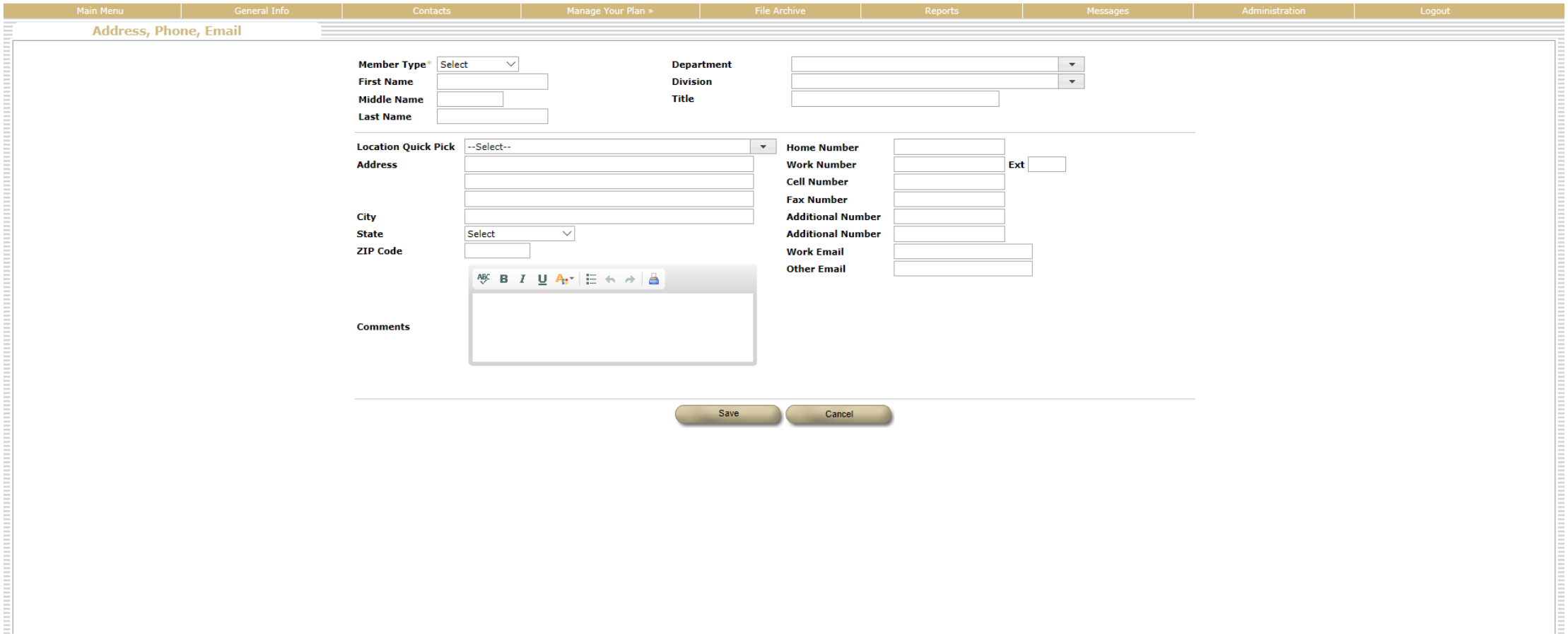
Primary Sections

General Information



Contacts



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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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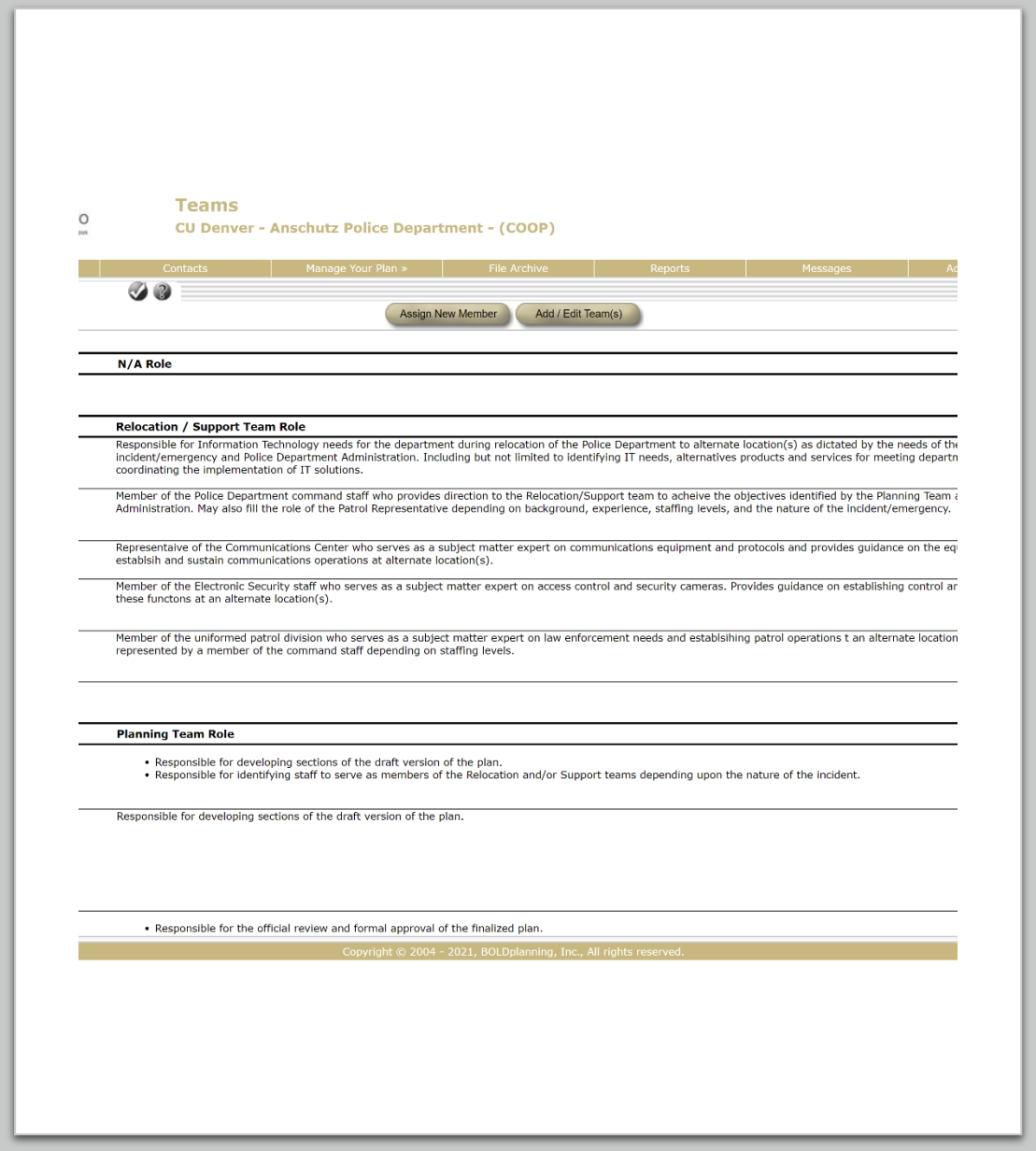

Teams

CU Denver - Anschutz Police Department - (COOP)

Contacts | Manage Your Plan » | File Archive | Reports | Messages

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 departm coordinating the implementation of IT solutions.

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

Representaive of the Communications Center who serves as a subject matter expert on communications equipment and protocols and provides guidance on the eq establsih 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 ar these functons at an alternate location(s).

Member of the uniformed patrol division who serves as a subject matter expert on law enforcement needs and establsihing patrol operations t 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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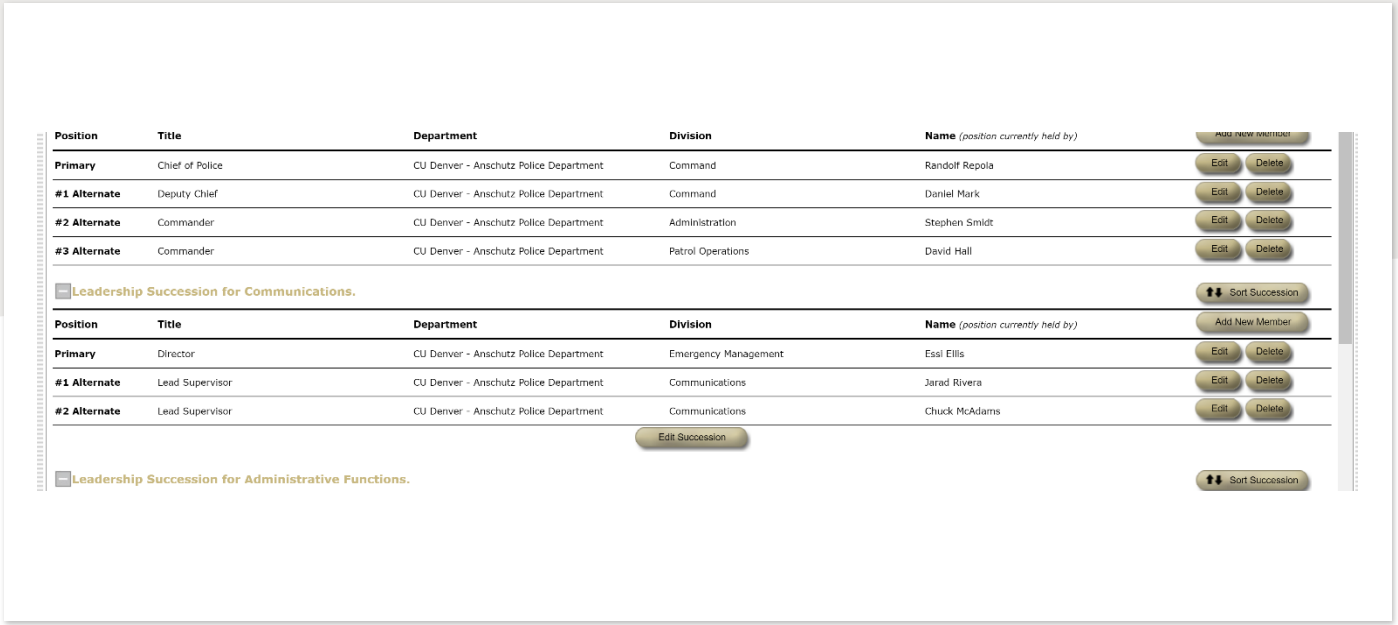
Orders of Succession



Position	Title	Department	Division	Name *(position currently held by)*	
Primary	Chief of Police	CU Denver - Anschutz Police Department	Command	Randolf Repola	Edit Delete
#1 Alternate	Deputy Chief	CU Denver - Anschutz Police Department	Command	Daniel Mark	Edit Delete
#2 Alternate	Commander	CU Denver - Anschutz Police Department	Administration	Stephen Smidt	Edit Delete
#3 Alternate	Commander	CU Denver - Anschutz Police Department	Patrol Operations	David Hall	Edit Delete

Leadership Succession for Communications. — Sort Succession

Position	Title	Department	Division	Name *(position currently held by)*	Add New Member
Primary	Director	CU Denver - Anschutz Police Department	Emergency Management	Essi Ellis	Edit Delete
#1 Alternate	Lead Supervisor	CU Denver - Anschutz Police Department	Communications	Jarad Rivera	Edit Delete
#2 Alternate	Lead Supervisor	CU Denver - Anschutz Police Department	Communications	Chuck McAdams	Edit Delete

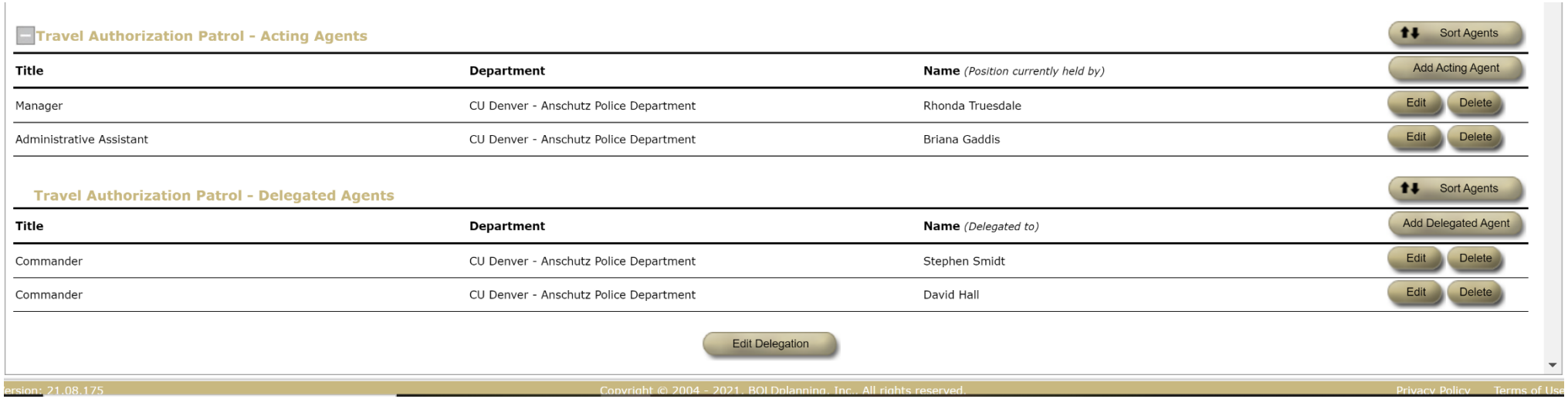
Edit Succession

Leadership Succession for Administrative Functions. — Sort Succession

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 | Add Acting Agent

Title	Department	Name *(Position currently held by)*	
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 | Add Delegated Agent

Title	Department	Name *(Delegated to)*	
Commander	CU Denver - Anschutz Police Department	Stephen Smidt	Edit Delete
Commander	CU Denver - Anschutz Police Department	David Hall	Edit Delete

Edit Delegation

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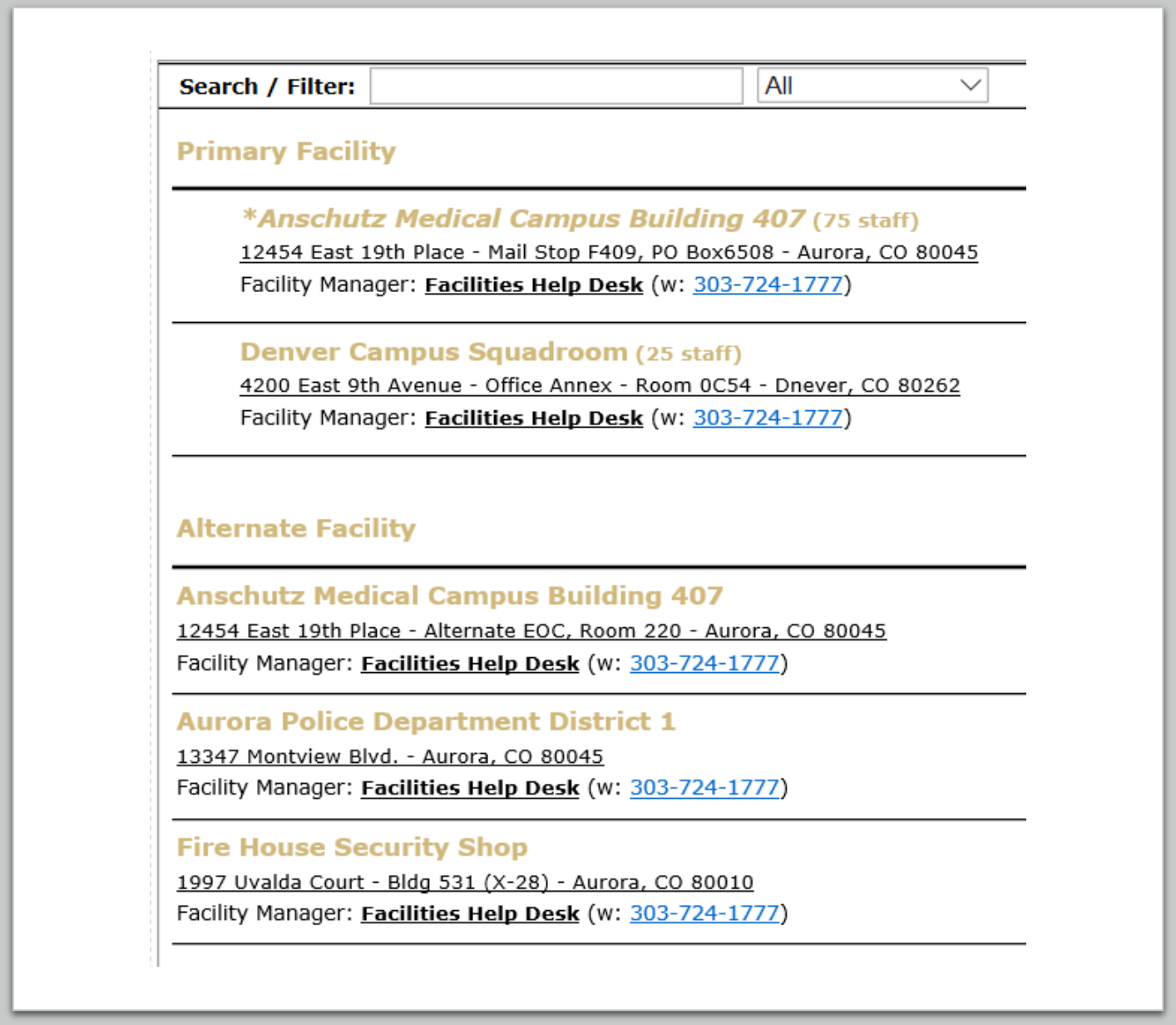
Facilities

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



Essential Functions

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.

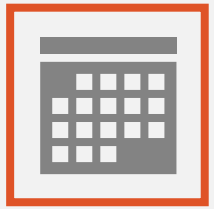
Mission Essential Functions (MEFs) are the important activities that your organization performs or must resume to be considered “operational.”

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

Essential Functions Continued

Tier 1 – One day disruption

Tier 2 – One Day to One Week disruption



Tier 3 – One Week to One Month Disruption

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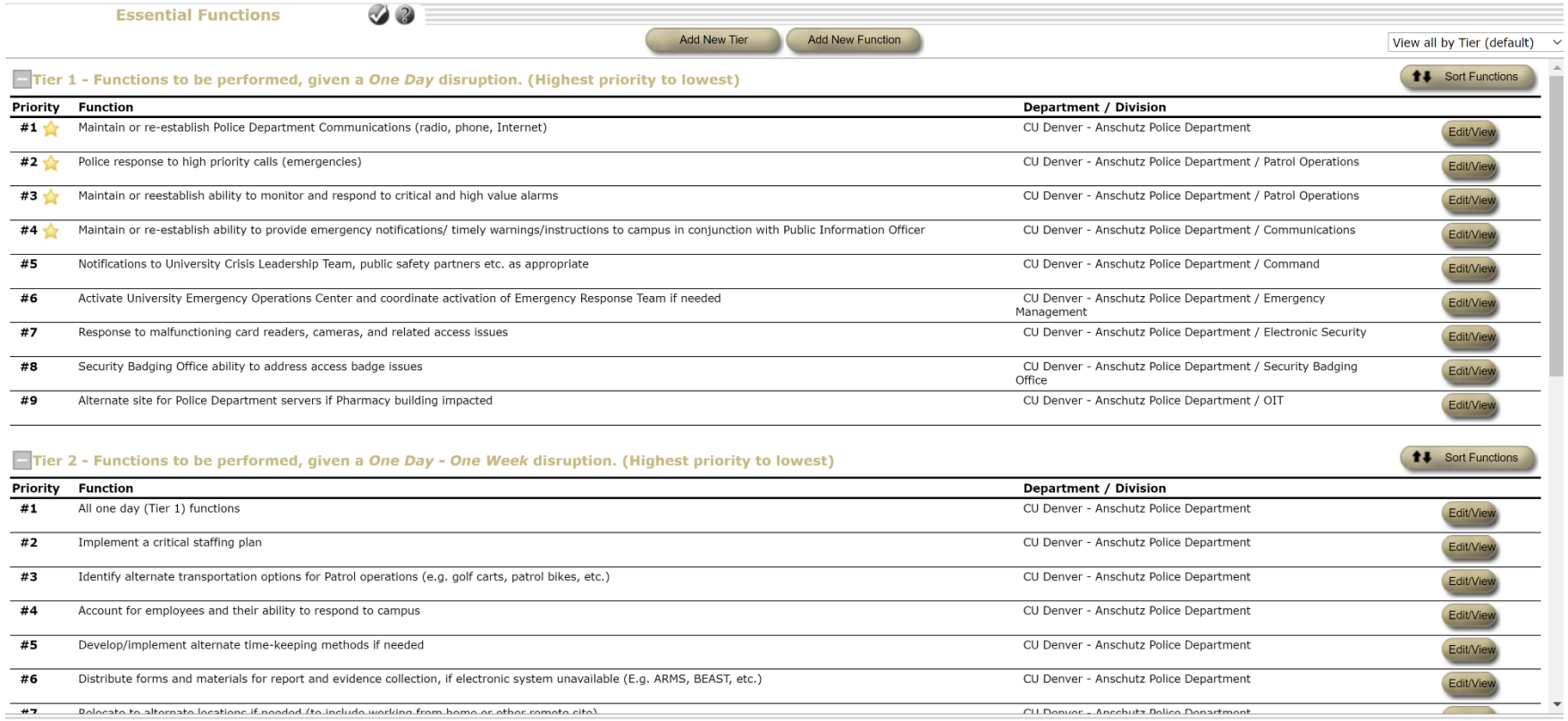
Essential Functions Continued



Essential Functions

Add New Tier | Add New Function | View all by Tier (default)

Tier 1 - Functions to be performed, given a *One Day* disruption. (Highest priority to lowest) — Sort Functions

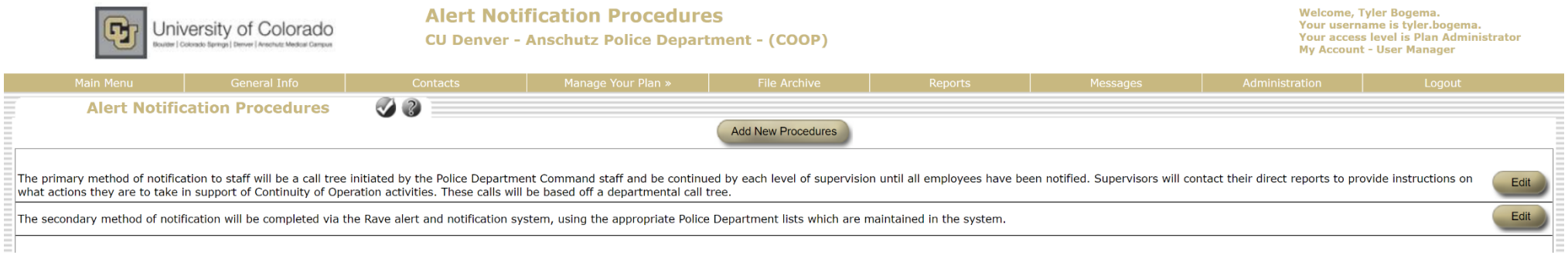
Priority	Function	Department / Division	
#1	Maintain or re-establish Police Department Communications (radio, phone, Internet)	CU Denver - Anschutz Police Department	Edit/View
#2	Police response to high priority calls (emergencies)	CU Denver - Anschutz Police Department / Patrol Operations	Edit/View
#3	Maintain or reestablish ability to monitor and respond to critical and high value alarms	CU Denver - Anschutz Police Department / Patrol Operations	Edit/View
#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	Edit/View
#5	Notifications to University Crisis Leadership Team, public safety partners etc. as appropriate	CU Denver - Anschutz Police Department / Command	Edit/View
#6	Activate University Emergency Operations Center and coordinate activation of Emergency Response Team if needed	CU Denver - Anschutz Police Department / Emergency Management	Edit/View
#7	Response to malfunctioning card readers, cameras, and related access issues	CU Denver - Anschutz Police Department / Electronic Security	Edit/View
#8	Security Badging Office ability to address access badge issues	CU Denver - Anschutz Police Department / Security Badging Office	Edit/View
#9	Alternate site for Police Department servers if Pharmacy building impacted	CU Denver - Anschutz Police Department / OIT	Edit/View

Tier 2 - Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest) — Sort Functions

Priority	Function	Department / Division	
#1	All one day (Tier 1) functions	CU Denver - Anschutz Police Department	Edit/View
#2	Implement a critical staffing plan	CU Denver - Anschutz Police Department	Edit/View
#3	Identify alternate transportation options for Patrol operations (e.g. golf carts, patrol bikes, etc.)	CU Denver - Anschutz Police Department	Edit/View
#4	Account for employees and their ability to respond to campus	CU Denver - Anschutz Police Department	Edit/View
#5	Develop/implement alternate time-keeping methods if needed	CU Denver - Anschutz Police Department	Edit/View
#6	Distribute forms and materials for report and evidence collection, if electronic system unavailable (E.g. ARMS, BEAST, etc.)	CU Denver - Anschutz Police Department	Edit/View
#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.



File Archive

- 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!