# LCC COOP Template

## Leadership Succession

Circumstances that lead to the activation of a COOP are unpredictable and can require personnel to take on multiple roles. Therefore, identifying the order of succession for each department is an important part of COOP planning. Please use this section to delineate the line of succession to be used during COOP activation.

## Department: (insert department name)

| Department Head/ Lead | Name | Phone Number | Alt Phone Number |
| --- | --- | --- | --- |
| Dean/Director/Manager | (name) | (phone) | (alt phone) |
| First Successor | (name) | (phone) | (alt phone) |
| Second Successor | (name) | (phone) | (alt phone) |
| Third Successor | (name) | (phone) | (alt phone) |

| Name | Skills/Knowledge | Current Position | Phone Number |
| --- | --- | --- | --- |
| (name) | (skills) | (position) | (phone) |
| (name) | (skills) | (position) | (phone) |

## Critical Functions

The identification of essential functions is the basis of COOP planning. Essential functions are defined as those functions that enable the College to provide vital services, maintain the safety and wellbeing of the students, faculty, staff and visitors, and sustain the College’s economic base in an emergency. In order to identify essential functions, each department’s COOP should include the following:

* Identify all functions performed by the department or college, then determine which must be continued under all circumstances;
* Prioritize these essential functions;
* Establish staffing and resource requirements needed to perform essential functions;
* Identify mission critical data and systems necessary to conduct essential functions;
* Defer functions not essential to immediate college or department needs until additional personnel and resources become available;
* Integrate supporting activities to ensure that essential functions can be performed as efficiently as possible during emergency relocation.

Critical functions are prioritized based on the levels of service that must be maintain following a disaster or disruption, and they must be continued under any and all circumstance. The following table was developed to assist departments in identifying their critical functions.

| Priority | Description |
| --- | --- |
| 1 | Must be continued at normal or increased services load. Cannot pause. Necessary to life, health and security. |
| 2 | Must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences. |
| 3 | May pause if forced to do so, but must resume within 30 days. |
| Deferrable | May pause; resume when conditions permit. |

| Priority | Essential Function | # of Personnel to Fulfill | Equipment & Systems | Vital Records & Databases | Supplies/Other Essential Requirements |
| --- | --- | --- | --- | --- | --- |
| (number) | (function) | (FTE) | (example: computer, phone, internet) | (vital records) | (other) |
| (number) | (function) | (FTE) | (example: computer, phone, internet) | (vital records) | (other) |

## Key Personnel Roster

Please select the key personnel that need to be notified following an actual incident. List personnel in the order they are to be notified.

| Name | Phone Number | Email |
| --- | --- | --- |
| (name) | (phone) | (email) |
| (name) | (phone) | (email) |

## Emergency Call Directory

List all emergency agencies and contractors needed to ensure critical functions are continued.

| Name | Phone Number |
| --- | --- |
| (name) | (phone) |
| (name) | (phone) |

## Vital Records and IT Systems

This section should address the department’s necessary to perform essential functions and activities and to reconstitute normal operations after the emergency ceases.

Departments should pre-position, update and backup on a regular basis all records, databases and electronic media required for operations. Below are the types of documents that should be prioritized and then transferred (either hardcopy or electronic media) to alternate locations:

* Emergency operations records;
* Legal/financial records;
* Personnel files;
* Student files;
* Records used to perform security preparedness, critical functions and activities.

**Vital Records Matrix Worksheet**

| Vital File, Record, or Database | Form of Record (e.g., hard copy, electronic) | Pre-Positioned at Alternate Facility | Hand Carried to Alternate Facility | Storage Location(s) |
| --- | --- | --- | --- | --- |
| (vital record name) | (type of record) | (if applicable) | (if applicable) | (storage location) |
| (vital record name) | (type of record) | (if applicable) | (if applicable) | (storage location) |

## Alternate Location

Your alternate location section should explain the significance of identifying an alternate facility, the requirements for operation at an alternate facility, and the advantages and disadvantages of each location. COOP planners should take into consideration the operational risk associated with each facility. Performing assessments will allow departments to determine which location best meets their requirements.

Alternate facilities should provide:

* Sufficient space and equipment
* Capability to perform essential functions within 12 hours, up to 90 days
* Reliable logistical support, services, and infrastructure systems
* Consideration for health, safety, and emotional well-being of personnel
* Interoperable communications
* Computer equipment and software

Any space equal to the current square footage will be sufficient to continue operations. A sufficient amount of equipment: phones, computers, desk space, chairs, copy & fax machine to accommodate staff and student traffic. In the event that I or one of my successors is unavailable a copy of their ‘my documents’ should be made available to other key personnel.

## Interoperable Communications

Your interoperable communications section should identify available and redundant critical communication systems that are located at the alternate facility. These systems should provide the ability to communicate within and outside your college/department.

Interoperable communications should provide:

* Commensurate with an agency’s essential functions
* Ability to communicate with essential personnel
* Ability to communicate with other agencies, colleges/departments, and customers
* Access to data and systems
* Communications systems for use in situations with and without warning
* Ability to support COOP operational requirements
* Ability to operate at the alternate facility within 12 hours, and for up to 90 days
* Interoperability with existing field infrastructures.

IT plans should explain the current status of their redundant system in backing up document imaging and other software critical to financial aid operations. Much of our data is also available at other agencies: SBCTC, WSAC, CPS/FSA, eCampus, and e-app.

## COOP Submission

Thank you for completing your department’s Continuity of Operations Plan (COOP). Please submit this Plan to your Dean or Vice President for approval.

Dean/VP: *(enter name/title here)* Date

***Please send an electronic copy of this COOP to jskreen@lcc.ctc.edu***