



OWL Ready



Tip of the Month

A Living Document

COOP is a working plan – in other words, it constantly needs attention. The two areas that seem to need regular attention are “Contacts” and “Critical Functions.”

Contacts need updating when people change positions or when you add people to your department. Remember, the OwlReady portal is hosted on a secured off-campus location, so having updated contacts in your COOP is another way to have a back-up location for this important information.

Most of the departmental COOPs have identified important critical functions. Take time to go back in OwlReady to make sure you have expanded these functions beyond simply listing them. The sections on the left-hand panel after you “click” on your critical function provides you with ways to expand your preparedness and mitigation actions. Two areas that seem particularly useful are the “documents” and “action item” sections. For example, OEM adds our critical resource list in the document section under one of the critical functions – again, a great back up location that we can access from anywhere with an internet connection. As far as action items, it provides your COOP program manager the ability to forecast and track future needs and even assign them to a specific person – this person should get an email about the assigned action item.

In today’s world, it is also worth reminding COOP program managers of the need to have “whatever it takes” to keep your critical functions 1 & 2 “going.” Making sure you have the correct resources, supplies, etc. now is important if you temporarily lost the function or associated resource.

Also, please remember that you can view previous COOP Tips of the Month on OEM’s Resources and Publication web page: <https://oem.kennesaw.edu/resources.php>

Remember, if you have any questions regarding continuity planning or the OwlReady COOP Tool (which can be found here: https://kennesaw.kuali.co/ready/users/sign_in), please contact James Westbrook, Assistant Director of OEM, at jwestbr9@kennesaw.edu or 470-578-6370.

