OWL Ready

Tip of the Month

Your Plan

Although COOP should be an ongoing venture, we know that many people update plans at the beginning of the year (calendar year, fiscal year, academic year — whatever works best for you!). So, if you haven't updated your departmental plan lately, perhaps now would be a good time. https://kennesaw.kuali.co/ready/users/sign_in Few pointers:

- Personnel: Ensure new personnel have been inserted into your plan, and people that are no longer part of your plan have been taken out. Include after-hour contact information.
- Critical Functions: Review your plan to see if your critical functions are current, have realistic measures to continue to operate during disruptions, and if you have new critical functions.
- Past Incidents: Review 2021 incidents to update your plan. What went well, and what were the lessons learned that will help "the next time." Examples of past incidents: power outages, emergency alerts causing you to take action and/or disrupt operations, etc.
- Resources: Do you have the resources you need to operate after an incident that disrupts your operations? If not, now would be a good time to acquire or plan to obtain these resources.
- COVID: Needless to say, over the past two years we have adjusted operations. Does your plan capture the many continuity of operations lessons learned?   The most obvious continuity of operations need associated with COVID has been to ensure "someone else" can handle the critical functions of a person isolated/quarantined . The February OwlTip will focus on COVID COOP.

Another great way to may sure your plan is updated is to review the plan in a staff meeting.   Tabletop exercises at the departmental level can also help identify gaps.   Email oem@kennesaw.edu if you need assistance with an exercise.

A Chinese proverb says,
"The best time to plant a
tree was 20 years ago. The
second-best time is now."