

# OWL Ready



## What's Your Hazards?

In the COOP world — Continuity of Operations — we continuously talk about essential or critical functions that must be maintained. But, what kind of hazards impact your critical functions? Determining the hazards you face will likely provide important information on your critical functions and what must be done to continue to operate if you lose your ability to perform your critical functions for a while.



Determining your critical functions within your department doesn't take an expensive outside contractor! A few suggestions to conduct your own hazard analysis:

- One of the most effective, and easiest, ways to determine your departmental hazards is simply to discuss it at an upcoming staff meeting. Not only will get some excellent feedback, but you'll also get buy in.
- Historical knowledge — in other words, what are your past hazards (ex., power outages)?
- Ask your peer institutions for input — “what are your hazard concerns?”
- Get the student perspective! If you have interns, student assistants, or work study students, ask them — what would you think would be hazards within the department?
- Review the University EOP for a better idea of the larger concerns on campus.

Good luck!

