



KENNESAW STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY
AND UNIVERSITY POLICE
Office of Emergency Management

December 2019

OWL Ready



Tip of the Month

A COOP is a Living Document

Emergency plans can be particularly daunting. We want to be sure we cross every T and dot every I as we meticulously work through our planning process. When planning for stressful events, such as emergencies, the planning process itself can become stressful and the relief that is felt when the plan is complete is refreshing. However, we must always remember that Continuity Plans are living, breathing documents that require continuous maintenance and improvement.

The Office of Emergency Management recommends reviewing your COOP at least every 12 months—if not sooner. You want to make sure that any action items you identified during your planning process have been addressed or at least progress has been made. You can also hopefully refine the information that is located in your COOP and update any documents you may have stored there—including contact lists for your department, vendor information, or even what buildings your department occupies! Change on a college campus is continuous and many of those changes can impact how your department would need to implement recovery operations after a major emergency or disaster.

Continuity Planning requires us to think of the worst case scenarios and consider how we would continue to perform our essential functions if those scenarios were to come to pass. Each time you update your COOP, it should become more robust, more detailed, and more usable for your department. The Office of Emergency Management is always ready and willing to help you with this process and may even send you a list of “items to consider” each year for your continuity plan to jump-start the annual review process.

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.

