KENNESAW STATE
U N I V E R S I T Y
DEPARTMENT OF PUBLIC SAFETY
AND UNIVERSITY POLICE
Office of Emergency Management

February 2020

OWL Ready

Tip of the Month

When would we activate our COOP?

One question that always arises is when would we actually need to action our Continuity of Operations Plan? As with most aspects of emergency planning, the answer is "it depends." It could be an event that affects the entire campus—such as a tornado, power outage, or network outage. It could be an event that only affects your building—such as the fire we had in Town Point last year that shut the building down for a day. It could be an influenza that affects your suite or department. All of these could lead to the activation of some of all of your department's continuity of operations plan. Of course, the large the campus impact, the more likely the event is going to necessitate the activation of the University's COOP.

It is important to remember that we can use our departmental COOPs to mitigate these future events. COOP is not just about identifying what our critical functions are, it is also about putting into action a plan for ensuring those functions remain viable as soon after an emergency as possible. We may need to plan for adding temporary staff. We might need to cross train current staff to perform multiple functions and step up into roles they do not fulfill on a daily basis. This actually prepares those individuals to move up within your department should you ever have a worker leave your department.

As part of the University plan, we identify connections and expectations and ensure the departments on whom those expectations fall are anticipating the needs of your department. It is great to know that if you are relying on a certain software system to be active for you to perform a critical function that UITS is aware of that need and also views it as a priority.

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.