



**KENNESAW STATE  
UNIVERSITY**

DEPARTMENT OF PUBLIC SAFETY  
AND UNIVERSITY POLICE  
*Office of Emergency Management*

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**Tip of the Month**

# OWL Ready

## *How To Cope*

Identifying ways to cope with issues that arise with your critical functions is a key pillar of Continuity Planning. We all know that unexpected problems are going to rise and we must remain as flexible and resilient as possible to deal with whatever gets thrown our way.

The “How To Cope” Section under each of the Critical Functions you have identified in your COOP Plans is a great place to start the process of identifying potential problems and solutions. This section pushes the planner to identify single points of failure that might exist and start thinking of how we can mitigate and eliminate it. It also asks how working from home could be handled, how you would handle reduced staffing from illness, What policy exceptions might need to be identified, and what additional vulnerabilities might exist with each critical function.

As you work through this section, you should begin to identify either problems that need solving—such as those dreaded single points of failure—or solutions to problems you had not previously considered. These solutions can then be turned into “Action Items”, assigned to individuals for follow up, and even denote a due date for the action item so that we can continue to make progress on our continuity planning and not just let it collect dust.

The Office of Emergency Management will be working on a document to help departments walk thru the “How to Cope” questions and sections in their COOP Plans within the next week. If you are interested in receiving a copy of it, please let us know and we will be sure to share it with you after it is completed.

As always, 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](https://kennesaw.kuali.co/ready/users/sign_in) ), please contact James Westbrook, Assistant Director of OEM, at [jwestbr9@kennesaw.edu](mailto:jwestbr9@kennesaw.edu) or 470-578-6370.

