



**KENNESAW STATE
UNIVERSITY**

DEPARTMENT OF PUBLIC SAFETY
AND UNIVERSITY POLICE
Office of Emergency Management

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Tip of the Month

OWL Ready

Flipping the Switch

One key aspect of Continuity Planning is to consider what events could cause the activation of your plan. It could be an extended power outage, a pandemic situation, or significant damage to your facility from a fire or severe weather event. Lots of factors could impact what types of events would necessitate activating your COOP. What level of critical functions do you have? How easy is it for your critical functions to be completed off site? Do you have alternate space needs or would almost any location suffice for your department's needs? All of these questions, and more, should be considered when discussing events that could lead to a COOP activation.

Just as important as knowing when to activate your COOP is knowing what steps we need to take to begin to return to normal operations. This is particularly true after a protracted COOP event. Do we need to return to normal operations in stages? What functions should we attempt to restore first? Is there a particular sequence in which functions should be restored? Do mitigating circumstances continue to exist that will impact our operations moving forward? All of these questions can come into play.

Finally, it is important to consider your upstream and downstream dependencies when discussing both what events would lead to an activated COOP and how we return to normal. Are there departments on campus or external stakeholders whom you are relying on to have certain aspects of your department operational? If so, do you know where in their hierarchy you are when it comes to restoring operations? What departments on campus or other stakeholders, such as students, are relying on you? How does that impact how you move back towards a sense of normalcy? It is always important to consider these dependencies because they can have significant impact on both your ability to restore your critical functions and the expectation that your constituents have when it comes to how quickly you have certain functions operational.

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.

