



EMERGENCY
MANAGEMENT

Business Continuity of Operations Planning Template
For Divisions

Provost Name and Title:

Division Name:

Dean's Name:

B-COOP Planning Liaison:

Date Completed:

B-COOP completion is required to maintain compliance with [Policy V-L: Policy On College Emergencies/Natural Disasters/Business Continuity](#).

Division Leadership Succession (Chain of Command) – Name and title of primary, secondary and tertiary leader for the department.

Primary Leader/Title:

Secondary Leader/Title:

Tertiary Leader/Title:

Division Operational Function: Indicate below the principal nature of your department's operations:

- Academic/Instructional
- Business Operations
- Student Services
- Facilities
- ITS
- Athletics
- Other:

Division Objective: List the main objective and/or mission statement for the division.

Describe your teaching, research and/or service objectives during a continuity event.

The College's priorities in an Emergency/Natural disaster are listed below for reference and should be used when assessing your essential functions.

- Save lives and ensure the health and safety of the SJC community.
- Preserve and protect campus buildings and facilities.
- Preserve the orderly functioning of the College community.
- Restore critical functions to the College and departments so the mission of the College can continue.
- Establish clear lines of authority and coordination within the College and with external constituencies.
- Establish within the College and departments, responsibilities and authority for mitigation, preparation, response and recovery from a hurricane, tornado or severe weather.
- Establish a basis and organization for the College and departments to respond to emergency situations, to include the coordination of disaster operations and the management of critical resources.
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders.
- Ensure that the College returns to a normal operating environment as soon as possible.

Division Essential Functions/Personnel: Essential functions are those functions that must continue or resume rapidly after a disruption of normal activities. Review the College's priorities listed above as well as your departmental B-COOPs to determine if your division falls within an essential function of the College.

Do you have essential functions within your department, area or unit?

- Yes - If yes, complete the sections below relating to Essential Functions
- No - Skip to "Approval" Section

Essential Functions

Essential Function - Number 1: List Essential Function.

Essential Function - Number 2: List Essential Function.

Essential Function - Number 3: List Essential Function.

Essential Function - Number 4: List Essential Function.

Vulnerability/Risk Assessment and Mitigation Strategy: Considering your objectives, dependencies and essential functions, list below your vulnerabilities, whether or not the vulnerability can be mitigated, and a brief mitigation strategy. The division should review the Critical Interruption Worksheet and the vulnerabilities documented in the departmental B-COOPs. Doing so will assist in completing this section for the entire division.

Example:

Vulnerability/Risk (what could go wrong)	Can you mitigate? (prevent it from happening?)	Mitigation Strategy (What can you do to prevent it from happening?)	Recovery Strategy (What can you do to recover from it happening?)
SJC EOC requires uninterrupted power to function properly.	Yes No	<ol style="list-style-type: none"> 1. Connected to generator power. 2. UPS to supplement generator startup time. 	<ol style="list-style-type: none"> 1. If generators fail EOC will relocate. 2. Coordinate with facilities/ITS for infrastructure restoration.
SJC EOC has no mechanism for rotating staff for multi-shift activations.	Yes No	<ol style="list-style-type: none"> 1. Not addressable through ordinary mitigation means. 	<ol style="list-style-type: none"> 1. Will coordinate with PD and facilities to create bunking areas for off-duty crews at the EOC.

Risk Assessment:

Vulnerability/Risk	Can you mitigate?	Mitigation Strategy	Recovery Strategy
	Yes		
	No		

Vulnerability/Risk	Can you mitigate?	Mitigation Strategy	Recovery Strategy
	Yes		
	No		

Vulnerability/Risk	Can you mitigate?	Mitigation Strategy	Recovery Strategy
	Yes		
	No		

Vulnerability/Risk	Can you mitigate?	Mitigation Strategy	Recovery Strategy
	Yes		
	No		

Business Continuity of Operations Plan – Division Approval

Name/Title:

Date:

Signature:

*Once approved, submit to the Division B-COOP Planning Liaison

Business Continuity of Operations Plan – Planning Liaison Acknowledgement

Name/Title:

Date:

Signature:

*Once acknowledged, Liaison will submit to the Office of Emergency Management.