



EMERGENCY MANAGEMENT

Business Continuity of Operations Planning Template for Divisions

Purpose of B-COOP:

This Business Continuity of Operations Plan (B-COOP) will identify critical functions, departmental communication methods, resources, systems and personnel. Each division and department needs to complete a B-COOP to ensure the College can respond to a variety of situations.

Division Information

Provost Name and Title	
Division Name	
Dean/Director's Name	
B-COOP Planning Liaison	
Date Completed	

B-COOP completion is required to maintain compliance with [Policy III.3008.C](#): Policy on Emergency Incidents.

Division Leadership Succession – Chain of Command

Name and title of the primary, secondary, and tertiary leader for the department.

Primary Leader and Title	
Secondary Leader and Title	
Tertiary Leader and Title	

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.

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Essential Functions

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.

Essential functions are those functions that must *continue or resume rapidly* after a disruption of normal activities. Review the College's priorities listed above 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 – Complete the following sections relating to Essential Functions
- No – Skip to Submission and Approval

Worksheet A: Essential Functions

Complete a form for each essential function.

Essential Function # 1 (Provide a name/title and a brief description)			
Criticality Rating + RTO RTO = Recovery Time Objective (Maximum time this function can be down before significant problems occur)	Rating	Description	RTO
	<input type="checkbox"/> Critical	Directly impacts life, health, safety or security. Cannot stop.	< 4 hours
	<input type="checkbox"/> High	Must continue at normal or increased level. Pausing more than 24 hours may cause significant consequences or serious harm.	< 24 hours
	<input type="checkbox"/> Medium	Must continue if at all possible, perhaps in a reduced mode. Stopping for more than one week may cause major disruption.	< 1 week
	<input type="checkbox"/> Low	May be suspended for up to one month without causing significant disruption.	< 1 month
	<input type="checkbox"/> Deferrable	May pause and resume when conditions permit.	> 1 month

Essential Function # 2 (Provide a name/title and a brief description)			
Criticality Rating + RTO RTO = Recovery Time Objective (Maximum time this function can be down before significant problems occur)	Rating	Description	RTO
	<input type="checkbox"/> Critical	Directly impacts life, health, safety or security. Cannot stop.	< 4 hours
	<input type="checkbox"/> High	Must continue at normal or increased level. Pausing more than 24 hours may cause significant consequences or serious harm.	< 24 hours
	<input type="checkbox"/> Medium	Must continue if at all possible, perhaps in a reduced mode. Stopping for more than one week may cause major disruption.	< 1 week
	<input type="checkbox"/> Low	May be suspended for up to one month without causing significant disruption.	< 1 month
	<input type="checkbox"/> Deferrable	May pause and resume when conditions permit.	> 1 month

Essential Function # 3 (Provide a name/title and a brief description)			
Criticality Rating + RTO RTO = Recovery Time Objective (Maximum time this function can be down before significant problems occur)	Rating	Description	RTO
	<input type="checkbox"/> Critical	Directly impacts life, health, safety or security. Cannot stop.	< 4 hours
	<input type="checkbox"/> High	Must continue at normal or increased level. Pausing more than 24 hours may cause significant consequences or serious harm.	< 24 hours
	<input type="checkbox"/> Medium	Must continue if at all possible, perhaps in a reduced mode. Stopping for more than one week may cause major disruption.	< 1 week
	<input type="checkbox"/> Low	May be suspended for up to one month without causing significant disruption.	< 1 month
	<input type="checkbox"/> Deferrable	May pause and resume when conditions permit.	> 1 month

Essential Function # 4 (Provide name/title and a brief description)			
Criticality Rating + RTO RTO = Recovery Time Objective (Maximum time this function can be down before significant problems occur)	Rating	Description	RTO
	<input type="checkbox"/> Critical	Directly impacts life, health, safety or security. Cannot stop.	< 4 hours
	<input type="checkbox"/> High	Must continue at normal or increased level. Pausing more than 24 hours may cause significant consequences or serious harm.	< 24 hours
	<input type="checkbox"/> Medium	Must continue if at all possible, perhaps in a reduced mode. Stopping for more than one week may cause major disruption.	< 1 week
	<input type="checkbox"/> Low	May be suspended for up to one month without causing significant disruption.	< 1 month
	<input type="checkbox"/> Deferrable	May pause and resume when conditions permit.	> 1 month

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 (Worksheet F) and the vulnerabilities documented in the departmental B-COOPs. Doing so will assist in identifying vulnerabilities for the entire division.

Consider the following:

- What are the vulnerabilities that may prevent timely resumption of essential functions?
- What is the risk related to that vulnerability?
- How can you minimize the impact of long-term disruption on your operations?
- What is your response if the risk occurs?

Worksheet E: Vulnerability and Risk Assessment

Vulnerability/Risk (what could go wrong?)	Can you mitigate?		Mitigation Strategy (what can you do to prevent it from happening?)	Recovery Strategy (what can you do to recover from it happening?)
	Yes	No		
<i>Example:</i> SJC EOC requires uninterrupted power to function properly.	X		1. Connected to generator power. 2. UPS to supplement generator startup time.	1. If generators fail, EOC will relocate. 2. Coordinate with facilities/ITS for infrastructure restoration.
<i>Example:</i> SJC EOC has no mechanism for rotating staff for multi-shift activations.		X	Not addressable through ordinary mitigation means.	Will coordinate with PD and facilities to create bunking areas for off-duty crews at the EOC.

Worksheet F: The Critical Interruption Worksheet

Determine the amount of time you can be without each critical condition, function, or service.

If it is determined that your department can't be without a critical condition, function, or services for less than 1 day, it may be necessary to include it in the vulnerabilities section of your B-COOP below.

Conditions/Function/Service	< 1 day	1 - 2 days	3 - 4 days	5 - 10 days	10 - 14 days	15+ days	N/A
How long can your department function either at another location or from home if your space and/or facilities are damaged or unavailable?							
How long can your department be without critical equipment that is either damaged or unavailable?							
How long can your department be without central power and generator back-up?							
How long can your department be without proper communication channels (phone, email, internet)?							
How long can your department be without the use of Enterprise Information Systems (Banner, Blackboard, SOS, Cornerstone)?							
How long can your department be without local information systems (departmental desktop computer, applications managed by your department)?							
If your critical business partners or vendors are unable to provide goods and services, how long can you function without their services?							