

Information below this line is in raw draft format, editing needed before use.

X. CONTINUITY OF OPERATIONS

A. Purpose

The purpose of a Continuity of Operations Plan (COOP) is to ensure that the school has procedures in place to maintain and/or rapidly resume essential operations after an incident has disrupted normal school operations, activities or services. COOP is critical to safety planning and a good business practice. The plan should anticipate a full range of potential incidents that could cause a temporary interruption of school operations to a complete shut-down of the school, requiring suspension of non-essential functions and/or relocation of essential functions to an alternative site for some period of time.

B. Concept of Operations

Delegation of authority and management responsibilities should be determined by School officials prior to an incident. COOP procedures should address responsibilities before, during and after an incident. Safety of students and school personnel is the first consideration. Strong internal and external communications systems and partnerships with appropriate organizations, contractors and providers of services should be developed so that resources are readily available if needed. Legal counsel should review delegations of authority to identify and address any possible legal restrictions.

Designated school personnel, in conjunction with the Principal/School Decision-Maker, will perform the essential functions listed in Table 1 on next page.

Table 1. Essential Functions Performed by COOP Personnel

<p>Superintendent, Assistant Superintendent(s) and Principal(s)</p>	<ul style="list-style-type: none"> • Determine when to close schools, and/or send students/staff to alternate locations. • Disseminate information internally to students and staff. • Communicate with parents, media, and the larger school community. • Identify a line of succession, including who is responsible for restoring business functions for school.
<p>Principal/Assistant Principal and Assistant Superintendent(s)</p>	<ul style="list-style-type: none"> • Ensure systems are in place for rapid contract execution after an incident. • Identify relocation areas for classrooms and administrative operations. • Create a system for registering students (out of district or into alternative schools). • Brief and train staff regarding their additional responsibilities. • Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations. • Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests). • Reevaluate the curriculum.
<p>Facilities Manager, Custodial Manager and the Custodial/Maintenance Staff</p>	<ul style="list-style-type: none"> • Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds. • Manage the restoration of school buildings and grounds (debris removal, repairing, repainting and/or re-landscaping).
<p>Business Manager, Assistant Business Manager, School Secretary/Office Staff</p>	<ul style="list-style-type: none"> • Maintain inventory. • Maintain essential records (and copies of records) including school's insurance policy. • Ensure redundancy of records (records are kept at a different physical location). • Secure classroom equipment, books, and materials. • Restore administrative and record-keeping functions such as payroll, accounting and personnel records. • Retrieve, collect, and maintain personnel data.

	<ul style="list-style-type: none"> • Provide account payable and cash management services.
Counselors, Home School Visitors, and School Nurses/Nurse Assistants, Psychologists	<ul style="list-style-type: none"> • Establish academic and support services for students and staff/faculty. • Implement additional response and recovery activities according to established protocols.
Business Manager, Food Service/Cafeteria/Bus Drivers	<ul style="list-style-type: none"> • Determine how transportation and food services will resume.

C. Specific Procedures

1. Activation and Relocation

The Principal/School Decision-Maker will determine when to activate and implement COOP procedures and/or to relocate operations to an alternate site. Authority for activation may be delegated. The Principal/School Decision-Maker will activate COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The district office will be notified and provided information and details regarding a relocation of operations.

2. Alert, Notification, and Implementation Process

The Principal/School Decision-Maker will activate the School EOP communication plan (telephone tree, cell phone, text message, hot-line, automated notification system, etc.) to notify students and school personnel of COOP activation and provide situation information, as available. Parents and/or guardians will also be alerted and notified of COOP activation and as important information becomes available.

3. Relocation Sites

The Principal/School Decision-Maker will identify relocation sites to maintain and/or restore operations and essential functions disrupted by an incident. Each school should have more than one potential relocation site. One site should be accessed by walking, if appropriate, and other site(s) by transportation services. Sites must have reliable logistical support, services, and infrastructure systems that can sustain operations for up to 30 days. Consideration should also be given to essential functions or services that can be conducted from a remote location in addition to a predetermined alternative facility.

4. Alternative Facilities

For estimated short-term (2-14 days) payroll and personnel operations, the alternative facility for District Operations will be [facility]. For relocation of operations and essential functions, alternative facilities are listed below:

Building	Alternate Facility	Street Address	Contact Information

For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with school's backup data.

5. Interoperable Communications/Backup Sites

As noted above, the high school or middle school will be used as temporary alternative sites for short-term disruptions involving payroll and personnel actions.

With a longer term and/or more comprehensive incapacity of the building, alternative relocation sites have been identified as noted above. The alternative sites within the District have the infrastructure

capacities and capabilities needed for continued operations. Examples of this infrastructure needs include:

- The telephones and computers are maintained, protected, and backed up offsite.
- The hardware and physical lines are protected by the fire prevention, humidity controls, temperature controls, and electrical generating capacity of the buildings.
- The telephone lines will work even during power failures.
- The buildings also have generators for emergency power.
- The computer storage rooms housing the servers are protected by an array of optimal controls such as fire prevention, humidity controls, air conditioners, and temperature controls.

6. Vital Records and Retention File

Vital records are archived and/or retained on backup data systems stored [identify offsite location and any important details, as appropriate]. Vital records are electronic and hard copy documents that are needed to support the essential functions and operations of a school, including legal and financial records, such as personnel and student records; payroll records; insurance records; and contract documents.

7. Human Capital Management

School personnel responsible for essential functions should be cross-trained to ensure effective implementation of COOP procedures:

- All COOP designated personnel as well as senior staff will undergo annual training on executing COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation of COOP procedures. It is essential that all employees have a clear understanding of what they are supposed to do. Training should include specific protocols for identifying and assisting employees with disabilities.
- Designated COOP personnel will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of offsite backup system data and IT operating systems.
- All school personnel need to be informed of when they are expected to be ready to go back to work and/or if they are being recalled to support school COOP efforts.

8. Reconstitution

In most instances of COOP implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

9. Emergency Chain of Command

The Building Crisis Management Team should consist of the building principal, counselor, psychologist, nurse and other Emergency Care Responders (staff who have completed paramedic, Red Cross First Aid, CPR, or other skills appropriate for assisting during a crisis).

In the case of a district emergency, the superintendent will make decisions. When conditions permit, the superintendent will consult with the District Crisis Management Team. In the absence of the superintendent, the following employees, in order of sequence, shall be responsible for decision making:

Senior/Junior High Principal

Elementary Principal

Business Manager

In the event of a crisis or emergency, the District Crisis Management Team will meet in accordance with the following:

- Events requiring building evacuation – The team will meet at the Leechburg Police Department. Teams members will be disbursed based on the nature of the event.
- Events not requiring building evacuation – The team will meet in the Board Room of the J. D. Orr Building. The Superintendent and Building Principal will determine the appropriate course of action.

In the case of a building emergency, principal will make decisions. When conditions permit, the principal will consult with the superintendent and the Building Crisis Management Team. Teamwork is an important element of a good crisis intervention.

District Administrators will be equipped with two-way radios to enable direct and immediate communication throughout the state of emergency or crisis situation.