How a COOP creates a roadmap for any condition

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Introduction

• Why have a COOP plan
• Basics of a COOP plan
• How a COOP plan helped in the Covid19 Pandemic
Basics of a Continuity of Operations Plan
A COOP Planning Model

- Determine essential functions
- Evaluate the hazards and risks
- Evaluate the impact of those risks
- Initiate the COOP planning/review process
- Build the plan
- Train, test and exercise the plan
- Maintain and update the plan
- Determine essential functions

Jefferson County PUBLIC LIBRARY
Some things to consider for hazard assessment

Winter Storm
Utility Outage
IT Service Outage
Windstorm
Building Damage
Network Attacks/Viruses
Pandemic Event
Flood

Wildfire
Building Fire
Tornado
Explosion
Terrorism
Earthquake
Riot
Hazardous Material
Activity – Evaluate hazards and risks

• List your hazards and risks
• Rank by probability and impact to your operation
• Determine mission essential functions
• Examples: wildfire, flooding, gas leak, etc.

<table>
<thead>
<tr>
<th>Hazards and Risks</th>
<th>Mission Essential Functions</th>
<th>Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eg: Wildfire</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Identify Essential Functions

• Provide building security?
• Assure facilities are safe to access?
• Keep utilities available and functional?
• Provide network security?
• Inform employees of critical issues?
• Provide access to spaces?
• Provide access to materials?
• Check in and out materials?
## Activity – Identify Essential functions

<table>
<thead>
<tr>
<th>List Mission Essential Functions</th>
<th>Prioritize from 1-10</th>
</tr>
</thead>
<tbody>
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BUILDING THE PLAN

- Hazards/Risk Assessment
- Essential Functions
- Alert Notification Procedures
- Orders of Succession

- Delegation of Authority
- Facilities
- Communications
- References and Authorities
## Succession Plan for Facility Relocation

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Division</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Director of Facilities</td>
<td>Facilities</td>
<td>Employee Joe</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>Operations Manager</td>
<td>Facilities</td>
<td>Employee Mary</td>
</tr>
<tr>
<td>Alternate #2</td>
<td>Director of Public Services</td>
<td>Public Services</td>
<td>Employee Sharon</td>
</tr>
</tbody>
</table>
Delegations of Authority

Who can do what once COOP is activated

- Close a building
- Sign contracts
- Authorize emergency purchases
- Hire & fire contractors
- Communications
- Authorize travel
- Represent organization with Emergency Operations Center
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<tr>
<th>Position</th>
<th>Title</th>
<th>Function</th>
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<tr>
<td>Primary</td>
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</tr>
<tr>
<td>Alternate #1</td>
<td></td>
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</tbody>
</table>
COOP Plan During a Pandemic
COOP During a Pandemic

**Short Term**
- First 90 days
- Limited staff
- No in-person services
- Mission essential functions
- Transition to long term

**Long Term**
- Mission essential functions
- Prioritize services
- Follow health guidelines
- Flexible staffing and services
Prepared Before

- Pandemic Team Members Identified
  - Pandemic Chief
  - Public Services
  - Facilities
  - Information Technology
  - Human Resources
  - Communications
Reality of our Response

- Stand up team day one
- Services
- Strike teams
- Health guidelines
Mission Essential Functions

- Tier 1
  - provided without interruption

- Tier 2
  - service need to provide if interruption lasts a week

- Tier 3
  - provide services interrupted a month or more
• Tier 1
  • Access to digital resources
  • Access to patrons’ questions and phone calls
  • Access to programs
  • Access to Wi-Fi and computers
  • Access to physical materials
  • Collect and evaluate statistics

• Tier 2
  • Access to spaces
  • Purchase and process books and materials
Recovery

- Pandemic Team Disbanded
- Gradual Return to In-Person Services Team
  - Proactive
  - Flexible
  - Quick Implementation
  - Strike Teams

<table>
<thead>
<tr>
<th>Recovery Stage</th>
<th>Protection</th>
<th>Caution</th>
<th>Concern</th>
<th>High Risk</th>
<th>Severe Risk</th>
<th>Extreme Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Green</td>
<td>Limited indoor in-person programming</td>
<td>Limited outdoor in-person programming</td>
<td>Limited walk-in services</td>
<td>Limited walk-in services</td>
<td>Limited walk-in services</td>
<td>Curbside services</td>
</tr>
<tr>
<td>Level Blue</td>
<td>Outdoor in-person programming</td>
<td>Walk-in services</td>
<td>Curbside services</td>
<td>Curbside services</td>
<td>Virtual programming</td>
<td>Curbside services</td>
</tr>
<tr>
<td>Level Yellow</td>
<td>Virtual programming</td>
<td>Curbside services</td>
<td>Virtual programming</td>
<td>Virtual programming</td>
<td>Virtual programming</td>
<td>Curbside services</td>
</tr>
<tr>
<td>Level Orange</td>
<td>Virtual, remote, digital and Wi-Fi services</td>
<td>Buildings are set up to deliver services as levels shift</td>
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</tr>
<tr>
<td>Level Red</td>
<td>Buildings are set up to deliver services as levels shift</td>
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</tr>
<tr>
<td>Level Purple</td>
<td>Curbside services</td>
<td>Virtual programming</td>
<td>Curbside services</td>
<td>Virtual programming</td>
<td>Virtual programming</td>
<td>Curbside services</td>
</tr>
</tbody>
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Note: The levels of protection and caution are color-coded to indicate different risk levels: Green (Low Risk), Blue (Moderate Risk), Yellow (High Risk), Orange (Severe Risk), Red (Extreme Risk), and Purple (Extreme Risk).
Wrap Up

• Why have a plan
• Building blocks for a COOP
  • Identified Hazards
  • Mission Essential Functions
  • Roles & Responsibilities
• Other times a COOP plan could be utilized