



Administrative Unit Continuity of Operations Plan (COOP) Template for mild-to-moderate flu pandemic

Please review the 2009-2010 H1N1 Pandemic Scenario before you begin, and consult the Instructions sheet for directions and guidance.

For Mac users: be sure the form is opened in Adobe Reader v9, not Preview. See the Instructions for detailed directions.

When you are finished, save a copy of the completed plan for yourself and return a copy to pandemicresponse@uvm.edu.

A. Department Leadership & Leadership Succession

Department(s)/Unit(s) included in this plan	
Date Plan Completed	
Revision Dates	
Plan Author	Name
	Title
	Office Phone
	Home Phone
	Alternative Phone
	UVM email
	Alternative email
	Chat/IM account
	SMS/Text address
Unit Leader	Name
	Title
	Office Phone
	Home Phone
	Alternative Phone
	UVM email
	Alternative email
	Chat/IM account
	SMS/Text address
Facebook account	



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First Successor (who can make operational decisions if the head of your unit is absent)	Name
	Title
	Office Phone
	Home Phone
	Alternative Phone
	UVM email
	Alternative email
	Chat/IM account
	SMS/Text address
	Facebook account
Second Successor	Name
	Title
	Office Phone
	Home Phone
	Alternative Phone
	UVM email
	Alternative email
	Chat/IM account
	SMS/Text address
	Facebook account

B. Administrative Functions Continuity

1. Planning Liaison



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3. Impacts & Risk Assessment

Risk to Unit's Mission Posed by Pandemic	Description of Impact	Severity of Impact	Probability of Impact	Persons Affected	Impact Mitigation Strategy

4. Communicating with Departmental Employees in an Emergency

Primary Means

Secondary Means



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5. Plan for Communicating and Exercising Your COOP

Test/ Awareness Exercise	Date	Audience	Objective

6. Recovery and Return to Normal Operations

Recovery Task	Duration	Responsible Party	Dependencies

7. Other Issues or Special Considerations for Your Department / Unit

Issue	Mitigation or Response Strategy