



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

**DRAFT  
EXAMPLE ONLY**

*Please review the 2009-2010 H1N1 Pandemic Scenario before you begin, and consult the Instructions sheet for directions and guidance.  
For Mac users: make 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](mailto: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
	Facebook account

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

**B. Academic Mission Continuity**

**1. Impacts & Risk Assessment**

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

(additional table rows on next page)



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

**2. Departmental Faculty and Staff with Distance Learning / Instructional Technology Expertise**

Name	Area of Expertise
Name	Area of Expertise
Name	Area of Expertise
Name	Area of Expertise
Name	Area of Expertise
Name	Area of Expertise
Name	Area of Expertise
Name	Area of Expertise

**3. Liaison to College/School Curricular Affairs Committee**



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**C. Research Mission Continuity**

**1. Impacts & Risk Assessment**

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

**2. Departmental Research Continuity Checklist**

For each research project, the Principal Investigator (PI) should verify that they have completed the following:

- If applicable, complete the Research Project Assessment Questionnaire (separate PDF form, Attachment 3)
- Identified critical skills and cross-training needs
- Developed standard operating procedures for back-up and security of data and research records, secure storage of samples and materials, disposal of hazards, etc. for each project
- Planned for delegation of project leadership, if necessary
- Review the Environmental Safety Office's lab closure guidelines (<http://www.uvm.edu/~esf/changinglabs/leavinglab.html>)





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**E. Administrative Functions Continuity**

**1. Essential Administrative Functions**

Essential Function	Responsibility		Internal (Within UVM) Dependencies	External Dependencies	Associated Risk	Preparedness / Response Strategy
	Primary	Alternate				

**2. Communicating with Departmental Employees in an Emergency**

Primary Means

Secondary Means



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**3. Plan for Communicating and Exercising Your COOP**

Test/ Awareness Exercise	Date	Audience	Objective

**4. Recovery and Return to Normal Operations**

Recovery Task	Duration	Responsible Party	Dependencies

**5. Other Issues or Special Considerations for Your Department / Unit**

Issue	Mitigation or Response Strategy