



**Administrative 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: 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](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
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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<b>First Successor</b> (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
<b>Second Successor</b>	Name
	Title
	Office Phone
	Home Phone
	Alternative Phone
	UVM email
	Alternative email
	Chat/IM account
	SMS/Text address
	Facebook account

**B. Administrative Functions Continuity**

<b>1. Planning Liaison</b>
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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