



Continuity of Operations Plan (COOP)

FLORIDA STATE UNIVERSITY

APPROVALS

This Continuity of Operations (COOP) plan was prepared by:

to develop, implement and maintain a viable COOP capability. **This COOP complies with applicable internal department, direct support organization, division and University policy.** This COOP has been appropriately distributed internally within the department and to the Emergency Management Division at Florida State University.

Approved: _____ Date _____
(Title)

Approved: _____ Date _____
(Title)

PLAN SECURITY

While a Continuity of Operations Plan (COOP) is not considered a classified document, it does contain sensitive information and its handling and distribution should be controlled and limited, both electronically and in hard copy.

Section 119.071(5)(j.), Florida Statutes, provides an exemption from public records requirements for all information furnished by a person to an agency for the purpose of being provided with emergency notification by the agency; including the person's name, address, telephone number, e-mail address, or other electronic communication address.

FLORIDA STATE UNIVERSITY

Continuity of Operations (COOP) Plan

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INTRODUCTION

This Continuity of Operations Plan (COOP) based on essential functions, takes an all-hazards approach in preparing for natural, man-made, and technological incidents. The COOP includes key personnel and information necessary to continue business functions and implement strategic recovery operations post-incident.

Under Florida State University Policy 4-OP-E-10, all University units as identified by the Emergency Management Division, shall have in place a viable plan, which details the performance of essential functions during an emergency or situation that may disrupt normal operations. This plan was developed using many authorities, references and best practices in COOP planning.

Current Florida State University Policies, 4-OP-H-5, and 4-OP-H-10, also require University units to develop and maintain written business continuity plans that are focused respectively on capabilities required to respond to both natural and man-made disasters are in place.

The COOP Coordinator is the individual responsible for developing, updating, and maintaining the COOP as a viable means of operations and reconstitution. The Department has designated _____ as the COOP Coordinator. The _____ is the FSU department/unit responsible for

PURPOSE

This COOP for the _____, hereinafter called Department, presents a management framework and establishes operational procedures to sustain and restore essential functions if normal operations in one or more of the Department's locations are not feasible or due to the loss of a critical number of staff or executive leadership.

This document establishes the Department COOP program procedures for addressing three types of disruptions:

- Loss of a facility, or portion of a facility;
- Loss of services due to a reduction in workforce; and
- Loss of services due to equipment or utilities disruptions or failures.

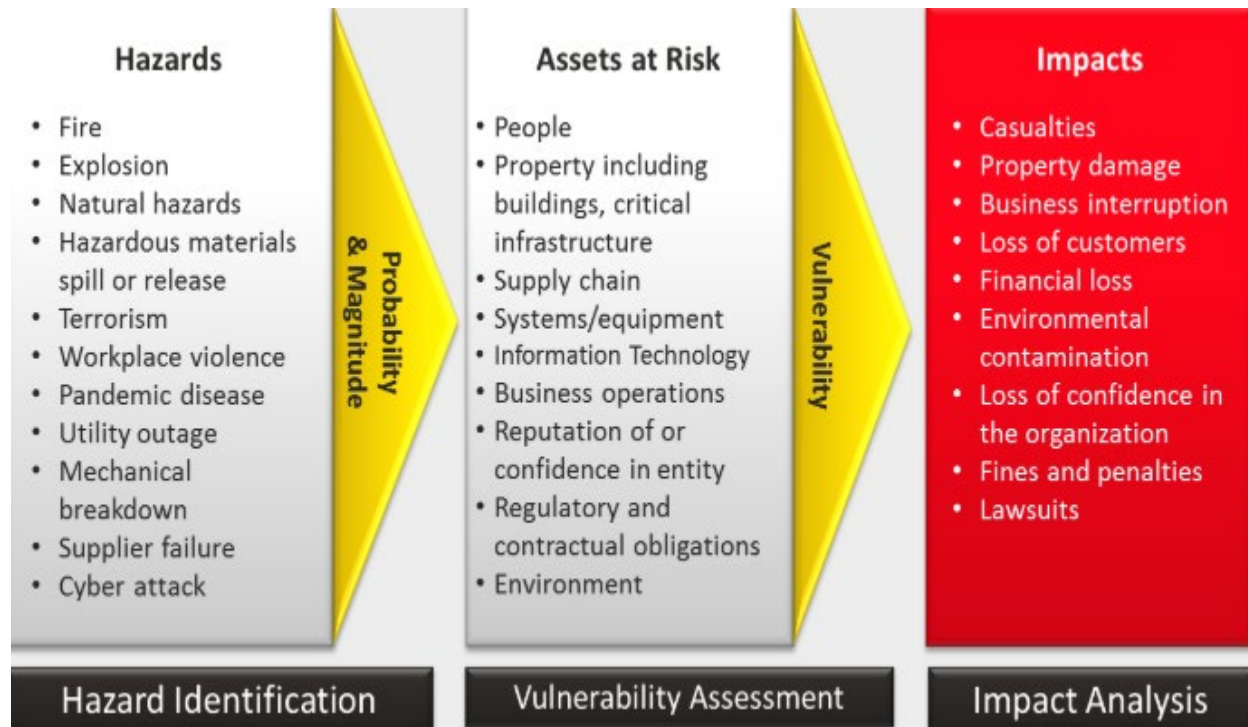
It also details procedures to continue essential functions within the recovery time objectives (RTOs) established by the department and to maintain their performance for up to 30 days.

The Department is committed to the safety and protection of its faculty, staff, students, operations, and facilities. This plan provides the Department and its personnel with a framework that is designed to minimize potential impact due to an incident and set forth a value-driven path to recovery.

APPLICABILITY AND SCOPE

This Department COOP focuses on basic COOP elements: orders of succession; delegations of authority; alert and notification procedures; vital department/programmatic records, systems, and equipment; research; alternate facilities; communications plan; and essential functions. It applies to all faculty and staff in all locations of the Department. The plan works in concert with FSU's Primary COOP, which provides information on university-wide planning assumptions, goals and processes.

HAZARD AND RISK ANALYSIS



Natural Hazards

- **Meteorological** -Flooding, Dam/Levee Failure, Severe Thunderstorm (Wind, Rain, Lightning, Hail), Tornado, Windstorm, Hurricanes and Tropical Storms, Winter Storm (Snow/Ice)
- **Geological** -Earthquake, Tsunami, Landslide, Subsidence/Sinkhole, Volcano
- **Biological** - Pandemic Disease, Foodborne Illnesses

Human-Caused Hazards

- **Accidents** -Workplace Accidents, Entrapment/Rescue (Machinery, Water, Confined Space, High Angle), Transportation Accidents (Motor Vehicle, Rail, Water, Air, Pipeline), Structural Failure/Collapse, Mechanical Breakdown
- **Intentional Acts** - Labor Strike, Demonstrations, Civil Disturbance (Riot), Bomb Threat, Lost/Separated Person, Child Abduction, Kidnapping/Extortion, Hostage Incident, Workplace Violence, Robbery, Sniper Incident, Terrorism (Chemical, Biological, Radiological, Nuclear, Explosives), Arson, Cyber/Information Technology (Malware Attack, Hacking, Fraud, Denial of Service, etc.)

Technological Hazards

- **Information Technology** - Loss of Connectivity, Hardware Failure, Lost/Corrupted Data, Application Failure
- **Utility Outage** - Communications, Electrical Power, Water, Gas, Steam, Heating/Ventilation/Air Conditioning, Pollution Control System, Sewage System
- **Fire/Explosion** - Fire (Structure, Wildland), Explosion (Chemical, Gas, or Process failure)
- **Hazardous Materials** -Hazardous Material spill/release, Radiological Accident, Hazmat Incident off-site, Transportation Accidents, Nuclear Power Plant Incident, Natural Gas Leak Supply
- **Chain Interruption** - Supplier Failure, Transportation Interruption

Risk Assessment Table

(1) Asset or Operation at Risk	(2) Hazard	(3) Scenario (Location, Timing, Magnitude)	(4) Opportunities for Prevention or Mitigation	(5) Probability (L, M, H)	Impacts with Existing Mitigation (L, M, H)			(9) Overall Hazard Rating
					(6) People	(7) Property	(8) Operations	
People (Students, Faculty, Staff); Bldg. / Infrastructure; Systems & Equip; IT; Business Ops	Interior Fire	Large fire at main office during mandatory staff meeting	Fire Safety Systems and Drills	L				
People; Bldg. / Infrastructure; Sys & Equip; IT; Business Ops	Explosion	Package bomb explodes at delivery in main office during peak hours	Plans, Training & Drills	L				
People; Bldg / Infrastructure; Business Ops	HazMat	Large propane truck is in accident causing release in front of main office	Plans, Training & Exercise	M				
People; Business Ops	Bomb Threat	Threat called in to your main office during Take Your Kids to Work Day	Plans, Training & Exercise	L				
People; Business Ops	Active Shooter	Fire alarm is pushed by assailant who shoots at evacuating staff	Suspicious Activity Reporting, Run. Hide. Fight. Training	L				

People; Business Ops; Supply Chain	Infectious Disease/Health Emergency	Severe influenza impacts attendance affects 30% of staff who call in sick	Hygiene Protocols & Training	M				
People; Bldg / Infrastructure; Supply Chain; Sys & Equip; IT; Business Ops	Hurricane	Cat 4 - 65% of structures in county damaged. Power at 10%, Water 30%, Traffic lights 10%.	Building hardening, Prep Training, Drills	H				
People; Bldg / Infrastructure; Supply Chain; Sys & Equip; IT; Business Ops	Tornado	EF3 strikes during peak hours	FSU Alerts / Warning Drills, Prep Training	M				
People; Bldg / Infrastructure; Supply Chain; Sys & Equip; IT; Business Ops	Flood	Storm water system failure prevents ingress and egress to your office	Preventive Maint., Awareness	H				
People; Bldg / Infrastructure; Sys & Equip; Business Ops	Wildfire	Smoke from wildfires cause severe air quality problems causing respiratory issues	Close windows + doors. Consider use of A/C.	L				
People; Bldg / Infrastructure; Supply Chain; Sys & Equip; IT; Business Ops	Severe Storm	60 MPH winds, freq. lightning and hail at morning rush hour	FSU Alerts / Warning, Prep. Training	M				

People; Bldg / Infrastructure; Sys & Equip; IT; Business Ops	Structural / Mechanical Failure	September – Heat Index 105 degrees F. A/C system/chiller is out of service	Emergency Service Contracts; Preventive Maint.; Insurance	M				
People; Bldg / Infrastructure; Sys & Equip; IT; Business Ops	Terrorism	Mail w/white powder is delivered w/threatening note is delivered requiring Evac.	Preparedness Training; Policy & Procedure Development	L				
Bldg / Infrastructure; Sys & Equip; IT; Business Ops	Utility Failure	Contractor cuts through data cable knocking out telecomm, CATV, broadband		M				
IT; Sys & Equip; Business Operations	Cyber Attack	Hackivist group targets FSU Enterprise System taking it offline for 3 work days.		L				
Bldg & Infrastructure; Sys & Equip; IT; Business Ops	Interior Flood	A broken fire sprinkler floods your main office requiring relocation for >48 hours.		M				



INSTRUCTIONS

Column 1: Compile a list of assets (people, facilities, machinery, equipment, raw materials, finished goods, information technology, etc.) in the left column.

Column 2: For each asset, list hazards (review the “Risk Assessment” page from Ready Business) that could cause an impact. Since multiple hazards could impact each asset, you will probably need more than one row for each asset. You can group assets together as necessary to reduce the total number of rows, but use a separate row to assess those assets that are highly valued or critical.

Column 3: For each hazard consider both high probability/low impact scenarios and low probability/high impact scenarios.

Column 4: As you assess potential impacts, identify any vulnerabilities or weaknesses in the asset that would make it susceptible to loss. These vulnerabilities are opportunities for hazard prevention or risk mitigation. Record opportunities for prevention and mitigation in column 4.

Column 5: Estimate the probability that the scenarios will occur on a scale of “L” for low, “M” for medium and “H” for high.

Columns 6-8: Analyze the potential impact of the hazard scenario in columns 6 - 8. Rate impacts “L” for low, “M” for medium and “H” for high.

Column 8: Information from **Annex C – Essential Functions** should be used to rate the impact on “Operations.”

Column 9: The “Overall Hazard Rating” is a two-letter combination of the rating for “probability of occurrence” (column 5) and the highest rating in columns 6 – 8 (impacts on people, property and operations).

Carefully review scenarios with potential impacts rated as “moderate” or “high.” Consider whether action can be taken to prevent the scenario or to reduce the potential impacts.

CONCEPT OF OPERATIONS

The COOP should be implemented no later than 12 hours after an incident has occurred that has disrupted business operations and provide guidance to sustain operations for up to 30 days. The COOP provides a flexible, scalable strategy to manage and recover from events or situations that have a direct adverse effect on

Following the initial crisis response and any life safety issues, the department focus will shift to continuity of operations. The broad objective of this COOP is to maintain the department's essential business functions during recovery operations. Specific COOP objectives include the following:

- Identify preparedness and mitigation activities including procedures for employees who perform pre-event activities or shutdown critical operations.
- Enable staff to perform essential functions;
- Identify key personnel for plan implementation;
- Identify requirements for alternate facilities and location(s); and,
- Protect and maintain vital departmental/programmatic records, systems and equipment.

COOP IMPLEMENTATION

Implementation of the COOP occurs when an appropriate authority, as defined by this plan (see Delegations of Authority, calls for activation. COOP implementation is based on the following:

- Activation, Notification, and Relocation (if required);
- Business Operations; and,
- Reconstitution.

The COOP Implementation Procedures Checklist found in Annex A, addresses the three COOP planning scenarios:

- Loss of a facility, or portion of a facility;
- Loss of services due to a reduction in workforce;
- Loss of services due to the unavailability of information technology resources; and
- Loss of services due to equipment or utilities failure.

Not all action items listed in the checklist might be used, depending on the scenario that has caused the implementation of the plan. The checklist is a guide for actions to take during COOP implementation.

Activation and Relocation

Activation is defined as the step to initiate the subsequent plan actions necessary to implement the COOP as required for recovery from a specific incident. This plan defines the authority responsible for activation under Delegations of Authority and defines the procedures for alert and notification below. Relocation is the actual movement of a department to an alternate facility, which may be required if the incident renders the primary facility unusable for any reason. Effective alert and notification are necessary to align the efforts of all department staff in the recovery effort as soon as possible post-incident.

See Annex A for the COOP Implementation Procedures Checklist, which includes Activation and Relocation.

Alert and Notification

Once the decision is made to activate the COOP, department staff will be contacted with information using the following procedures: **See Annex B for Communications Plan.**

Facility Operations

Essential functions may be performed at an alternate facility if the incident has forced relocation from the primary site. An alternate location must be able to safely and adequately support operations in the event that essential functions and essential personnel are relocated to the site. A relocation site must have sufficient space and resources to sustain operations for up to 30 days, and include appropriate physical security and access controls. If the COOP is being implemented due to a reduction in workforce or loss of utilities, some implementation procedures may not apply.

See Annex A for the COOP Implementation Procedures Checklist, which includes Alternate Facility Operations.

Reconstitution

Reconstitution focuses on restoring the Department to normal operations. If relocation was necessary, this may be a return to the original facility, the alternate location, or a new primary facility. As soon as practical, the COOP Coordinator, with the approval of appropriate emergency services, initiates operations to salvage, restore and recover the Department location(s), if necessary. If the COOP is being implemented due to a reduction in workforce or loss of utilities, some implementation procedures may not apply.

See Annex A for the COOP Implementation Procedures Checklist, which includes Reconstitution.

ESSENTIAL FUNCTIONS

This COOP is based on the Department's essential functions as identified in Annex C. The level and manner of support needed to continue essential functions is dependent upon the nature of the incident and complexity of the function. The Recovery Time Objective (RTO), or the maximum period of interruption before each function is resumed, was considered when the Department Head/Director/Dean prioritized department functions. Consideration should be given to the relative priority of departmental essential functions when allocating resources during the recovery process.

See **Annex C for Essential Functions and Resource Requirements.**

Vital Departmental/Programmatic Records, Systems and Equipment

Records, systems and equipment are integral to supporting the essential functions of the Department. The University's Information Technology Services manages the process of backing up the data for central IT databases and files and retaining them in secure sites. 4-OP-H-10, Information Technology Disaster Recovery and Backup Data Policy requires Campus units to develop and maintain a written business continuity plan for critical assets that provides information on recurring backup procedures, and also recovery procedures from both natural and man-made disasters. Information, data, and files integral to the essential functions and acknowledgment of 4-OP-H-10 compliance is specified in Annex C.

See **Annex C for Essential Functions and Resource Requirements.**

Continuity of Research

For many departments throughout the University, Research is a critical essential function, both internally, as well as, for external partners. Research is often reliant on specialized utilities, third-party vendors, hazardous materials, and technically skilled people. Incidents impacting any of these elements poses risk of disruptions to on-going research, and protracted incidents may eventually lead to irreparable damages to equipment, infrastructure, unique collections of samples and specimens, and loss of intellectual property.

Applicable research (including the care and management of animals used for education and research), required support resources, and any unique space requirements were considered in the development of this COOP, and specifically the development of the department's essential functions. For information relating to continuity of research for this department, see **Annex C Essential Functions and Resource Requirements.**

Orders of Succession

Orders of succession from the position of Vice President, Dean, Director, or Department Chair are established to ensure the Division/Department can perform essential functions and remain a viable part of the University system.

Leadership Personnel	Successor 1	Successor 2

Delegations of Authority

Delegations of authority transfer emergency or administrative responsibilities from the incumbent to a designee. These delegations provide for rapid response to situations that require policy determinations and decisions when the incumbent is unavailable. Some examples include:

- Signatory authority
- Financial commitment
- Departure from established procedures or processes

COOP Activation	Authority	Delegated to	Triggering Conditions	Limitations

Delegation of Authority, Procurement

Position	Authority	Limitations

Reference applicable Financial Policies & Procedures here: <https://policies.vpfa.fsu.edu/policies-and-procedures/financial>

ALTERNATE FACILITIES

Alternate Facilities

Florida State University recognizes that an incident may cause a facility to be unusable for a variety of reasons, which disrupts the Department's normal operations and may force relocation to an alternate location. The Department will coordinate with the University to establish suitable alternate locations based on requirements identified below.

Department Specific Facility Requirements

Due to the nature of emergency incidents, specific alternate locations are not always available, or feasible. The following information provides the necessary space and related functional requirements to maintain essential functions as defined in Annex C.

The alternate facility should have reliable logistical support, services, and infrastructure systems (water, electrical power, HVAC, etc.). Consideration for the health, safety, and emotional well-being of personnel should be used when selecting the facility. In addition, the selection process should include the appropriate physical security and personnel access control measures.

Departments may consider pre-positioning minimum essential equipment at pre-designated alternate facilities. In addition, departments should coordinate with the alternate facility manager to develop Alternate Facility Support Procedures to ensure that the location is able to accept the COOP team and prepared to support COOP operations for up to 30 days.

The alternate facility shall be capable of supporting department operations. At a minimum each department should:

- Identify from existing University facilities, if applicable.
- Consider cooperative agreements, sharing with other agencies and telecommuting.
- Ensure sufficient space and equipment to accommodate the relocating personnel.
- Provide for reliable logistical support, services, and infrastructure systems.
- Ensure the ability to sustain operations for a period of up to 30 days.
- Consider pre-positioning assets and resources at facility.
- Ensure appropriate physical security and access controls.

COOP TESTING OR VERIFICATION DRILLS OR EXERCISES

Periodic testing of the COOP is the responsibility of the individual department to perform as needed to verify that the COOP program is adequate to support the needs of the department when responding to an emergency, major disruption, or natural or man-made disaster during an emergency.

Along with verifying needed capabilities are in place, a major objective of such exercises includes identifying challenges or weakness in plans/procedures so that departments can determine what specific improvements or refinements are necessary.

This activity is especially important for department services that are dependent on information technology resources, research infrastructure, facilities, etc.

Although we recommend the COOP be verified on at least an annual basis, the testing frequency and regimen will depend on the capabilities that are required to be available and is left for each to department to determine.

Strategies for conducting such activities include:

- Tabletop Exercises which are discussion-based sessions where team members meet in an informal setting to discuss their roles during an emergency and their responses to a particular emergency situation or disaster situation;
- Annual functional testing exercises including internal personnel, and, third-party providers, where applicable, to verify information technology (IT) recovery capabilities are sufficient to respond to an emergency or disaster situation;
- Developing a COOP or DR test plan to guide the exercise;
- Verifying the ability to restore application systems and data from backup or replica copies;
- Verifying that essential staff and contact information are current;
- Verifying the ability to meet recovery time and recovery point objectives;
- Collaborating with ITS to plan for and implement information technology resource related disaster recovery rehearsals or test exercises for vital information technology resources.

COOP ADMINISTRATION AND MAINTENANCE

The overall administration of the COOP program at FSU is the responsibility of the Emergency Management Division (EM). EM develops the training and exercise schedule; the plan maintenance schedule; and the short and long term initiatives for COOP planning. It is the responsibility of EM to ensure the viability and effectiveness of the COOP program. The division will review COOPs periodically to verify accuracy, completeness, and applicability.

The Department responsibilities for administration and maintenance of the Department COOP include the following:

- Assigning a point of contact or COOP Coordinator who will serve as a liaison with the Emergency Management Division, as appropriate;
- Maintaining and revising the COOP annually, or as needed to reflect changes to the department and resource requirements;
- Updating the key personnel contact list (Annex B);
- Conducting departmental notification tests of internal and external call lists;
- Preparing back-up copies or updates of vital departmental/programmatic records;
- Reviewing and understanding department roles and responsibilities related to COOP support functions;
and
- Collaborating with EM on COOP drills and exercises.

ANNEXES

- Annex A: Implementation Procedures Checklist
- Annex B: Communications Plan
- Annex C: Essential Functions and Resource Requirements
- Annex D: Standard Operating Procedures
- Annex E: Alternate Facilities
- Annex F: Decision Making Matrix
- Annex G: Evacuation Plan

Annex A

COOP Implementation Procedures Checklist

You may assign specific people to the identified tasks prior to an incident; however, please keep in mind that someone else may need to be assigned to the specific task if the primary assignee is not available. Alternatively, you may use Annex A at the time of notification to assign available individuals to the necessary tasks.

Not all tasks will necessarily apply for a COOP activation.

Item	Task	Task Assigned To	Date and Time Completed
Activation of COOP			
1	Activate COOP		
2	If necessary, invoke Succession Plan		
3	Initiate notification using Personnel Contact List		
4	Convene department meeting at predetermined site		
5	Assemble supporting elements required for re-establishing and performing essential functions at alternate facility location: <ul style="list-style-type: none"> • Records and databases • Critical software • Critical equipment 		
6	Assemble remaining documents required for performance of all other essential functions to be performed at the alternate facility location		
7	Communicate, as appropriate, with external contacts and vendors		
8	Prepare designated equipment for relocation		
9	Take appropriate preventive measures to protect other equipment that will not be relocated		

Item	Task	Task Assigned To	Date and Time Completed
10	Arrange for computer connectivity and phone line transfers to designated alternate facility		
11	Ensure go-kits are complete and ready for transfer		
12	Essential personnel begin movement to alternate facility		
13	Develop and deliver status report		
14	Notify remaining faculty and staff and appropriate departments of movement to alternate location		
Alternate Operations			
15	Notify other departments and customers as appropriate if operations have shifted to alternate facility location		
16	Organize faculty and staff		
17	Develop shift rotations, if required		
18	Determine which essential functions have been affected		
19	Develop and deliver status report		
20	Prioritize essential functions. [Consider modified business hours & service]		
21	Track status and restoration efforts of all essential functions		
22	Administrative actions to assemble: <ul style="list-style-type: none"> • Onsite telephone • E-mail and telephone directory • Workforce office plan • Lodging and feeding plan, as appropriate 		

23	Occupy workspace: <ul style="list-style-type: none"> • Operationalize equipment • Vital files, records and databases • Test telephone, fax, e-mail, and other communications • Establish communications with essential support and office elements 		
Item	Task	Task Assigned To	Date and Time Completed
24	Ensure all needed records, systems and equipment are available at alternate facility location		
25	Coordinate procurement of additional equipment, as required		
Reconstitution			
26	Resume operations		
27	Inventory and salvage useable equipment, materials, records and supplies from damaged facility		
28	Survey condition of office building and determine feasibility of salvaging, restoring or returning to original offices		
29	Develop long term reconstitution and recovery plans		
30	Track status and restoration efforts of all essential functions		
31	Conduct transition of all functions, personnel and equipment from alternate location back to designated facility		
32	Determine loss of the department's inventory for EH&S - Insurance.		
33	Schedule and conduct initial debrief with staff		

Annex B Communications Plan

Communication with employees, affiliates and vital vendors and contractors is critical during COOP activation. The following communications plan will identify key personnel essential to the implementation of the COOP. This communication plan will be used as a reference for who should receive communications from the department, or university officials, as appropriate based on the level of activation of the COOP.

Personnel Contact List					
Employee Cascade List	Function	Email Address	Phone 1	Phone 2	Phone 3
COOP Coordinator					
Key Personnel for Implementation of the Plan					
Vendors & Contractors					

Emergency Services	
FSU Police Dispatch	850-644-1234
FSU Police Complaint Desk	850-645-4969
Tallahassee Fire Department	850-891-6600
EH&S	850-644-6895
Facilities	850-644-3369
Emergency Management	850-644-9111
ITS	850-644-4357
UHS	850-644-6230

Communication systems already in place can be used as alternatives for other modes of communication. For example, radios could be an alternative mode of communication for voice lines. If required communications are not available consider moving key personnel to areas where services do exist. Designated runners may be required to transport messaging, work orders, and service requests.

Annex C

Essential Functions and Resource Requirements

has developed and maintained a written business continuity plan for critical assets that provides information on recurring backup procedures, and recovery procedures as outlined in 4-OP-H-10 Information Technology Disaster Recovery and Backup Data Policy. The plan was last revised on

The attached essential functions in Annex C, are specific to this department, and serve to provide necessary functional information, priority, resource requirements, and recovery time objectives. These essential functions are determined by the signatory of the COOP to be the primary business elements necessary to restore post-incident. Not all essential functions may be disrupted because of a given incident; however, consideration and evaluation of each will define the strategic goals of the department with respect to recovery operations.

Priority	Essential Functions	*Recovery Time Objective
1		
2		
3		
4		
5		
<i>*Recovery Time (RTO): depends on nature of the event, extent of damage and available resources at the time of the incident.</i>		

Business Continuity Resource Requirements

Resource Category	Resource Details	Normal Quantity				
			24 hours	72 hours	1 week	Later (specify)
Managers						
Staff						
Office space						
Office equipment						
Office technology						
Vital records, data, information						
Production Facilities						
Production machinery & Equipment						
Dies, patterns, molds, etc. for machinery & equipment						

Raw Materials						
Third party services						

Instructions: Identify resources required to restore business operations following a disaster. Estimate the resources needed in the days and weeks following the disaster.

Annex D

Plans and Procedures

The importance of this planning is that it enables the organization to continue vital services, exercise its authority, maintain the safety and well-being of the campus populace, and sustain educational, research and economic priorities in an emergency.

Each department / unit should develop plans or Standard Operating Procedures (SOPs) specific to the overall organizational mission. Preparedness and mitigation activities including procedures for employees who perform pre-event activities or shut down critical operations should be incorporated into the plan or SOPs. Please list what internal SOPs or plans will work in concert with this COOP.

Annex E

Alternate Facilities

The COOP plan should designate an alternate operating facility with sufficient space, equipment, infrastructure systems, and logistical support to maintain operations for up to 30 days.

Physical security and personnel access control measures should be taken into account. Departments should consider pre-positioning minimum essential equipment at the alternate facility. Consider cooperative or mutual aid agreements with other agencies and/or virtual office technologies.

The alternate facility provides enough usable area to set up temporary space to accommodate essential staff and functions until normal operations are resumed. The facility provides for:

- accommodations for appropriate number of staff;
- performance of essential functions within 12 hours, up to 30 days;
- logistical support, services, and infrastructure systems;
- climate control
- restrooms
- the health, safety, and emotional well-being of personnel;
- interoperable communications;
- computer equipment and software; and
- Badge/security access.

Name of alternate facility:

Address:

Primary Contact person:

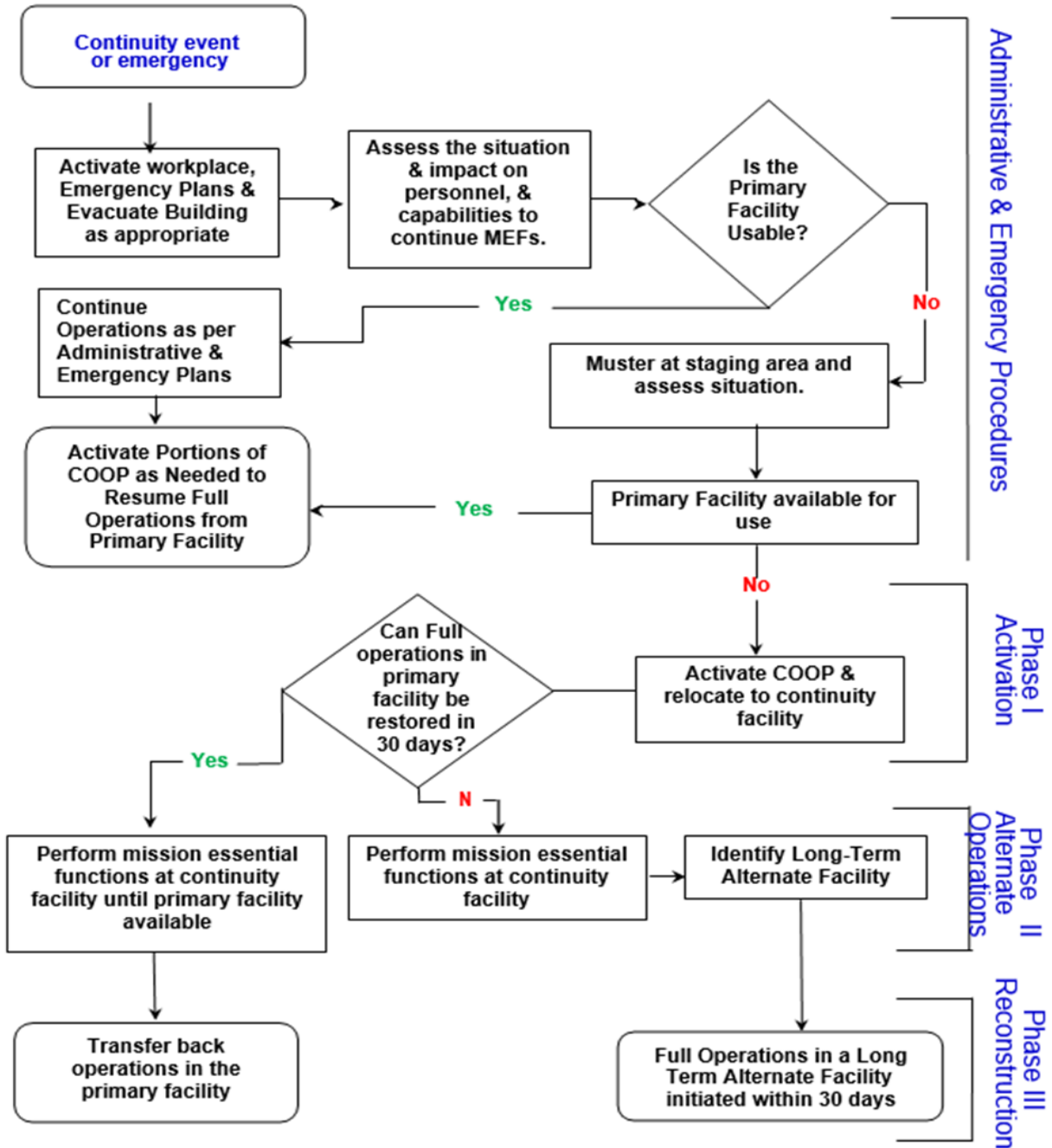
Phone Numbers:

Secondary Contact person:

Phone Numbers:

Annex F

Decision Making Matrix



Annex G

Evacuation Plan

Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant will proceed to the nearest exit or follow the direction of emergency responders. The fire alarm should be activated in route to the exit if not already. Total building evacuation is required when fire, smoke, or an alarm is detected.

Personal items within easy reach such as car keys and purses should be gathered on the way towards the exit. In addition to the standard evacuation protocols, some departments may have additional minor duties that are preferred to be executed in the course of evacuation where good judgment and safety allows. This may be locking file cabinets on the way out of an office, shutting down experimental equipment while exiting a lab, or turning off gas appliances. In no case should staff be advised to go to alternate floors or to reenter rooms when they are already near an exit.

After exiting the building, work groups, classes, and occupants should make every effort to convene at a predetermined designated meeting place for accountability. Designated meeting places should be a minimum of 200 feet away from the facility. Primary and alternate locations are to be chosen to allow for meeting upwind of the facility to avoid areas where hazardous vapors or smoke may travel.

Persons should be designated for each group or department to account for individuals in their area. This may be an instructor for a class, a supervisor for a department, or a lab manager for a research group. Evacuees should make every effort to contact these individuals identified in their departmental plan.

Staff and responders should be apprised of any experimental, automatic, or crucial processes which could be adversely affected if left unattended or subject to an abrupt loss of power. Special contingency plans will need to be developed by the department to address these concerns, including procedures for safely restarting equipment after the building is reoccupied.

DEPARTMENTAL EMERGENCY EVACUATION PLAN

FLORIDA STATE UNIVERSITY

In preparation for building evacuations it is recommended that groups designate a location at which to meet. The meeting place should be at a safe distance, at least 200 feet away from the facility. This will assist in determining if all the occupants exited the facility. Alternate locations should also be chosen to facilitate meeting upwind of the facility in the event of possible release of hazardous vapors and smoke.

General Information:

Facility Name and Building Number:

Department or group:

Approximate Number of Group Members:

Note Here if Any Known IWD and See the
Emergency Plan for IWD:

In the event of an evacuation occupants should meet at one of the locations designed below in order of succession. Alternates are used when environmental conditions preclude assembly at the previous point.

Primary Designated Meeting Place:

Secondary Alternate:

Tertiary Alternate:

In the event of an evacuation, the individuals below should be responsible for accounting of personnel. Evacuees should make every effort to check in with the designated individuals.

Primary Person:

Secondary Person:

Tertiary Person:

In the event of an evacuation, the special departmental tasks below are *preferred* to be completed only if good judgment and safety allow as you exit your workspace. Also note here any consideration that needs to be given to crucial processes:

