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**B: Emergency Communication Systems**

All PSU employees are responsible for keeping informed of emergencies by monitoring news media reports, the PSU's website home page and/or Campus Alert phone messages.

To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain a call tree.

Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Phone             | <input type="checkbox"/> Email                   | <input type="checkbox"/> Text messaging |
| <input type="checkbox"/> Call tree         | <input type="checkbox"/> Departmental web site   | <input type="checkbox"/> Pager          |
| <input type="checkbox"/> Instant messaging | <input type="checkbox"/> Other (describe): _____ |   |

**C: Emergency Access to Information and Systems**

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash drives, hard copies, Blackberry/Treo or use of PSU's webmail email system.

**D: Your Department's Essential Functions**

List below your department's functions that are essential to operational continuity and/or recovery, and who is responsible to perform them. Also indicate if this function can be performed off-site. Make sure that alternates are sufficiently cross-trained to assume responsibilities.

|                             |                           |                  |                         |
|-----------------------------|---------------------------|------------------|-------------------------|
| <b>Essential Function:</b>  |                           |                  |                         |
|                             | <b>Primary</b>            | <b>Alternate</b> | <b>Second Alternate</b> |
|                             | <b>People Responsible</b> |                  |                         |
|                             | <b>Phone Numbers</b>      |                  |                         |
| <b>Remote Capabilities?</b> |                           |                  |                         |
| <b>Essential Function:</b>  |                           |                  |                         |
|                             | <b>Primary</b>            | <b>Alternate</b> | <b>Second Alternate</b> |
|                             | <b>People Responsible</b> |                  |                         |
|                             | <b>Phone Numbers</b>      |                  |                         |
| <b>Remote Capabilities?</b> |                           |                  |                         |

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|                             |                           |                  |                         |
|-----------------------------|---------------------------|------------------|-------------------------|
| <b>Essential Function:</b>  |                           |                  |                         |
|                             | <b>Primary</b>            | <b>Alternate</b> | <b>Second Alternate</b> |
|                             | <b>People Responsible</b> |                  |                         |
|                             | <b>Phone Numbers</b>      |                  |                         |
| <b>Remote Capabilities?</b> |                           |                  |                         |
| <b>Essential Function:</b>  |                           |                  |                         |
|                             | <b>Primary</b>            | <b>Alternate</b> | <b>Second Alternate</b> |
|                             | <b>People Responsible</b> |                  |                         |
|                             | <b>Phone Numbers</b>      |                  |                         |
| <b>Remote Capabilities?</b> |                           |                  |                         |
| <b>Essential Function:</b>  |                           |                  |                         |
|                             | <b>Primary</b>            | <b>Alternate</b> | <b>Second Alternate</b> |
|                             | <b>People Responsible</b> |                  |                         |
|                             | <b>Phone Numbers</b>      |                  |                         |
| <b>Remote Capabilities?</b> |                           |                  |                         |
| <b>Essential Function:</b>  |                           |                  |                         |
|                             | <b>Primary</b>            | <b>Alternate</b> | <b>Second Alternate</b> |
|                             | <b>People Responsible</b> |                  |                         |
|                             | <b>Phone Numbers</b>      |                  |                         |
| <b>Remote Capabilities?</b> |                           |                  |                         |

Review your department’s key personnel, leaders, heads and those responsible for the above essential functions to identify your department’s **Emergency Operations Personnel (EOP)**. Your department’s Human Resources contact can help you identify EOP. For more information on EOP, see Section M below. We strongly encourage all employees to update their contact information in the PSU Emergency Notification System through Employee Link at <http://www.pdx.edu/cpsu/psu-alert-notification-system>, which is kept as private information by default. This contact information may be important in an emergency.

**E: Your Department’s Leadership Succession**

List the people who can make operational decisions if the head of your department or unit is absent.

|                           | <b>Name</b> | <b>Phone Number</b> | <b>Alt Phone Number</b> |
|---------------------------|-------------|---------------------|-------------------------|
| <b>Head of Operations</b> |             |                     |                         |
| <b>First Successor</b>    |             |                     |                         |
| <b>Second Successor</b>   |             |                     |                         |
| <b>Third Successor</b>    |             |                     |                         |

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**F: Key Internal (Within PSU) Dependencies**

All PSU departments rely on Office of Information Technology, Payroll, Purchasing, Finance, Business Affairs, CPSO, Human Resources, Risk Management, and Facilities Management. List below the other products and services upon which your department depends and the internal (PSU) departments or units that provide them.

|  |  |
|--|--|
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |
| <b>Dependency</b> (product or service) : |  |
| <b>Provider</b> (PSU department):        |  |

**G: Key External Dependencies**

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare continuity of operations plans.

|  |                          |                  |
|--|--------------------------|------------------|
| <b>Dependency</b> (product or service) : |                          |                  |
|  | <b>Primary</b>           | <b>Alternate</b> |
|  | <b>Supplier/Provider</b> |                  |
| <b>Phone Numbers</b>                     |                          |                  |
| <b>Dependency</b> (product or service) : |                          |                  |
|  | <b>Primary</b>           | <b>Alternate</b> |
|  | <b>Supplier/Provider</b> |                  |
| <b>Phone Numbers</b>                     |                          |                  |

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|  |                |                  |
|--|----------------|------------------|
| <b>Dependency</b> (product or service) : |                |                  |
|  | <b>Primary</b> | <b>Alternate</b> |
|  |                |                  |
| <b>Supplier/Provider</b>                 |                |                  |
| <b>Phone Numbers</b>                     |                |                  |
| <b>Dependency</b> (product or service) : |                |                  |
|  | <b>Primary</b> | <b>Alternate</b> |
|  |                |                  |
| <b>Supplier/Provider</b>                 |                |                  |
| <b>Phone Numbers</b>                     |                |                  |
| <b>Dependency</b> (product or service) : |                |                  |
|  | <b>Primary</b> | <b>Alternate</b> |
|  |                |                  |
| <b>Supplier/Provider</b>                 |                |                  |
| <b>Phone Numbers</b>                     |                |                  |
| <b>Dependency</b> (product or service) : |                |                  |
|  | <b>Primary</b> | <b>Alternate</b> |
|  |                |                  |
| <b>Supplier/Provider</b>                 |                |                  |
| <b>Phone Numbers</b>                     |                |                  |
| <b>Dependency</b> (product or service) : |                |                  |
|  | <b>Primary</b> | <b>Alternate</b> |
|  |                |                  |
| <b>Supplier/Provider</b>                 |                |                  |
| <b>Phone Numbers</b>                     |                |                  |

**H: Mitigation Strategies**

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the emergency's impact on your operations. For example, you may wish to **stock up on your critical supplies and develop contingency work-at-home procedures**. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.

|  |
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**I: Exercising Your Plan & Informing Your Staff**

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates. For assistance in exercising your Plan, contact PSU Emergency Management Coordinator Bryant Haley at (503)725-2220.

- Staff orientation meeting
- Call tree drill
- Tabletop exercise
- Interdepartmental exercise
- Other drill (describe): \_\_\_\_\_
- Emergency communication test
- Off site information access test
- Unscheduled work at home day
- Emergency assembly drill

|                                |
|--------------------------------|
| <b>Exercise Dates</b>          |
|                                |
| <b>Staff Distribution Date</b> |
|                                |

**J: Resumption of Operations**

Describe your Plan to fully resume operations as soon as possible after the emergency event has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs.

**K: Special Considerations for Your Department**

Describe here any additional or unique considerations that your department may face in the case of forced closure.

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**L: Additional Resources and Policy Summaries**

***Emergency Employee Selection Guidelines***

Departments should identify as Emergency Operations Personnel (EOP) those who are responsible for performing functions that are absolutely essential to the continuation of core university operations (e.g., protection of property or safety, support of campus health services, payroll, etc.) during a multi-week public health or other type of emergency when classes and most other university activities are suspended. Emergency Operations Personnel must satisfactorily perform their responsibilities in any type of emergency. Visit the Emergency Management Unit website for more information on training: <http://www.pdx.edu/cpso/emergency-management-unit-emu>.

**M: More Information Regarding Your Department**

Please note below information for your department's contact.

|                        | Name | Phone Number | Campus PO Box |
|------------------------|------|--------------|---------------|
| <b>COOP Contact</b>    |      |              |               |
| <b>Email address</b>   |      |              |               |
| <b>Dept. locations</b> |      |              |               |

Please indicate below the principle nature of your department's operations (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Instruction         | <input type="checkbox"/> Student life support    |
| <input type="checkbox"/> Laboratory research | <input type="checkbox"/> Research support        |
| <input type="checkbox"/> Other research      | <input type="checkbox"/> Facilities support      |
| <input type="checkbox"/> Administration      | <input type="checkbox"/> Other (describe): _____ |

**N: COOP Submission**

Thank you for completing your department's Continuity of Operations Plan (COOP). Please submit an electronic copy of this Plan to the University's Emergency Management Coordinator, Bryant Haley at [bhaley@pdx.edu](mailto:bhaley@pdx.edu).

The PSU Emergency Management Unit (EMU).

May 1, 2009