Slippery Rock University

Continuity of Operations Planning (COOP)

Business Impact Analysis



**Directions:** Use this document to outline basic information needed for creation of a departmental Continuity of Operations Plan (COOP). If necessary, attach additional sheets. Contact the Environmental Health & Safety/Emergency Management with any questions by calling 724-738-2055, or by email at emergencymanagement@sru.edu.

The Business Impact Analysis (BIA) Worksheet will is provided to assist departments in creating COOP documents. Please add any additional documentation that will strengthen the departmental COOP.

|  |
| --- |
| **Section 1: Department Contacts (Responsible for COOP Communications)**  |
| **Department Name** | Click Here. |
| Building Location(s) | Click Here. |
| Department (employees and students) operations responsible for: Click Here. |
|  |
| **Type** | **Name** | **Cell Phone Number** | **Email Address** |
| Primary Point of Contact | Click Here. | Click Here. | Click Here. |
| Secondary Point of Contact | Click Here | Click Here | Click Here |
|  |
| **Section 2: Department Communication Plan**  |
|  |
| Staff designated initiate communication using the department call tree? Click Here. |
| Method of communication to all department members?  |
| Primary method: Contact Method | Secondary method: Contact Method |
| If other, please describe the following: Click Here. |
| Call tree phone numbers are readily accessible and made available to department staff Y/N |
| Department staff have been informed of the call tree procedure? Y/N  |
| Clarification made and communicated to staff as to which positions are required to report to campus and those that do not? Y/N  |
| Is your COOP call tree different from your Departmental Evacuation Plan call tree? Y/N If different, please clarify: Click Here. |
| **Call tree with departmental essential employees and alternates is attached.**  [ ]  |
|  |
| **Section 3: Critical Functions - Planning** |
| List all critical/essential functions. These would be any critical operations that, if disrupted or no longer provided, could result in the university ceasing operations. in essence, how will the department operate if unable to use assigned space(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical Functions** | **Prioritization of Critical Functions** | **Point of Contact** | **Recovery Time Objective** | **Remote Capability** | **Required ITS Resources** |
| Functions that must be continued | Prioritize the department’s functions: **High loss** would lead to loss of life and/or property. **Medium**-severe disruption **Low**- detrimental impact  | Department staff who performs the critical function | Must be restarted within: * Immediately
* 24 Hours
* 1 Week
 | Can this critical function be performed remotely?  | IT applications needed to conduct this critical function |
| Example: Payroll  | High | Example: Amanda Nichols | Biweekly | Yes | SAP & VPN |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
| Click Here. | Risk level. | Click Here. | Recovery Time. | Remote Y/N | Click Here. |
|  |  |  |  |
| **Resources Required** | **Loss of Space** | **Special Needs** | **Loss of Building Access**  |
| What physical resources are required? | How much physical space is needed to maintain essential operations?  | Special needs for alternate space operations, such as temperature-controlled environment, refrigeration laboratory equipment, security and/or access control etc.? | If access to the building is prohibited, are there essential tasks or specialized equipment that must be maintained? |
| Click Here. | Click Here.  | Click Here. | Click Here. |
| Click Here. | Click Here. | Click Here. | Click Here. |
| Click Here. | Click Here. | Click Here. | Click Here. |
| Click Here. | Click Here. | Click Here. | Click Here. |
| Click Here. | Click Here. | Click Here. | Click Here. |
| Click Here. | Click Here. | Click Here. | Click Here. |

|  |
| --- |
| Upon completion, use the information from BIA Worksheet as a guide when creating continuity procedures for the department/office, to be written/documented on the Department Process/Procedure Form |

Identify and list any additional resources your department, unit, or division needs to maintain continuity of operations.Click Here. |

|  |
| --- |
| **Section 4: Recovery** |
| The reopening of campus and resumption of normal university operations will likely be gradual, with certain operations returning before others. Recovery operations may involve restarting essential operations in the same priority order as they are ranked, with the most critical operations being resumed to normal operating processes first. The ultimate goal of the recovery portion of the COOP is the orderly and systematic restart of all normal university business, activities, and operations. Periodically perform a review (annually is recommended) and if necessary, facilitate an update of departmental COOP processes and procedures. For further assistance or with questions, please contact Environmental Health & Safety/Emergency Management |
|  |

Rev. March 2025