

Yale University

Continuity of Operations Planning Checklist

A Continuity of Operations (COOP) Plan is a collection of resources, actions, procedures, and information that is developed, tested, and held in readiness for use in the event of a major disruption of operations. COOP planning helps prepare Yale University units to maintain mission-critical operations after any emergency or disaster.

Planning Element	Yes	No	Comments
1. Organization			
Is the plan easy to understand, implement, and apply?			
Do the personnel that are critical to the success of this plan understand their function, and are they ready to respond when necessary?			
Do all critical staff members have a disaster plan at home?			
Does the plan align with the University's priorities to protect life and safety, secure critical infrastructure and facilities, and resume teaching and research programs?			
Do you have a plan for communicating with your constituents throughout the event? (pre- and post-)			
2. Critical Functions	Yes	No	Comments
Essential functions are listed and prioritized.			
Staffing requirements for each function are identified.			
Resource requirements for each essential function are identified.			
Critical data and data systems for each essential function are identified.			
Support activities are addressed as part of essential functions.			
Do the functions account for those performed by other departments?			
Do the functions account for those provided to other departments?			
Do the prioritizations reflect any seasonal priorities as needed?			
Does the plan include people, work space, specialized equipment, or other specific considerations?			
Does the plan identify alternative methods of performing the functions in case of disruption?			
Are the alternatives realistic, or are they cost- or time-prohibitive, such that they cannot or will not be implemented?			
Have systems been designed so that critical staff is			

able to work from home?			
Have any redundancies been established for key functions?			
Plans exist for attaining operational capacity within XX hours. (in Comments, identify number of hours)			
Processes and procedures exist to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.			
3. Information Technology	Yes	No	Comments
Procedures/plans exist for access to data and systems necessary to conduct essential activities and functions.			
Procedures for data backup and restoration are included.			
Location and accessibility of vital records are identified. Are there any legal considerations?			
Workarounds have been identified.			
Did you work with the University's ITS department?			
4. Faculty	Yes	No	Comments
Have you involved faculty in COOP planning?			
5. Key Resources	Yes	No	Comments
Does your plan indicate the time frame that you will need each of your key resources?			
Do you have agreement or MOU with your resources to support recovery operations?			
Do they understand their critical role in the recovery of the unit and your dependency?			
If your key resources are not available, does the plan discuss any redundancies for critical functions?			
Have you identified teams to support the planning, response, and recovery phases? Are they trained?			