

# **INTERIM CONTINUITY OF OPERATIONS PLAN**

## **JUNE 2019**

*The Plan should provide an overview of the organization's approach to continuity operations. It details continuity and organization policies, describes the organization, and assigns tasks. The plan elements listed in this chapter will provide a solid foundation for the development of supporting annexes.*

## Security and Privacy Statement

This section should detail the classification of the Continuity Plan. Since continuity plans and procedures are sensitive, organization-specific documents, at a minimum, organizations should classify their plan as "For Official Use Only". Further, if the Continuity Plan includes a roster of continuity personnel that includes personal information, such as telephone numbers, that information is protected under the Privacy Act of 1974. Organizations should consult with their security office, or similar entity, to ensure their continuity plans and procedures are appropriately classified and marked. This section also should include dissemination instructions, including to whom and via what means the organization will disseminate the plan. Sample text for this section is provided below.

This document is to be classified as "For Official Use Only" and is exempt from disclosure under Nevada state law. Portions of the **Interim Plan** may contain information that raises personal privacy concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act (see 5 U.S.C. §552, 41 CFR Part 105- 60).

It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with [insert security reference document] and is not to be released without prior approval of Western Nevada College President to the public or other personnel who do not have a valid "need to know". The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of the college or otherwise impair its ability to carry out essential functions. Distribution of the **Interim Plan** in whole or part is limited to those personnel who need to know the information in order to successfully develop and implement the plan.

Western Nevada College will distribute or share copies of the **Interim Plan** on a need-to-know basis. In addition, copies may be distributed to other organizations as necessary to promote information sharing and facilitate a coordinated inter-organization continuity effort. Further distribution of the plan is not permitted without approval from the President's Office. The Continuity Coordinator will distribute updated versions of the Plan annually or as critical changes occur.

## Record of Distribution

Document Transmittal Record

| Date       | #  | Method     | Name, Title, Organization of Recipient                                         |
|------------|----|------------|--------------------------------------------------------------------------------|
| 11/9/2018  | 5  | Paper      | Untracked Working Draft                                                        |
| 01/11/2019 | 5  | Paper      | Accreditation Committee Revision 0.1.11.19                                     |
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| 06/07/2019 | NA | Electronic | Version 1 for college-wide dissemination published                             |
|            |    |            |                                                                                |
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|            |    |            |                                                                                |

## INTRODUCTORY ELEMENTS

### ***Promulgation Statement***

Western Nevada College's mission is to inspire success in our community through opportunities that cultivate creativity, intellectual growth, and technological excellence in an environment that nurtures individual potential and respects differences. To accomplish this mission, the college must ensure its operations are performed efficiently and with minimal disruption, particularly during an emergency. This document provides planning and program guidance for implementing a College Continuity Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Key college personnel who are defined and activated under this plan are collectively known as the Emergency Preparedness Advisory Group.

Upon plan activation, these members will deploy to preselected alternate campuses and/or locations to establish an operational capability and perform essential functions within 12 hours from the time of the activation of the Continuity Plan, for up to a 30-day period or until normal operations can be resumed.

The plan is developed in accordance with guidance in;

National Continuity Policy Implementation Plan, Federal Continuity Directive 1 (FCD 1)

Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions), dated July 2013;

Continuity Guidance Circular 2 (CGC 2), Continuity Guidance for Non-Federal Governments, dated October 2013;

NRS 239C.260, Plan for continuation of state and local governmental operations in event of catastrophic emergency

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Vincent Solis - President

Western Nevada College

## Record of Changes

Planners should track and record the changes using a record of changes table when changes are made to the Continuity Plan outside the official cycle of plan review, coordination, and update. The record of changes should contain, at a minimum, a change number, the date of the change, the name of the person who made the change, and a description of the change.

Document Change Table

| Change Number | Section | Date of Change | Person Making Change | Description of Change |
|---------------|---------|----------------|----------------------|-----------------------|
|               |         |                |                      |                       |
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## **Purpose**

*The introduction to the Continuity Plan should explain the importance of continuity planning to the organization and why the organization is developing a continuity plan. It may also discuss the background for planning, referencing recent events that have led to the increased emphasis on the importance of a continuity capability for the organization. Sample text for this section is provided below.*

Western Nevada College is an NSHE state community college located in Carson City, Nevada. To accomplish its mission, the college must ensure its operations are performed efficiently with minimal disruption, particularly during an emergency. This document provides planning and program guidance for implementing a College Continuity Plan and supporting programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the college missions, personnel, and facilities.

This document establishes the college's COOP program procedures for addressing four types of extended disruptions:

- Loss of access to a facility;
- Loss of access to an entire campus;
- Loss of services due to a reduced workforce;
- Loss of services due to systems or equipment failure;

The overall purpose of continuity planning is to ensure the continuity of essential functions under all conditions. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and intentional acts of violence, have increased the need for viable continuity capabilities and plans that enable organizations to continue their essential functions in an all-hazards environment and across a spectrum of emergencies.

## **Scope**

*The scope should describe the applicability of the plan to the organization as a whole, headquarters as well as subordinate activities, co-located and geographically dispersed, and to specific personnel groups in the organization. It should also include the scope of the plan. Ideally, continuity plans should address the full spectrum of potential threats, crises, and emergencies (natural and man-made).*

This Continuity Plan applies to the functions, operations, and resources necessary to ensure the continuation of Western Nevada College's essential functions in the event its normal operations on the Carson City campus are disrupted or threatened with disruption. This plan applies to all college personnel at Carson City campus. College staff should be familiar with continuity policies and procedures and their respective continuity roles and responsibilities. This document ensures the college is capable of conducting its essential missions and functions under all threats and conditions, with or without warning.

### **Situation Overview**

*The situation section should characterize the "planning environment," making it clear why a continuity plan is necessary. In this section, organizations should reference their risk assessment to summarize the hazards faced by their organization and the relative probability and impact of the hazards.*

The following situations impact WNC's Continuity Plan

Western Nevada College, one of seven NSHE institutions, has a Carson City campus composed of nine permanent buildings, a Fallon campus with three buildings, and a Douglas County campus of 1 building leased to a charter school for use before 3 P.M.; outbuildings on all 3 campuses, and leased space for education operations throughout our Northern Nevada service area.

On an annual basis the Nevada Department of Emergency Management evaluates and publishes threats and hazards that are reviewed and incorporated into Western Nevada College's Emergency and Continuity Programs.

Western Nevada College is located in the third most seismically active state in the union, all 3 campuses have numerous active fault lines in their respective areas, including on Carson City campus property just a few hundred yards west of the college footprint. A measurable earthquake occurs in Nevada nearly every day on average. In the past 50 years Nevada has been subjected to several earthquakes above magnitude 6.0, most recently in 2008.

Wildfire in Nevada is a major hazard due to yearly dry and windy conditions. Wildfire has caused the evacuation of the Carson City campus most recently in 2011.

Flooding and flash flooding has been a problem in all 3 communities our campuses are in. While the college buildings themselves are not in any flood plains, roads connecting our staff and students may be blocked due to flooding.

Severe winter weather occurs occasionally with snowfalls exceeding one inch per hour for extended periods. Snowfall may affect the roads and parking such that staff and students are unable or unwilling to come to campus.

Carson City is the state capitol for Nevada, and may be the target of terrorism, civil unrest, or other government-related disruption that may impact the college. Furthermore, no public or semi-private space is immune to acts of violence or other criminal activity.

The three campuses are located close enough to major transportation thoroughfares that a hazardous material spill could force an evacuation of a campus.

## Planning Assumptions

*This section should familiarize the reader with the underlying assumptions made during the planning process.*

This Continuity Plan is based on the following assumptions:

- An emergency condition may require the mobilization of Western Nevada College resources to an alternate facility or facilities. This could be out of building(s), off of a particular campus, for one or many units simultaneously, and with or without outside support.
- Geographic separation of the Carson City, Fallon, Douglas, and High Tech Center/Carson High School should allow for continuity of facilities planning to remain within college-owned facilities for the near term. Future iterations of continuity planning may include MOUs for specific alternate facilities for specialized teaching needs.
- College-owned facilities listed above will be able to support an emergency relocation group(s) and the continuation of Western Nevada College essential functions within one (1) day from the time the Continuity Plan is activated, for potentially up to a thirty (30) day period or until normal operations can be resumed
- Nevada System of Higher Education's (NSHE) operations are minimally disrupted at worst, and still available to support actions directed by the College President or a successor.
- In the event that relocation is not feasible due to the loss of personnel, leadership, or other reasons, Western Nevada College is prepared to devolve its operations to Truckee Meadows Community College, in whole or in part.

## Objectives

*All plans and procedures should list the objectives that the plans are designed to meet. Continuity planning objectives are identified in CGC 1. Sample text for this section is provided below.*

Western Nevada College's continuity objectives are listed below:

- Ensuring that an organization can perform its essential functions under all conditions.
- Reducing the loss of life and minimizing property damage and loss.
- Executing a successful order of succession with accompanying authorities in the event a disruption renders that organization's leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of office.
- Reducing or mitigating disruptions to operations.
- Ensuring there are facilities from where organizations can perform essential functions.
- Protecting personnel, facilities, equipment, records, and other assets critical to the performance of essential functions in the event of a disruption.
- Achieving the organization's timely and orderly recovery and reconstitution from an emergency.
- Ensuring and validating continuity readiness through a dynamic and integrated continuity Test, Training, and Exercise (TT&E) program and operational capability.

## ***Multi-Year Strategy and Program Management Plan***

**The President's Emergency Leadership Team** and the **Emergency Preparedness Advisory Group (EPAG)** are responsible for the implementation of Western Nevada College's continuity program. While the COOP plan serves as a guide during activation and recovery, a comprehensive Continuity of Operations Program provides the needed framework and structure to guide continual continuity planning.

Roles and responsibilities of the President's Leadership Team include:

- Setting institution-wide policy and priorities
- Provide budgetary support to COOP planning efforts
- Resolving issues and conflicts escalated from the Emergency Preparedness Advisory Group
- Acting on, or authorizing EPAG recommendations
- Executive-level leadership and decision-making in emergency and continuity situations

### Western Nevada College Emergency Leadership Team

| <b>Name</b>          | <b>Title and Department</b>     | <b>Telephone</b> | <b>E-Mail Address</b> |
|----------------------|---------------------------------|------------------|-----------------------|
| <b>Vincent Solis</b> | President                       |                  | vince.solis@wnc.edu   |
| <b>Darla Dodge</b>   | VP, Finance & Administration    |                  | darla.dodge@wnc.edu   |
| <b>Mark Ghan</b>     | VP, HR, Legal, Special Projects |                  | mark.ghan@wnc.edu     |
| <b>Kevin Gaffney</b> | Director, Facilities            |                  | kevin.gaffney@wnc.edu |

Roles and responsibilities for the Emergency Preparedness Advisory Group

- Maintaining documents that grant authority for the creation, modification, ongoing maintenance, and execution of the continuity plan;
- Identifying issues that will impact the frequency of changes required to the continuity plan;
- Establish a review cycle;
- Establish a testing and exercise cycle;
- Guiding and prioritizing mitigation activities to be undertaken
- Liaison and/or represent unit-level essential functions

Western Nevada College Emergency Preparedness Advisory Group

| Name                       | Department / Function                  | Alternate       |
|----------------------------|----------------------------------------|-----------------|
|                            | Executive Leadership                   |                 |
| University Police Services | <b>Security, Safety, Legal</b>         | Mark Ghan       |
| Craig Robinson             | <b>Continuity Coordinator / EHS</b>    | Matt Shafer     |
| Dustin Cheney              | <b>Facilities Assessment / Salvage</b> | Kevin Gaffney   |
| Deborah Alves              | <b>Logistics / Transportation</b>      | Kevin Gaffney   |
| Steve Yingling             | <b>PR/Communications/Marketing</b>     | Jamie McNinch   |
| Ryan Swain                 | <b>IT / Telecommunications</b>         | Phyllis Mason   |
| Peggy Stutsman             | <b>Finance / Accounting</b>            | Coral Lopez     |
| Melody Duley               | <b>Human Resources</b>                 | Brenda Yenkole  |
| Sierra Montana             | <b>Space Scheduling</b>                | Claudette Dutra |
| Cesar Vega                 | <b>Institutional Research</b>          | Cathy Fulkerson |
| JW Lazzari                 | <b>Student Services</b>                |                 |
| Katy Edmunds               | <b>Arts and Sciences</b>               |                 |
|                            |                                        |                 |
|                            |                                        |                 |
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## Annual Review

On an annual basis, the Continuity Plan, Essential Functions, and Business Process Analysis should be reviewed and updated, if changes occur, as well as documenting the date of the review and the names of personnel conducting the review.

Once a year, the college will review the College Continuity Plan, components, and supporting elements, and make any required updates or changes.

Annual Review Table

| Element Reviewed                                                        | Review Date | Reviewer(s) |
|-------------------------------------------------------------------------|-------------|-------------|
| Continuity Plan                                                         |             |             |
| Essential Functions                                                     |             |             |
| Business Process Analysis                                               |             |             |
| Continuity Facilities MOA/MOU                                           |             |             |
| Continuity Communications' ability to support Essential Functions Fully |             |             |

## CONCEPT OF OPERATIONS

*This section should explain how the organization will implement its continuity plan, and specifically, how it will address each continuity element. This section should be separated into four phases: readiness and preparedness, activation, continuity operations, and reconstitution operations. Devolution planning strongly correlates in each phase, and also is addressed in this section.*

### **Phase I: Readiness and Preparedness**

The college will participate in a full spectrum of readiness and preparedness activities to ensure personnel can continue essential functions in an all hazard/threat environment. Our readiness activities are summarized below:

Western Nevada College incorporates key hazard/threat warning and preparedness measures;

1. OmniAlert replaces CodeRed as the college's reverse-911 system incorporating staff and student email, text, and phone dialback alerts. OmniAlert is expected to be fully functioning by Fall 2019.
2. A localized blue-light/siren system that can be activated from limited and dedicated PCs.
3. NSHE Police Services have recently expanded to WNC, with 40 hours/week beginning April 2019, expanding to 80 hours/week by Fall 2019.

College continuity personnel identified as Mission Essential Function support shall create and maintain a "BUG-OUT" box. A BUG-OUT box should include standard operating procedures, emergency plans, and other relevant materials not prepositioned at an alternate location. Continuity personnel are responsible for carrying the kits to a continuity facility or prepositioning the kits at a continuity facility.

A BUG-OUT box could contain items listed in the table below.

|                                             |                         |
|---------------------------------------------|-------------------------|
| continuity and emergency plans              | change of clothes       |
| current contact lists for staff and vendors | toiletry articles       |
| unit-Level Plan                             | medication (few days)   |
| essential records and files                 | snacks                  |
| items to execute your MEFs                  | bottled water           |
| memory sticks                               | refillable empty bottle |
| general office supplies                     |                         |
|                                             |                         |
|                                             |                         |

Continuity Plan activation is a scenario-driven process that allow flexible and scalable levels of response. Unit-level continuity planning is key, as it allows for scaled response, broadens continuity planning and the preparedness mindset to include non-emergency disruptions of service to the planning and exercising process.

## Phase II: Activation

This section should explain the activation process from the primary operating facility and provide a process or methodology for attaining operational capability at the continuity facility(ies) with minimal disruption to operations within 12 hours of plan activation. This section should also address procedures and guidance for organization personnel who will not relocate to the continuity facility. Sample text for this section is provided below.

To ensure the ability to attain operational capability at continuity facilities and with minimal disruption to operations, the college will execute activation plans as described in the following sections.

Based on the type and severity of the situation, the Carson Campus Continuity Plan may be activated by one of the following methods:

1. The state governor, NSHE, Chancellor’s Office, The College President or a designated successor, may initiate the Continuity Plan activation for the entire organization, based on an emergency or threat directed at the organization
2. Manageable disruptions to operations that are containable, non-emergencies, are opportunities to refine and develop department-specific and college-wide continuity plans. As such, limited continuity plan activation by department heads for purposes of readiness and practice is encouraged.

| Decision Matrix for Continuity Plan Implementation |                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    | Work Hours                                                                                                                                                                                                                                   | Non-Work Hours                                                                                                                                                                                                                                                             |
| <b>Event With Warning</b>                          | <ul style="list-style-type: none"> <li>Is the threat aimed at the facility or surrounding area?</li> <li>Is the threat aimed at organization personnel?</li> <li>Are employees unsafe remaining in the facility and/or area?</li> </ul>      | <ul style="list-style-type: none"> <li>Is the threat aimed at the facility or surrounding area?</li> <li>Is the threat aimed at organization personnel? Who should be notified of the threat?</li> <li>Is it safe for employees to return to work the next day?</li> </ul> |
| <b>Event Without Warning</b>                       | <ul style="list-style-type: none"> <li>Is the facility affected?</li> <li>Are personnel affected?</li> <li>Have personnel safely evacuated or are they sheltering-in-place?</li> <li>What are instructions from first responders?</li> </ul> | <ul style="list-style-type: none"> <li>Is the facility affected?</li> <li>What are instructions from 1<sup>st</sup> responders?</li> <li>How soon must the organization be operational?</li> </ul>                                                                         |

Continuity Plan activation is a scenario-driven process that allow flexible and scalable responses to the full spectrum of all-hazards/threats that could disrupt operations with or without warning and during work or non-work hours. Continuity plan activation will not be required for all emergencies or disruptions, since other actions may be more appropriate.

The decision to activate the Carson Campus Continuity Plan and related actions will be tailored for the situation and based on projected or actual impact and whether or not there is warning. To support the decision-making process regarding plan activation, key organization personnel will use the decision matrix above to support that process.

As the decision authority, the **College President** will be kept informed of the threat environment using all available means, including Western Nevada College Emergency Operations Center, regional notification systems, local operations, and State and local

reporting channels and news media. The College President will evaluate all available information relating to:

- (1) Direction and guidance from higher authorities
- (2) The health and safety of personnel
- (3) The ability to execute essential functions
- (4) Changes in threat advisories
- (5) The potential or actual effects on communications systems, information systems, office facilities, and other vital equipment
- (6) The expected duration of the emergency situation

Western Nevada College maintains plans and procedures for communicating and coordinating activities with personnel before, during, and after a continuity event.

Before an event, personnel in Western Nevada College will monitor traditional and social media and other advisory information. In the event normal operations are interrupted or an incident appears to be imminent, Western Nevada College will take the following steps to communicate the organization's operating status with all staff:

1. The **President** or designated successor will consult **VP of Finance & Administration** on the incident requiring Continuity Plan activation, who will activate unit-level response as appropriate.
2. Western Nevada College will notify all impacted populations of the incident and continuity plan activation as appropriate.

Upon the decision to activate the Continuity Plan, Western Nevada College will notify all personnel, as well as affected and interdependent entities with information regarding continuity activation status, operational and communications status, and the anticipated duration of relocation.

Once the Continuity Plan is activated and a relocation is ordered, Western Nevada College will relocate continuity personnel and Essential Records to alternate Western Nevada College facilities (Carson City, Fallon, Douglas, Reno location TBD) according to departmental relocation plans. Western Nevada College continuity personnel will deploy/relocate to the continuity facilities to perform Western Nevada College's essential functions and other continuity-related tasks.

Emergency procedures during work hours with or without a warning will be implemented as follows:

- Continuity personnel will typically deploy/relocate to the alternate facility using their private vehicle, although instances where the use of college-owned vehicle(s) may be advantageous and necessary.
- Non-continuity personnel present at the primary operating facility or another location will receive instructions from the **College President** or designee. In most scenarios, non-continuity personnel will be directed to proceed to their homes or alternate WNC facilities
- At the time of notification, if available, information will be provided regarding safety precautions and routes to use when leaving the primary operating facility.

Emergency procedures during non-working hours with or without a warning will be implemented as follows:

- Continuity personnel will depart to either the primary operating facility or their assigned alternate facility from their current location as instructed.

- Non-continuity personnel will remain at their residence or other designated facility to await further instructions.

Non-continuity personnel may be required to replace or augment continuity personnel during activation. These activities will be coordinated by the **President's Emergency Cabinet** with the replacement staff on a case-by-case basis. Non-continuity personnel will remain available to replace or augment continuity personnel, as required.

In the event of an activation of the Continuity Plan, Western Nevada College may need to procure necessary personnel, equipment, and supplies that are not already in place for continuity operations on an emergency basis. The **Business Office** maintains the authority for emergency procurement. Instructions for these actions are found **in their unit-level plans**.

### **Phase III: Continuity Operations**

*This section should describe the initial arrival process and operational procedures for the continuation of essential functions. Sample text for this section is provided below.*

Upon activation of the Continuity Plan during business hours, Western Nevada College will continue to operate at its primary operating facility until ordered to relocate operations by the **President's Office** or designee. At that time, essential functions will transfer to the continuity facility(ies) and/or be performed in the manner prescribed by the corresponding departmental continuity plan, supporting documents, and/or as instructed by the appropriate President's designee or authority having jurisdiction.

If, during non-business hours, the decision to transfer MEFs to the alternate facility(ies) is made, previously designated key personnel may be required to mobilize and prepare the facility(ies) for use. Upon arrival, these personnel will:

- Ensure infrastructure systems, such as power and HVAC are functional
- Implement
- Prepare check-in stations for key personnel and executive leadership arrival
- Address inquiries from college staff, students, and impacted populations

Upon arrival at the continuity facility, Western Nevada College continuity personnel will:

- Receive all applicable instructions and equipment
- Report to their respective workspace as identified in **unit-level plans** or as otherwise notified during the activation process
- Retrieve pre-positioned information and activate specialized systems or equipment
- Monitor the status of **the College's** personnel and resources
- Continue **the College's** essential functions
- Prepare and disseminate instructions and reports, as required
- Comply with any additional continuity reporting requirements from NSHE, Nevada, or outside agencies

A requirement of continuity personnel is to account for personnel. Western Nevada College will use call down telephone trees from unit-level continuity plans and/or provided by **Human Resources** as needed.

During continuity operations, Western Nevada College may need to acquire necessary personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed. The college president maintains the authority for emergency acquisition. Instructions for these actions are found **in the Business Office COOP**.

## ***Phase IV: Reconstitution Operations***

*Organizations should identify and outline a plan to return to normal operations once organization heads or their successors determine that reconstitution operations for resuming normal business operations can be initiated. Sample text for this section is provided below.*

The **Facilities Office** typically will serve as the Reconstitution Manager for all phases of the reconstitution process.

Reconstitution is being developed in a separate document and will be added in an upcoming version.

*For additional information on reconstitution, see CGC 1, Annex M.*

## HUMAN RESOURCES AND DEVOLUTION

### Organization and Assignment of Responsibilities

*This section should include additional delineation of continuity responsibilities of each key staff position. Sample text for this section is provided below.*

Key staff positions within Western Nevada College, to include individual continuity members, those identified in the orders of succession and delegation of authority, Western Nevada College Continuity Coordinator, continuity managers, and others possess additional continuity responsibilities delineated below and in their unit-level plans.

| Position                                      | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>President's Office</b>                     | Provide strategic leadership and overarching policy direction for the continuity program<br>Implement the Continuity Plan when necessary, or when directed by a higher authority<br>Update and promulgate orders of succession and delegations of authority<br>Ensure all organization components participate in continuity exercises                                                                                               |
| <b>Information and Marketing Office</b>       | Update telephone rosters regularly                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Business Office</b>                        | Ensure adequate funding is available for emergency operations<br>Procurement support                                                                                                                                                                                                                                                                                                                                                |
| <b>Environmental Health and Safety Office</b> | Develop and lead Continuity training<br>Plan Continuity exercises<br>Update Continuity Plan annually<br>Worker's compensation/ Vehicle and Property Claims<br>Conduct alert and notification tests                                                                                                                                                                                                                                  |
| <b>Continuity Personnel</b>                   | Be prepared to deploy and support organization essential functions in the event of Continuity Plan implementation<br>Provide current contact information to manager<br>Be familiar with continuity planning and know individual roles and responsibilities in the event of Continuity Plan activation<br>Participate in continuity training and exercises as directed<br>Have a telework agreement for this position, if applicable |
| <b>Facilities Department</b>                  | Ensure safety of buildings and grounds<br>Utility management<br>Secure vehicles and heavy equipment<br>Supply fuel for generators and equipment                                                                                                                                                                                                                                                                                     |
| <b>Computing Services</b>                     | Secure/protect/evaluate computer service and server status<br>Support IT for management, students, faculty, and staff<br>Bring up internet and Westnet                                                                                                                                                                                                                                                                              |
| <b>Other</b>                                  | Review status of Essential Records, files, and databases                                                                                                                                                                                                                                                                                                                                                                            |

## **Orders of Succession**

*This section should identify current orders of succession to the organization head and key positions, such as administrators, directors, and key managers. Revisions should be distributed to agency personnel as changes occur. Sample text for this section is provided below.*

Western Nevada College's orders of succession are developed in unit-level plans, with the following guidelines:

- At least three positions deep, where possible, ensuring sufficient depth to ensure Western Nevada College's ability to manage and direct its essential functions and operations
- Include devolution counterparts, where applicable
- Described by positions or titles, rather than by names of individuals holding those offices
- Reviewed by the organization's **legal department** as changes occur

## **Devolution of Control and Direction**

*Devolution planning should support overall continuity planning and addresses the full spectrum of all-hazard/threat emergency events that may render an organization's leadership or staff unavailable to support, or incapable of supporting the execution of the organization's essential functions from either its primary operating facility or continuity facility. Sample text for this section is provided below. Note: Organizations that use a devolution plan that is separate from their continuity plan should include baseline information from their devolution plan in this section including references to where this information is located in their devolution plan.*

Western Nevada College would transfer all or parts of its essential functions and responsibilities to **Truckee Meadows Community College (TMCC)** should emergency events render leadership or staff unavailable to support the execution of essential functions. If deployment of continuity personnel is not feasible due to the unavailability of personnel, temporary leadership of Western Nevada College could also devolve to **TMCC**.

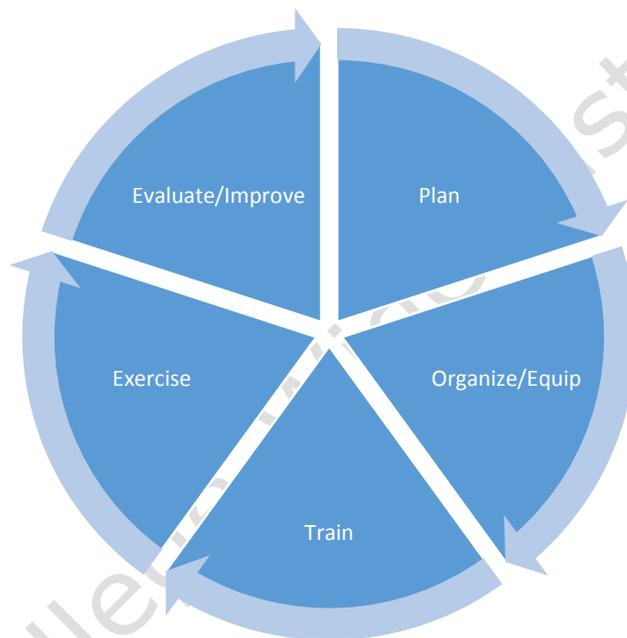
Devolution plans are being drafted in a separate document, and will be included in a future version.

*For additional information on developing a devolution plan, see CGC 1, Annex L, Devolution of Control and Direction. A template can be found on-line at: <http://www.fema.gov/planning-templates>*

## PLAN DEVELOPMENT AND MAINTENANCE

*This section should describe the process the organization uses to maintain the currency of the Continuity Plan. It identifies who is responsible for plan currency, how often the plan will be reviewed and updated, and describes the coordination process. Sample text for this section is provided below.*

The **Environmental Health and Safety (EHS) Office** is responsible for maintaining Western Nevada College Continuity Plan. The Continuity Plan, essential functions, and supporting activities will be reviewed by **all involved stakeholders** and updated annually as part of the maintenance of continuity plans and procedures. **EHS** is responsible for the annual plan review and update. In addition, the plan will be updated or modified when there are significant organizational, procedural changes, or other events that impact continuity processes or procedures. Comments or suggestions for improving this plan may be provided to **Environmental Health and Safety**.



## Definitions and Acronyms

**AAR:** After Action Report – a document created after an event that details actions taken, resources utilized, responders/staff involved, unmet needs, problems encountered, successes, and future planning considerations.

**Backup:** A good candidate for a backup position is someone in the same job class that has the knowledge, skills, and abilities to perform the same functions as the person they are replacing. If there are not enough people in the same job class, go to a similar or subordinate job class. For example: If we closed all but three of the residence halls, the preferred backup for those three residence hall directors would be directors from the closed facilities. However, if all the halls were to remain open, preferred backups would be assistant directors, head maintenance person, or senior CA's (RA's). It is important to note that the backup, if needed, would be given the same duties, authority, and responsibility as the person they replace. You must designate a minimum of three backups for every essential employee. Try to avoid using the same person to serve as the backup for multiple positions.

**COOP:** Continuity of Operations, as defined in the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20) and the National Continuity Policy Implementation Plan (NCPIP), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

**Critical Employee:** Any employee who performs an essential function and must be replaced if absent. Employees identified as critical should be given notification of their status as soon as possible.

**Devolution:** The capability to transfer authority and responsibility for essential functions from a department's primary operating staff and facilities to other employees and facilities and to sustain that operational capability for an extended period.

**EOC:** Emergency Operations Center – the location from which senior administrators work to organize and support University-wide emergencies during a Level 3 or higher emergency.

**ERG:** Emergency Response Group – the group of people that will first be dispatched to a Continuity site to resume essential functions.

**Essential Function:** Any task, process, or service that must be resumed immediately after a disruption or within a maximum of 24 hours.

**NSHE:** Nevada System of Higher Education – the governing body over all state colleges and universities.

**TT&E:** Training, Test, and Exercise – the means through which we ensure a smooth implementation of the COOP via educating employees, testing their knowledge, and having them perform steps to replicate an actual emergency.

## Functional Annexes

*The functional annexes should add specific information and direction to the basic plan. These annexes should clearly describe the policies, processes, roles, and responsibilities that organizations carry out before, during, and after any emergency. While the basic plan provides overarching information relevant to the Continuity Plan as a whole, the annexes focus on specific responsibilities, tasks, and operational actions that pertain to the elements of a viable continuity plan and program according to CGC 1 and 2. These annexes also establish preparedness targets (e.g., training, exercises, equipment checks, and maintenance) that facilitate achieving function-related goals and objectives during emergencies and disasters.*

### **Annex A. Confidential Emergency Contact Card**

The Confidential Emergency Contact Card, updated as needed by Human Resources and the President's Office, is incorporated by reference here.

***Annex B. WNC Phone List***

The college-wide office phone list, updated by Information and Marketing, is incorporated by reference here.

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## ANNEX C. ESSENTIAL FUNCTIONS

The essential functions section should include a list of the organization's prioritized Mission Essential Functions (MEFs). The Continuity Plan should identify the components, processes, and requirements that ensure the continued performance of the organization's essential functions. CGC 2 describes the process of identifying and prioritizing mission essential functions, conducting a business process analysis, conducting a business impact analysis, and developing risk mitigation strategies. Sample text for this section is provided below.

Western Nevada College has completed the CGC 2 process to determine its Mission Essential Functions (MEF) that the college must continue or restore. The college's Mission Essential Functions are based on its mission and role in support of the continued performance of the State of Nevada essential functions (STTEFs). These STEFFs, as listed below, represent responsibilities of State, territorial, and tribal government leaders to ensure the well-being of their communities.

### Mission Essential Function

| Mission Essential Function                             | Description                                                                                                                                                                                                                          | Associated STTEF                                                      |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Executive Oversight/Command</b>                     | Provide support for the college and maintain leadership to manage an emergency impacting Western Nevada College; leadership positions include the President and Vice Presidents and the Director of Facilities Management & Planning | STTEF 1: Maintain Continuity of Government                            |
| <b>Communications and Public Information</b>           | Maintain communications capabilities to Western Nevada College's Emergency Alert Notification System, local emergency response resources, executive leadership and media relations.                                                  | STTEF 2: Provide Visible Leadership                                   |
| <b>(Reserved)</b>                                      |                                                                                                                                                                                                                                      | STTEF 3: (reserved)                                                   |
| <b>Support the needs of State and Local Government</b> | Provide support as needed to the state of Nevada, the city and county governments we serve, and the Nevada System of Higher Education                                                                                                | STTEF 4: Maintain Effective Relationships with Neighbors and Partners |
| <b>Safety and Security</b>                             | Maintain the safety and security of all students, faculty, staff, visitors, facilities and property, public health, and hazardous materials                                                                                          | STTEF 5: Maintain Law and Order                                       |
| <b>Basic Services</b>                                  | Maintain basic services with regard to food, potable water, facility structural integrity, emergency maintenance needs, access control, and transportation                                                                           | STTEF 6: Provide Emergency Services                                   |
| <b>Fiscal Operations and Functional Processes</b>      | Provide continued service for financial operations (payroll, purchasing, contracts) and critical data                                                                                                                                | STTEF 7: Maintain Economic Stability                                  |
| <b>Restore all instructional services</b>              | Maintain and provide for all academic instruction, both in person and online, as feasible during an emergency                                                                                                                        | STTEF 8: Provide Essential Services                                   |

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## **ANNEX D. Continuity Facilities**

*All organizations should identify and maintain at least one continuity facility, which could include alternate uses of existing facilities or virtual office options, for the relocation of a limited number of the organization's key leaders and staff, located where the potential disruption of the organization's ability to initiate and sustain operations is minimized. This section should explain the significance of identifying a continuity facility, the requirements for determining a continuity facility, and the advantages and disadvantages of each location.*

Western Nevada College owns facilities to the south (Douglas campus) and east (Fallon campus) of Carson City as well as a building on the Carson High School campus in the valley. Reno facilities north of campus could support essential functions by providing a continuity facility north of the Carson City campus, though no formal MOU exists. In the event of a larger emergency effecting an entire campus, departments responsible for MEFs designate in their unit-level plans which campus they would prioritize as an alternate facility.

The college maintains an MOA/MOU with the Nevada Department of Emergency Management (NDEM) to serve as their continuity State Emergency Operations Center. Facilities identified for their use:

- Carson-Nugget Hall (primary)
- Marlette Hall (press, if necessary)
- 113-114 Reynolds (backup)

These same facilities are identified as college continuity facilities for disruptions effecting part of campus, or a few departments. (flooding or fire impacting part of a building, for example).

Other near sites either designated or prior use as alternate site include:

- Dini Library
- Bristlecone 300's

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## Annex E: Facility Risk and Vulnerability Assessment

A facility Risk and Vulnerability Assessment is an evaluation of the facility risks and vulnerabilities that have the potential for consequences of property damage, business interruption, or human injury. This worksheet should be completed for each key facility by the person responsible for facility maintenance either within the agency or the building itself. Cross-reference to college's and locality's Hazard Mitigation Plan for additional facility risk and vulnerabilities that may have been identified.

Note: A completed version of this worksheet will contain "Confidential Information" under regulation and is not included in public-versions of the plan

**Risk Level:** H - applies at all times; M - applies only some of the time; L - rarely applies

**Vulnerability:** H - impact to the operations will be great if the event did occur; M - impacts some of the operations, but not all of the operations; L - minimal impact to operations

### Facility Risk Overview – Air Conditioning

| <i>Risk Overview</i>                                                                        | <i>Risk<br/>Y/N</i> | <i>Risk<br/>Level</i> | <i>Vulnerability</i> | <i>Description or Comment</i> |
|---------------------------------------------------------------------------------------------|---------------------|-----------------------|----------------------|-------------------------------|
| <i>Are air conditioning system and power supply separate from the rest of the facility?</i> |                     |                       |                      |                               |
| <i>Is there back-up air conditioning available?</i>                                         |                     |                       |                      |                               |
| <i>Are switches easily accessible?</i>                                                      |                     |                       |                      |                               |
| <i>Are air conditioning and emergency shutoff switches linked?</i>                          |                     |                       |                      |                               |

### Facility Risk Overview – Electricity and Telecommunications

| <i>Risk Overview</i>                                                          | <i>Risk<br/>Y/N</i> | <i>Risk<br/>Level</i> | <i>Vulnerability</i> | <i>Description or Comment</i> |
|-------------------------------------------------------------------------------|---------------------|-----------------------|----------------------|-------------------------------|
| <i>Are there back-up power sources available to facility? Please specify.</i> |                     |                       |                      |                               |

|                                                                                                    |
|----------------------------------------------------------------------------------------------------|
| <i>Is there an emergency lighting system for facility?</i>                                         |
| <i>Is the facility protected against power surges?</i>                                             |
| <i>Are generators and transformers located in hazard prone areas, i.e. a basement that floods?</i> |
| <i>Do alternate voice and data transmission services exist?</i>                                    |
| <i>Is there a shutdown checklist provided in case of emergency?</i>                                |

*Facility Risk Overview – Facility Access Control*

| <b><i>Risk Overview</i></b>                                                                   | <b><i>Risk<br/>Y/N</i></b> | <b><i>Risk<br/>Level</i></b> | <b><i>Vulnerability</i></b> | <b><i>Description or Comment</i></b> |
|-----------------------------------------------------------------------------------------------|----------------------------|------------------------------|-----------------------------|--------------------------------------|
| <i>Are there procedures to guard against vandalism, sabotage, and unauthorized intrusion?</i> |                            |                              |                             |                                      |
| <i>Are there windows that can be broken to gain access to the facility?</i>                   |                            |                              |                             |                                      |
| <i>Are there procedures for personnel to handle unauthorized intruders?</i>                   |                            |                              |                             |                                      |
| <i>Are there procedures for personnel to handle bomb threats?</i>                             |                            |                              |                             |                                      |
| <i>Are there procedures for personnel to handle notification of local law enforcement?</i>    |                            |                              |                             |                                      |
| <i>Are security devices checked and tested on a regular basis?</i>                            |                            |                              |                             |                                      |

*Are there access controls to facility during regular hours?*

*Are there access controls to facility during off-hours?*

*Facility Risk Overview – Fire Exposure*

| <b><i>Risk Overview</i></b>                                                                                       | <b><i>Risk Y/N</i></b> | <b><i>Risk Level</i></b> | <b><i>Vulnerability</i></b> | <b><i>Description or Comment</i></b> |
|-------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|-----------------------------|--------------------------------------|
| <i>Are the areas surrounding the facility protected from fire? Please specify.</i>                                |                        |                          |                             |                                      |
| <i>Are the flooring and ceiling materials non-combustible?</i>                                                    |                        |                          |                             |                                      |
| <i>Can the walls in the facility resist the spread of fire?</i>                                                   |                        |                          |                             |                                      |
| <i>Can the doors in the facility resist the spread of fire?</i>                                                   |                        |                          |                             |                                      |
| <i>Can the partitions in the facility resist the spread of fire?</i>                                              |                        |                          |                             |                                      |
| <i>Can the floors in the facility resist the spread of fire?</i>                                                  |                        |                          |                             |                                      |
| <i>Can the furniture in the facility resist the spread of fire?</i>                                               |                        |                          |                             |                                      |
| <i>Can the window coverings in the facility resist the spread of fire?</i>                                        |                        |                          |                             |                                      |
| <i>Does the facility have adequate automatic fire extinguishing systems?</i>                                      |                        |                          |                             |                                      |
| <i>Are flammable or otherwise dangerous materials and activities prohibited from the facility and surrounding</i> |                        |                          |                             |                                      |

|                                                                                                            |
|------------------------------------------------------------------------------------------------------------|
| <i>areas?</i>                                                                                              |
| <i>Are paper and other supplies stored in open areas in the facility?</i>                                  |
| <i>Is there fire and smoke detection equipment in the facility?</i>                                        |
| <i>Are portable fire extinguishers in suitable locations?</i>                                              |
| <i>Are clear and adequate fire instructions clearly posted?</i>                                            |
| <i>Are the fire alarm switches clearly visible, unobstructed, and easily accessible at points of exit?</i> |
| <i>Can the fire alarm be activated manually?</i>                                                           |
| <i>Is there an emergency evacuation exit, different from the main entrance or exit?</i>                    |
| <i>Is there an evacuation plan posted?</i>                                                                 |
| <i>Does emergency power shut down the air conditioning?</i>                                                |
| <i>Is fire and smoke detection equipment checked and tested on a regular basis? How often?</i>             |
| <i>Can emergency crews easily gain access to the facility?</i>                                             |
| <i>Are fire drills held on a regular basis? How often?</i>                                                 |

*Facility Risk Overview – General Housekeeping*

| <i>Risk Overview</i> | <i>Risk</i> | <i>Risk</i> | <i>Vulnerability</i> | <i>Description or Comment</i> |
|----------------------|-------------|-------------|----------------------|-------------------------------|
|----------------------|-------------|-------------|----------------------|-------------------------------|

| <i>Y/N</i> | <i>Level</i>                                                 |
|------------|--------------------------------------------------------------|
|            | <i>Is the facility kept clean and orderly?</i>               |
|            | <i>Are food and beverages confined to a designated area?</i> |
|            | <i>Is smoking banned in the facility?</i>                    |
|            | <i>Is there adequate lighting for all areas?</i>             |

*Facility Risk Overview – Organization and Personnel*

| <i>Risk Overview</i> | <i>Risk Y/N</i> | <i>Risk Level</i> | <i>Vulnerability</i> | <i>Description or Comment</i>                                                                            |
|----------------------|-----------------|-------------------|----------------------|----------------------------------------------------------------------------------------------------------|
|                      |                 |                   |                      | <i>Are personnel responsible for facility security?</i>                                                  |
|                      |                 |                   |                      | <i>Have recovery teams for the facility been selected in the event of a disaster?</i>                    |
|                      |                 |                   |                      | <i>Are there mail or package handling procedures posted? (e.g. chemical or biological or explosives)</i> |

*Facility Risk Overview – Natural Disaster Exposures*

| <i>Risk Overview</i> | <i>Risk Y/N</i> | <i>Risk Level</i> | <i>Vulnerability</i> | <i>Description or Comment</i>                                               |
|----------------------|-----------------|-------------------|----------------------|-----------------------------------------------------------------------------|
|                      |                 |                   |                      | <i>Are you aware of the wind tolerance of the facility? Please specify.</i> |

|                                                                                      |
|--------------------------------------------------------------------------------------|
| <i>Is the facility in or near a flood plain?</i>                                     |
| <i>Are flood mitigation procedures in place?</i>                                     |
| <i>Is all of the electrical equipment grounded for protection against lightning?</i> |

*Facility Risk Overview – Water Damage*

| <i>Risk Overview</i>                                                                          | <i>Risk Y/N</i> | <i>Risk Level</i> | <i>Vulnerability</i> | <i>Description or Comment</i> |
|-----------------------------------------------------------------------------------------------|-----------------|-------------------|----------------------|-------------------------------|
| <i>Are documents, records, and equipment stored above ground and protected from flooding?</i> |                 |                   |                      |                               |
| <i>Are lower facility rooms protected from leaks in overhead water pipes?</i>                 |                 |                   |                      |                               |
| <i>Is there protection against accumulated rainwater or leaks in the rooftop?</i>             |                 |                   |                      |                               |
| <i>Are floor level electrical junction boxes protected?</i>                                   |                 |                   |                      |                               |