

Continuity of Operations Training

2023 Planning Focus + Requirements



Emergency
Management

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Agenda

- COOP Initiative
- Modified Operations Policies
- 2023 Planning Requirements
- Q&A Session + Resources

COOP Goals

Last Year

- All units on campus have basic COOP plans

This Year

- All units have enhanced COOP plans
- Frame planning around Modified Operations policies

Next Year

- All units exercise COOP plans
 - Identify gaps in current plans
 - Develop improvement action items

Modified Operations Campus Policies

Forthcoming Campus Policies:

- Modified Operations During Emergencies and Campus Interruptions (Mod Ops)
- Digital Learning Days for Modified Campus Operations

Policy Timeline:



Policy Purpose:

- To reflect the reality of a changed work/academic environment

Modified Operations Campus Policies

Modified Operations is an update to an old policy (Hazardous Weather/Emergency Conditions Plan).

- This update removes the antiquated terminology of “campus closed”
- Better defines roles and responsibilities of units on campus
- Articulates requirements for units with essential functions

Digital Learning Days is a new policy that intends to provide guidelines on digital instruction in place of in-person instruction during modified campus operations.

- Works to maximize educational experience and success of students while still allowing flexibility to faculty
- Defines roles and responsibilities of leadership, faculty, and students
- Provide guidance for long-term and short-term academic modified campus operations

Modified Operations Campus Policies

Definitions

Modified Operations (Mod Ops)	Temporary changes to Georgia Tech teaching, learning, research and business operations in response to a threat of an Emergency, ongoing Emergency, or any other interruption that requires Institute-level action. In extreme cases, Modified Operations can include up to the cancellation or temporary suspension of all in-person and digital instruction.
Emergency	A serious situation with inherent risk that requires immediate action.
Interruption	Any event, whether anticipated or unanticipated, which disrupts the normal course of operations.
Digital Learning Day (DLD)	For courses typically taught in person, Digital Learning Day is a day of instruction leveraging online delivery (either synchronous or asynchronous) due to the modification of campus operations.
Essential Service	Functions and activities that should continue during an emergency or interruption or be restarted quickly following an emergency or interruption.
On Premise	Physically present on the Georgia Tech Atlanta campus.



Modified Operations

Responsibilities

President or Designee

- Decide whether to implement Modified Operations

Crisis Management Team (CMT)

- Provide policy-level guidance and identify services that must be maintained, even in reduced capacities, during emergencies and interruptions. In addition, they shall identify personnel who may need to work on-premises during Modified Operations, including support for students and employees such as housing and dining.

Office of Emergency Management

- Provide situational awareness to the CMT and the GT community

Georgia Tech Human Resources

- Support payroll and leave compliance

Instructors

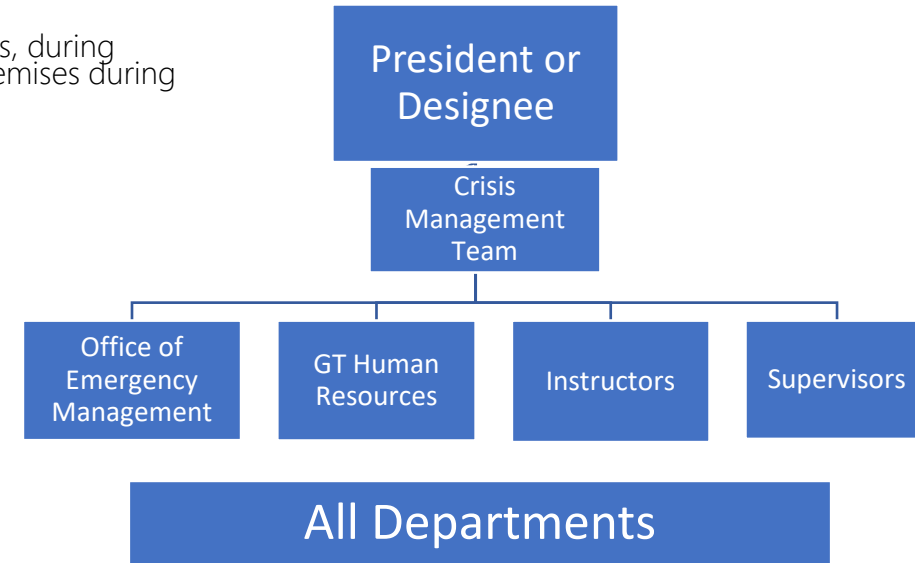
- Follow the Digital Learning Day policy and if they supervise staff, enact their unit Modified Operations Plan.

Supervisors

- Communicate with their employees and enact their unit Modified Operations Plan.

All Departments

- Provide prior education to personnel on expectations for on-premise or remote work during emergencies and interruptions.
- Activate necessary communication channels regarding emergency/interruption plans



Modified Operations

Procedures

When an emergency/interruption is imminent:

President or Designee

Based upon a recommendation from the Director of Emergency Management, the Crisis Management Team, and/or the Chief of Police, the President or Designee may decide to declare Modified Operations for a specified period.

When Modified Operations is declared:

Instructors

Instructors should follow the guidance from the Provost and the Digital Learning Days for Modified Campus Operations Policy.

Students

Students should await communications from their instructors about delivery of their classes during that period based upon the DLD Policy. Students should follow guidance and/or directions provided by the VP for SEWB regarding student activities, events, programs and services.

Staff

Staff should await communication from their unit.



Digital Learning Days

Digital Learning Days

- This policy seeks to reasonably address most common reasons for interruptions of campus operations but recognizes that certain scenarios (e.g., natural disaster) may not allow for digital instruction.
- In such instances, it is the Provost's responsibility to set forth reasonable instructional plans.

Digital Learning Days

When DLD policy is implemented, the below circumstances should be considered:

Student & Faculty Considerations

A student should not be penalized if they are unable to attend class on an announced Digital Learning Day, though are responsible for course content and subsequent assignments taught on Digital Learning Days. Faculty may also have extenuating circumstances that may preclude them from implementing a Digital Learning Day. Students and Faculty should reach out to their respective faculty or department chairs as soon as practicable.

Labs and Studios

Due to their unique nature, lab and studio sections and other specially scheduled classes may be managed differently. Those arrangements will be announced as appropriate to the circumstances.

Digital Learning Days

When DLD policy is implemented, length of Mod Ops should be considered:

Short-Term Mod Ops

Should it become necessary for the Institute to modify campus operations for one (1) to two (2) days, it is the expectation that, where possible, courses will continue as scheduled via digital delivery. However, instructors have the option to cancel classes with a plan for make-up instruction once campus has reopened.

Long-Term Mod Ops

- If it is necessary for the Institute to modify campus operations for the equivalent of three (3) or more days faculty are expected, as reasonably as possible, to leverage technology until campus has returned to normal operations.
- If digital instruction is impossible, a make-up course schedule to be held during days previously identified by Institute leadership as make-up days will be utilized.
- If campus operations are modified for three (3) or less class meetings, make-up classes are not required.
- If campus operations are modified for the equivalent of four (4) or more class meetings in a single academic term, or campus operations are modified after the scheduled make-up days, additional make-up classes beyond the previously scheduled make-up days may be necessary. Additional make-up days will be set at the discretion of the Provost.

Digital Learning Days

Responsibilities

Registrar	Establish scheduled make-up days each term
Provost	Oversee the implementation of this policy and determine when unforeseen or specific circumstances require deviation from the stated policy
Crisis Management Team	The Institute will announce the use of a Digital Learning Day as soon as reasonably possible, preferably at least one business day ahead of the expected Digital Learning Day.
Faculty and Instructors	Faculty and instructors are responsible for adequately communicating to students and their teaching assistants the course plans and expectations for the days of Modified Operations.
Students	Students are expected to check Canvas and/or other communication methods for updates and expectations from their instructors.

Modified Operations Campus Policies

“Campus Closed” days are costly to the Institute both monetarily and academically.

- Quicker notice than previous policy
- Reduces lost/compressed lessons
- Enhances business continuity

2023 Planning Requirements

3 Main Planning Requirements for 2023

- Modified Operations Plan Document
- Critical Function Review and Enhancement
- Housekeeping

*Highly recommend meeting with select members within your unit to develop the Mod Ops document and critical function review.

2023 Planning Requirements: Mod Ops

Provide documentation with the following:

- Unit education
 - How will you let the staff/students know that there is a change in policy, what those changes mean for the unit?
- List of functions that must continue, even if in reduced capacity
 - Include essential personnel
 - On premise
 - Remote
- Communication procedures:
 - How will you communicate to your stakeholders?
 - Employees
 - Students
 - GT Community
 - Affiliates
 - What will your communications note?
 - Services provided on-premise/remote?
 - Hour of operations?
 - Work expectations for staff?

2023 Planning Requirements

Review each critical function

- Is the criticality correctly assigned?
- Can a function or functions be combined into a another function?

Provide more information within the subsections of your critical functions

- Develop meaningful answers to the How to Cope section questions
 - Does the plan provide enough information to someone who is not a SME?
 - Elaborate on how you will cope with issues.
- Add relevant documentation (sop/guidebook, forms, policies, regulatory documentation)

2023 Planning Requirements

- **Critical 1:** must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security.
 - Life safety
 - Police services
 - Feed/House Institute residents
 - Student medical care
 - Hazardous waste response
- **Critical 2:** must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences.
 - Classroom instruction
 - Campus phone/email/network services
 - At-risk research
 - Procurement
- **Critical 3:** may pause if forced to do so, but must resume in 30 days or sooner.
 - Research
 - Payroll
 - Course scheduling
 - Student advising
- **Deferrable:** may pause; resume when conditions permit
 - Routine building maintenance
 - Training
 - Marketing
 - Student programming



2023 Planning Requirements

Housekeeping

- Review all sections of the plan to ensure information is still accurate
 - Contacts
 - Key Resources
 - Information Technology

Plan Review Checklist

- Send out after training session
- Summary of planning requirements
- Does not need be submitted/uploaded

2023 Planning Requirements

I will send out the training deck + checklist after the presentation.

Upload Modified Operations document into Kualu.

- Key Resources → Documents

Once requirements have been added, change plan status to *Complete*.

Submission Deadline: July 31, 2023

Q & A Session

Use the contact information below for content and/or technical assistance

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