**implementation and activation procedure**

Upon completion of immediate life safety and property preservation activities the decision to activate the continuity plan will be determined by the authority of the XXXXXXXXX or designee. In the event normal operations are interrupted or an incident appears to be imminent, the XXXXXXXXX or designee will take the following steps to communicate the operating status with all staff:

1. Assess the situation and scope of the disruption
2. Notify remaining division staff of a disruption requiring plan activation through email, phone, or text.
3. Account for all personnel
4. Notify dependent departments with information regarding plan activation and relocation status, operational and communications status, and the anticipated duration of relocation.

The XXXXXXXXX or designee will evaluate all available information relating to:

1. Direction and guidance from University officials
2. The health and safety of personnel
3. The ability to execute essential functions
4. Changes in threat advisories
5. Situational information or reports
6. The potential or actual effects on communications systems, information systems, office facilities, and other vital equipment
7. The expected duration of the disruption

If the XXXXXXXXX or designee makes the decision to remain at the primary location, the XXXXXXXXX or designee oversee the continuity of essential functions at the primary location. The XXXXXXXXX or designee shall:

1. Determine which recovery strategies are required to be implemented for continuation of operations
2. If continuity of operations is required due to a utility failure, make contact with operations and facilities department of the primary building to determine the expected timeframe of any outage (power, water, etc.). If manual workarounds are needed to sustain power or water supply, begin implementing those manual workarounds identified in this plan
3. If continuity of operations are required due to a loss of staff, make contact with departments, divisions, or temporary staffing agency identified in this plan that will provide additional staff to ensure essential functions remain operational through the disruption
4. If continuity of operations is required due to a loss of essential information technology and telecommunication departments, make contact with appropriate IT representatives to determine the expected timeframe of the outage. Once determined announce appropriate workaround procedures annotated in this plan for impacted IT applications
5. If continuity of operations are required due to a loss of a vendor, supplies deficiency, or equipment failure implement those manual workaround procedures or begin making arrangements with alternate vendors to deliver supplies and/or equipment as identified in this plan