**implementation and activation**

Continuity Plan activation is a scenario-driven process that allows flexible, scalable response to all hazards/threats that might disrupt operations. Continuity Plan activation will not be required for all emergencies or disruptions.

**The process for activating the continuity plan has three basic steps:**

1. The Director or designee is aware of, or is notified, that a disruption to normal operations is planned, is anticipated, or has occurred.
2. The Director or designee evaluates the situation along with its potential, anticipated, or known effects on agency operations and decides whether to activate the Continuity Plan.
3. The Director or designee initiates the process to inform all employees of the situation and the actions they should take.

This process may be repeated several times in relation to a single event. For example, a winter storm is forecast to hit the area. After becoming aware of the initial forecast, leadership may decide only to inform employees that the agency management is aware of the forecast and will be monitoring the situation. As the storm comes closer to the area, leadership might decide to close the office so that employees can stay home. After the winter storm hits, leadership may decide to activate the Plan.

**Based on the type and severity of the emergency, the Continuity Plan may be activated by one of the following methods:**

1. The Chancellor or Dean may initiate Alternate Operations policy
2. The Director or designee, may initiate the Continuity Plan activation for the entire office, based on an emergency or threat directed at the office.

**All Personnel**

Every member of the organization should train and prepare in advance for a continuity event so they are prepared to act quickly in an emergency. Each individual should also develop a Family Support Plan to increase personal and family preparedness. The www.ready.gov website provides guidance for developing a Family Support Plan and includes a “Get Ready Now” pamphlet that explains the importance of planning, and a template that can be tailored to meet family-specific planning requirements.

**Personnel Accountability**

It is important to account for all personnel during a continuity event. The Director or designee will account for personnel using by texting and/or calling each manager whom shall be in charge of accounting for his or her direct reports. The process will continue until all personnel have been accounted.

**Essential Positions**

The office area has determined the essential positions necessary to conduct essential functions, and to authorize and approve the work. These individuals will report to the alternate location or other assigned location, as requested. A copy of the current roster of essential positions can be located in the continuity plan. The Director or designee is responsible for maintaining the roster of essential positions.

**Lines of Succession**

In the event the Director is rendered incapable or unavailable to fulfill his or her duties, successors have been identified to ensure there is no lapse in decision-making authority.

The Director is responsible for ensuring orders of succession are up-to-date, and copies can be located in the continuity plan. When changes occur, they will be circulated to all essential positions. When the primary holder of one of these positions, or their acting successor, becomes unreachable or incapable of performing their duties, the director or designee will notify the next successor in line and inform other internal and external stakeholders of the substitution.