UW-Madison Police Department

Policy: 46.5
SUBJECT: CONTINUITY OF OPERATIONS PLAN
EFFECTIVE DATE: 06/01/10 **REVISED DATE: 12/31/11; 09/25/18**
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POLICY:
The UW–Madison Police Department shall maintain a Continuity of Operations Plan that should be used to assist with the sustainment and/or restoration of essential services. Continuity of operations plans provide for the following: the safety of employees, customers and visitors; provide communications and direction to the community; protect and minimize the potential loss of assets and resources; allow for essential services and processes to resume within a designated recovery time; effectively manage an immediate response to a business interruption; provide advanced information and education for employees and customers regarding their roles and responsibilities.

DEFINITIONS:
"Recovery" refers to the restoration of services, facilities, or general conditions.

PROCEDURE:
46.5.1   CONTINUITY OF OPERATIONS PLAN-ADMINISTRATION
The following shall establish procedures associated with written continuity of operations planning:

A. The scope of the Department Continuity of Operations Plan (COOP) includes all essential services, processes, and functions in the Department that must be recovered or continued within 24 hours following the interruption of normal business processes. This includes information technology and other support areas. The plan was developed based on a limited catastrophic failure.

B. The Chief of Police has assigned overall authority of and responsibility for the recovery of operations and the execution of COOP to command staff and their successors identified in the plan. Individuals' roles and level of authority in the event this plan is activated may not be the same as in normal day-to-day operations.

C. The Manager on Call (MOC) should activate the Continuity of Operations Plan if any of the following events occur and continue for a period of time estimated to exceed 12 hours:
   1. Loss or inaccessibility of the Department headquarters building or annex
   2. Loss of at least 40% of scheduled staff
   3. Significant loss of information technology systems
   4. Significant loss of essential equipment or vehicles

D. When the COOP is activated, the Incident Command System-based roles, levels of authority and reporting relationships specified in the plan take effect and remain in effect until the plan is deactivated.

E. In the case of partial activation of the COOP, those locations or organizational components of the Department unaffected by the interruption will likely continue their on-going, day-to-day operations in their location, subject to the instructions received from the Department Officer in Charge (OIC).

F. The COOP Incident Commander (IC) is responsible for activating and deactivating all COOP recovery teams.

G. Relocation, which is the actual movement of essential functions, personnel, records and equipment to the alternate operating facility, is essential to COOP operations. Relocation may also involve:
   1. Transferring communications capability to the alternate facility
   2. Ordering supplies and equipment that are not already in place to the alternate facility
   3. Other planned activities, such as providing network access

H. The COOP IC, in coordination with the Executive Management Team (EMT), will determine when to deactivate the COOP.

46.5.2   COOP LEADERSHIP
The following shall designate leadership for continuity of operations planning:

A. Succession to office is essential in the event that Department leadership is unavailable, debilitated, or incapable of performing their legally authorized duties, roles and responsibilities. The Department order of succession is delineated in the COOP.

B. The Delegation of Authority for the Department is outlined in the COOP and specifies the activities that those who are authorized to act on behalf of the Chief of Police may perform.

C. In the event all of Department leadership or essential personnel are incapacitated, the Department will transfer all of its essential functions and leadership to the Dane County Sheriff's Office (DCSO.)

46.5.3   EXECUTIVE MANAGEMENT TEAM
The following describes roles and responsibilities of the Executive Management Team (EMT):

A. The Executive Management Team's role is to advise and assist the Incident Commander (IC) by making emergency-related policy decisions. A principal responsibility for the EMT is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:
    1. Gather information and analyze conditions related to the Department and throughout the University
    2. Allocate and direct distribution of resources to accomplish the purposes of the Department COOP
    3. Request needed resources from available outside sources if those resources are not available internally

B. The Executive Management Team is composed of the UWPD Command Staff (to include Chiefs and Captains.)

46.5.4   INCIDENT RESPONSE TEAM
The following describes roles and responsibilities of the Incident Response Team:

A. The Incident Response Team (IRT) is responsible for the execution of the COOP during an emergency situation. The IRT is activated at a level based on the type and nature of the incident to respond to any emergency situation.

B. The IRT is organized under Incident Command System (ICS) and is headed by the Department Incident Commander (IC). IRT Membership is delineated in the Department COOP. It comprises personnel representing areas of the Department that have critical COOP execution responsibilities. The IRT reports directly to the Executive Management Team (EMT) via the IC.

C. The IRT is responsible for the following:
    1. Recovery of Tier One services, which should begin in the first eight hours.
    2. Recovery of Tier Two services, which should begin in eight to 24 hours.
        a. Services within each tier can be recovered in any order.
        b. Not all services may need to be recovered in every COOP event.