

Let's Get Started
Bold Planning
www.continuitycu.com

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University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

www.ContinuityCU.com

**Welcome to the University of Colorado
Continuity Planning System**

The University of Colorado has initiated a comprehensive project for the purpose of developing Continuity Plans for each of its university departments.

For this project, the University of Colorado selected BOLDplanning.com, a web-based planning system designed to assist organizations in the continuity planning process. The BOLDplanning.com system walks users through each step of the planning process and helps develop a continuity strategy that clearly outlines the elements required for an organization to continue to perform its Essential Functions during times of disruption.

The BOLDplanning.com system has been customized to meet the specific continuity planning needs of the University of Colorado and has been deployed via the internet at www.ContinuityUC.com for this university-wide planning initiative.

For questions or technical assistance, please contact us at Help@BoldPlanning.com.

Bold Planning

www.ContinuityCU.com



Main Menu

University of Colorado Risk Management - (COOP)

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Main Menu

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- Orders of Succession
- Drive-Away Kits
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- Security and Access
- File Archive
- Hazards / Risk Assessment
- Reports

Welcome to ContinuityCU.com, your on-line source for developing and maintaining your Continuity of Operations Plan (COOP).

ContinuityCU.com was designed to create a standardized on-line planning environment, that not only produces a hard copy COOP document, but also a "living plan".

Using the buttons to the left, you can navigate through each section of your COOP.

For security purposes, please be sure to log-off when finished with your session.

For comments or questions, please contact us at help@BoldPlanning.com.

Primary Sections



Main Menu

Consolidated - COOP - (COOP)

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Consolidated - COOP - COOP

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- ★ Teams
- ★ Orders of Succession
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- ★ Reports

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General Information

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General Info ?

State:

Name of Organization

Abbreviate Name of Organization? Yes No

Highest Ranking Organization

Mission Statement



Supersession



Has this plan been formally approved? Yes No

What Organization is responsible for activating computers/systems at alternate facilities? Example: (Smith County IT Department)

What Organization is designated for Devolution? Example: (Smith County IT Department)

Contacts

Main Menu General Info **Contacts** Manage Your Plan > File Archive Reports Messages Administration Logout

Address, Phone, Email

Member Type* <input type="text" value="Select"/>	Department <input type="text"/>
First Name <input type="text"/>	Division <input type="text"/>
Middle Name <input type="text"/>	Title <input type="text"/>
Last Name <input type="text"/>	

Location Quick Pick <input type="text" value="--Select--"/>	Home Number <input type="text"/>
Address <input type="text"/>	Work Number <input type="text"/> Ext <input type="text"/>
<input type="text"/>	Cell Number <input type="text"/>
<input type="text"/>	Fax Number <input type="text"/>
City <input type="text"/>	Additional Number <input type="text"/>
State <input type="text" value="Select"/>	Additional Number <input type="text"/>
ZIP Code <input type="text"/>	Work Email <input type="text"/>
	Other Email <input type="text"/>

Comments

Teams



Teams University of Colorado Risk Management - (COOP)

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Teams ?

Assign New Member Add / Edit Team(s)

Sort Teams

+ Relocation Team ?	Sort Members
+ Support Team ?	Sort Members
+ Planning Team ?	Sort Members

Relocation Team

- Team Leader
- Resource Coordinator
- Relocation Supervisor
- IT Coordinator
- Decision Maker

Support Team

- Administrative Lead
- Co-Leader
- Communications
- Administrative Support

Planning Team

- Data Entry/Plan Input
- Team Chief
- Information Sources

Orders of Succession

The screenshot shows a web application interface for the University of Colorado. At the top left is the University of Colorado logo with the text "University of Colorado" and "Boulder | Colorado Springs | Denver | Anschutz Medical Campus". To the right of the logo is the page title "Orders Of Succession" and the subtitle "University of Colorado Risk Management - (COOP)". Below the header is a navigation menu with items: "Main Menu", "General Info", "Contacts", "Manage Your Plan »", "File Archive", "Reports", "Messages", "Administration", and "Logout". The main content area is titled "Orders of Succession" and features a search icon and an "Add New Succession" button. Below this are four rows of succession plans, each with a plus icon, a description, and a "Sort Succession" button with up and down arrows. The descriptions are: "Leadership Succession for Associate Vice President, CRO.", "Leadership Succession for Relocation Team Chief.", "Leadership Succession for Support Team Chief.", and "Leadership Succession for Primary Continuity Planner."

The purpose of Orders of Succession can be summed up by the question ***“Who comes next?”*** This section of the COOP Plan pre-identifies who will step in, in case personnel in key leadership positions are unavailable.

Delegation of Authority

The purpose of “Delegation of Authority” is to assure that certain critical functions and/or decisions can be handled when the person who usually handles those functions is unavailable during a critical period.

Travel Authorization Patrol - Acting Agents			Sort Agents
Title	Department	Name (Position currently held by)	Add Acting Agent
Manager			Edit Delete
Administrative Assistant			Edit Delete

Travel Authorization Patrol - Delegated Agents			Sort Agents
Title	Department	Name (Delegated to)	Add Delegated Agent
Commander			Edit Delete
Commander			Edit Delete

[Edit Delegation](#)

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Essential Functions



The limited set of operational functions that must be continued or resumed quickly after you become displaced from your normal routine for a period of time.



Mission Essential Functions (MEFs) are the important activities that your organization performs or must resume to be considered “operational.”



The objective is to identify the highest priority of functions and the resources/capabilities ensuring performance.

Essential Functions Continued



Tier 1 – One day disruption



Tier 2 – One Day to One
Week disruption



Tier 3 – One Week to One
Month Disruption



University of Colorado

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Essential Functions Continued



Essential Functions

Add New Tier

Add New Function

View all by Tier (default) ▼

+ Tier 1 - Functions to be performed, given a *One Day* disruption. (Highest priority to lowest)

Sort Functions

+ Tier 2 - Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest)

Sort Functions

+ Tier 3 - Functions to be performed, given a *One Week - One Month* disruption. (Highest priority to lowest)

Sort Functions

Alert Notification Procedure

The purpose of Alert Notification Procedures is to establish a strategy of how your organization would contact its personnel if an event/disruption were to occur during business and/or non-business hours.



Alert Notification Procedures University of Colorado Risk Management - (COOP)

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Alert Notification Procedures ?

[Add New Procedures](#)

The Department Head will notify the COOP Relocation Team (CRT) Chief to activate the COOP Plan. [Edit](#)

Upon notification to activate the COOP Plan, the CRT Team Chief will perform the following duties:

1. Contact the key staff members identified within this annex, informing them of the current situation and that the COOP Plan is being activated.
2. Teena will notify Paul who in return will notify Auriel, Lyndsey and Faith
3. Terry will Notify Craig who then notify his employees Alison, Tiara and Kaylee
4. Group Team chat will be initiated for 1800 Grant Members

URMSTAFF email will be sent notifying off-campus Directors of 1800 Grant shutdown/closure. [Edit](#)

File Archive

- The purpose of the File Archive is to provide a way to easily attach any electronic documents to support your plan. Any document attached here will be backed-up and protected off-site just like the rest of your plan.
- Any documents attached here cannot be changed. If you have a new version of your document, you must attach the newest version to your plan. It is up to you whether you wish to delete the older versions or keep them as a historical record.
- BoldPlanning (COOP) user manual
 - Webinar Trainings
 - COOP Binder



Reports

Status	Report	HTML	WORD	Summary
	Plan Summary / Flash Report			
	Base Plan			
	Annex A - Teams and Responsibilities			
	Annex B - Facilities			
	Annex C - Essential Functions			
	Annex D - Orders of Succession			
	Annex E - Delegations of Authority			
	Annex F - Alert Notification Procedures			
	Annex G - Vital Records / Resources			
	Annex H - Drive-Away Kits			
	Annex I - Communications			
	Annex J - Security Access Control			
	Annex K - Family Disaster Plan			
	Annex L - Devolution			
	Annex M - Test, Training, and Exercise / Plan Maintenance			
	Annex N - Facility Evacuation			
	Annex O - Contacts			
	Annex Q - Risk Assessment			
	Annex R - Risk Specific Action List			
	Download Complete Plan			
	Download All Annexes			

Reports from your plan are automatically populated with the data and is formatted as you fill in the different sections.

- HTML, Microsoft Word & Excel
- Good way to find where gaps are in your plans