Division *of* Administrative Services

EMERGENCY MANAGEMENT
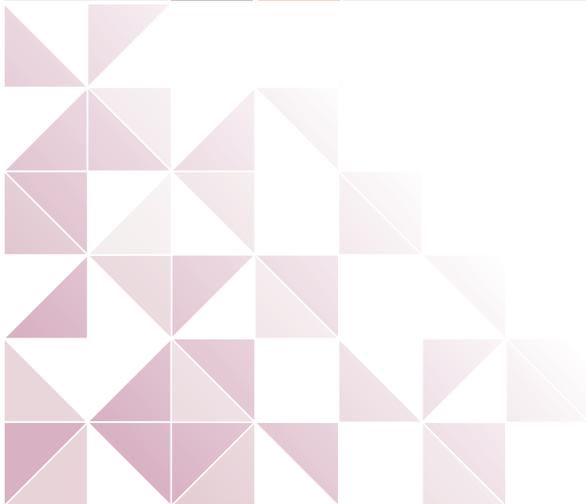
Continuity of Operations Portal

Instructional Guide

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INTRODUCTION

The Virginia Tech Office of Emergency Management has worked to improve user experience within the emergency management planning portal. This guide will provide step-by-step instructions on how COOP Coordinators can develop, revise, and submit their departments Continuity of Operations Plan (COOP). Departments are asked to maintain, per university policy 5615 and 1005, an updated and functioning COOP. Plans should be managed within the Virginia Tech Office of Emergency Management Planning Portal. Review and revisions, if necessary, to each department's plan are required, at a minimum, on an annual basis. This should be completed no later than March 15th of each year.

The Virginia Tech Office of Emergency Management can provide assistance with developing or revising a departmental COOP. OEM has created a COOP Development Guide that can be found within the Virginia Tech Office of Emergency Management Planning Portal or online at emergency.vt.edu.

Contact the Office of Emergency Management at 540-231-4873 or email at oem@vt.edu for further assistance.

ACCESSING THE VIRGINIA TECH OFFICE OF EMERGENCY MANAGEMENT PLANNING PORTAL

1. Login to the portal using the following URL:

   https://university.bams.vt.edu/sites/emergency/

You will need to login with your CAS credentials and then follow the two factor authentication process to access the portal. It may be a good idea to bookmark the URL as well. The link can also be found on the OEM website (http://emergency.vt.edu/).
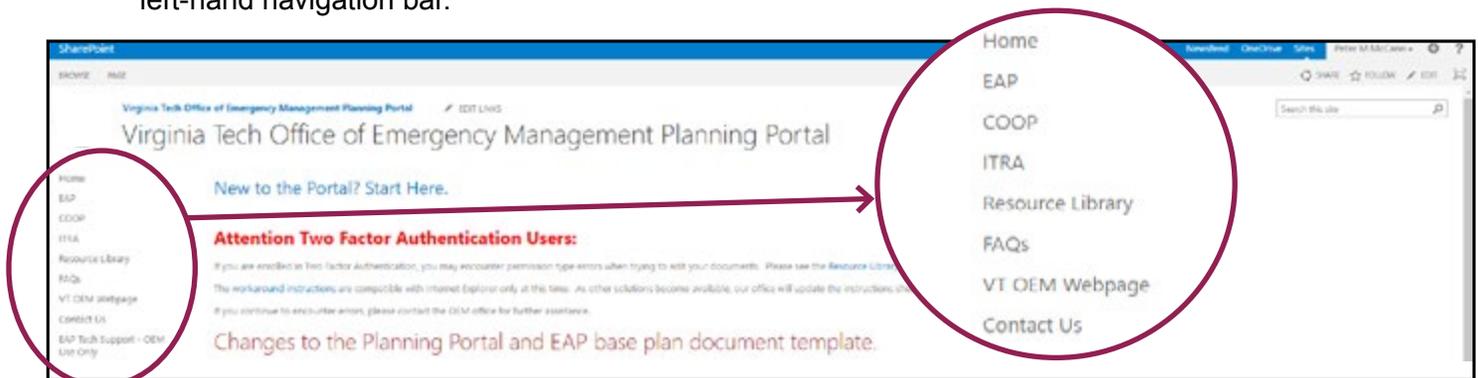
The home page provides brief updates to the planning portal and will highlight any news or notes for users. Please note the left-hand navigation bar has several links to other pages within the portal.
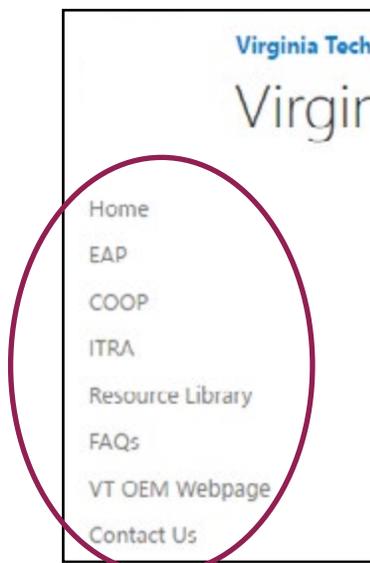

Left-Hand Navigation Bar

ACCESSING THE COOP PAGE

2. From the home page, you can navigate to the COOP page by clicking on "COOP" located on the left-hand navigation bar.

Once on the COOP page, you will see your departmental COOP Narrative and associated Essential Functions. The department COOP Narrative will be listed first and the Essential Functions will be listed below.
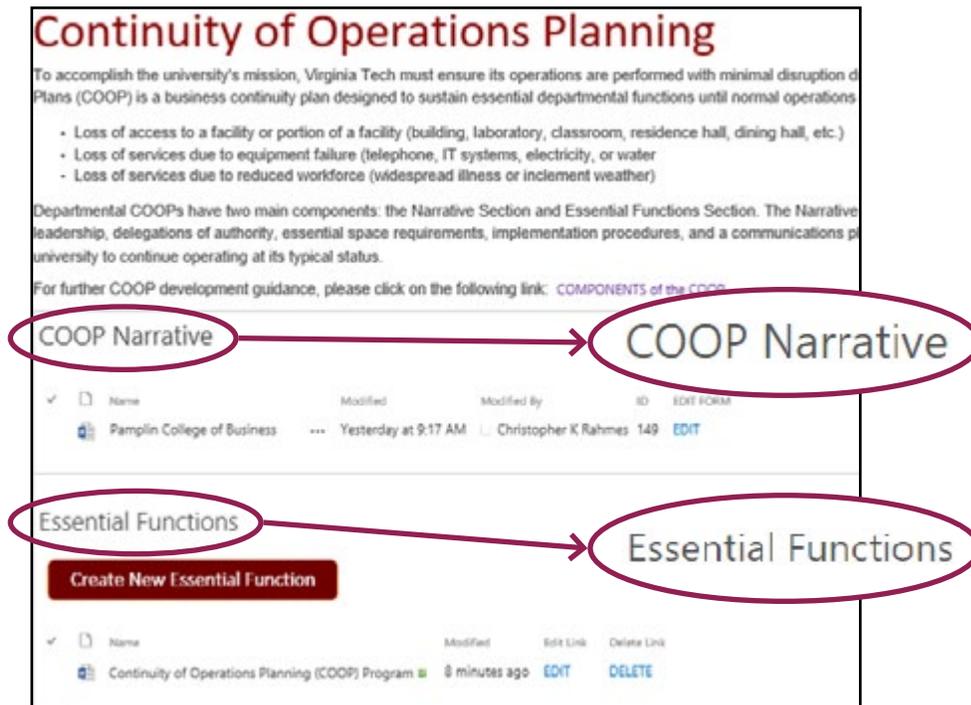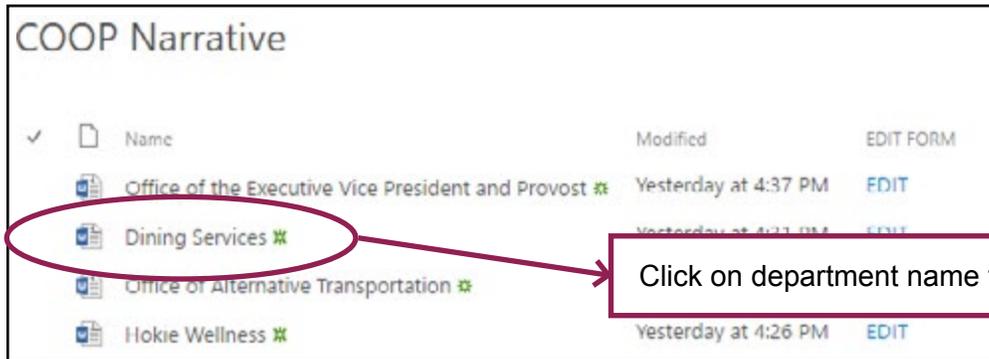

COOP Page within Planning Portal

Note: If there are no Essential Functions listed, please see section Creating & Revising Essential Function(s) below to create one.

The COOP Narrative and Essential Functions are maintained by a departmental representative, COOP Coordinator, who updates the COOP annually (or as changes require) and submits the revised version in the Virginia Tech Office of Emergency Management Planning Portal.

VIEW THE COOP NARRATIVE

Select the COOP Narrative to VIEW ONLY.

3. By clicking on the department name, the COOP Narrative (Word document), will open in a browser viewer. (*Please note, the browser view of the COOP Narrative is not intended to edit the document*).

4. Return to the COOP page by hitting the back button in your browser.

VIEW ESSENTIAL FUNCTION(S)

5. By clicking on the essential function name, the essential function will open in a browser viewer. (*Please note, the browser view of the essential function is not intended to edit the document*).

REVISING THE COOP NARRATIVE

6. Click on the "Edit" link next to your departments name under COOP Narrative.

This link will take you to the COOP Information Contents Page, where you can edit the COOP Narrative for the department you represent. Simply click on the category from this page in order to edit the fields. If you have already completed your Narrative, you can skip to any category listed on the contents page.

Note: When editing a multiline text box, word wrap is only supported in Internet Explorer and Safari. While other browsers will not show text beyond the right-edge of the first line, all text will be saved when submitting the form and will appear as a multiline text in the final document.

Please note that when editing categories, see examples provided to understand what content should be listed. The examples do not need to be recreated when entering your information.

7. When clicking on a category that you would like to edit, the section will expand to show the editable fields.

8. Once you have completed editing all fields, you can either minimize that section and edit other categories or expand multiple sections at the same time for editing.

Multiple Sections Expanded   *Minimize Section*

SAVING AND SUBMITTING YOUR COOP NARRATIVE

9. Before final submission, please note the changes you made in the Record of Changes text box.

10. Once changes are noted, click on the Save and Submit button to finalize those changes. Those changes will not take effect until you have clicked on Save and Submit.

Please note that you do not have to Save and Submit after editing each section. Information entered will not be deleted by changing categories. However, you must hit Save and Submit before exiting the page or updated data will be lost.

COOP INFORMATION CONTENTS

*Please select which categories you would like to expand. Minimizing a section will **not** delete the information that has been entered. Use the "Save and Submit" section to save, submit and close this form. Closing the form with out saving/submitting will result in a loss of information entered*

→ Basic Department Infomation

→ COOP Coordinator

→ Orders of Succession

→ Delegations of Authority

→ Alert and Notification Procedures

→ Back-Up and Protection of Files

→ Department Facility Requirements

→ Annex A - COOP Implementation Procedures Checklist

→ Annex B - Communication Plan

↓ Save and Submit

Record the changes made in this edit before submitting below:

Updated personnel contact list.

Press the SAVE and SUBMIT button below to submit your COOP information. It may take a few minutes for the document to be created in the COOP Narrative Library.

SAVE and SUBMIT

Thank you.

↑ Minimize Section

Select the Save and Submit button to finalize the COOP Narrative Changes

CREATING ESSENTIAL FUNCTION(S)

11. To create a new Essential Function, click on the "Create New Essential Function" button located on the main COOP page.

Note: When editing a multiline text box, word wrap is only supported in Internet Explorer and Safari. While other browsers will not show text beyond the right-edge of the first line, all text will be saved when submitting the form and will appear as a multiline text in the final document.
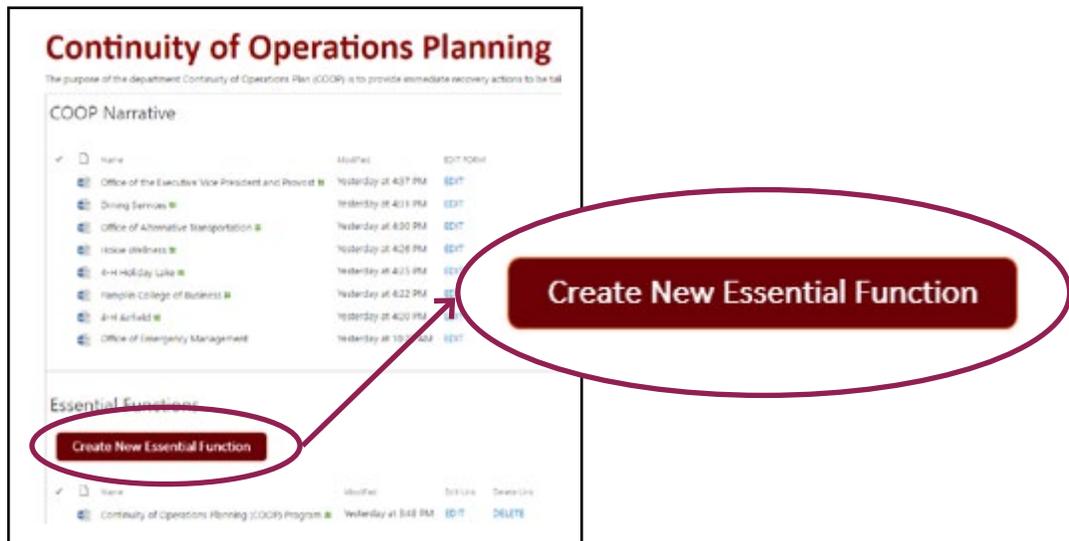
This will open a blank Essential Function Form. Please fill out necessary components to the essential function. You may click directly within the box to begin typing or hit the "Tab" button on your keyboard to move through the document to fill in information.

Note: Your department name must match your COOP Narrative to create the Essential Function. Please ensure you have selected the appropriate department.

Essential Function Form

12. Once you have completed all fields, please click on the "Submit" button at the bottom of the form.

REVISING AN ESSENTIAL FUNCTION

13. To revise an Essential Function, click on the "Edit" link next to the Essential Function Name that you would like to update.

By clicking on "Edit" this will open the already completed Essential Function Details form, as described and shown above, and you will be able to either click on the areas in need of updates or tab through the form to reach the location of where the updates are needed.

DELETING AN ESSENTIAL FUNCTION

Should you have the need to delete an Essential Function, please use the following instructions:

14. Click on the "Delete" icon located next to the Essential Function Name that you would like to delete from the system.
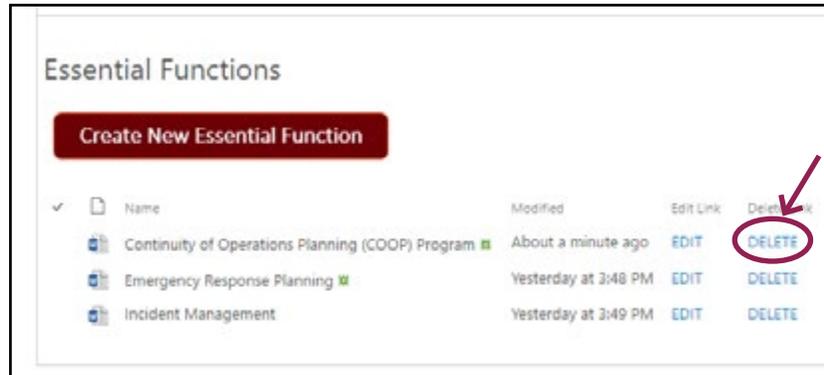
This will then open a new page to confirm that you would like to delete that specific Essential Function. You will be able to then select delete to complete the action, or cancel to go back to the COOP page.


PRINTING YOUR COOP NARRATIVE OR ESSENTIAL FUNCTION

15. From the COOP page, click on your department or essential function name to view the document in the Word Web App browser viewer. Once opened, you will see a print option at the top left corner.

16. Click on the PRINT icon

COOP Narrative View

Once you have clicked on the PRINT icon for the Narrative or Essential Function, the portal will prompt you to "Click here to view the PDF of your document."
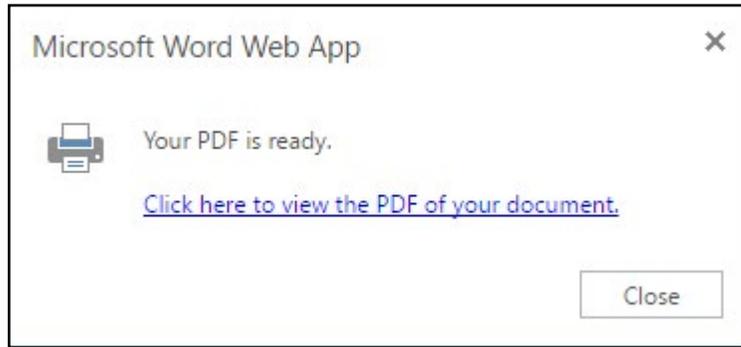
17. Click on "Click here to view the PDF of your document." This will open your computers print options where you can either print the document or save the document as a PDF by changing the printer to Adobe PDF or Save as PDF.
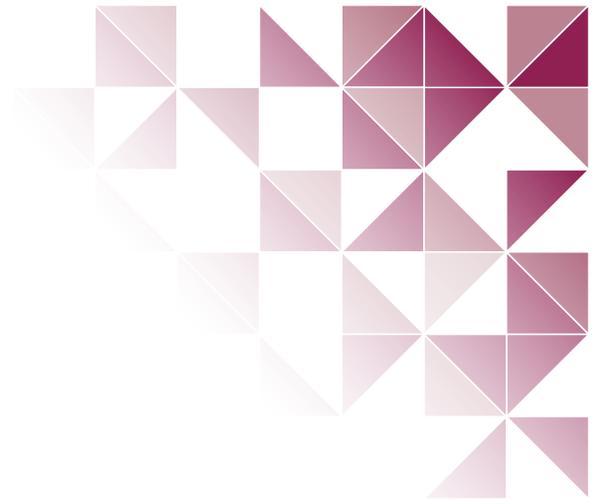
Division *of* Administrative Services
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Public Safety Building (0195)
330 Sterrett Drive, Suite 148
Blacksburg, VA 24061

540-231-4873
www.emergency.vt.edu

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