

New Mexico Tech

All Hazards - Continuity of Operations Plan (COOP)

Instructions: To be better prepared, all NMT departments and units may use this form to complete a Continuity of Operations Plan (COOP) - to describe how your department will operate during an emergency and recover afterwards to be fully operational. Feel free to augment this template to meet your needs. The process of planning for an emergency is very valuable. Be collaborative when drafting this and seek comments from your staff and leadership

Department/Unit	Bureau of Geology		
Plan Development	Developer		Date Plan Updated
	Nelía Dunbar		October 2018
Head of Operations	Name	Phone Number	Alt Phone Number
	Nelía Dunbar	575 835 5783	575 418 8805
Email address	Nelía.dunbar@nmt.edu		

A: Background Information for Emergency Planning

No one can predict when an emergency might happen or how severe it will be. It is prudent to plan for one, especially because these plans can be applied to any major emergency that could threaten the health and safety of the campus community or disrupt University programs and essential operations. This plan should address any kind of emergency that is severe enough to impact the NMT community including an infectious disease epidemic, severe weather events, fires or explosions, hazardous materials releases, extended utility outages, floods, terrorism or mass casualty events.

In the event of an emergency, NMT will have four objectives:

- Protect life and health
- Safeguard our critical infrastructure (support, facilities and operations)
- Continue functions essential to university operations
- Resume normal teaching, research and service operations as soon as possible

B: Your Department's Objectives

Considering your department's unique mission, describe your teaching, research and service objectives:

New Mexico Bureau of Geology & Mineral Resources is a research and service division of the New Mexico Institute of Mining and Technology (NM Tech). Through our offices, publications, and website, our staff serves the diverse population of our state. From elementary students to research and industry scientists, there is something at the Bureau of Geology for everyone who has ever wondered about the exceptional geology of New Mexico.

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C: More Information Regarding Your Department

Please note below information for your department's contact.

COOP Contact	Name	Phone Number	MSC #
	Nelia Dunbar	575 835 5783	
Email address	nelia.dunbar@nmt.edu		
Department Location	Bureau of Geology Building		

Please indicate below the principle nature of your department's operations (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Instruction | <input type="checkbox"/> Student life support |
| x Laboratory research | x Research support |
| x Other research | <input type="checkbox"/> Facilities support |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Other (describe): __Ordnance testing__ |

D: Emergency Communication Systems

All NMT employees are responsible for keeping informed of emergencies by monitoring news media reports, NMT's web home page, email and phone alert messages. To rapidly communicate with your employees in an emergency, we encourage all departments to prepare and maintain a call tree.

Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

- | | | |
|--|---|--------------------------------|
| X Phone | x Email | x Text messaging |
| <input type="checkbox"/> Call tree | <input type="checkbox"/> Departmental web site | <input type="checkbox"/> Pager |
| <input type="checkbox"/> Instant messaging | x Other (describe): visiting offices and labs in person | |

E: Emergency Access to Information and Systems

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, off-site data backup, backup files on flash drives, hard copies, Smart phone or use of alternate email systems (e.g., Yahoo, Gmail). Identify what critical data and records are backed up, whether the back up is stored on-site or off-site. Simulate a failure scenario that tests the ability to recover "lost" critical data. Describe how your department will respond to the destruction of critical data. List essential functions that will need to have remote access to systems and individual's authorized to perform temporary but critical "work from home".

Bureau of Geology maintains a majority of its own critical IT infrastructure. This IT infrastructure is housed in a dedicated server room with its own independent HVAC system. Data is backed up regularly to an internal backup server, and is then written to tape monthly, and then stored in safe at our Albuquerque office. In the event of catastrophic destruction of our core IT infrastructure, a majority of our critical operating systems, applications, configurations, and data could be reconstituted from these tapes. All of our internal services are remotely accessible via a Virtual Private Network (VPN). Two notable exceptions that are not housed internally are Google services for email, calendaring and collaboration, and the Banner system for timesheets. Both of these services are available remotely.

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In addition to the IT infrastructure, the Bureau laboratories house expensive and delicate equipment. In the case of an emergency, some laboratory equipment could be accessed and controlled through remote access, provided that our servers and internet are operational.

The Bureau of Geology has a backup generator that will power core IT and laboratory functions should campus power be disrupted. The switchover from line power to generator power has been tested, and functions appropriately. The generator can function unattended for around 48 hours, and would then need to be refilled with diesel fuel.

F: Your Department's Essential Functions

Below list your department's functions that are essential to operational continuity and/or recovery. Identify the position title and position number which is responsible for each essential function.

Identify primary personnel and alternate personnel and make sure that alternates are sufficiently cross-trained to assume responsibilities.

Essential Function:	Bureau of Geology Operations		
	Primary	Alternate	Second Alternate
Position :	Director	Deputy Director	Admin. Service Coordinator
People Responsible	Nelia Dunbar	Mike Timmons	Connie Apache
Phone Numbers	575 835 5783	575 835 5237	575 835 5302
Essential Function:	Bureau of Geology IT systems		
	Primary	Alternate	Second Alternate
Position :	Network system manager	Network services technician	Database manager
People Responsible	David Kasefang	Chris Armijo	Jeanine McGann
Phone Numbers	575 835 5249	575 835 5171	575 835 5154
Essential Function:	Bureau of Geology Laboratory systems		
	Primary	Alternate	Second Alternate
Position :	Associate Director for Laboratories	Chemistry Lab manager	Research scientist
People Responsible	Matt Heizler	Bonnie Frey	Jake Ross
Phone Numbers	575 835 5244	575 835 5160	575 835 5081
Essential Function:	Collections		
	Primary	Alternate	Second Alternate
Position :	Museum Director	Geological Archives Coordinator	Petroleum Geologist
People Responsible	Virgil Lueth	Amy Trivitt-Kracke	Ron Broadhead
Phone Numbers	575 835 5140	575 835 5362	575 835 5202
Essential Function:	Finance		

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	Primary	Alternate	Second Alternate
Position :	Assoc. Dir. Finance	Business Admin. Spec.	Publication Sales
People Responsible	Valentina Avramidi	Loretta Tobin	April Brunson
Phone Numbers	575-835-5232	575-835-6173	575-835-5145

Sections F and G contain the list of your department's key personnel and leaders - those responsible for the above essential functions. The Head of Operations and each primary person listed in an essential position are your department's primary **Essential Personnel**. In an emergency, essential personnel are expected to report to work unless directed by supervisor or public safety authorities not to report for health and safety reasons.

G: Your Department's Leadership Succession

List the people who can make operational decisions if the head of your department or unit is absent.

	Position Number	Name	Phone Number	Alt Phone Number
Head of Operations	Director	Nelia Dunbar	835 5783	575 418 8805
First Successor	Deputy Director	Mike Timmons	835 5237	505 231 2507
Second Successor	Assoc Director for Laboratories	Matt Heizler	835 5244	575 418 8978
Third Successor	Museum Director	Virgil Lueth	835-5140	575 418 8888

H: Key Internal (Within NMT) Dependencies

All NMT departments rely on ITC, Payroll, Purchasing, Business & Finance, Fire and Police, Human Resources and Facilities & Services. List below the other products and services upon which your department depends and the internal NMT departments or units that provide them.

Dependency (product or service) :	Campus safety
Provider (department):	Campus Police 575 835 5434
Dependency (product or service) :	Information
Provider (department):	ITC 575 835 5700
Dependency (product or service) :	Power, water
Provider (department):	Facilities Management 575 835 5533
Dependency (product or service) :	
Provider (department):	
Dependency (product or service) :	
Provider (department):	

I: Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare continuity of operations plan.

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Dependency (product or service) :	Police Protection or fire control	
	Primary	Alternate
Supplier/Provider	City Police	City Police
Phone Numbers	911	575 835 4222
Dependency (product or service) :	Safety and Law Enforcement	
	Primary	Alternate
Supplier/Provider	New Mexico State Police	
Phone Numbers	505 841 9256	
Dependency (product or service) :	Electrical power	
	Primary	Alternate
Supplier/Provider	Socorro Electrical Coop	
Phone Numbers	575 835 0560	
Dependency (product or service) :	Water or other infrastructure	
	Primary	Alternate
Supplier/Provider	City of Socorro	After hours
Phone Numbers	575 835 0240	Call City Police

J: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the impact of various types of crises on your operations. For example, you may wish to **stock up on your critical supplies and develop contingency work-at-home procedures**. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.

During a campus-wide emergency, some functions of the Bureau of Geology would be able to continue, whereas others would be unavoidably impacted. A large part of the work done by our organization relies on our IT infrastructure, and in our current building, the IT systems would continue to function, even during a power failure, due to our backup generator (which could operate for around 48 hours, unattended). In the case of an emergency, key bureau staff would be able to work effectively from off-site, through VPN remote access. Because we are on the NMT Google platform, all staff will have access to email, contacts, calendaring, chat, file storage, and document collaboration, so work involving these services can continue uninterrupted. These services are available through a wide variety of devices, such as home computers, tablets, or smartphones. Some laboratories would also be able to continue functioning through remote access, although in most emergency situations we would choose to remotely shut down instrumentation. Our public functions, such as the museum, bookstore, and public archives would shut down during a campus-wide emergency, as would be appropriate. If access to our field vehicle fleet and field supplies were limited during an emergency event, the field work component of our mission would be negatively impacted. If critical field work needed to be accomplished during a campus emergency, staff could carry out this work using personal vehicles.

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K: Exercising Your Plan & Informing Your Staff

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Staff orientation meeting | <input type="checkbox"/> Emergency communication test |
| <input type="checkbox"/> Call tree drill | <input type="checkbox"/> Off site information access test |
| <input type="checkbox"/> Tabletop exercise | <input type="checkbox"/> Unscheduled work at home day |
| <input type="checkbox"/> Interdepartmental exercise | <input type="checkbox"/> Emergency assembly drill |
| <input type="checkbox"/> Other drill (describe): _____ | |

Exercise Dates
Staff Distribution Date

L: Recovery

Describe your plan to fully resume operations as soon as possible after the crisis has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, absenteeism, the use of earned time off, and emotional needs.

As soon as the campus emergency was over, Bureau of Geology personnel would resume normal work activities, with an initial focus on restoring any core systems that had been disrupted. In the case of an emergency that did not damage our building or infrastructure, the resumption of work activities would likely be seamless. In the case of a disaster that caused significant damage to our building, IT system, labs, or collections, we would need to work with the NMT administration to initiate repairs and replacements through the NMT insurance policy. A campus emergency that caused damage to our building or infrastructure could present significant challenges for us, in terms of resuming our normal function. Emotional needs of staff following a traumatic emergency would be addressed by working with the NMT Human Resources group, who offer counseling services.

M: Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in an emergency.

The New Mexico Bureau of Geology has several unique aspects that need to be factored into an emergency response:

1. We operate our own IT infrastructure system within our building.
2. We house a number of sensitive and valuable types of laboratory equipment that could be damaged during an emergency, or emergency response.
3. We house a number of types of collections and archives that could be damaged during an emergency, or emergency response.
4. We have a backup generator that could provide power (for up to 48 hours) to our critical IT and laboratory infrastructure.

N: For Events Impacting the Region consider Home Emergency Planning for Individuals and Families

Employees, students and their families should plan for any type of emergency that could impact them in their home, apartment or residence hall. Don't wait—an emergency can occur at any time. Past experience has taught us that employees may not show up for work if they are concerned for the safety and security of their families. We recommend that your employees receive the following information, available on the Flu Pandemic website at <http://www.flu.gov/pandemic/index.html> and the Ready.Gov Website at <http://www.ready.gov/>.

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- | | |
|---|--|
| <input type="checkbox"/> Guide for Individuals and Families
<input type="checkbox"/> Family Health Information Sheet
<input type="checkbox"/> Planning Checklist for Individuals and Families | <input type="checkbox"/> Emergency Contacts Form |
|---|--|

O: COOP Submission

Thank you for completing your department's All Hazards Continuity of Operations Plan (COOP). Please submit this Plan to your Dean or Vice President for approval and authorization of essential positions within your department/unit.

Dean/VP name:	Title:
Dean/VP signature:	Date submitted:

Send an electronic copy of the signed/approved CoOP to jessica.dennis@nmt.edu