October 1, 2015

To: Deans, Directors, Chairs and Executive Management

From: Satish Udpa, Executive Vice President
       June Youatt, Provost and Executive Vice President

Subject: Guidelines for Maintaining Critical Functions/Services at MSU

The university developed a set of guidelines for departments to use in the event of emergency conditions due to weather, natural disaster, major utility failure, health or environmental crisis or other unforeseen circumstances that might cause a modification or curtailment of operations. Inasmuch as the university can never entirely close, anticipating and preparing for critical functions and services that must be maintained during emergency conditions is essential. Attached please find the Guidelines and a Continuity of Operations Plan (COOP) template that each unit is responsible for completing and updating annually.

Please assign a representative from each of your units to complete or update the COOP and develop a communication plan. Copies of the plan are to be made available to all faculty, staff and student employees. Also, ensure that they are informed of their role should an emergency arise. Plans from individual departments and support units should be forwarded to and reviewed with the MAU representative.

By November 1, 2015 a copy of the plans should be sent by the MAU representative to:

- For Academic and Academic Support Units: Office of the Associate Provost and Associate Vice President for Academic Human Resources, 426 Auditorium Road, Room 440, Campus. Please save the COOP in PDF format and send to Julianne Fent: ahr@msu.edu

- For Non-Academic Support Units: Office of the Executive Vice President for Administrative Services, 426 Auditorium Road, Suite 412, Campus. Please save the COOP in PDF format and send to Amanda Goll: adminsv@msu.edu

The annual weather-related memorandum that will be sent in a few days will refer to this correspondence. Please ensure that a COOP is completed and a communication plan has been established and distributed to all of your units. It is essential that all faculty, staff and student employees know their role in the COOP, the unit’s communication plan, and have contact information for their direct supervisor or unit administrator. For any questions regarding the guidelines or this process, please contact Employee Relations at: hr.cr@hr.msu.edu or 517-353-5510.