

# COOP CONNECTION

EMI SIG Continuity of Operations Subcommittee Newsletter



## Leadership, Staff, Facilities, and Communications

### Continuity of Operations During a Pandemic

During the period of contagion, assume there will be significant economic disruptions, including inventory shortages, shipment delays, and reduced business activity. International shipments and travel may be severely curtailed. Critical supplies may not be available. For planning purposes, assume that 50 percent of your critical supplies will not be available during the 7-10 week period of contagion. For the purposes of fiscal impact planning, assume that there will be two 10-week waves, one each during the fall and spring. Essential functions must continue. Personnel who support essential functions must report to work, if they have not been exposed.

Assume that contagious employees will come to work—both asymptomatic employees and symptomatic employees who feel compelled to work. Steps need to be taken to minimize this risk. For planning purposes, assume that absent employees include key personnel, who will be unable to perform their duties. Key personnel include leaders, heads and essential personnel with primary responsibility for essential functions. After the wave has passed, assume that resumption of normal activities will be slow and difficult. There will be grieving and adjustment for those who have lost loved ones, friends and coworkers. Those who became ill and survived may take months to fully recover. Exhausted caregivers will need rest, time off to get their affairs in order, and mental health support. Business will be slow to recover, slow to replenish inventories, and slow to replace labor. Economic losses during the pandemic may cause business to contract, cut costs, and possibly lay off workers.

#### INSIDE THIS ISSUE

Continuity of Operations During a Pandemic	1
Zika Virus Spreading	2
COOP Virtual Tabletop	2
COOP Mentors	2
Welcome New COOP Program Director	3
Upcoming Conferences and Trainings	3

### Zika Virus Spreading

Zika virus is primarily spread to people through mosquito bites. Once the virus is in a person, it can spread through blood transfusion, sexual contact, and from mother to child. Zika is not currently found in the continental United States, but cases have been reported in returning travelers. Click [here](#) for a look at CDC's Zika fact sheet.

The most common symptoms of Zika virus disease are fever, rash, joint pain, and conjunctivitis (red eyes). About 80 percent of people with Zika experience no symptoms and don't even know that they have the virus. The illness is usually mild with symptoms lasting from several days to a week. People usually don't get sick enough to go to the hospital, and they very rarely die of Zika. The best way to prevent Zika is to prevent mosquito bites.

- Use insect repellents on your skin and clothes.
- Wear long-sleeved shirts and long pants
- Stay in places with air conditioning or that use window and door screens.

WE'RE CONNECTED:



## COOP Virtual Tabletop

On April 13, 2016, an unclassified virtual tabletop was conducted via Adobe Connect over a four-hour period. The exercise required participant response to simulated cyber threats necessitating a DOE directed, internet isolation of all sites for an extended duration.

The Lead Facilitator was Jeffrey Leifel, ORISE. Local Site Facilitators conducted three modules of guided-discussions with mission essential function personnel – continuity coordinators, P/MEF, ESAs, information technology (IT) personnel, and senior leadership. Participating sites were BNL, ETPP, INL, and SNL-CA, with several other sites observing the exercise. Over 70 people, across the four sites, assessed continuity plans, redundancy capabilities, facility operations, internal communications, and partner notifications, as well as held conversations with Cybersecurity, IT, MEFs, senior leadership, and executives.

## COOP Subcommittee Conference Calls

COOP Subcommittee conference calls typically occur on the second Thursday of each month from 3-4 p.m., Eastern.

The schedule for the next four calls is below.

- April 14, 2016
- May 12, 2016
- June 9, 2016
- July 14, 2016

Agendas are sent prior to each call. Questions about the COOP Subcommittee conference calls should be sent to Becky Bullard at [Becky.Bullard@orau.org](mailto:Becky.Bullard@orau.org) or phone (865) 576-9623.

## Want to Contribute to COOP Connection?

To contribute continuity stories, calendar items, or any other news related to COOP, please send them to Becky Bullard at [Becky.Bullard@orau.org](mailto:Becky.Bullard@orau.org) or to Jeff Morrison at [morrisjl@nv.doe.gov](mailto:morrisjl@nv.doe.gov).

The deadline for submissions for the July issue is June 1, 2016.

## COOP Mentors

Congratulations to **Russell Abbott (Savannah River Nuclear Solutions)** and **Marilyn Scott (NNSA NA-41)** for achieving Level I Professional Continuity Practitioner certification.

If you want to join these mentors and receive certification, check out FEMA's Emergency Management Institute [Continuity Excellence Series](#). To sign up or to view a complete listing of courses, visit FEMA's [EMI Courses & Schedules](#) site.

## Welcome New COOP Program Director

Steve Maguire is the new Continuity Programs Manager at the U.S. Department of Energy Headquarters, Washington, D.C. He will be the DOE Advisor for COOP Subcommittee and looks forward to working with COOPSC and other continuity personnel throughout the DOE/NNSA Complex.

Steve recently served for the last three years as the District Director, (Enforcement Bureau), Federal Communications Commission New York Field Office. He formerly served in the national security program arena at U.S. Transportation, U.S. Treasury, FEMA, and at the Headquarters, Federal Communications Commission.

Steve is a Lieutenant Colonel (Ret.), who served in the United States Air Force, Air Force Reserve and the Air National Guard.

## Upcoming Conferences and Trainings

### [Continuity Insights 2016 Management Conference](#)

Gaylord Opryland Resort and Convention Center  
Nashville, TN  
April 18-20, 2016

### [2016 EMI SIG Annual Meeting](#)

National Conference Center  
Leesburg, VA  
May 2-6, 2016