

Continuity of Operations Plan

Policy 6580

The Board of Directors recognizes that in the event of a natural disaster, the District’s restoration of the safe learning environment across a wide range of hazards is critical for students, staff and the community at large. The Board further recognizes that a continuity of operations (COOP) plan will ensure that disruptions to operations are reduced or minimized, recovery is timely and that the safe learning environment is reconstituted at the earliest opportunity.

To this end, the District will implement and maintain a COOP plan with the following objectives:

- Ensure the safety of students and staff;
- Ensure the continuous performance of essential functions/operations following a natural disaster;
- Protect essential facilities, equipment, records and other assets;
- Reduce or mitigate disruptions to operations/education programs;
- Reduce the loss of life;
- Minimize damage and other losses;
- Identify and designate principals, support staff and students to be relocated;
- Facilitate decision making for plan execution and the subsequent conduct of operations; and
- Achieve a timely and orderly recovery from the event and resumption of full educational services to all students and staff.

The COOP plan will address or include, but not be limited to:

- Guidance on infrastructure recovery developed by the Federal Emergency Management Agency (FEMA) and the Washington Emergency Management Agency (WEMA);
- An infrastructure recovery checklist that the District can use to restore its essential physical and organizational structures, services and facilities;
- A list of offices or divisions of state agencies that the District may contact for assistance with infrastructure recovery after a natural disaster;
- A list of state and federal emergency funding sources that the District may contact for assistance.

The Superintendent is authorized to implement procedures to support this policy.

Cross References:	Policy 3432	Emergencies
	Policy 4000	Public Information Program
	Policy 4040	Public Access to District Records
	Policy 6955	Maintenance of Facilities Records
Legal References:	RCW 28A.320.125	Safe school plans – Requirements – Duties of school districts, schools, and educational services districts – Reports – Drills - Rules

	RCW 38.52.010	Definitions
	EHB 1003, Chapter 37	Laws of 2016
Management Resources:	Policy & Legal News	
	2017 July	
Adopted: 08.15.22		
Revised:		