

# LSU AGRICULTURAL CENTER UNIT SAFETY AND CONTINUITY OF OPERATIONS PLAN

## I. INTRODUCTION

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### A. Purpose:

The LSU AgCenter plays an integral role in supporting agricultural industries, sustaining rural areas and encouraging efficient use of resources through research and educational programs conducted by its experiment station and extension service. To support this mission, the organization must be operationally prepared to continue operations during any type of threat or emergency, and be able to effectively resume essential operations if they are interrupted.

The Unit Safety and Continuity of Operations Plan (SCOOP) is meant to provide guidance to the unit on handling safety-related issues as well as planning for and recovering from a disaster or emergency. It works in conjunction with the overall AgCenter Continuity of Operations Plan, which identifies the decision making process, emergency response procedures, and individual responsibilities throughout administration.

### B. Organization:

This document contains two major topic areas: the unit Safety Plan and the unit Continuity of Operations Plan. As part of both plans, a detailed list of contact information for the unit should be created and maintained online at [www.lsuagcenter.net/agdirectory](http://www.lsuagcenter.net/agdirectory). This list should be updated at least quarterly and hard copies should be created and distributed to appropriate personnel.

The first section of this template is the unit Safety Plan, as coordinated through the AgCenter Safety Office. The Safety Plan is intended to address safety issues in the workplace and to provide guidance for maintaining a safe working environment while promoting a work attitude focused on safety.

The last section is the Continuity of Operations Plan for the unit. The COOP section is intended to help the unit prepare for and recover from a disaster or emergency situation.

All units are required to complete a SCOOP and update it at least annually. Sample plans for the full SCOOP are provided to each unit, of which each can then be modified to best suit the needs of the individual units. The sample plan is meant to be a starting point for the unit, with modifications being made to either add or delete sections as appropriate for the particular unit. The completed plans and annual updates must be sent to AgCenter Administration for review and in preparation for audit.

## II. EMERGENCY COMMUNICATIONS

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Effective communication is vital when handling safety-related or emergency situations. It is imperative that each unit maintain a comprehensive list of contact information for key personnel.

### A. Unit Information

\_\_\_\_\_  
Unit Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number (Main and Alternate)

If this location is not accessible, plans must be made for operating from another location. After reviewing options and discussing possibilities with alternate site hosts, indicate the preferred alternate location(s) below. **Note:** *this page and the next of the Unit SCOOP, at a minimum, should be provided to the alternate location facilities coordinator so they are aware of their status as an alternate site.*

\_\_\_\_\_  
Alternate Site Location and Contact Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number (Main and Alternate)

\_\_\_\_\_  
Secondary Alternate Site Location and Contact Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number (Main and Alternate)

### **B. Primary Emergency Contact Information**

Each unit must designate an individual to serve as a point of contact to coordinate efforts during an emergency or disaster situation. In addition to coordinating the unit's efforts in preparedness, response and recovery, this point of contact will also serve as liaison with the AgCenter Emergency Response Team as noted in the AgCenter Overall Continuity of Operations Plan.

\_\_\_\_\_  
Name

If the primary emergency contact is not able to manage during the crisis, the following person will serve as the secondary emergency contact.

\_\_\_\_\_  
Secondary Emergency Contact Name

Some of the larger units may also want or need to specify a third emergency contact person. Please designate that individual below:

\_\_\_\_\_  
Tertiary Emergency Contact Name

### **C. Emergency Contact Information**

Dial 9-1-1 in an Emergency

\_\_\_\_\_  
Non-Emergency Police/Fire

1-877-578-2423

AgCenter 800 Number

In the event of a disaster or emergency, the AgCenter 800 number will be activated to provide information to all affected employees.

All unit staff members must have their emergency contact information entered and updated in the AgCenter personnel directory at <https://www.lsuagcenter.net/agdirectory>. This list can also be used by the unit to obtain contact information for management and administration in the event of an emergency. Print a hard copy of the necessary contact information by going to the Manage Orgs link, and then to the Employee Emergency Contact List in the SCOOP section.

### III. SAFETY PLAN

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The existing unit safety plan can be merged here.

## IV. CONTINUITY OF OPERATIONS PLAN

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The Continuity of Operations Plan has been created to ensure that a major incident has minimal impact on the AgCenter and its operations. It is vital that each person in a unit understand not only their individual responsibilities, but also be knowledgeable of the unit COOP and its place within the overall AgCenter Continuity of Operations plan.

### A. Emergency Planning Team

The following people will participate in emergency planning and crisis management for our unit (name and email address). It is suggested that office staff and others participate in order to get all perspectives and to end up with a more comprehensive approach.

The following people from neighboring businesses and our building management will participate on our emergency planning team (name and email address).

### B. Be Informed

When working through the Unit Continuity Of Operations Plan, it is typical to concentrate on the latest or most likely disasters. In our case, this would be hurricanes and flooding. However, many more possibilities exist and should be considered when planning for a disaster or emergency. Some of these include:

- Fire
- Tornadoes
- Lightening
- Ice Storms
- Hazardous materials spills
- Power outages
- Explosions
- Biological threats
- Terrorist attacks

When discussing possibilities and plans for emergency preparedness, consider some of these other disaster scenarios to see if your plans would be suitable. This will increase the overall effectiveness of your unit plan.

### C. Our Essential Business Functions

By identifying those functions which your unit performs on a regular basis, you can more effectively plan for continuing critical functions in a disaster situation or crisis. Please list below all essential functions that your unit performs, along with a timeframe by which that function would need to be resumed. Examples of essential business functions might be processing timesheets, milking cows, collecting instrument data for research, communicating with the public, etc.

<b>C.1. Function Description</b>	<b>Criticality</b> 1 = Urgent 2 = Moderate 3 = Not Urgent	<b>Timeframe</b>
Example: Employment	2	Short-term – 1-2 days if emergency staffing needs arise.
Example: Timesheets	1	Work with HR to ensure that employees can be paid in the event of an emergency.

<b>C.2. Function Description</b>	<b>Criticality</b> 1 = Urgent 2 = Moderate 3 = Not Urgent	<b>Timeframe</b>
Example: Employment	2	Short-term – 1-2 days if emergency staffing needs arise.
Example: Timesheets	1	Work with HR to ensure that employees can be paid in the event of an emergency.

#### **D. Our Critical Assets**

By identifying assets used in the operation of the organization, you can more effectively plan for their backup and recovery. Please list below all critical assets, excluding buildings and land, which are used in the operation of your unit along with their proposed method of backup or offsite restoration.

<b>D.1. Asset Description</b>	<b>Criticality</b> 1 = Urgent 2 =	<b>Plan for backup or offsite restoration</b>
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	Moderate 3 = Not Urgent	
Example: Incubator	1	Need generator backup to continue operations
Example: Research refrigerators	1	Samples will be moved to alternate location

<b>D.2. Asset Description</b>	<b>Criticality</b> 1 = Urgent 2 = Moderate 3 = Not Urgent	<b>Plan for backup or offsite restoration</b>
Example: Incubator	1	Need generator backup to continue operations
Example: Research refrigerators	1	Samples will be moved to alternate location

## **E. Suppliers and Contractors**

In the event of an emergency or crisis, your primary suppliers and contractors may be unavailable to provide you with key goods and services. Please list below your primary suppliers and contractors along with possible alternatives, including physical and mailing addresses, phone numbers, account numbers and sales representative names, if available. Repeat this list as necessary to include critical supplies and services. Keep in mind the geographic locations of your alternates and try to have alternates that are physically separate from your primary suppliers. Examples of suppliers you may want to include are fuel and feed suppliers and emergency construction contractors. Facilities Planning can assist with information on the latter.

Supplier Information (include Company Name, Contact Name, Address and Phone Numbers, and Account Information):

If this company is unavailable, we will obtain supplies/materials from the following:

If this company is also unavailable, we will obtain supplies/materials from the following:

## F. General Advance Preparations

1. Maintain master list of contact information.  
See online personnel directory.
  
2. Maintain electronic records backup (non-network) *Note: the AgCenter network can be used for offsite storage since it is backed up by IT.*
  - a. Who is responsible?
  
  - b. How often will the records be backed up?
  
  - c. What offsite location will be used to store at least one version of all backups?
  
  - d. List what systems should be backed up regularly:
  
3. Maintain paper records backup.
  - a. Who is responsible?
  
  - b. What offsite location will be used to store at least one copy of the paper records?
  
  - c. How often will paper copies be updated?
  
  - d. List what records should be copied and stored offsite (e.g., this plan, site maps, insurance policies and beneficiaries, bank account info, etc.):
  
4. Maintain adequate cross training, written documentation and communication within the unit for all critical functions for ease in providing coverage during an emergency.  
Person responsible for coordinating cross training:
  
5. Determine power requirements and options for alternate sources of electricity in the event of a prolonged outage (on-campus units or anyone utilizing space managed by others may deem this section not applicable).
  - a. What size and number of generators are needed to sustain power for critical assets?
  
  
  
  
  
  
  
  
  
  
  - b. Are there additional generators that could be brought onsite and hooked up (e.g., from other research stations or offices)? Please list generator size and location:

- c. What are the fuel needs for one week of operation of critical assets?
  - d. What documentation/training exists on how to hookup and operate the generator(s)? Where is it located?
  - e. Perform a thorough test of the generators prior to an emergency to ensure that all critical assets can be hooked up and run simultaneously for the desired period of time.  
Person responsible for testing:
6. Maintain alternate communications capabilities.
- a. If land line phone service is not available, do you have access to satellite phones, ham radios, CB radios, etc.?

## **G. Emergency Shutdown Plan**

In the event of an emergency evacuation, the health and safety of all employees is priority. However, it may be possible to perform a few emergency shut down procedures in order to minimize any damage or increase the chances of a quick restoration of operating functions.

### 1. Emergency Shutdown Manager

Emergency Shutdown Alternate

### 2. Responsibilities include:

## **H. Planned Shutdown Procedures**

When an emergency situation provides enough forewarning, such as with hurricanes, thorough shutdown and damage avoidance procedures can be executed.

## 1. Supplies

List all materials, tools and supplies that should be assembled prior to an impending emergency situation (e.g., water, diesel fuel, batteries, feed, tarps, shingles, etc.)

## 2. Shutdown Checklist

Below is a suggested list of tasks that should be completed immediately prior to an impending emergency. Check all that apply and add any others particular to your unit.

- Backup important computer files. Take them offsite.
- Remove any important paper files, or store in a floodproof/fireproof box.
- Turn off all computers and other office equipment. Unplug each item. Consider the possibility of removing small items such as laptops, cameras, etc., especially if they can be taken to a more secure location.
- As prudent and practical, move other equipment to a safe/safer alternate location. Communicate the location of the alternate site to staff and administration.
- Whenever possible, raise equipment from the floor and move away from windows.
- Cover equipment with heavy plastic (trash bags work well).
- Bring in or secure outdoor items that could create hazardous situations (ie, flying debris)
- Just before closing the office, shut off all electrical power to the office by tripping the main breaker, if it is located in your area.
- Follow all local Parish Office of Emergency Preparedness guidelines and recommendations regarding evacuations and safety.
- Assign a date and time for all unit staff to check in.
- Prepare facilities by closing blinds, closing window shutters, installing window protection, etc.
  
- Others:

## 3. Person responsible for ensuring that shutdown tasks are accomplished:

Alternate:

#### 4. Return Checklist

Below is a suggested list the tasks that should be completed immediately following an emergency situation. Check all that apply and add any others particular to your unit.

- If the office is damaged, the Unit Head should instruct all unit employees as to when it is safe to return to the office.
- Research Station Unit head should check with the Safety Office and Facilities Planning before returning to damaged facilities.
- Extension Primary Contacts should check with local officials about facility damage and clearance to return to the office/building.
- On-Campus departmental Primary Contacts should check with campus officials for clearance to return to the office/building.
- Report damage to the Safety Office and Facilities Planning as soon as access to the office is allowed.
- Unit Head should coordinate with Regional Director or other appropriate administration officials regarding needed repairs.
- Communicate any personnel or equipment needs to AgCenter administration.
- The official date and time for reopening of the unit should be determined and communicated to the staff.
- Place public notices and/or newspaper ads in local papers announcing the re-opening of the unit as soon as feasible.
- For any utilities damage, e.g., gas, electric, water, contact the appropriate company representative to assist in assessing the safety of the building and surrounding area.
- Others:

#### 5. Person responsible for ensuring that return tasks are accomplished:

Alternate:

#### I. Communications

1. We will communicate our emergency plans with our unit in the following way:

2. In the event of a disaster, we will communicate with our unit in the following way:

3. In the event that the above communication methods are unavailable and employees cannot physically report to their assigned workplace, they are to report to the following location for further instructions (include address and phone numbers if appropriate):

*Baton Rouge campus units can designate 214 Efferson Hall as their reporting site, if appropriate.*

4. In the event of a disaster, we will communicate with the LSU AgCenter Emergency Response Team in the following way:

5. During and immediately following an emergency situation, employees will communicate with the AgCenter in the following way:

## **J. After the Event**

1. Ensure that it is safe to return!

2. What essential personnel are needed onsite immediately following the event?

3. List the assessment tasks that need to be completed.

Taking photographs

Cleanup of debris

Repairs to facilities

Debris removal

Others:

4. What documentation is needed to satisfy auditors, risk management, etc.? For example, timesheets for clean-up/repairs, equipment use time logs, materials use, invoices, etc.

5. Person responsible for ensuring that assessment tasks are accomplished:

### **K. Annual Review**

1. The unit will review and update this continuity of operation plan each year by June 1. The update and review will include reconfirming alternate site availability/suitability, recontacting neighboring business/local bldg management, etc for updates on their plans, making additions/deletions/modifications to lists of functions and assets, etc.

2. Person responsible for ensuring that annual review is completed:

Alternate: