

## **FAQ Modified Operations**

### **Does the University provide guidelines about who should work during Modified Operations?**

Units must have a business continuity plan tailored to their unique responsibilities. Considerations include Teaching/Instruction, Research, Business Operations, Public and Outreach activities, Animal care, and Human care. Remember that as a University, we want to maintain minimal operations with critical staff to minimize the number of people, traffic, and movement on camps during Modified Operations.

Typical Modified Operations periods are 72 hours or less.

### **Where can we get more information on emergency management at MSU?**

MSU is a designated Emergency Management Accredited program, and we follow the Department of Homeland Security and Federal Emergency Management.

<https://police.msu.edu/police-services/emergency-management/>

### **Why is it important to only have critical employees with essential functions if we can do the work during Modified Operations?**

We need only the minimum number of employees onsite to allow focus on the emergency at hand in the safest way possible.

### **Why is the Modified Operations Policy so broad? Wouldn't it be better to have more details?**

Modified Operations is intentionally broad because we cannot forecast all emergencies. Police, IPF, SLE, Research, and other Units may have internal response documents and intentional implementation plans with more details to guide their internal operations during various emergencies.

### **What is the difference between a COOP and a BCP?**

The COOP, Continuity of Operations Plan, is required by a few Units responsible for the University's overall functioning under Emergency Management. It is similar to the BCP, which is designed to be specific to all other units. If the unit has a COOP, the unit will not need a BCP.

### **Our unit has many different business needs. How do we best address them in the BCP?**

Some units may need departmental BCPs specific to the critical and essential tasks that must be completed or maintained during emergencies. An example is the College of Agriculture and Natural Resources—a large unit encompassing research, animal safety, and typical office functions. IPF and SLE

have more detailed plans for various situations, while HR primarily focuses on maintaining key systems. It depends on the specific needs of the unit/department.

**What is the primary goal of the BCP?**

The key reason to have a BCP is to have a thoughtful response to typical emergencies that can be easily communicated to employees, leaders, and university emergency response.

**Where can I get additional training on our response to emergency situations in general?**

MSU Police and Student Life and Engagement partner to host several basic training sessions during the year. Each unit should have a champion(s) (minimally) take the following courses:

- ICS 100 Introduction to the Incident Command System
- ICS 200 Basic Incident Command System for Initial Response
- IS 700B An Introduction to the National Incident Management System