

Continuity of Operations Plan

PURPOSE

The Superintendent/designee shall maintain a District Continuity of Operations Plan to ensure that District operations are performed efficiently with minimal disruption during a declared emergency. The Continuity of Operations Plan shall provide guidance to ensure the District is capable of conducting its essential missions and functions under all threats and conditions, with or without warning. While the severity and consequences of any emergency cannot be predicted, effective contingency pre-planning based on a comprehensive risk assessment can minimize the impact on the District's missions, personnel, and facilities.

The overall purpose of continuity planning is to ensure that essential functions are maintained under all conditions and across a spectrum of potential emergencies. The Continuity of Operations Plan shall address the issues identified in the existing and projected threat environment and address possible emergencies, including, but not limited to acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents.

SCOPE

The District Continuity of Operations Plan shall apply to the functions, operations, and resources necessary to ensure the continuation of the District's essential functions in the event that its normal operations at VanHoose Education Center or other Central Office locations are disrupted, or threatened with disruption. Appropriate District staff must be familiar with the District Continuity of Operations Plan and be prepared to fulfill their respective continuity roles and responsibilities.

OBJECTIVES

The objectives of the District Continuity of Operations Plan are to:

1. Ensure essential functions can be performed, if applicable, under all conditions.
2. Reduce the loss of life and minimize property damage and loss.
3. Execute an order of succession with accompanying authorities in the event a disruption renders that District's leadership is unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of office.
4. Reduce or mitigate disruptions to operations.
5. Ensure that the District has facilities where it can continue to perform its essential functions, as appropriate, during a continuity event.
6. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
7. Achieve the District's timely and orderly recovery and reconstitution from an emergency.
8. Ensure and validate continuity readiness through a dynamic and integrated continuity Test, Training, and Exercise (TT&E) program and operational capability.

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9. Coordinate and communicate with state and local officials around common issues and decisions.

SECURITY AND PRIVACY OF CONTINUITY PLAN

The District Continuity of Operations Plan is for official use only. Portions of the Continuity of Operations Plan contain information that raises personal privacy, security, or other concerns, and those portions may be exempt from mandatory disclosure under the Kentucky Open Records Act (see KRS 61.878(1)). The Continuity of Operations Plan is to be controlled, stored, handled, transmitted, distributed, amended, and disposed of in accordance with the processes set forth in the Continuity of Operations Plan, and is not to be released to the public or other personnel who do not have a valid “need to know,” without prior approval of the Superintendent.