**Northwest Extension District
Continuity of Operations Plan (COOP)**

July 2018

**Introduction**

The following describes what the Faculty and staff of the Northwest Extension District can do to prepare for the impact of the many hazards including natural hazards like hurricanes, storms, floods, tornadoes, earthquakes and widespread serious illness such as a flu virus pandemic. Human-caused hazards include accidents, acts of violence by people and acts of terrorism. Examples of technology-related hazards are the failure of malfunction of systems, equipment or software.

To be better prepared to respond to these hazards, the Northwest Extension District using this form describes how the Faculty and staff will operate during an emergency and recover afterwards to be fully operational.

**The Northwest COOP plan ensures that all Extension Personnel have prepared their personal home and families.**

**Planning Assumptions**

* Emergencies or threatened emergencies can adversely impact the Counties of the Northwest District to continue essential functions and provide support to the day‐to‐day operations
* There will be a sufficient number of surviving and available senior managers with adequate supporting personnel to continue the essential functions of the Northwest Extension District
* When an emergency incident occurs that impacts essential community and/or Northwest Extension District functions, the Northwest Extension District will implement the Emergency Management/Business Continuity Plan and activate an Emergency Operations Center
* Communications capabilities, transportation, and other infrastructures will be sufficiently intact to allow implementation of this plan
* Northwest Extension District personnel and outside resources will be available as necessary to continue essential functions
* Recovery of a critical subset of the Northwest Extension District’s functions and application systems will occur and allow essential operations to continue
* A disaster may require student, faculty, staff, and the public to function with limited support services and some degradation of service, until a full recovery is made
* Northwest Extension District COOP plan will assist in the development of objectives for response and recovery from an emergency

**A: Northwest District Leadership Succession**

People who can make operational decisions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name**  | **Phone Number**  | **Alt Phone Number**  |
| **Northwest District Leader** | Pete Vergot, Northwest DEDpvergot@ufl.edu  | 850-228-4000 | 850-510-2150 |
| **First Successor** | Janice Walden, Administrative Support Assistant, jmwa@ufl.edu  | 850-933-5532 | 850-875-7117 |
| **Second Successor** | Heather Kent, 4-H RSAhckent@ufl.edu  | 850-209-5156 | 850-633-4086 |
| **Third Successor** | Kendra Zamojski, FCS RSA hughson@ufl.edu  | 850-333-3027 | 850-875-7135 |

**B: Northwest District Essential Employees**

Employees within in the district that are considered **Essential Employees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | **Phone Number**  | **Alt Phone Number**  | **County** |
| Pete Vergot | 850-228-4000 | 850-510-2150 | Northwest District |
| Janice Walden | 850-933-5532 | 850-875-7137 | Northwest District |
| **RSAs**  |  |  |  |
| Kendra Zamojski | 850-333-3027 | 850-875-7135 | Northwest District |
| Heather Kent | 850-209-5156 | 850-562-1619 | Northwest District |
| Andrea Albertin | 571-919-5096 | 850-875-7111 | Northwest District |
| Scott Jackson | 850-866-2300 | 850-784-6105 | Bay |
| Ethan Carter | 352-221-0580 | 850-482-9620 | Jackson |
| Erik Lovestrand | 850-766-8929 | 850-653-9337 | Franklin |
| **CEDs**  |  |  |  |
| Marjorie Moore | 850-866-5925 | 850-784-6105 | Bay |
| Judy Biss | 850-509-2485 | 850-674-8323 | Calhoun |
| Nick Simmons | 850-291-7173 | 850-475-5230 | Escambia |
| Erik Lovestrand | 850-766-8929 | 850-653-9337 | Franklin |
| Shep Eubanks | 850-373-7135 | 850-662-3280 | Gadsden |
| Ray Bodrey | 850-340-3819 | 850-639-3200 | Gulf |
| Kalyn Waters | 407-619-9862 | 850-547-1108 | Holmes |
| Doug Mayo | 850-693-1071 | 850-482-9620 | Jackson |
| John Lilly | 850-212-1911 | 850-342-0187 | Jefferson |
| Marcus Boston | 850-212-2212 | 850-606-5200 | Leon |
| Monica Brinkley | 850-643-6007 | 850-643-2229 | Liberty |
| Pam Allen | 850-516-2353 | 850-689-5850 | Okaloosa |
| Mike Donahoe | 850-637-5878 | 850-623-3868 | Santa Rosa |
| Les Harrison | 850-274-5752 | 850-926-3931 | Wakulla |
| Mike Goodchild | 850-951-3735 | 850-892-8172 | Walton |
| Julie Dillard | 850-326-1398 | 850-638-6180 | Washington |
| **PIT Chairs**  |   |  |  |
| Marie Arick | 662-312-6852 | 850-482-9620  | FCS PIT |
| Melanie Taylor  | 850-890-5377 | 850-639-3200 | 4-H PIT |
| Laura Tiu  | 850-612-6197 | 850-689-5850  | NR PIT |
| Daniel Leonard | 850-417-1706 | 850-892-8172 | Hort PIT |
| Kalyn Waters  | 407-619-9862 | 850-547-1108  | Ag PIT |

**C: Essential Northwest District County Employees by County**

Employees within the Northwest District who are considered essential employees within the county for emergency preparedness, active personnel during disaster, and/or emergency response.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Phone Number**  | **Alt Phone Number**  | **County** | **County Responsibility** |
| **Marjorie Moore** | 850-866-5925 | 850-784-6105 | Bay | Lead Communications |
| **Judy Biss** | 850-509-2485 | 850-674-8323 | Calhoun | Lead Communications |
| **Nick Simmons** | 850-291-7173 | 850-475-5230 | Escambia | Lead Communications |
| **Erik Lovestrand** | 850-766-8929 | 850-653-9337 | Franklin | Lead Communications |
| **Shep Eubanks** | 850-373-7135 | 850-662-3280 | Gadsden | Lead Communications |
| **Ray Bodrey** | 850-340-3819 | 850-639-3200 | Gulf | Lead Communications |
| **Kalyn Waters** | 407-619-9862 | 850-547-1108 | Holmes | Lead Communications |
| **Doug Mayo** | 850-693-1071 | 850-482-9620 | Jackson | Lead Communications |
| **John Lilly** | 850-212-1911 | 850-342-0187 | Jefferson | Lead Communications |
| **Marcus Boston** | 850-212-2212 | 850-606-5200 | Leon | Lead Communications |
| **Monica Brinkley** | 850-643-6007 | 850-643-2229 | Liberty | Lead Communications |
| **Pam Allen** | 850-516-2353 | 850-689-5850 | Okaloosa | Lead Communications |
| **Mike Donahoe** | 850-637-5878 | 850-623-3868 | Santa Rosa | Lead Communications |
| **Les Harrison** | 850-274-5752 | 850-926-3931 | Wakulla | Lead Communications |
| **Mike Goodchild** | 850-951-3735 | 850-892-8172 | Walton | Lead Communications |
| **Julie Dillard** | 850-326-1398 | 850-638-6180 | Washington | Lead Communications |

**D: Essential Functions of the Northwest Extension District**

Functions that are essential to operational continuity and/or recovery in each program area and the people responsible for them. Alternates are sufficiently cross-trained to assume responsibilities.

**Overall Leadership Team:**

|  |  |
| --- | --- |
| **Essential Function:**  | **Communicate Northwest District Situation** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | **Pete Vergot** | **Heather Kent** | **Kendra Zamojski & Andrea Albertin** |
| **Phone Numbers**  | 850-228-4000 | 850-509-2156 | 850-333-3027571-919-5096 |
| **Essential Function:**  | **Communicate Northwest District Individual County Situations County Office Operational Needs** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Bay CEDMarjorie Moore | Scott Jackson  | Julie McConnell |
| **Phone Numbers**  | 850-866-5925 | 850-866-2300 | 850-376-3023 |
| **People Responsible**  | Calhoun CEDJudy Biss | Whitney Cherry  | Peg Frith |
| **Phone Numbers**  | 850-509-2485 | 850-509-2485 | 850-447-2889 |
| **People Responsible**  | Escambia CEDNick Simmons | Carrie Stevenson  | Beth Bolles |
| **Phone Numbers**  | 850-291-7173 | 850-572-1883 | 850-625-5626 |
| **People Responsible**  | Franklin CEDErik Lovestrand | Michelle Huber  | Kayle Mears |
| **Phone Numbers**  | 850-766-8929 | 850-728-0976 | 850-653-5601 |
| **People Responsible**  | Gadsden CEDShep Eubanks | Yolanda Goode  | Laurie Osgood |
| **Phone Numbers**  | 850-373-7135 | 850-509-0391 | 850-509-1893 |
| **People Responsible**  | Gulf CEDRay Bodrey | Melanie Taylor  | Charissa Raffield |
| **Phone Numbers**  | 850-340-3819 | 850-890-5377 | 850-899-0898 |
| **People Responsible**  | Holmes CEDKalyn Waters | Judy Corbus  | Nicole Crawson |
| **Phone Numbers**  | 407-619-9862 | 850-260-2717 | 850-373-7349 |
| **People Responsible**  | Jackson CEDDoug Mayo | Marie Arick  | Angel Granger |
| **Phone Numbers**  | 850-693-1071 | 662-312-6852 | 850-933-5339 |
| **People Responsible**  | Jefferson CEDJohn Lilly | Julianne Shoup  | Danielle Sprague |
| **Phone Numbers**  | 850-212-1911 | 618-203-3374 | 772-766-6539 |
| **People Responsible**  | Leon CEDMarcus Boston | Mark Tancig  | Amy Mullins |
| **Phone Numbers**  | 850-212-2212 | 850-274-4429 | 850-933-6007 |
| **People Responsible**  | Liberty CEDMonica Brinkley | Cathia Schmarje  | Kristi Mathews |
| **Phone Numbers**  | 850-643-6007 | 850-643-7642 | 850-643-7332 |
| **People Responsible**  | Okaloosa CEDPam Allen | Jennifer Bearden  | Larry Williams |
| **Phone Numbers**  | 850-516-2353 | 850-585-3940 | 850-585-8943 |
| **People Responsible**  | Santa Rosa CEDMike Donahoe | Prudence Caskey  | John Atkins |
| **Phone Numbers**  | 850-637-5878 | 850-390-3512 | 850-797-0605Hort PIT Co-Chair |
| **People Responsible**  | Wakulla CEDLes Harrison | Samantha Kennedy  | Rachel Pienta |
| **Phone Numbers**  | 850-274-5752 | 941-545-7347 | 850-643-7332 |
| **People Responsible**  |  Walton CEDMike Goodchild | Laura Tiu  | Jena Gilmore |
| **Phone Numbers**  | 850-951-3735 | 850-612-6197 | 850-685-7085 |
| **People Responsible**  | Washington CEDJulie Dillard | Mark Mauldin | Judy Corbus |
| **Phone Numbers**  | 850-326-1398 | 352-317-7799 | 850-260-2717 |
| **Essential Function:**  | **Coordinate Northwest District County Office IT Needs** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | NW IT SpecialistJohn Wells | NR NW RSA,Scott Jackson |  FCS - NW RSAKendra Zamojski |
| **Phone Numbers**  | 850-491-0718 | 850-866-2300 | 850-333-3027 |
| **Essential Function:**  | **Coordinate Northwest District Program Area Reporting** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Horticulture NW RSAAndrea Albertin | Hort PIT ChairDaniel Leonard | Hort Pit Co-ChairMark Tancig |
| **Phone Numbers**  | 571-919-5096 | 850-417-1706 | 850-275-4429 |
| **People Responsible**  | NR NW RSAScott Jackson | NR PIT ChairLaura Tiu | NR PIT Co-ChairErik Lovestrand |
| **Phone Numbers**  | 850-866-2300 | 850-612-6197 | 850-766-8929 |
| **People Responsible**  |  FCS NW RSAKendra Zamojski |  FCS PIT Chair Marie Arick | FCS PIT Co-ChairLaurie Osgood |
| **Phone Numbers**  | 850-333-3027 | 662-312-6852 | 850-591-9322 |
| **People Responsible**  | 4-H - NW RSAHeather Kent | 4-H PIT ChairMelanie Taylor | 4-H PIT Co-ChairPrudence Caskey |
| **Phone Numbers**  | 850-209-5156 | 850-890-5377 | 850-390-3512 |
| **People Responsible**  | Ag NW RSAEthan Carter, | Ag PIT ChairKalyn Waters | Ag PIT Co-ChairEvan Anderson |
| **Phone Numbers**  | 352-221-0580 | 407-619-9862 | 850-419-6332 |

**Northwest District Program Areas:**

**Program Area: Agriculture**

**Program Leader: Kalyn Waters -Ag Program Implementation Team (PIT) Chair**

|  |  |
| --- | --- |
| **Essential Function:**  | **Agricultural Assessment** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Ag RSA,Ethan Carter  | Ag PIT ChairKalyn Waters | Ag PIT Co-ChairEvan Anderson |
| **Phone Numbers**  | 352-221-0580 | 407-619-9862 | 850-419-6332 |
| **Essential Function:**  | **Agricultural External Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Blog EditorDoug Mayo | Blog EditorJudy Biss |  |
| **Phone Numbers**  | 850-693-1071 | 850-509-2485 |  |
| **Essential Function:**  | **Agricultural Internal Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Ag PIT ChairKalyn Waters | Ag PIT Co-ChairEvan Anderson |  |
| **Phone Numbers**  | 407-619-9862 | 850-419-6332 |  |

**Program Area: Environmental Horticulture**

**Program Leader: Daniel Leonard -Horticulture - Program Implementation Team (PIT) Chair**

|  |  |
| --- | --- |
| **Essential Function:**  | **Environmental Horticulture Assessment** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Hort PIT ChairDaniel Leonard | Hort PIT Vice ChairMark Tancig | Water RSA,Andrea, Albertin |
| **Phone Numbers**  | 850-417-1706 | 850-275-4429 | 571-919-5096 |
| **Essential Function:**  | **Environmental Horticulture External Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Hort PIT Blog ChairMatt Orwat | Hort PIT Blog Co-ChairDaniel Leonard |  |
| **Phone Numbers**  | 817-988-9690 | 850-417-1706 |  |
| **Essential Function:**  | **Environmental Horticulture** **Internal Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Hort PIT ChairDaniel Leonard | Hort PIT Co-ChairMark Tancig |  |
| **Phone Numbers**  | 850-417-1706 | 850-275-4429 |  |

**Program Area: Family and Consumer Sciences**

**Program Leader: Marie Arick FCS Program Implementation Team (PIT) Chair**

|  |  |
| --- | --- |
| **Essential Function:**  | **Family and Consumer Sciences External Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | FCS PIT Blog ChairJudy Corbus | FCS PIT Blog Co-ChairAngela Hinkle |  |
| **Phone Numbers**  | 850-638-6265 | 850-475-5230 |  |
| **Essential Function:**  | **Family and Consumer Sciences Internal Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | FCS RSA,Kendra Zamojski | FCS PIT Chair Marie Arick | FCS PIT Co-ChairLaurie Osgood |
| **Phone Numbers**  | 850-333-3027 | 662-312-6852 | 850-591-9332 |

**Program Area: Natural Resources (NR)**

**Program Leader: Laura Tiu - NR Program Implementation Team PIT Chair**

|  |  |
| --- | --- |
| **Essential Function:**  | Natural Resources Assessment |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | NR RSA, Scott Jackson | NR PIT ChairLaura Tiu | NRPIT Co ChairErik Lovestrand |
| **Phone Numbers**  | 850-866-2300 | 850-612-6197 | 850-766-8929 |
| **Essential Function:**  | **Natural Resources External Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | NR PIT Newsletter ChairRick O’Connor | NR PIT Newsletter Co-ChairCarrie Stevenson |  |
| **Phone Numbers**  | 850-766-3906 | 850-572-1883 |  |
| **Essential Function:**  | **Natural Resources Internal Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | Scott Jackson, NR RSA | Erik Lovestrand, NR RSA |  |
| **Phone Numbers**  | 850-866-2300 | 850-766-8929 |  |

**Program Area: 4-H Youth and Volunteer Development**

**Program Leader: Melanie Taylor -4H Program Implementation Team (PIT) Chair**

|  |  |
| --- | --- |
| **Essential Function:**  | **4-H Youth and Volunteer Development External Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | 4-H PIT Newsletter ChairJulie Dillard | 4-H PIT NewsletterCo-ChairCurrent no Co-Chair |  |
| **Phone Numbers**  | 850-326-1398 | number |  |
| **Essential Function:**  | **4-H Youth and Volunteer Development Internal Communications** |
|  | **Primary**  | **Alternate**  | **Second Alternate**  |
| **People Responsible**  | 4-H RSA,Heather Kent  | 4-H PIT ChairMelanie Taylor | 4-H PIT Co-ChairPrudence Caskey |
| **Phone Numbers**  | 850-209-5156 | 850-890-5377 | 850-390-3512 |

**Working on these sections below…..**

**E: Emergency Communication Systems**

All employees are responsible for keeping informed of emergencies by registering for UF Alert or local alerts, monitoring news media reports, and seeking information from UF home page or the county home page. To rapidly communicate with employees in an emergency, we encourage all districts to prepare and maintain a call tree.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 | Phone | 🞏 | Email | 🞏 | GroupMe |
| 🞏 | Call Tree | 🞏 | Northwest Website | 🞏 | Text |

**[describe and provide in detail here]**

**F: Emergency Access to Information and Systems**

If access to your county/unit’s information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash drives, hard copies, smart phones or use of alternate email systems (e.g., Yahoo).

[develop Attachment F] –

* Develop NW Disaster Website that has all info needed,
* COOP Dropbox for files,
* all offices have hard copies of COOP,
* Gmail set up for all CEDs.

**G: Technology Needs/Plan**

Describe your technology needs in preparation for a disaster, during a disaster, and for adequate disaster response. If technology is needed for emergency communication systems, emergency access, mitigation strategies, and AAR, please indicate those needs in Attachment G.

[develop Attachment G]

**H: Mitigation Strategies**

Considering your objectives, dependencies and essential functions, describe the steps you can take now to minimize the incident’s impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions. (Include this information as “Attachment H” on a separate document).

[develop Attachment H]

* Disaster Trailers and content
* MIFI Units
* Drones

**I: Recovery after the Incident**

Describe your plan to fully resume operations as soon as possible after the wave has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs. (Include this information as “Attachment I” on a separate document).

[develop Attachment I]

**J: After Action Reports (AAR) and Damage Assessments**

Describe your plan to develop AAR and damage assessments. Be sure to include timelines, due dates, and personnel responsible. This includes damage to facilities. Please refer to IFAS Leadership COOP for guidelines and templates. (Include this information as “Attachment J” on a separate document).

[develop Attachment J]

**K: Special Considerations for Your District**

Describe here any additional or unique considerations that your department may face in an incident. (Include this information as “Attachment K” on a separate document).

[develop Attachment K]

**L: Key Internal Resources and Dependencies**

List below the products and services upon which your district depends and the departments/entities that provide them. (Include this information as “Attachment L” on a separate document).

|  |  |
| --- | --- |
| **Dependency** (product or service) : **Provider** (UF/IFAS Resource):  | Northwest Disaster Trailers – Two in the District, Jackson Extension office and NFREC Quincy |
| NW District |
| **Dependency** (product or service) : **Provider** (UF/IFAS Resource):  | WIFI Hot Spots (need to count) |
| NW District and Counties |
| **Dependency** (product or service) : **Provider** (UF/IFAS Resource):  | Drones for Agriculture and Natural Resources Assessment |
| NW District and Counties |
| **Dependency** (product or service) : **Provider** (UF/IFAS Resource):  | County Program Trailers – (fishing, rain barrel, etc.) |
| NW Counties |
| **Dependency** (product or service) : **Provider** (UF/IFAS Resource):  |  Sunbelt Expo IFAS Building |
| Moultrie, GA |
| **Dependency** (product or service) : **Provider** (UF/IFAS Resource):  | Satellite Communications?? |
| UF IT  |

**M: Key External Dependencies**

List below the products, services, suppliers and providers upon which your district depends

|  |  |
| --- | --- |
| **Dependency** (product or service) :  |  |
|  | **Primary**  | **Alternate**  |
| **Supplier/Provider**  |  |  |
| **Phone Numbers**  |  |  |
| **Dependency** (product or service) :  |  |
|  | **Primary**  | **Alternate**  |
| **Supplier/Provider**  |  |  |
| **Phone Numbers**  |  |  |
| **Dependency** (product or service) :  |  |
|  | **Primary**  | **Alternate**  |
| **Supplier/Provider**  |  |  |
| **Phone Numbers**  |  |  |
| **Dependency** (product or service) :  |  |
|  | **Primary**  | **Alternate**  |
| **Supplier/Provider**  |  |  |
| **Phone Numbers**  |  |  |
| **Dependency** (product or service) :  |  |
|  | **Primary**  | **Alternate**  |
| **Supplier/Provider**  |  |  |
| **Phone Numbers**  |  |  |
| **Dependency** (product or service) :  |  |
|  | **Primary**  | **Alternate**  |
| **Supplier/Provider**  |  |  |
| **Phone Numbers**  |  |  |

**N: Key Constituents and External Partners**

List below the key external partners and constituents that your district would be working with during a disaster such as helping in recovery efforts, providing resources, etc. What would your district need from an external partner that would help address essential functions outlined in this plan. This could include regulatory agencies, nonprofit organizations, other service organizations, etc.

|  |  |
| --- | --- |
| **Function:**  |  |
|  | **Primary**  | **Alternate**  |
| **External Partner**  |  |  |
| **Phone Numbers**  |  |  |
| **Function**:  |  |
|  | **Primary**  | **Alternate**  |
| **External Partner**  |  |  |
| **Phone Numbers**  |  |  |
| **Function**:  |  |
|  | **Primary**  | **Alternate**  |
| **External Partner**  |  |  |
| **Phone Numbers**  |  |  |
| **Function**:  |  |
|  | **Primary**  | **Alternate**  |
| **External Partner**  |  |  |
| **Phone Numbers**  |  |  |
| **Function**:  |  |
|  | **Primary**  | **Alternate**  |
| **External Partner**  |  |  |
| **Phone Numbers**  |  |  |
| **Function:**   |  |
|  | **Primary**  | **Alternate**  |
| **External Partner**  |  |  |
| **Phone Numbers**  |  |  |

**O: More Information About Your District**

Please note below information for your district’s contact for this COOP plan.

|  |  |  |
| --- | --- | --- |
| **Name**  | **Phone Number**  | **Email**  |
|  |  |  |

**P: Business Continuity Submission**

Thank you for completing your department’s Business Continuity Plan. Please submit an electronic copy of this Plan (with the information from attachments “F”, “G”, “H”, “I”, “J”, “K”, and “L” on a separate document) to Angie Lindsey at ablindsey@ufl.edu