

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: N/A

Responsible Office: BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

BOARD EMERGENCY MANAGEMENT

A. PURPOSE

To establish procedures for adopting and implementing a continuity of operation plan (COOP) for the Board of Education of Anne Arundel County (Board) to ensure the continuation of the essential functions of the Board during a state of local, regional, or national emergency.

B. ISSUE

The Board recognizes that maintaining a COOP helps to minimize the interruption of critical functions that may be encountered during a state of local, regional, or national emergency, and supports preparedness, mitigation, response, and recovery efforts that may be undertaken by the applicable governmental authorities.

C. DEFINITIONS

1. ***Continuity of Operations Plan (COOP)*** – Ensures the continuation of essential functions during and after an emergency that may incapacitate any of the personnel, resources, or facilities required to perform those functions.
2. ***Functional Exercise*** – An operations-based exercise designed to test and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated.
3. ***Tabletop Exercise*** – A discussion-based exercise in response to a scenario, intended to generate a dialogue of various issues to facilitate a conceptual understanding or identify strengths and areas for improvement.

D. POSITION

1. The Board shall coordinate with the applicable local, State, and federal authorities regarding preparing for, mitigating, responding to, and recovering from a local, regional, or national emergency.

2. The Board shall adopt a COOP that complies with Board policy and applicable federal emergency management guidelines and best practices.
3. Following the adoption of the COOP and annually thereafter, the Board President shall appoint a COOP Committee consisting of four members of the Board. The Board President shall serve as the chair of the COOP Committee.
 - a. The COOP Committee shall be responsible for the execution of the COOP during a state of local, regional, or national emergency, including:
 - i. Communication;
 - ii. Operations;
 - iii. Planning; and
 - iv. Logistics.
4. The COOP Committee shall annually review the COOP and make recommendations to the Board for revision as needed. The annual review shall occur prior to the start of the school year.
5. The Board shall exercise the COOP every 4 years in the year following the election of Board members in coordination with the Anne Arundel County Office of Emergency Management. This exercise shall occur no later than the end of the school year. This exercise shall incorporate tabletop exercises and may incorporate functional exercises.
6. New Board members shall receive information regarding the COOP during new Board member orientation. New Board members shall be provided with a copy of the COOP.

Policy History: Adopted on 09/04/24

Note Previous Policy History: None

Legal References: Department of Homeland Security, Federal Emergency Management Agency Continuity Guidance Circular 1, Continuity Guidance for Non-Federal Entities; Department of Homeland Security, Federal Emergency Management Agency Continuity Guidance Curricular 2, Continuity Guidance for Non-Federal Entities: Mission Essential Functions Identification Process