

## Continuity of Operations Plan

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The Board of Directors recognizes that in the event of a natural disaster, the District's restoration of the safe learning environment across a wide range of hazards is critical for students, staff and the community at large. The Board further recognizes that a continuity of operations (COOP) plan will ensure that disruptions to operations are reduced or minimized, recovery is timely, and that the safe learning environment is reconstituted at the earliest opportunity.

To this end, the District will implement and maintain a COOP plan with the following objectives:

- Ensure the safety of students and staff;
- Ensure the continuous performance of essential functions/operations following a natural disaster;
- Protect essential facilities, equipment, records and other assets;
- Reduce or mitigate disruptions to operations/education programs;
- Reduce the loss of life;
- Minimize damage and other losses;
- Identify and designate principals, support staff and students to be relocated;
- Facilitate decision-making for plan execution and the subsequent conduct of operations; and
- Achieve a timely and orderly recovery from the event, and resumption of full educational services to all students and staff.

The COOP plan will address or include, but not be limited to:

- Guidance on infrastructure recovery developed by the Federal Emergency Management Agency (FEMA) and the Washington Emergency Management Agency (WEMA);
- An infrastructure recovery checklist that the District can use to restore its essential physical and organizational structures, services and facilities;
- A list of offices or divisions of state agencies that the District may contact for assistance with infrastructure recovery after a natural disaster;
- A list of state and federal emergency funding sources that the District may contact for assistance.

The Superintendent is authorized to implement procedures to support this policy.

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### Cross Reference(s)

Board Policy 3432 – Emergencies  
Board Policy 4000 – Public Information Program  
Board Policy 4040 – Public Access to District Records  
Board Policy 6955 – Maintenance of Facilities Records

### Legal Reference(s)

RCW 28A.320.125 – Safe School Plans – Requirements – Duties of School Districts, Schools and Educational Service Districts – Reports – Drills – Rules  
RCW 38.52.010 – Definitions  
Engrossed House Bill 1003, Chapter 37, Laws of 2016 [not codified]

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Management Resource(s)

*Policy News*, July 2017

Readiness and Emergency Management for Schools (REMS) School COOP Fact Sheet

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**Adoption Date:** January 17, 2018  
**School District Name:** Mary Walker School District No. 207  
**Revised:** n/a  
**Classification:** Priority