For 2015-2016, the COOP Committee is charged to:

1. Continue to develop the SOP Continuity of Operations Plan to ensure the continuous performance of our critical functions and operations during an emergency following campus requirements (see http://www.safeu.wisc.edu/emergency/coop.html) as well as to ensure compliance with ACPE Standard 7. The plan should include detailed procedures geared toward protecting essential facilities, equipment, records and other assets; reducing or mitigating disruptions to operations; reducing loss of life; minimizing damage; and achieving a timely and orderly recovery from an emergency and resumption back to normal business operations. Work with the Animal Use Committee for research animal and animal facility issues and with the Instrumentation Committee for instrumentation and AIC issues.

2. Keep emergency contact information for SOP administrators and key staff up to date.

3. Interact with the Senior Associate Dean for Academic Affairs in preparation for the F2016 Interim Report to ACPE, as appropriate.

4. Interact with campus COOP leaders and engage in table top exercises or other activities.

5. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2016 summarizing the year’s activities of the Committee and how those activities fulfilled the charges and support the School’s mission and strategic priorities. These documents will be posted, as appropriate, on the SOP Committee webpage (http://pharmacy.wisc.edu/about-school/office-dean/committees) to keep the School informed.

6. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2016 Faculty/Staff meeting.