

DEPARTMENT	Center for International Programs, SPG
Primary Contact Person	Frank Jurkovic – Director - International Programs; SP/G campus, SU 332, 727-341-4732 Cell: 727-403-4133
1st Successor	Angela Cole – International Student Services Representative PDSO; Clearwater campus, LA 190, 727-791-2632 Cell: 727-710-8667
2nd Successor	BarbaraAnn Wells – Senior Administrative Services Specialist-Study Abroad; SP/G campus, SU 332, 727-341-4735 Cell: 727-688-4859
3rd Successor	Ralph Régnier – Student Support Specialist-International Student Services DSO, SP/G campus, SU 332, 727-341-4370 Cell: 727-742-5563
4th Successor	Irene Chitikov – Administrative Services Specialist-International Student Services DSO, SP/G campus, SU 332, 727-341-4734 Cell: 727-656-9227
5th Successor	Catherine Kennedy Associate Vice President, Academics & University Partnership Center; SE Campus, UP 204, - College wide 727-394-6202 Cell: 727-687-1510
Mission Essential Functions (enables an organization to provide vital services)	Personnel Required to Continue Each Essential Function (personnel required to maintain a minimally acceptable performance of that function. List by position)
International Student Services supports immigration guidelines and regulations for SPC international students.	<ul style="list-style-type: none"> • Frank Jurkovic – Director - International Programs; SP/G campus, SA 111- College wide • Angela Cole – International Student Services Representative PDSO; Clearwater campus • Ralph Régnier – Student Support Specialist-International Student Services DSO; SP/G campus • Irene Chitikov – Administrative Services Specialist DSO; SP/G Campus
Study Abroad supports SPC efforts, providing the essential processes and needs to make overseas, academic trips possible.	<ul style="list-style-type: none"> • Frank Jurkovic – Director - International Programs; SP/G campus, SA 111 • BarbaraAnn Wells – Senior Administrative Services Specialist; SP/G campus • Juan Amado – Student Support Advisor; TS campus
Requisite Resources and Equipment (list all furniture, equipment and other resources required to continue each essential function)	
<ol style="list-style-type: none"> 1. Office space (if not working from home) 2. Computers: laptop 3. Internet connection; MS Office, online student appointment scheduler 4. Phones 5. Printer, copier, scanner 6. Desks, chairs, file cabinet 7. Office supplies: pens, pencils, paper (if not working from home) 	

Delegation of Authority	Orders of Succession (each department should pre-delegate authorities for making determinations and decisions and identify the circumstances under which they would be exercised)
Responsibility for implementation of plan: decision concerning evacuation of building	Frank Jurkovic – Director - International Programs
Conditions for succession: absence of director passes to associate director	See plan on cover page of COOP.
Method of notification: redundant notification by email, pager, or phone using call down lists	1. SPC emergency notification system 2. Email and phone
Alternate facilities (identify from existing agency facilities, if applicable)	
Office space at any campus or alternate offsite facility (non SPC) such as independent working from home, if larger magnitude disaster.	
Interoperable Communications (identify the data and communications systems to support mission-essential functions; e.g. voice, fax, internet, emergency systems)	
Voice, fax, internet	
Vital Records and Databases	Identify vital records, systems and data, hard copy and electronic, critical to performing mission essential functions
Emergency Operating Records	1. SEVIS for International Students (ISS): through internet connection 2. SPC Network: PeopleSoft student, Shared server folder
Legal and Financial Records	SPC Network: PeopleSoft Financials. Shared server folder
Other:	Image Now for international student scanned records
Other:	Who's Next
Logistics and Administration (materials and equipment, which will be needed immediately upon COOP activation, should be identified to assure their availability) Ex: office furniture, telephones, computer, etc.	
1. Computers: laptop 2. Internet connection 3. Phones 4. Printer, copier, scanner 5. Desks, chairs (if on campus)	

Personnel Issues and Coordination (communication plan to disseminate information to essential and non-essential personnel).	
<ol style="list-style-type: none"> 1. Use SPC emergency notification system 2. Email 3. Phone: call and text 	
Security	Personnel Required to Continue Each Essential Function
COOP Operational Security	Center staff will secure their office space as needed or if possible, work from home
Cyber-Security	Will follow SPC information technology COOP emergency guidelines.
Physical Access Restrictions	Campus security, appropriate SPC personnel and county and city enforcement for larger disasters.
Test and Training Plan	Method to ensure responsible parties are prepared to perform assigned duties
Establish training, to be developed.	Training sessions with staff to clarify responsibilities, review various, possible scenarios.
Summary	
<p>This plan would depend on the campus, the specific part of the campus affected or if this were a larger, countywide disaster affecting the college. Support from another campus may be needed or an offsite facility if working from home is not an option. For Study Abroad, whether students are overseas or have not yet left on their trips would be a determining factor on the needs of the department.</p>	