Keeping the Wheels On

Continuity of Operations Planning Basics
What COOP Is Not

- An Emergency Operations Plan
- Specific to an incident or event
- A three ring binder on a shelf
What is COOP?

- Policy and guidance document
- Required for Federal agencies and departments
- Good business practice
Simply put...........

Things Happen!
Purpose and Objectives

- Maintain essential operations
  - Ensure succession of leadership
  - Communicate with employees, volunteers and clients
  - Protect vital assets and resources
  - Achieve timely recovery
- Ability to implement anytime, anywhere
Key Components

COOP Plans answer the following questions in the event of a disruption in normal operations:

✓ What
✓ Who
✓ How
✓ Where
✓ When
✓ Also:
Identified services & functions that **must** be continued

Prioritized according to how quickly they need to be resumed:

- Priority 1 – within 12 hours
- Priority 2 – within 24 hours
- Priority 3 – within 48-72 hours
- Priority 4 – 7+ days
Essential Positions

- Positions (not names) that are necessary for carrying out the identified essential services/functions
- Each position should have a primary individual and 2 alternates
  - Primary & backups need to be aware of, and trained on, their emergency role(s)
Critical Resources

- Documents, records, software, applications and equipment necessary to carry out essential functions
  - Emergency plans, Job Action Sheets, Lines of Succession
  - Legal/financial, payroll, contracts, personnel files
  - Microsoft Office, email, databases
  - Computers, phones, internet
Alternate Location

➢ Hot Site – operationally ready

➢ Warm Site – partially equipped

➢ Cold Site – Equipment and systems need to be activated
Communication

- COOP Plan lists all emergency contact information
  - Emergency calling tree
  - Who calls who
  - Contact information for every employee/regular volunteer

- Other communication methods, if applicable
Approval and Maintenance
Plan Storage

- How COOP Plan will be stored and shared
Training and Exercises

it's like herding cats.
COOP Template

- Simple and easy for you to get started!
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