(Insert City/Town Name above)

Continuity of Operations Plan (COOP)

This template was developed by Vermont Emergency Management for use by local organizations and municipalities. Questions and comments about this Continuity of Operations Plan template can be directed to the Vermont Emergency Management Engagement Section Chief by calling 1-800-347-0488.

Once organizations/municipalities have established a Continuity of Operations Plan (COOP), it is important to ensure that officials and staff are familiar with the Continuity of Operations Plan, as well as their roles and responsibilities during a Continuity of Operations Plan activation. For a Continuity of Operations Plan to remain useful, it is important to update and exercise this plan regularly.

Record of Changes

Date of change	Individual making change	Description of change

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Mission Essential Functions

Please identify which functions must continue to be performed, regardless of the circumstances. Please note there are 3 classifications of disruption; one day, one day to one week, and one week to one month.

Functions that must be performed given a	Responsible Organization	Support Organizations
one day disruption (please rank highest priority to lowest priority)	(and number of individuals needed for essential function to continue)	(and number of individuals needed for essential function to continue)
(picase rank nighest phonty to lowest phonty)	ior essential function to continue)	ioi essential function to continue)

Functions that must be performed given a	Responsible Organization	Support Organizations
one day to one week disruption	(and number of individuals needed	(and number of individuals needed
(please rank highest priority to lowest priority)	for essential function to continue)	for essential function to continue)

Functions that must be performed given a	Responsible Organization	Support Organizations
one week to one month disruption	(and number of individuals needed	(and number of individuals needed
(please rank highest priority to lowest priority)	for essential function to continue)	for essential function to continue)

Risk Assessment

Identify hazards in your city/town and assess their impacts to your town operations. A list of known hazards in your city/town are available in your Local Hazard Mitigation Plan. For additional Hazards that may impact your town, please review the State Hazard Mitigation Plan.

			Risk Score		
Hazard	Probability	Potential Impact (consider impacts to Infrastructure, Life, Economy, & the Environment)	(Probability x Average Impact)	Hazard-Specific Mitigation Actions	

Continuity of Operations Teams

Planning Team

List those individuals who will be on the Continuity of Operations Planning Team. These individuals will be responsible for ensuring that this plan remains current, and that individuals receive training and exercise on this plan. Each agency should have at least 1 representative on the Planning Team.

NAME	AGENCY	CONTACT#	EMAIL

Relocation Team

List those individuals who will be responsible for the relocation of facilities. In the "facility team(s)" column, identify which facilities that individual is responsible for relocating (town office, fire department, police department, etc). Please ensure that all facilities listed in the "facilities" section of this plan have been accounted for.

NAME	AGENCY	CONTACT#	FACILITY TEAM(S)	RESPONSIBILITY

Essential Personnel

Identify the personnel that are essential to performing your mission essential functions. In the "role" column, identify which mission essential functions that individual will perform.

NAME	AGENCY	CONTACT#	ALTERNATE CONTACT #	ROLE

Facilities

List the primary facilities for each agency, as well as where those agencies would move to if their primary facility was unavailable.

Primary Facility	Alternate Facility
	(include physical address, # of staff that
location can fit, and resources at that location)	location can fit, and resources at that location)
	Primary Facility (include physical address, # of staff that location can fit, and resources at that location)

Alternative Workplan Strategies

Document which town/city functions can be conducted remotely and what resources would be needed in order to perform those functions.

Vital Records, Equipment, Systems, and Databases

Identify the records, equipment, systems, and databases that are necessary to perform your mission essential functions.

Record, Equipment, System or Database	Description	Associated Mission Essential Function(s)	Where is it located? Who can access it?	Can it be accessed off site?

Plan Activation

Activation Triggers

Use this space to describe some triggers that would cause the Continuity of Operations Plan to be activated. Triggers may include when a facility loses power, when the river reaches a certain level, or when there is a certain percentage of absenteeism due to a pandemic.

Activation During Office Hours

Use this space to describe who will activate the Continuity of Operations Plan during office hours, and how they will notify individuals (staff, political leaders, the public, etc) of the Continuity of Operations Plan activation

Activation After Office Hours

Use this space to describe who will activate the Continuity of Operations Plan after office hours, and how they will notify individuals (staff, political leaders, the public, etc) of the Continuity of Operations Plan activation

Orders of Succession

Use this space to develop Orders of Succession for all key positions within your City or Town. Please provide the title and name of each primary person currently holding each key position, followed by a list of successors (name and title) listed in order of succession.

Delegations of Authority

Use this space to note delegations of specific authorities. Note individuals that have authority to sign checks and legal documents, who can authorize workplace closure, who can make purchases, who can hire personnel, and if there are any limitations on those authorities. Please also note the circumstances of when certain authorities are authorized and when those authorities are rescinded.

Reconstitution

Use this space to identify how and when personnel will return to their primary facilities and responsibilities.