

(Insert City/Town Name above)

Continuity of Operations Plan (COOP)

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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

Facilities

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

Agency (include contact name and 24/7 phone number)	Primary Facility (include physical address, # of staff that location can fit, and resources at that location)	Alternate 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.

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.