Local Continuity of Operations Planning



Objectives

At the end of this session, you should be able to:

- Describe what Continuity of Operations (COOP) is.
- Begin to outline a COOP plan for your community.
- Brainstorm next steps for creating a COOP Plan.

What is Continuity of Operations?

What is COOP?

• Plan to continue meeting essential functions regardless of interrupting incidents.

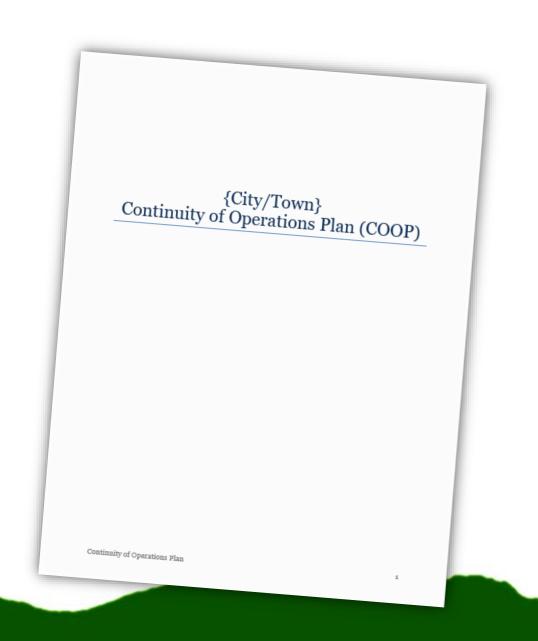




Continuity of Operations (COOP) Plan

Plan Elements

- Mission-Essential Functions
- Risk Assessment
- Teams and Responsibilities
- Facilities
- Vital Records, Equipment, Systems and Databases
- Orders of Succession
- Delegations of Authority
- Reconstitution



Mission-Essential Functions

 A direct public service, the cessation of which would immediately affect the safety, health, subsistence, and welfare of the public, or which would have such a financial impact that the ability of government to operate would be curtailed or which would violate existing legal or statutory requirements.

Activity

- What are your Mission Essential Functions?
- What is the timeline to complete those?
- What are the priorities?

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 one day disruption	Responsible Organization (and number of individuals needed	Support Organizations (and number of individuals needed
(please rank highest priority to lowest priority)	for essential function to continue)	for essential function to continue)
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Risk Assessment



Information about local hazards is available in your Local Hazard Mitigation Plan



Teams and Responsibilities

• Planning Team

- Maintains organizational COOP plan
- Must include decision makers
- Relocation Team
 - Responsible for relocation of facilities.
- Essential Personnel
 - Performs Mission Essential Functions.



Facilities

- Primary Facility
 - Where you work day-to-day
- Alternate Facility(s)
 - Where you would go if your primary facility was unavailable.







Discuss your alternate facilities

Activity

Vital Records, Equipment, Systems and Databases

• What items are critical to supporting Mission Essential Functions?

Vital Records, Equipment, Systems, and Databases

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

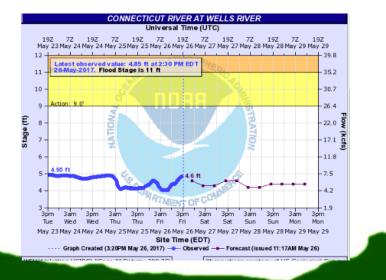
Record, Equipment, System or Database	Description	Associated Mission Essential Function(s)	Where is it located? Who can access it?	Can it be accessed off site?



Plan Activation

• Who, What, When, Why and How





VTOutage	S Vermont's Power Outage Resource	r æ	
<u>Click here</u> to view a matrix of a two weeks of <u>state-wide outage</u>	all utility outages by co history.	unty. You can also view up to	Current state-1
Utility County			Map Satellite
Utility	Outages	Last Update	
Barton	0	02/08/17 07:11	attabulah
BED	0	05/26/17 15:24	
Enosburg	0	03/08/17 14:10	Burlington
GMP Outage	Site 3	05/26/17 15:24	
Hardwick	0	05/22/17 09:04	Montpelie
Hyde Park	0	01/11/17 12:38	
Jacksonville	0	05/26/17 15:24	S managery Z
Johnson	0	12/02/14 13:40	2 -the
Ludlow	0	05/25/17 14:59	Harris Harris
Lyndonville	0	04/06/17 13:13	to a period
Morrisville	0	05/22/17 07:48	Rutland
Northfield	0	05/26/17 15:24	
Orleans	0	05/01/17 15:17	
Stowe Outage	Site 0	05/05/17 19:20	of gran
Swanton	0	05/26/17 08:56	Mountain and Anger Laites
VEC Outage	Site 1	05/26/17 15:24	Brattiporo
WEC Outage	Site 0	05/19/17 20:23	Google Mandata @2017 Goode Terms of Lites
9			map dott o controlope - terms of dot
			Approximate number of Vermont

UtilityLogi

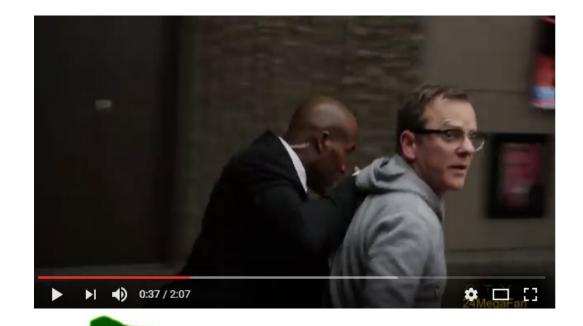


http://vtoutages.com/

http://water.weather.gov

Orders of Succession

• List of designated successors to key positions



Delegations of Authority

 Specific authorities, including the triggering conditions and any limitations, and individuals that are delegated with that authority.







Reconstitution

• Describes how personnel return to their primary facilities.









COOP Best Practices

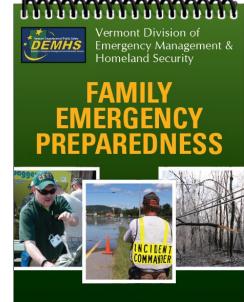
Drive Away Kits

- Forms
- Dry-Erase board & markers
- Thumb Drives
- Post-it notes
- Legal pads
- Paper clips
- Pens



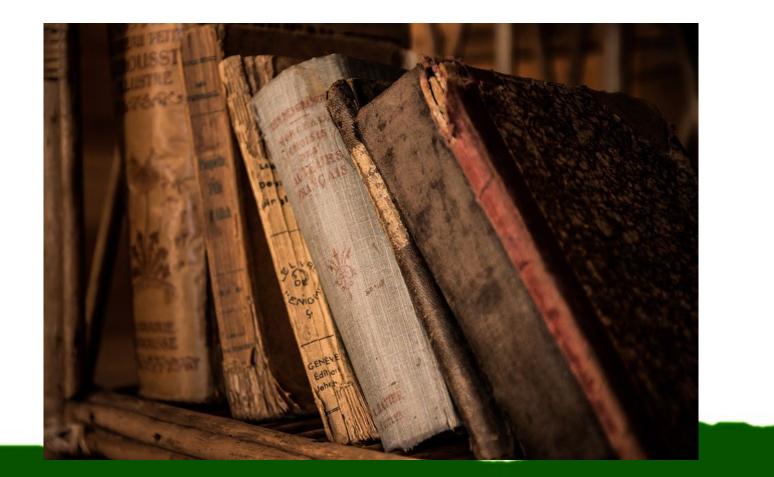
Family Disaster Plan

- If employees know that their family is taken care of, they are more likely to be able to participate in a COOP event.
- Call 1-800-347-0488 to request copies for your agency



45 State Drive • Waterbury, VT 05671-1300 1-800-347-0488 • 802-241-5556 (Fax)

Test, Training, and Exercise



Next Steps

- Form your planning team
- Plan creation workshop

