

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.

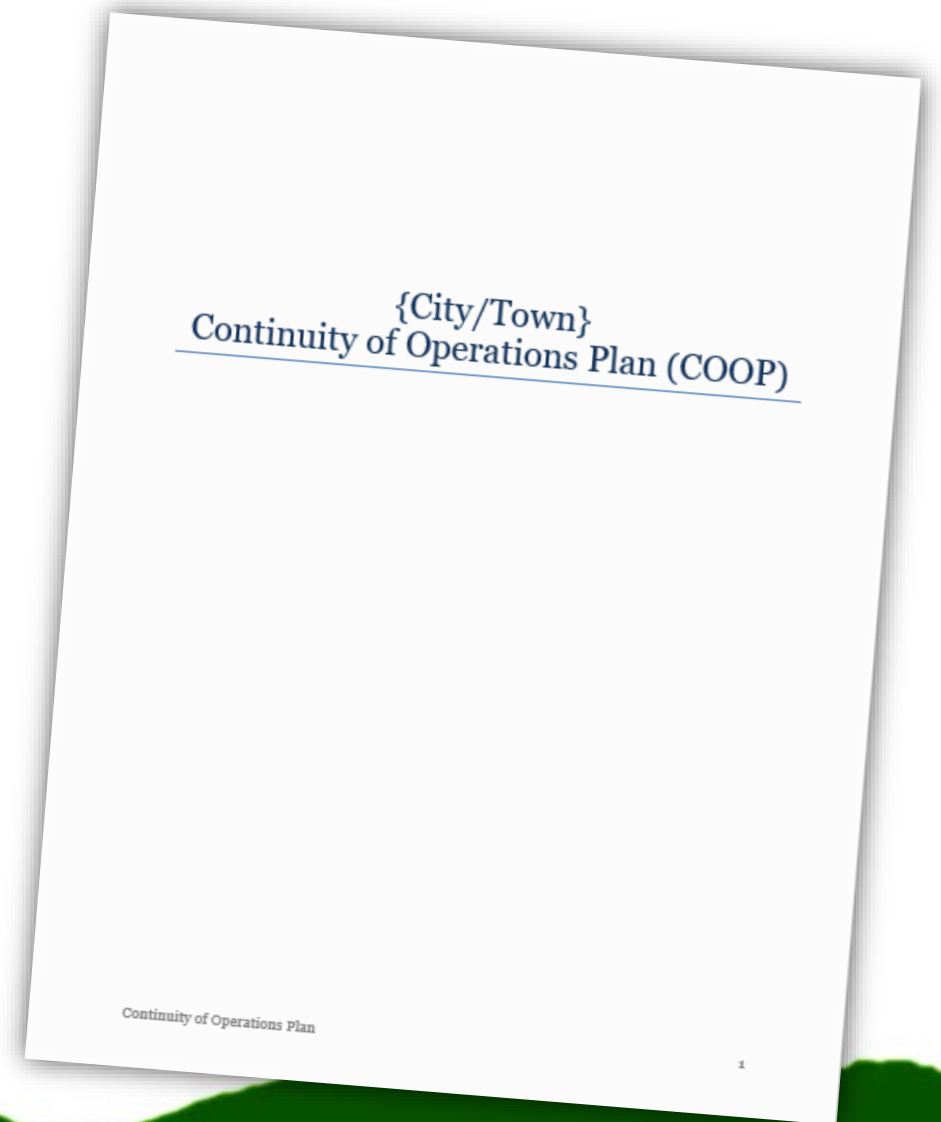


Continuity of Operations (COOP) Plan



Plan Elements

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



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.

Activity
Discuss your alternate facilities



Vital Records, Equipment, Systems and Databases

- What items are critical to supporting Mission Essential Functions?

Vital Records, Equipment, Systems, and Databases

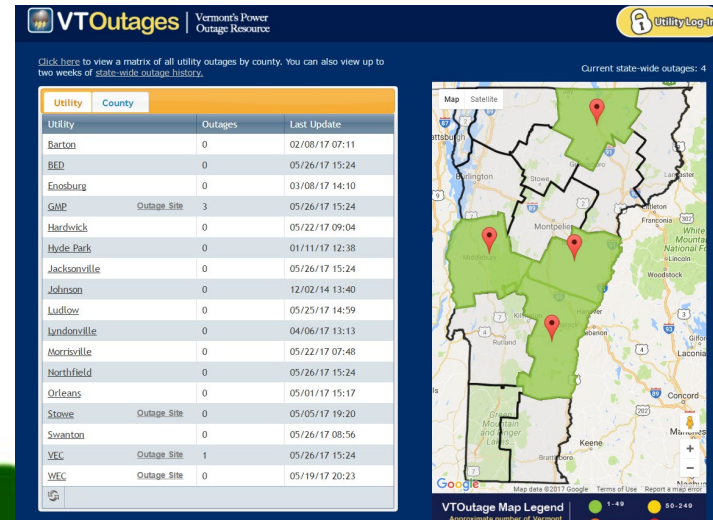
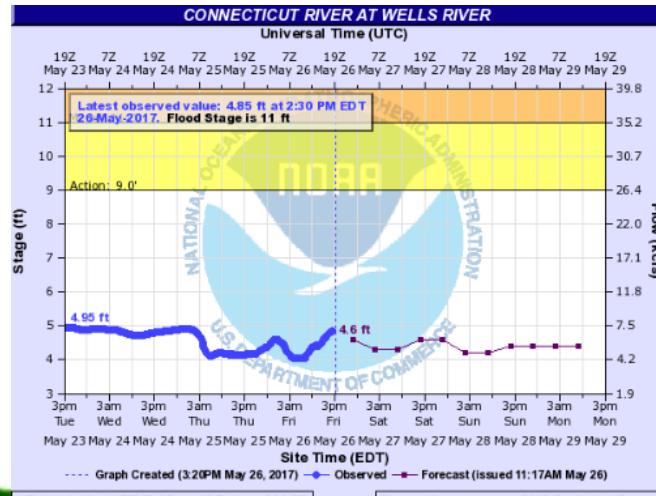
{Identify the records, equipment, systems, and databases that are necessary to perform your mission essential functions.}

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

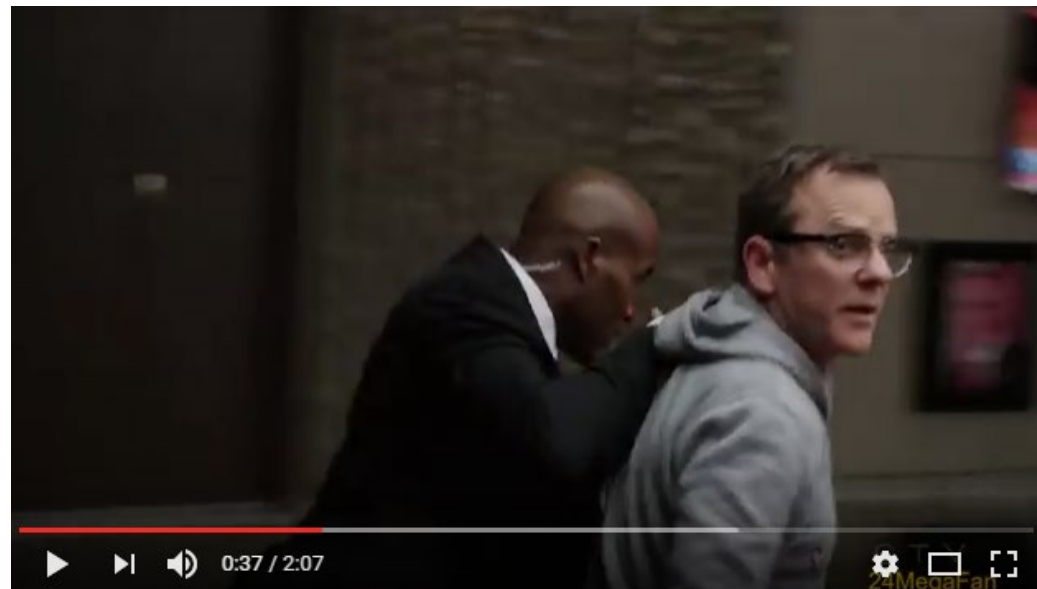


<http://water.weather.gov>

<http://vtoutages.com/>

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.

A handwritten signature in black ink that reads "B. Franklin". The signature is written in a cursive, flowing style with a long horizontal flourish at the bottom.

Reconstitution

- Describes how personnel return to their primary facilities.



COOP Best Practices



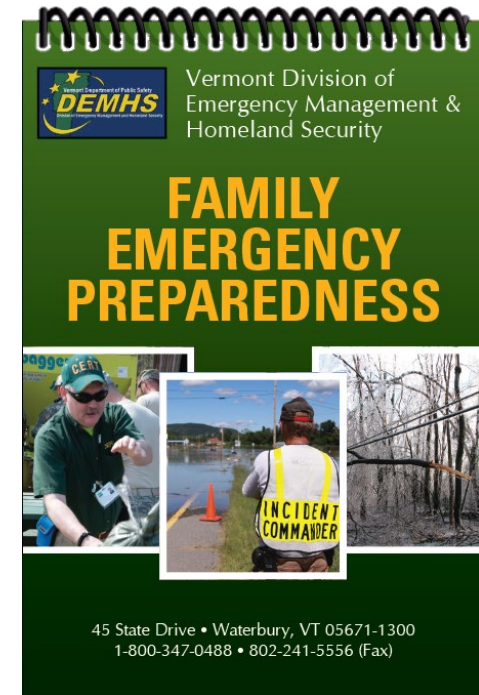
Drive Away Kits

- 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

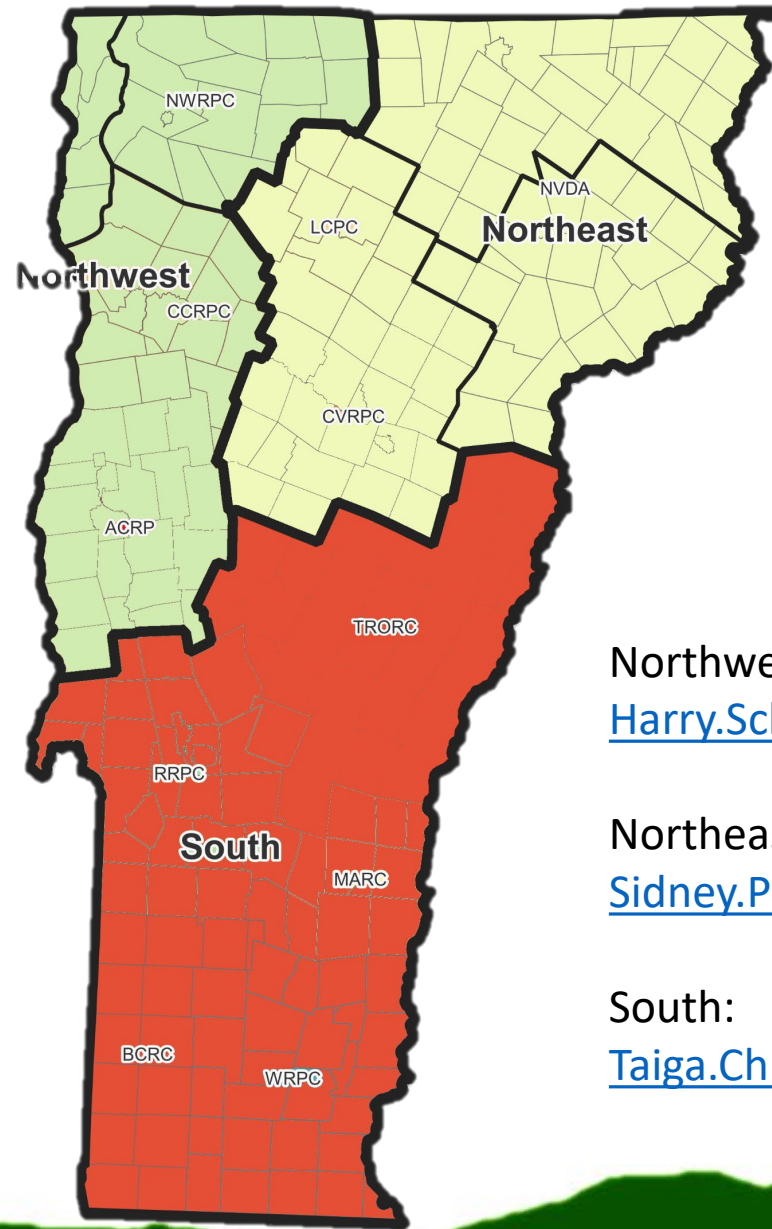


Test, Training, and Exercise



Next Steps

- Form your planning team
- Plan creation workshop



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