

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



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.

[illegible]

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.



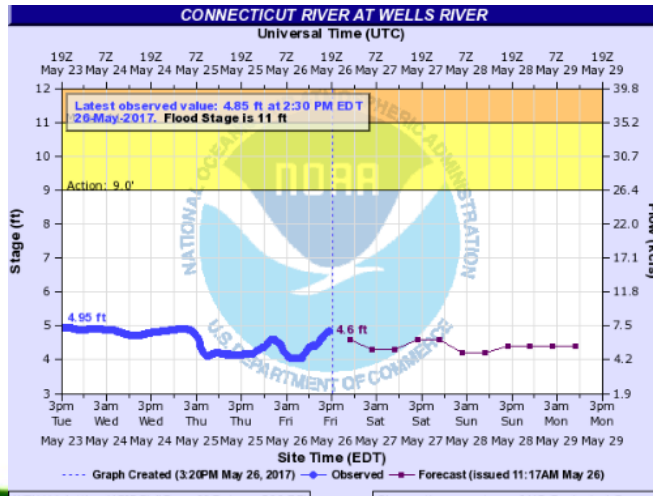
Facilities & Vital Records, Equipment, Systems and Databases

- Primary Facility: Where you work day-to-day
- Alternate Facility(s): Where you would go if your primary facility was unavailable.
- What items are critical to supporting Mission Essential Functions?

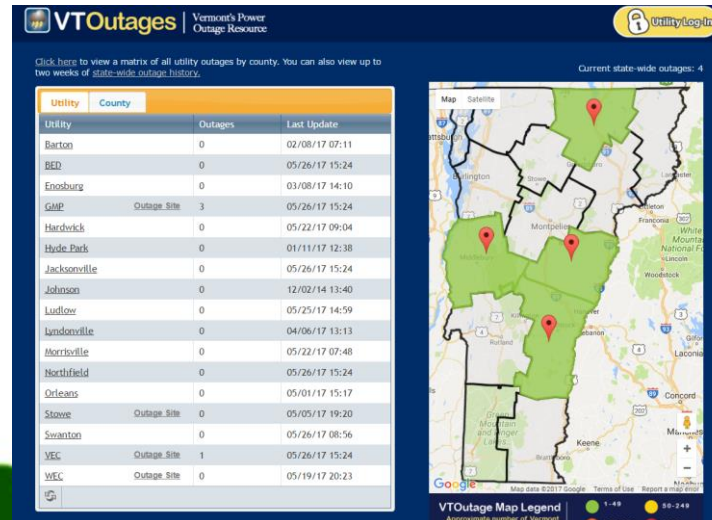


Plan Activation

- 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 stylized, handwritten signature in black ink that reads "B. Franklin". The signature is fluid and cursive, with a long, sweeping underline.

Reconstitution

- Describes how personnel return to their primary facilities.



COOP Best Practices



Drive Away Kits

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



Test, Training, and Exercise



Next Steps

- Form your planning team
- Plan creation workshop



Questions?

