

# 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





# 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.



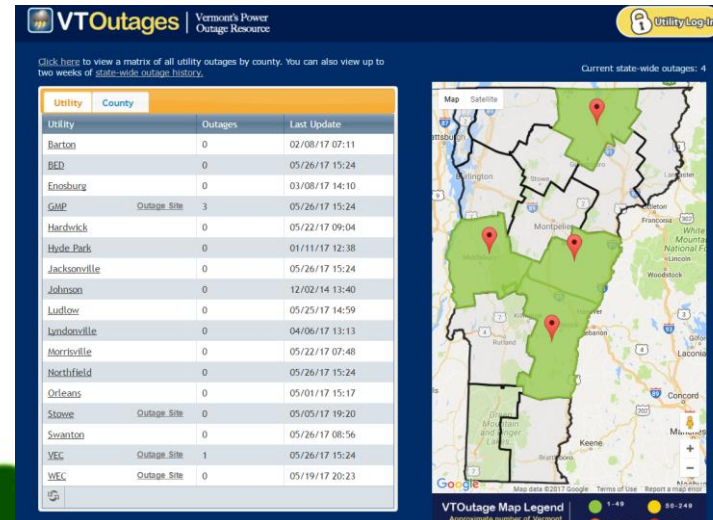
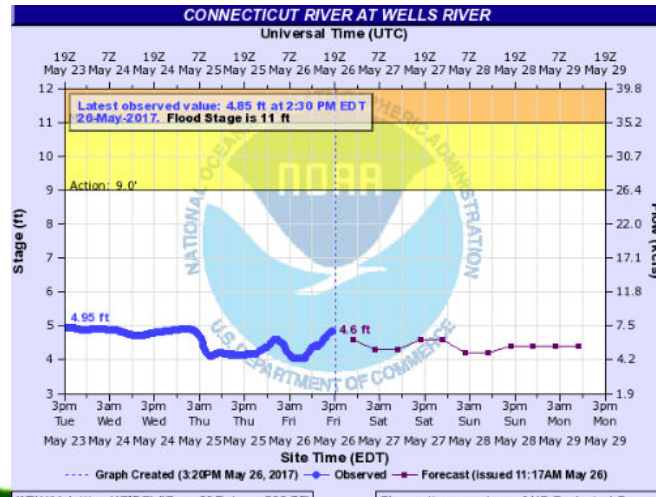
# Facilities & Vital Records, Equipment, Systems and Databases

- 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 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
- Post-it notes
- Legal pads
- Paper clips
- Pens



# Test, Training, and Exercise



# Next Steps

- Form your planning team
- Plan creation workshop



Questions?

