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.

#### **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)

## **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

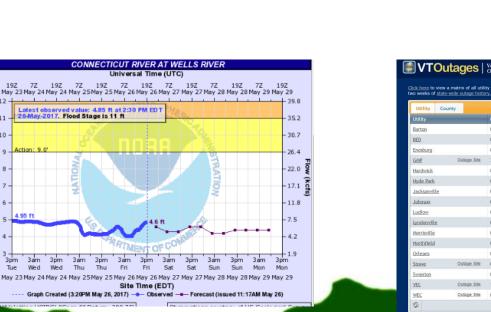
- Primary Facility: Where you work day-to-day
- Alternate Facility(s): Where you would go if your primary facility was unavailable.
- What items are critical to supporting Mission Essential Functions?





## **Plan Activation**

### • Who, What, When, Why and How



Utility County			
Utility	Outages	Last Update	
Barton	0	02/08/17 07:11	
)ED	0	05/26/17 15:24	
Enosburg	0	03/08/17 14:10	
GMP Outage	e Site 3	05/26/17 15:24	
Hardwick	0	05/22/17 09:04	
Hyde Park	0	01/11/17 12:38	
Jacksonville	0	05/26/17 15:24	
Johnson	0	12/02/14 13:40	
Ludlow	0	05/25/17 14:59	
Lyndonville	0	04/06/17 13:13	
Morrisville	0	05/22/17 07:48	
Northfield	0	05/26/17 15:24	
Orleans	0	05/01/17 15:17	
Stowe Outag	e Site O	05/05/17 19:20	
Swanton	0	05/26/17 08:56	
VEC Outage	e Site 1	05/26/17 15:24	
WEC Outage	e Site 0	05/19/17 20:23	





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## **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**

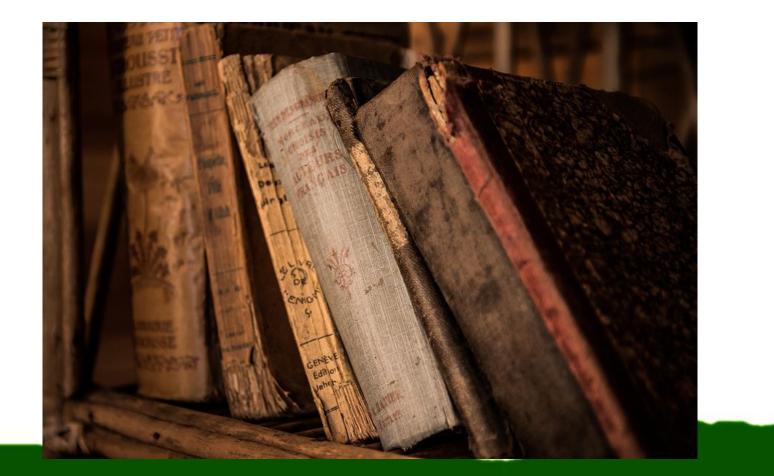


## Drive Away Kits

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



## Test, Training, and Exercise



## Next Steps

- Form your planning team
- Plan creation workshop



## **Questions?**

