Definition of COOP

Continuity Of OPerations
planning is an effort
within an organization
to ensure that
Essential Functions
continue to be performed
during a wide range of emergencies.

Typical Timeframe of COOP

- Essential Functions should be operational within 12 hours of "bang"

- Sustainable for 30 days or until end of disaster
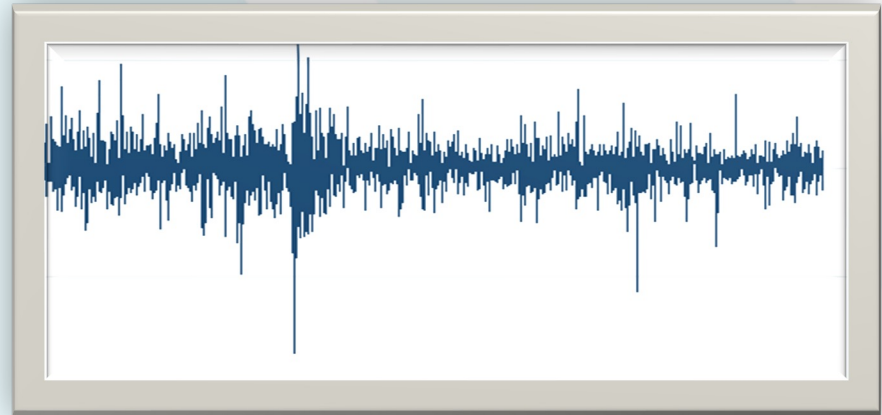
When to Activate the COOP

- Any event that makes it *impossible for employees to work in their regular facility* could result in the activation of the COOP.

Fire in one building

Regional flood

10 Elements of a COOP

1. Essential Functions

Who
2. Delegations of Authority
3. Orders of Succession
4. Human Capital Management

Resources
5. Continuity Facilities
6. Continuity Communications
7. Vital Records

Procedures
8. Devolution
9. Reconstitution
10. Test, Train & Exercise

Understanding *Essential Functions*

- ## What it *IS*

  - Activities and tasks that cannot be deferred during an emergency; these activities must be performed continuously or resumed quickly following a disruption.

- ## What it is *NOT NECESSARILY*

  - That activity that was just budgeted for

  - The reason your manager has the head count they do

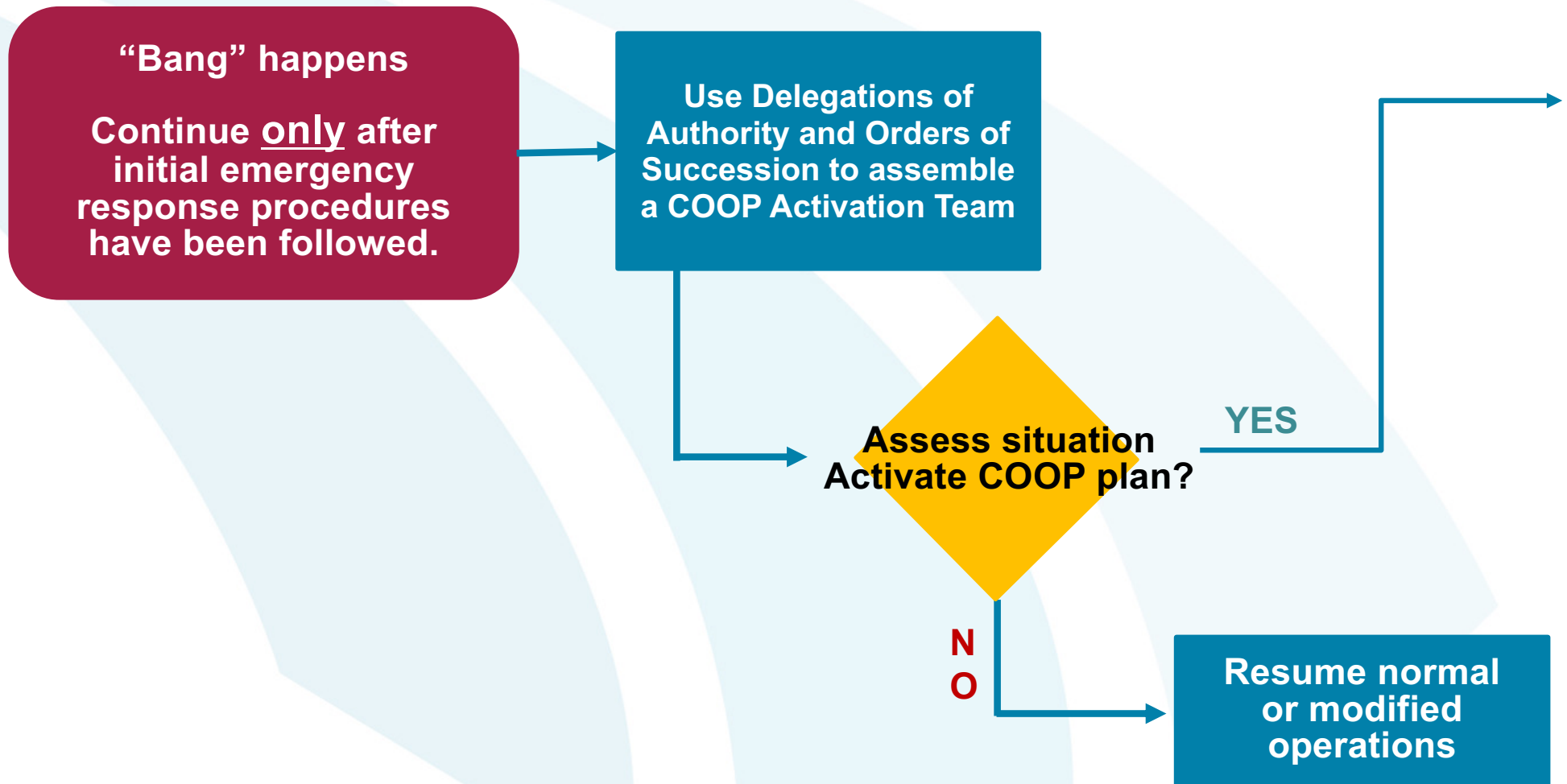 - The ED's "pet project"

What Makes it *"Essential"*

- Protecting LIFE, PROPERTY, ENVIRONMENT
- Mandated essential
- Considered critical to receivers of service
- Supports critical/essential functions of others
- Based on risk factor analysis

- Secondary Criteria - needed in the next 30 days

Write it in the Chat

- What are the top 5 things that your agency does that you might consider essential?

COOP Process Flow

"Bang" happens

Continue **only** after initial emergency response procedures have been followed.

Use Delegations of Authority and Orders of Succession to assemble a COOP Activation Team

Assess situation Activate COOP plan?

YES

NO

Resume normal or modified operations

COOP Process Flow

Begin COOP activation procedures

Only continue with Essential Functions

Assess staffing
Is it adequate? NO → **Call for additional staff**

YES

Assess facility
Is it adequate? NO → **Begin relocation procedures**

YES

Assess communication
Is it adequate? NO → **Use Continuity Communications**

YES

Assess vital records, systems, & vendor access
Is it adequate? NO → **Use Back-up systems/ procedures**

YES

Essential Functions should be resumed within 12 hours.

Continue COOP operations until incident is resolved or 30 days with long-term plans established.

If COOP operations can not be established, consider Devolution.

Once incident is resolved or 30 days with long-term plans established, take Reconstitution Steps

Resume normal or modified operations

Resume normal staffing

Restore primary facility operations & communication

Bring primary vital records, systems, & vendors back online

COMMUNICATION | COLLABORATION | COORDINATION | COOPERATION

Where Do We Start?

- Determine *Essential Functions*

- Look at agency's *Mission Statement*

- Review *Organizational Chart*

- Schedule meeting with *staff* who know what the agency does

Essential Functions Template

- Write down ALL Functions, a BRIEF Description and who is Responsible to perform that function

- Analyze the criticality of the function to the agency

- Prioritize the functions

- Determine what resources are used to perform each function

Who is Responsible

- *Delegation of Authority*
  – The authority given to principal staff to complete a particular task

- *Orders of Succession*
  – The list of individuals who would sequentially assume responsibility

- *Human Capital Management*
  – The plan for staff to perform essential functions

Resources Needed

- ***Continuity Facilities***
  - The alternate locations that can accommodate essential function activities

- ***Continuity Communications***
  - Alternate communication devices used when day-to-day communications are disrupted

- ***Vital Records***
  - The records, reports, or systems needed to support essential functions work (including vendor and contractor information)

Wrap Around *Procedures*

- ***Devolution***
  - How will essential functions get accomplished if the entire agency is non-operational

- ***Reconstitution***
  - Once the 'all clear' has been sounded, how will you transition back to normal operations

- ***Test, Train & Exercise***

What More Needs to be Done

- Make sure everyone knows the plan

- Maintain a priority contact list

- Cross-train, cross-train, and cross-train!

- Check with your vendors

- Cache supplies

- Write manual procedures for each Essential Function

QUESTIONS?

Thank you!

Join the CADRE Network

cadresv.org

Cindy Stewart
408-598-6656
cindy@cadresv.org

SCAN TO JOIN