

# 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?

NO

Resume normal or modified operations

Resume normal staffing

Restore primary facility operations & communication

Bring normal vital records, systems, & vendors back online

Assess staffing  
Is it adequate?

NO

Call for additional staff

Assess facility  
Is it adequate?

NO

Begin relocation procedures

Begin COOP activation procedures  
Only continue with Essential Functions

Assess communication  
Is it adequate?

NO

Use Continuity Communications

Assess vital records, systems, & vendor access  
Is it adequate?

NO

Use Back-up systems/procedures

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