“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

Begin COOP activation procedures
Only continue with Essential Functions

NO

Resume normal or modified operations

RESUMED

RESUMED

Begin relocation procedures
Assess facility
Is it adequate?

YES

Use Continuity Communications
Assess communication
Is it adequate?

NO

Use Back-up systems/procedures
Assess vital records, systems, & vendor access
Is it adequate?

YES

Resume normal staffing

RESUMED

Restore primary facility operations & communication

RESUMED

Bring normal vital records, systems, & vendors back online

RESUMED

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

Revised 2/17/2021