Continuity of Operations for Non-Profits
Welcome and Introductions

- Housekeeping and ACCESS Coordinator for today
- Zoom basics and etiquette
- This is going to be an interactive session so be prepared to participate through chat
Earthquake Safety for the Home

Resources:
www.cadresv.org/earthquake

English | ASL | Spanish | Vietnamese | Korean | Tagalog | Chinese |
Amharic | Hindi | Portuguese | Russian and more!
Humboldt County Earthquake

- December 20, 2022 @ 2:40am
- 6.4 Earthquake ½ miles offshore
- 2 deaths
- 3 million people notified via MyShake some of the closest people got 10 seconds notice
- Wide-spread power outages
- Ferndale bridge damaged
- 80 aftershocks in the first 12 hours
- Gas leaks and fires were a major issue
- Second earthquake magnitude 5.4 just 2 weeks later, New Year’s Day

WHAT IF IT HAPPENED HERE!!
Let’s Think It Through

• Think about your home
• Think about your room
• You have 10 seconds to wake up and take action
• What do you do?
  – Write it in the chat
COOP Session 1 Objectives

– Define Continuity of Operations

– Explain how CBOs can use COOP in your own agency

– Set up for Session 2 where we will take a deeper dive in the COOP process
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**

<table>
<thead>
<tr>
<th>Who</th>
<th>Resources</th>
<th>Procedures</th>
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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?
“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

Resume normal or modified operations

NO
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

Assess staffing
Is it adequate?

NO

Assess facility
Is it adequate?

NO

Begin relocation procedures

YES

Assess staffing
Is it adequate?

Call for additional staff

NO

Assess facility
Is it adequate?

Assess communication
Is it adequate?

NO

Use Continuity Communications

YES

Use Back-up systems/procedures

NO

Assess communication
Is it adequate?

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

NO

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.

YES

Bring primary vital records, systems, & vendors back online

Begin COOP activation procedures
Only continue with Essential Functions

Resume normal or modified operations

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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
What’s Next

• HOMEWORK: Determine your agency’s Essential Functions
  – Complete the Essential Functions Template
• Attend Session 2
  – Write a COOP plan for your agency
• Train staff to the plan
• Exercise the plan
COOP Session 2

See you next week, same time, same channel!

No need to register

Use the same meeting number for Zoom
Complete Survey

This is how we pay for future workshops

✔ CADRE Survey (pops up when the meeting ends)
QUESTIONS?

Thank You!

Join the CADRE Network

cadresv.org

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