

Welcome!

We will begin shortly...

CADRE presents

Continuity of Operations for Non-Profits

This session is made possible through funding by:



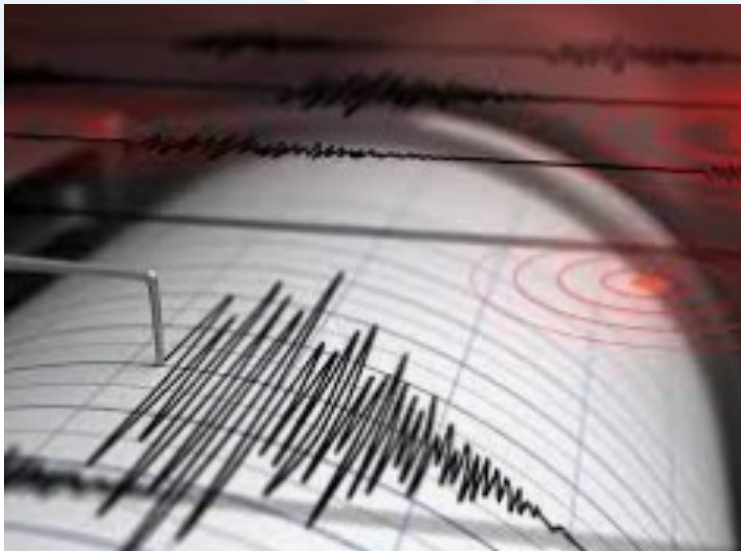
COMMUNICATION | COLLABORATION | COORDINATION | COOPERATION

Welcome

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

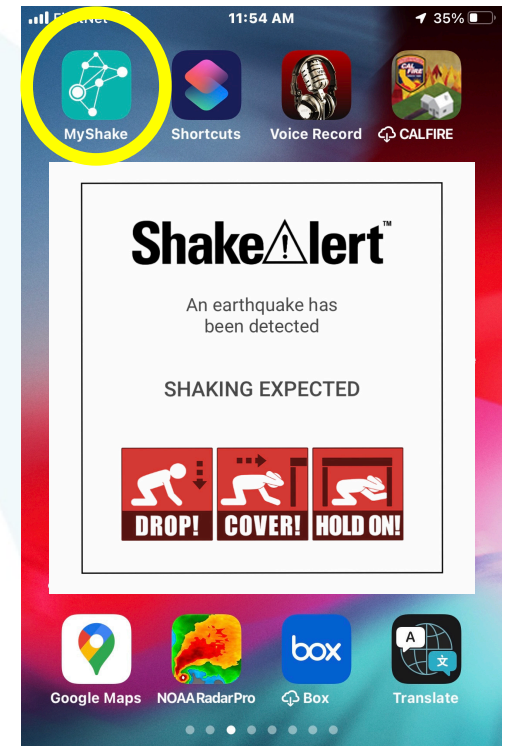
MyShake™ App



iPhone



Android



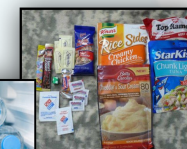
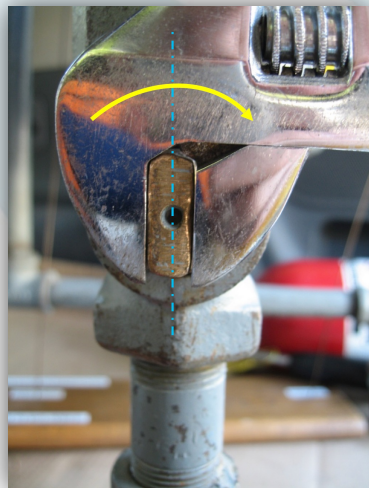
When Seconds Count



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

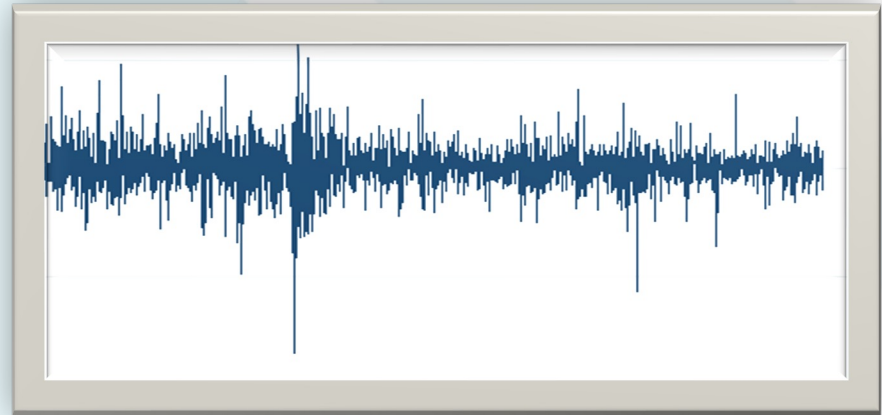
- Define Continuity of Operations
- Explain how CBOs can use COOP in your own agency
- Set up for Session 2 where we will take a deeper dive in the COOP process

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”*

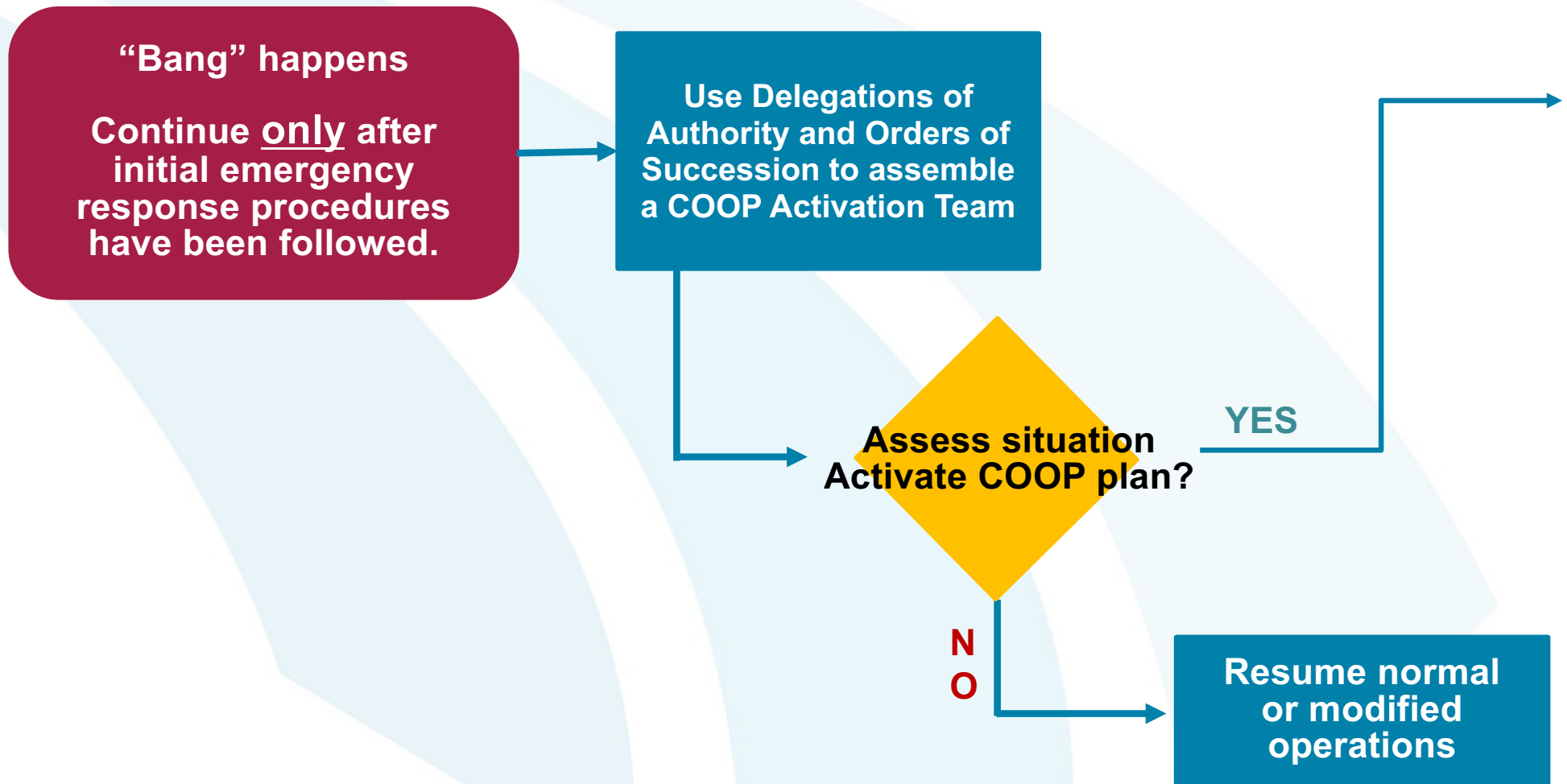
- Protecting LIFE, PROPERTY, ENVIRONMENT
- Mandated essential
- Considered critical to receivers of service
- Supports critical/essential functions of others
- Based on risk factor analysis
- Secondary Criteria - needed in the next 30 days

Write it in the Chat

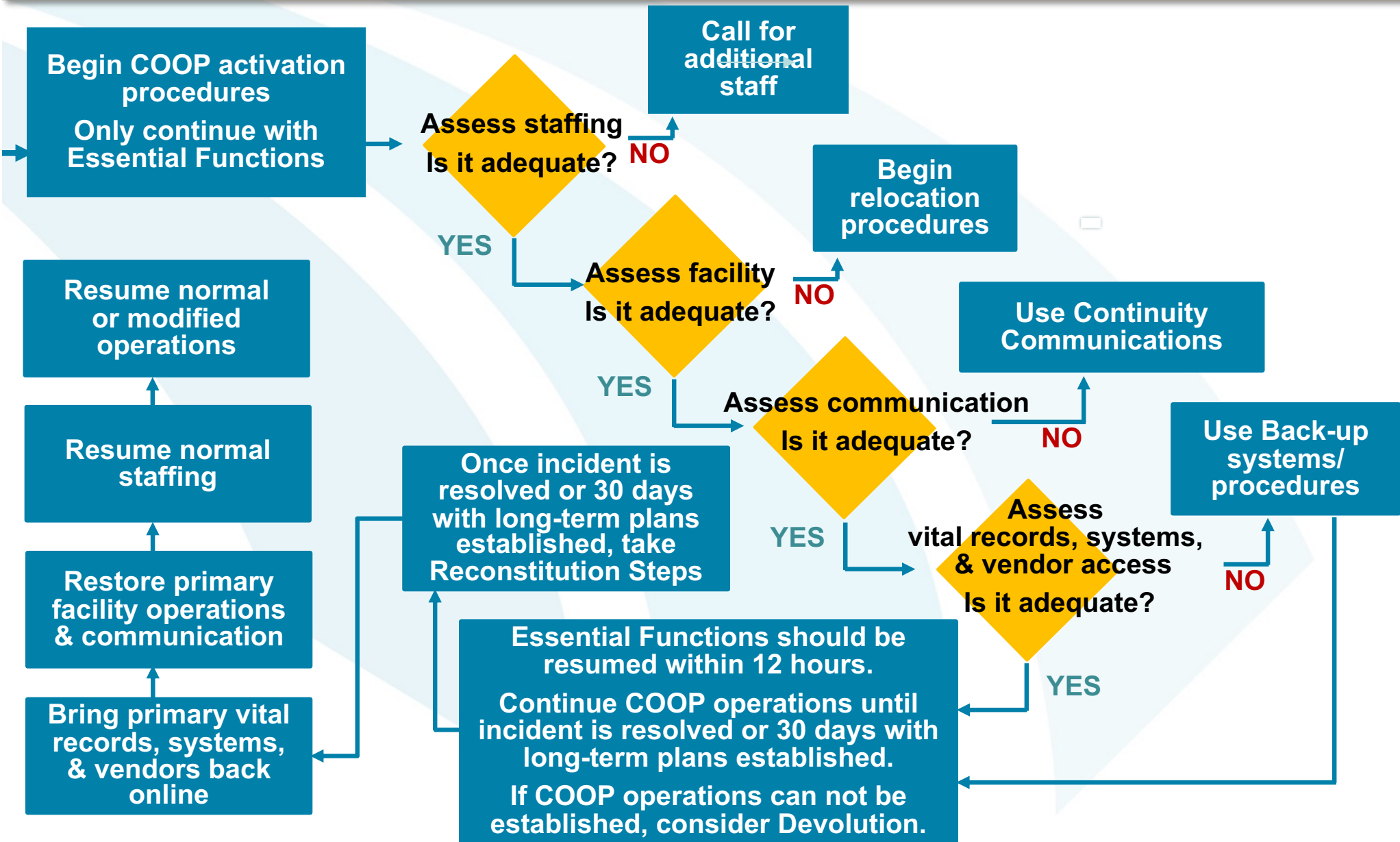


- What are the top 5 things that your agency does that you might consider essential?

COOP Process Flow



COOP Process Flow



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



Continuity of Operations Planning for Nonprofits

Session 1
Thursday, January 12, 2023
10:00am – 12:00pm

- Essential Functions
- Delegation of Authority & Orders of Succession
- Human Capital Management
- Continuity Facilities & Communications
- Vital Records


Session 2
Thursday, January 19, 2023
10:00am – 12:00pm

- Review Homework
- Devolution & Reconstitution
- Test, Train, Exercise

During this two-session working series you will

- Identify your organization's essential functions
- Determine who's in charge when the boss is gone
- Consider what to do if you have a 30% loss of staff
- Document secondary operations facilities & communications
- Decide how to protect your vital records
- Answer the question, "What do we do if there's nothing we can do?"
- Reverse engineer the process to bring your business back
- Templates and tools will be provided to aid in the success of your plan

You will also learn how to test, train, and exercise your plan



This workshop series is funded through

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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