

We will begin shortly...

CADRE presents Session 2

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

COOP Session 2 Objectives

- Review Essential Functions and discuss
- Determine Resources needed to successfully continue Essential Functions
- Explore scenario options
 - Who's in charge if the boss is in Tahiti?
 - What if we don't have a building?
 - What if we only have 30% of our staff?

Concepts to Remember

- This is NOT your Emergency Response Plan
- COOP timeline = 12 hours to 30 days



10 Elements of a COOP **refresher**

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

Essential Functions

- Take a deeper dive into Essential Functions
- Review workbook handout, first tab



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

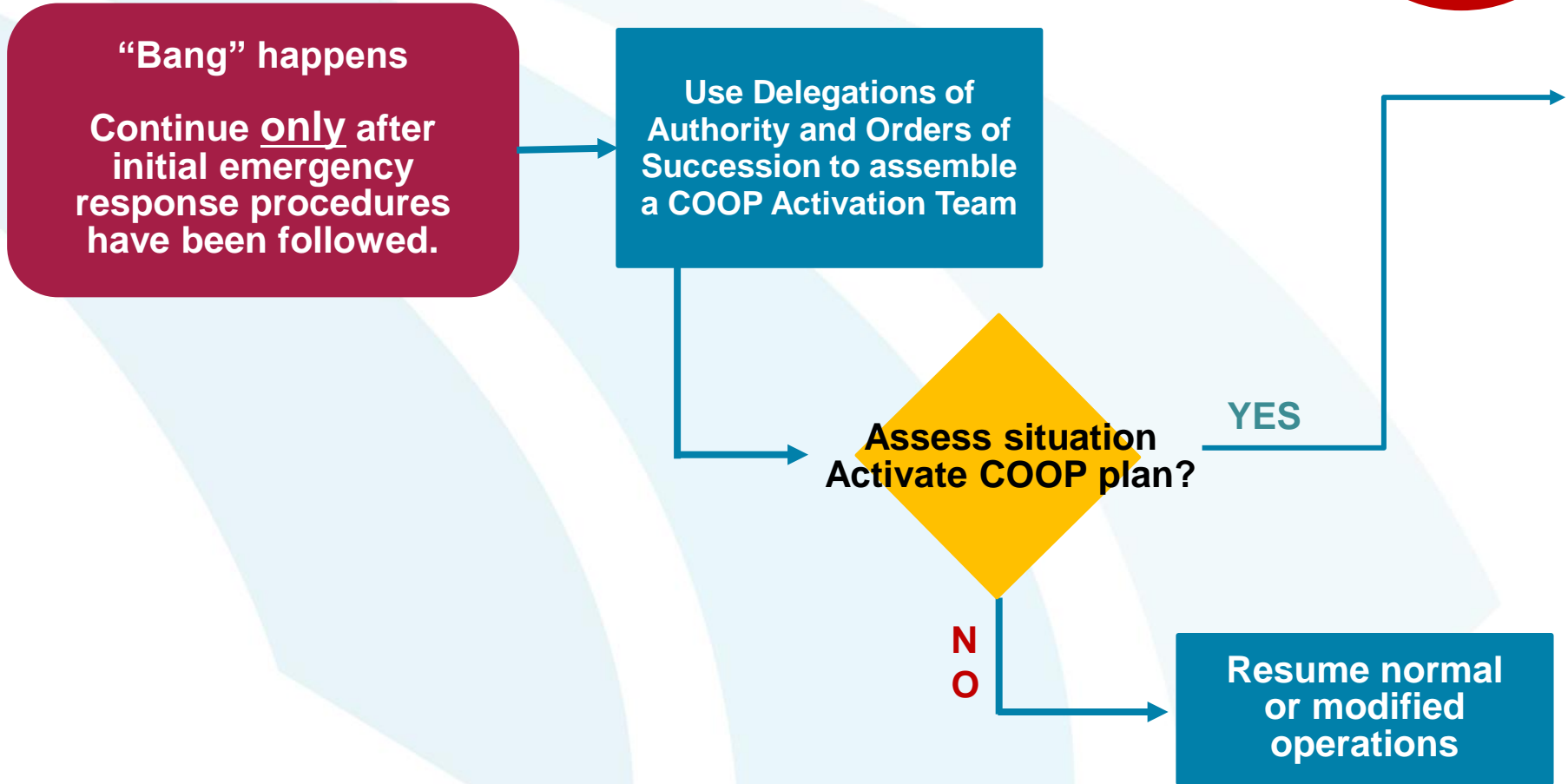
Resources Needed

- ***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)

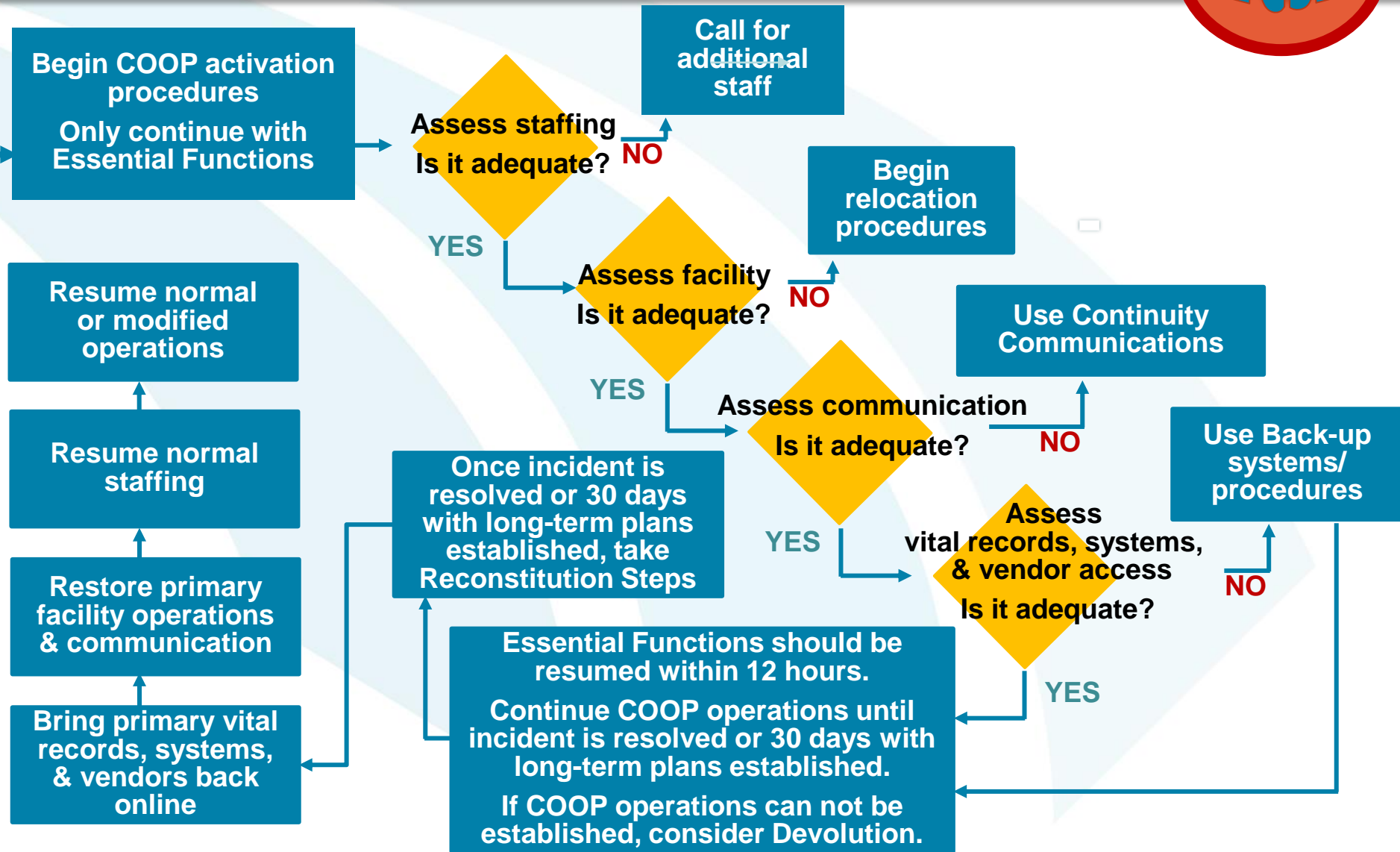
Wrap Around *Procedures*

- ***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***

COOP Process Flow



COOP Process Flow



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

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



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