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# Continuity of Operations Planning (COOP)



**Behind the  
Wheel:  
Management  
Focus**

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# Continuity of Operations Planning



Behind the  
Wheel:  
Management  
Focus

- Define COOP
- Benefits of COOP
- Elements of COOP
- Training & Exercising Plan



Behind the  
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- An effort within an organization to ensure continuity of its essential functions across a wide range of emergencies.
- It is NOT
  - Occupant Emergency Plans
  - Fire Evacuation Procedures
  - Organizational Safety Plans



# Does My Organization Need a COOP?



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- Federal Agencies
  - FPC 65
- State Agencies
  - State Executive Orders
- Private Industry
  - Sound Business Practice





**Behind the  
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Focus**

- Requires organizations to identify functions that are truly critical
- Considers threats to the organization
- Develops strategies to mitigate impact of threats
- Plans for safety of all personnel



# COOP Planning Objectives



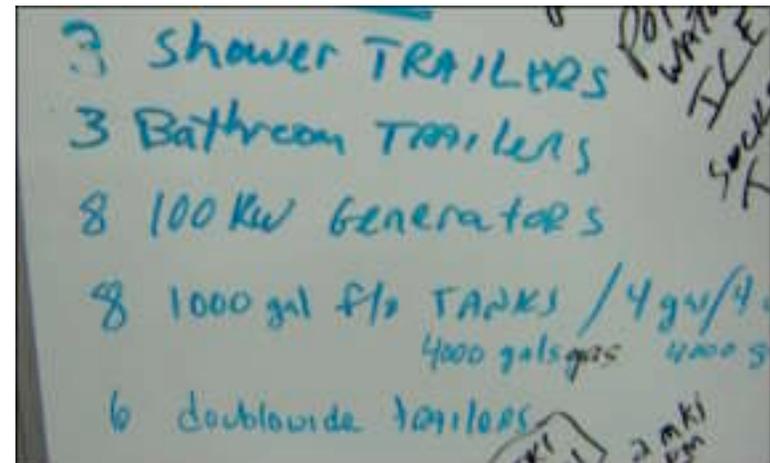
Behind the  
Wheel:  
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- Continued performance of essential functions
- Mitigate disruption to operations
- Minimize damage
- Succession of leadership (command)
- Timely reconstitution



Behind the  
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- Implement with or without warning
- Operational within 12 hours
- Sustainable for 30 days
- Risk analysis
- Infrastructure options
- Maintenance & review
- Training program





# Elements of COOP



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- Essential Functions
- Delegations of Authority
- Succession Planning
- Alternate Facilities
- Interoperable Communications



**Behind the  
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Focus**

- Vital Records
- Personnel
- Devolution
- Reconstitution
- Training & Exercise Program



# Elements of COOP

## Essential Functions



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- Provide vital services
- Exercise civil authority
- Maintain safety of the public
- Sustain the industrial and economic base



# Elements of COOP Essential Functions



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## **Essential Functions are the Foundation of Your Plan**

- Basis for determining
  - Staff
  - Information Systems
  - Equipment
  - Supplies & Services
  - Alternate Facilities



# Elements of COOP Orders of Succession



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- Provide for orderly predefined assumption of leadership when senior officials are incapacitated
  - Agency Head/Organization Chief Officer
  - Department or Division Chiefs who oversee specific functions



# Elements of COOP

## Delegation of Authority



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- Authority being delegated
- Limits of that authority
- To whom authority is delegated
- Circumstances when they could exercise that authority
- Successor's authority to delegate

# Essential Elements Alternate Facilities



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- Safe distance from event & secure from threats
- Operational in 12 hours or less
- Sufficient space for staff
- Supports communications & IT requirements



# Essential Elements Communications



**Behind the  
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- Support performance of essential functions
- Capability to communicate within organization
- Connectivity to customers & organizational partners
- Access to data systems



# Essential Elements Vital Records



**Behind the  
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- Emergency Operating Records
- Legal Documents
- Financial Records



# Essential Elements Personnel



Behind the  
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- Designation of Essential Personnel
- Accountability of Non-Essential Personnel
- Family Disaster Planning





# Elements of COOP Devolution



Behind the  
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- Capability to transfer statutory authority and responsibility for essential functions from an organization's primary operating staff and facilities to an alternate staff and facilities.



# Elements of COOP Reconstitution



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- Resume operations from original facility
- Establish operations from a new primary facility
- Overseen by a Reconstitution Manager



# Training and Exercises



**Behind the  
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“At the most fundamental level, part of the explanation for why the response to Katrina did not go as planned is that key decision-makers at all level simply were not familiar with the plans.”

The Federal Response to Hurricane Katrina Lessons Learned, February 2006



# Training and Exercises



Behind the  
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Focus

- Conduct at least annually
- Tests validity of plan
- Develops employees skills
- Ensures personnel are familiar with plan
- Builds team unity
- Lessons learned from training & exercises help improve COOP



# Continuity of Operations Planning (COOP)



Behind the  
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- COOP planning is just good business
- COOP is comprehensive planning involving many elements
- Frequent training and exercises are required to ensure the effectiveness of COOP planning efforts



# Additional COOP Resources



**Behind the Wheel:  
Management Focus**



Public | Business