

Table of Contents

INTRODUCTION TO CONTINUITY OF OPERATIONS	4
<u>COOP PLANNING OBJECTIVES</u>	4
<u>COOP PLANNING CONSIDERATIONS</u>	5
<u>WHO SHOULD BE INVOLVED IN COOP PLANNING?</u>	6
<u>ELEMENTS OF A COOP PLAN</u>	7
<u>STRUCTURE OF A COOP PLAN</u>	7
<u>CREATING A COOP PLAN</u>	8
I. PHASE I: PROJECT INITIATION	8
<u>A. APPOINTING A COOP COORDINATOR</u>	9
<u>B. ORGANIZATION OF A COOP TEAM</u>	9
<u>C. INITIAL PROJECT MEETING</u>	10
II. PHASE II: IDENTIFICATION OF FUNCTIONAL REQUIREMENTS	11
<u>A. IDENTIFYING ESSENTIAL FUNCTIONS</u>	12
<i>1. Identify all functions</i>	12
<i>2. Identify Essential Functions</i>	13
<i>3. Determine Essential Function Resource Requirements</i>	13
<i>4. Prioritize Essential Functions</i>	14
<u>B. IDENTIFYING VITAL RECORDS, SYSTEMS AND EQUIPMENT</u>	15
<i>1. Identify Vital Records</i>	16
<i>a. Identify, Select and Arrange for Protection Methods</i>	17
<i>b. Identify Restoration and Recovery Resources</i>	17
<i>2. Vital Systems and Equipment</i>	18
<i>a. Identify Vital Systems and Equipment</i>	18
<i>b. Select and Arrange Protection Methods for Critical Systems and Equipment</i>	19
<u>C. NAME KEY PERSONNEL</u>	19
<i>1. Delegation of Authority</i>	19
<i>a. Identify Authority to be Delegated</i>	20
<i>b. Establish Rules and Procedures for Delegation of Authority</i>	20
<i>c. Identify Limitations on Authority to be Delegated</i>	21
<i>2. Order of Succession</i>	21
<i>a. Prepare a Current Organization Chart</i>	22
<i>b. Essential Functions and Key Positions</i>	23
<i>c. Determine Orders of Succession for each Key Position</i>	23
<u>D. SELECTING AN ALTERNATE FACILITY</u>	24
<i>1. Identify Requirements for Alternate Work Sites</i>	27
<i>a. Daycare</i>	27
<i>b. Counseling Services</i>	27
<i>2. Identify Various Options for Alternate Work Sites</i>	28
<u>E. DETERMINING THE EXISTENCE OF INTEROPERABLE COMMUNICATIONS</u>	29
<i>1. Communication Systems Supporting Essential Functions</i>	30