

Agencies should develop executive decision making processes that:

- Allow for a review of the situation.
- Provide the best course of action for response and recovery.

Following an established decision making process will help to preclude premature or inappropriate activation of a COOP plan. FPC 65 divides COOP implementation into three phases:

- Activation and Relocation
- Alternate Operating Facility Operations
- Reconstitution

1. Activation and Relocation

Activation and relocation encompasses the initial 12-hour period following activation of the COOP plan. During Phase I operations, agencies:

- Activate plans, procedures and schedules to transfer essential functions, personnel, records and equipment to alternate operating facilities.
- Notify appropriate offices and agencies of COOP activation.

a. Activation

Agencies must be prepared to activate their COOP plans for all emergencies, regardless of warning period. Agencies must also plan to activate their COOP plans during both duty and non-duty hours. Activation requires notification of:

- Alternate Facilities
- The State Emergency Operations Center (EOC)
- Other points of contact, as appropriate
- COOP essential and nonessential personnel