

b. COOP Team Deployment

COOP implementation will generate stress for the essential personnel as they prepare to depart quickly to the alternate facilities. Written procedures to guide the deployment process can reduce stress and ensure no important concerns are overlooked during the transition. These procedures should specify:

- What the essential personnel should do and the materials that they should take to the alternate facility.
- Administrative requirements associated with travel and check-in at the alternate facility.
- Based on the threat level, procedures may allow for partial deployment of essential functions that are critical to operations.

c. Relocation

Relocation involves the actual movement of essential functions, personnel, records and equipment to the alternate operating facility. Relocation may also involve:

- Transferring communications capability to the alternate facility.
- Ordering supplies and equipment that are not already in place at the alternate facility.
- Other planned activities, such as providing network access.

d. Devolution

In some cases, it may be necessary to activate the COOP plan through devolution. Devolution is the capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities. It is also the ability to sustain that operational capability for an extended period. Planning supports overall COOP planning and addresses catastrophic or other disasters that render and agency's leadership and staff unavailable or incapable of performing its essential functions from either its primary or alternate facilities. Agencies are required to complete devolution planning as part of their COOP planning processes.

Because devolution planning involves several special issues, developing specific procedures for devolution during the COOP planning process will make devolution easier should it become necessary. Particular issues associated with devolution planning include: