

Business IT Recovery Process—(a BCP term) The common critical path that all companies follow during a recovery effort. There are major nodes along the path, which are followed regardless of the organization. The process has seven stages: 1) Immediate response, 2) Environmental restoration, 3) Functional restoration, 4) Data synchronization, 5) Restore business functions, 6) Interim site, and 7) Return home.

Chain of Communication--A list of names of agency personnel in the order that they will be notified in the event of an emergency; persons on the list may be responsible for communicating information to their subordinates in the agency and to those lower on the list.

Cold Site--A relocation site that is reserved for emergency use, but which requires the installation of equipment, etc., before it can support operation.

Continuity of Government--The effort to ensure continued leadership, authorities, direction and control, and preservation of records, thereby maintaining a viable system of government. Continuity of government is usually a matter of law—constitutional or general statute.

Continuity of Operations (COOP)--An internal effort within individual components of government to assure that capability exists to continue essential component functions across a wide range of potential emergencies.

COOP Plan Maintenance--Steps taken to ensure the COOP plan is reviewed annually and updated whenever major changes occur.

Cooperative Agreement--Any formal, legally binding contract between two or more parties whereby the parties to that agreement agree to either share an alternate facility.

Critical Processes & Services--Activities, which could not be interrupted or unavailable without significantly jeopardizing operations of an organization.

Delegation of Authority--Pre-delegated authorities for making policy determinations and decisions at headquarters, field levels, and other organizational locations, as appropriate.

Devolution (a COOP term)--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.

Disaster Recovery--The methodical restoration and reconstitution of facilities, data, records, systems and equipment after a disruption to operations that has caused damage and/or destruction of these resources.

Emergency--A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that