

damage, or threaten to damage, local operations. An emergency could require temporary evacuation of personnel or cause permanent displacement of personnel and equipment from an existing site to a new operating location.

**Emergency Operating Records**--Records (plans, and directives, orders of succession, and delegation of authority) essential to the continued functioning of an agency during and after an emergency to ensure continuity of operations.

**Essential Functions**--Those functions that enable agencies to provide vital services, exercise civil authority, maintain the safety and well being of the citizens, sustain the industrial/economic base in an emergency.

**Hot Site**--A fully equipped facility, which includes stand-by computer equipment, environmental systems, communications capabilities, and other equipment necessary to fully support an organization's immediate work and data processing requirements in the event of an emergency or a disaster.

**Interoperability**--The ability of a system or a product to work with other systems or products without special effort on the part of the user.

**IT Disaster Recovery Plan (a BCP term)**—A plan that provides recovery and restoration procedures for mission-critical information technology (IT) components/systems that are necessary to perform mission-critical business functions. This plan does not provide contingency planning guidance for business processes. Business processes should be addressed in a business resumption or business continuity plan that is typically developed by non-IT staff.

**Key Positions or Personnel**—Those positions required to be filled by the local government or deemed essential by the State or individuals whose absence would jeopardize the continuation of an organization's essential functions.

**Legal and Financial Records**—Records (personnel records, social security records, payroll records, insurance records, contracts etc.) essential to the protection of the legal and financial rights of an agency and of the individuals directly affected by the agency's activities.

**Logistics Team**—A working group responsible for coordinating the activities associated with relocation planning and deployment of essential operations and positions during a COOP event.

**Mutual Aid Agreement**—An agreement between two or more entities, public and/or private, to document pre-arranged rendering of services in terms of human and material resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency. Financial aspects for post-disaster or post-emergency reimbursements may be incorporated into the agreement.