

**Non-critical Processes**—Business processes or supporting information which could be interrupted or unavailable for a significant period of time (generally several weeks) without significantly jeopardizing the critical functions of an organization.

**Non-vital Records**—Records or documents, which are important, but if irretrievably lost or damaged, will not materially impair an organization's ability to conduct business.

**Occupant Evacuation Plan (OEP)**—Provides facility-level procedures for occupants of a facility in the event of a situation posing a potential threat to the health and safety of personnel, the environment, or property. This plan includes planning for personnel safety and evacuation.

**Order of Succession**—A formula that specifies by position who will automatically fill a position once it is vacated.

**Plan**—A systematic arrangement of elements or important parts.

**Point of Contact**—The coordinator of the COOP program and leader of the COOP team, who will implement COOP plan during an emergency.

**Preventative Controls**—Measures in place to prevent loss of function of systems and of data critical to an agency's essential functions.

**Primary Facility**—The site of normal, day-to-day operations.

**Rapid Recall List**—A Cascading list of key agency personnel and outside emergency personnel in order of notification.

**Recovery Point Objective (RPO)**—The point in time to which data must be restored in order to resume processing transactions. In an IT context, the amount of data that can be lost measured by a time index.

**Recovery Time Objective (RTO)**—The period of time within which systems, applications, or functions must be recovered after an outage.

**Reconstitution**—The process by which surviving and/or replacement personnel resume normal operations from the original or replacement primary operation facility.

**Relocation Site (Alternate Facility)**—The site where all or designated employees will report for work if required to move from the primary facility.

**Risk Assessment/Analysis**—An evaluation of the probability that certain disruptions will occur and the controls to reduce organizational exposure to such risk.

**Standard Operating Procedures**—Protocol for the conduct of regular operations.