

# COOP FACT SHEET

## ELEMENTS OF A VIABLE CONTINUITY OF OPERATIONS PLAN

1. **Essential Functions:** The limited set of organization level functions that need to be continued throughout, or resumed quickly after, a disruption of normal activities.
2. **Orders of Succession:** Provisions for the assumption of senior leadership during an emergency in the event that any of those executives are unavailable to execute their legal duties.
3. **Delegations of Authority:** Identification, by position, of the authorities for making policy determinations and decisions at headquarters and field levels. Generally, pre-determined delegation of authority will take effect when normal channels of direction have been disrupted and will terminate when these channels have been reestablished.
4. **Alternate Facilities:** Continuity facilities are locations from which leadership and critical positions may operate during a continuity event. These may include one or many facilities or virtual offices from which to continue essential operations.
5. **Continuity Communications:** Continuity communications are the systems that support full connectivity among leadership, internal elements, and other organizations to perform Essential Functions during a continuity event.
6. **Vital Records Management:** Documents, files, databases, etc. that are necessary to support continued operations. There are 2 categories of Vital records; Emergency Operations Records and Rights and Interests Records
7. **Human Capital:** Human capital involves policies, plans, and procedures that address regular and supplemental staffing needs during a continuity event, such as guidance on pay, leave, work scheduling, benefits, telework, hiring, authorities, and flexibilities.
8. **Test, Train & Exercise:** Training provides the skills and familiarizes personnel with procedures and tasks. Tests and exercises serve to assess and validate all the components of continuity plans, policies, procedures, systems, and facilities.
9. **Devolution of Control and Direction:** Devolution is the capability to transfer statutory authority and responsibility for Essential Functions from primary operating staff and facilities to other employees and facilities. It also provides the means to sustain that operational capability for an extended period.
10. **Reconstitution:** Reconstitution planning is the process by which organizations/personnel resume normal operations from the original or a replacement primary operating facility.

### USEFUL LINKS – type these URLs

[http://floridadisaster.org/internet\\_library.htm#COOP](http://floridadisaster.org/internet_library.htm#COOP)

[www.ready.gov/business](http://www.ready.gov/business)

[www.fema.gov/pdf/about/org/ncp/coop/cont\\_guidance2.pdf](http://www.fema.gov/pdf/about/org/ncp/coop/cont_guidance2.pdf)

