**Continuity of Operations**

**(COOP) Overview**

**Authority**

* National Security Presidential Directive NSPD-51
* Homeland Security Presidential Directive HSPD-20
* Utah Governor’s Office Directive

**Purpose**

COOP planning enables agencies to continue their essential functions across a broad spectrum of hazards and emergencies.

**Key Components**

|  |  |
| --- | --- |
| **Component** | **COOP Term** |
| What critical things do we need to do?  | Essential functions |
| Who will do them? | Essential positions & personnel |
| How will they be done? What equipment/ resources? | Vital records & critical applications |
| Where will we be doing these things? | Alternate facility; recovery location |
| When (how quickly) will we need to resume them?  | Function priority; recovery time objectives |
| Who’s in charge? What if he/she can’t? | Lines of succession; delegations of authority |
| How will we return to normal, or what if we can’t? | Reconstitution; devolution |

**COOP Phases**

* Phase 1: Emergency Response
* Phase 2: Event Assessment
* Phase 3: Notification & Implementation
* Phase 4: Continuity of Operations Preparations
* Phase 5: Continuity of Operations
* Phase 6: Public Information
* Phase 7: Final Report Activity

**Recovery Time Objectives**

|  |  |
| --- | --- |
| **Priority** | **Functions must be** **operational within…** |
| 1 | 12 hours |
| 2 | 72 hours |
| 3 | 7 days |
| 4 | As possible |

**Definition of COOP Terms**

* **Alternate Facility** – An alternate work site that provides the capability to perform minimum critical functions until normal operations can be resumed.
* **Continuity of Operations** – An internal effort within government or business entities to assure the capability exists to continue essential functions across a wide range of potential emergencies, including localized acts of nature, accidents, and terrorism.
* **Impact Analysis** –Predicts the consequences of disruption of a business or government function, and gathers information needed to develop recovery strategies.
* **Delegated Authority** – An assignment or official mandate calling on an individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
* **Department Operations Center** **(DOC)** – A location from which the emergency management personnel execute disaster response and recovery.
* **Devolution** – The capability to transfer statutory authority and responsibility for critical functions from a department’s primary staff to other employees and facilities, and sustain that operational capability for an extended period of time.
* **Essential (Mission Critical) Functions** – those functions, stated or implied, that state departments (& local jurisdictions) are required to perform or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general population, and sustain the industrial and economic base in an emergency.
* **Incident Command System (ICS)** – A set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types. The Incident Commander leads this effort.
* **Lines (Orders) of Succession** – Provisions for the assumption of senior department and jurisdictional offices and other positions held by critical COOP personnel when the original holder of those duties and/or authorities is unable or unavailable to execute their duties.
* **Recovery Time Objective / Acceptable Outage** – The period of time that a disaster or disruption may affect a business unit or state agency without causing the unit or agency unacceptable losses.
* **Reconstitution** – The resumption of non-emergency operations at a primary facility following emergency operations at an alternate facility.

**Acronyms**

* COOP – *Continuity of Operations*
* DOC – *Department Operations Center*
* IAP – *Incident Action Plan*
* IC – *Incident Commander*
* ICS – *Incident Command System*
* JIC – *Joint Information Center*
* MOA/MOU – *Memorandum of*

*Agreement/Understanding*

* NIMS – *National Incident*

*Management System*

* RTO – *Recovery Time Objective*
* SEOC – *State Emergency*

 *Operations* *Center*

* SERT – *State Emergency Response Team*
* SIAC – *Statewide Information Analysis Center*
* SITREP – *Situation Report*
* Web EOC – *Web-based (online) Emergency Operations Center software*

