Warren County Continuity of Operations Worksheet

Continuity of Operations (COOP) is an effort within an organization to ensure that its essential functions continue to be performed during a wide range of emergencies until normal operations can be resumed. It is a fundamental responsibility of public institutions and private entities responsible to their stakeholders. The goal of COOP is to continue or resume the essential functions within 12 hours of a disruption and maintain those functions for up to 30 days or until normal operations can be resumed.

The following worksheet can be utilized to aid coordinating agencies in outlining how they will continue to perform their essential functions. The following elements are identified as key pieces needed to support an agencies' continuity capability. After completing this worksheet, the information can be used to complete a COOP Plan utilizing the *Warren County Continuity of Operations Plan Template*.

Step 1: Identify Who is the Continuity Manager for the Organization.
What position is responsible for being familiar with the plan and leading the COOP effort if activated?
Step 2: Identify the Organization's Essential Functions.
What processes and functions must be continued or recovered if there was a disruption?
Step 3: Prioritize the Identified Essential Functions.
What are the impacts of not performing the function? When must the function be resumed?
Step 4: Identify Who is Responsible for Activating COOP and Describe How Others are Informed.
Who decides when COOP is activated (i.e., who decides if an alternate site is needed)? How are staff and leadership informed that something has happened?
Step 5: Identify an Alternate Operating Capability (i.e., Alternate Site(s) or Telework).
What are the facility requirements for performing essential functions? Identify an alternate.
Step 6: Identify Essential Records and Outline How They Will be Safeguarded.
What essential records are needed to perform essential functions? How will they be safeguarded?
Step 7: Identify Critical Systems and Resources and Outline their Backups or Redundancies.
What are critical systems and resources are needed to perform essential functions? What are their backups?
Step 8: Identify Communication & Information Technology (IT) Requirements.
What communication, IT and audiovisual (AV) software and equipment are needed to support the performance of essential functions?
Step 9: Identify Essential Positions Needed to Perform the Essential Functions.
What staff in the organization is required to directly support or perform the essential function?
Step 10: Identify Lines of Succession for Leadership
What are the leadership positions needed for the organization to function? Who would fill these leadership roles if current leaders were not available?

Continuity of Operations Worksheet

Organization Name: Date:

Step 1 Continuity Manager: *List the position for individual responsible for being familiar with the plan and leading COOP if activated. This may be the organization head, or they may assign someone as the designee for day-to-day COOP activities.*

Step 2 Essential Function Identification: *Essential functions are those activities and processes that must be continued under any and all circumstances. Record answers in the chart below Step 3.*

Consider:
- *Functions that support emergency / disaster response and recovery activities.*
- *Functions that support the non-emergency activities the organization must maintain to operate.*
- *Functions that support the legal responsibilities of the organization.*
- *Functions that support the essential functions of other organizations, departments and / or agencies.*

Step 3 Prioritization of Essential Functions: *Consider the impacts of not conducting the function. Based on that, categorize the essential functions above into one of the following categories and check the appropriate box by the function.*

Immediate: *essential functions that must be continued without interruption or resumed within 12 hrs. of an incident.*

Critical: *essential functions that must be resumed within 12 to 72 hrs. of an incident occurring.*

Important: *essential functions that can be delayed until immediate and critical functions are restored but must be resumed within 1 week.*

Postponed: *essential functions that can be delayed but must be resumed within 30 days of the disruption.*

Extended: *essential functions that can be delayed for 30 days or more.*

Essential Functions	Immediate	Necessary	Important	Postponed	Extended

Step 4 COOP Activation: *List the position for the individual(s) with authority to activate the COOP Plan. Describe how staff and leadership will be informed. Who is responsible for starting notification of organization staff? For leadership? How is notification being done (e.g., phone tree, notification system)?*

Step 5 Alternate Site: *Describe the facility requirements needed to perform essential functions and identify an alternate site if possible. List a point of contact for site access if available. Describe whether all or part of the function can be performed remotely.*

Step 6 Essential Records*: Identify essential records (the electronic and hardcopy documents and files needed to support performance of essential functions), and critical applications (the information systems and data management software / equipment that support accessing and maintaining essential records). List how these records will be safeguarded, including redundancies in critical applications.*

Step 7 Critical Systems and Resources: *List critical systems and resources needed to perform essential functions. Critical resources could include facilities, communication systems, personnel, essential records and databases, vital systems and equipment, key vendors, and other organizations or government agencies. Critical systems are the IT equipment including hardware, software, networking components, etc.*

Step 8 Communications and IT / AV: *List the general and unique communication, IT and AV equipment needed to perform essential functions.*

Step 9 Essential Positions: *List the positions / titles of staff who would continue working if there was a disruption (i.e., those needed to conduct the essential functions). This could include those who would work at an alternate site.*

Step 10 Lines of Succession: *List organization leadership and what positions would fill their role if the leader was unavailable. Ideally, three positions deep should be identified for each position.*

For further assistance in developing your organization's COOP Plan, contact Warren County EMA at wcema@wcoh.net.