

## **Integrated COOP Template Overview**

**Satellite Conference and Live Webcast  
Friday, October 30, 2009  
10:00 - 11:00 a.m. Central Time**

Produced by the Alabama Department of Public Health  
Video Communications and Distance Learning Division

## **Faculty**

**Andrew C. Rucks, PhD  
Health Care Organization and Policy  
School of Public Health  
University of Alabama at Birmingham**

STATE OF ALABAMA

[agency name]



[agency logo, if applicable]

CONTINUITY OF OPERATIONS PLAN

Revisi Date: mm/dd/yyyy  
Issue Date: mm/dd/yyyy

## **COOP Table of Contents**

- Record of changes
- Introduction
- COOP elements
- A. Program Plans & Procedures
- B. Hazard Vulnerability Analysis
- C. Budgeting & Acquisition of Resources

## **COOP Table of Contents**

- D. Essential Functions
- E. Order of Succession
- F. Delegation of Authority
- G. Continuity Facilities
- H. Continuity Communications
- I. Vital Records Management
- J. Human Capital

## **COOP Table of Contents**

- K. Organizational Census
- L. Test, Training, & Exercise (TT&E) Program
- M. Devolution of Control and Direction
- N. Reconstitution Operations
- O. Continuity Plan Operational Phases and Implementation

## COOP Table of Contents

- Appendix A: Directive from the Governor of the State of Alabama
- Appendix B: County EMA and/or State EOP HVA
- Appendix C: Pandemic Influenza Planning Assumptions
- Appendix D: Incident Command System
- Appendix E: Acronyms

## State of Alabama COOP Template

- Conforms with FEMA Continuity Guidance Circular 1
- Comprehensive and flexible
- Integrates COOP for Pandemic Influenza and All Hazards
- Two formats
  - Microsoft Word 2007 (a .dotx file)
  - Microsoft Word 2003 (a .doc file)
- Work sheets for data collection

## COOP Template Sample Page

*(Agency Name) Continuity of Operations Plan (COOP)*

### C. BUDGETING AND ACQUISITION OF RESOURCES

*(Agency Name)* has established a budget for COOP as shown in the following table. Acquisition of resources through procurement activities are defined in the section ORDER OF SEVERITY (O). Key resources have been identified and the critical resources they provide have been identified and plans for acquisition have been established.

#### 1. COOP BUDGET

*(Agency Name)*

#### 3. KEY RESOURCES AND ACQUISITION

*(Agency Name)*

### D. ESSENTIAL FUNCTIONS and TELEWORK PLAN

#### 1. ESSENTIAL FUNCTIONS

*(Agency Name)* provides a variety of general operating functions. A set of these functions have been identified as Essential Functions. Essential Functions are defined as those functions, critical to mission, that the organization is required to perform to obtain, execute, or enforce policy or organizational charter or policy and measures to provide vital services, maintain the safety and well-being of the employees, citizens or customers, and protect during an emergency. Essential Functions are further delineated into Critical essential functions, Short-term essential functions, and Long-term essential functions. Essential Functions are prioritized within each category. Priority level 1 is the highest priority.

- Critical Essential Functions are those essential functions that cannot be interrupted or can be only minimally interrupted following an incident.
- Short-term Essential Functions are those essential functions that can be interrupted for a period of up to 72 hours following an incident, but must be resumed thereafter.
- Long-term Essential Functions are those essential functions that can be interrupted for more than 72 hours following an incident and will be resumed when resources and personnel become available.

*(Agency Name)*

#### 2. TELEWORK ARRANGEMENTS

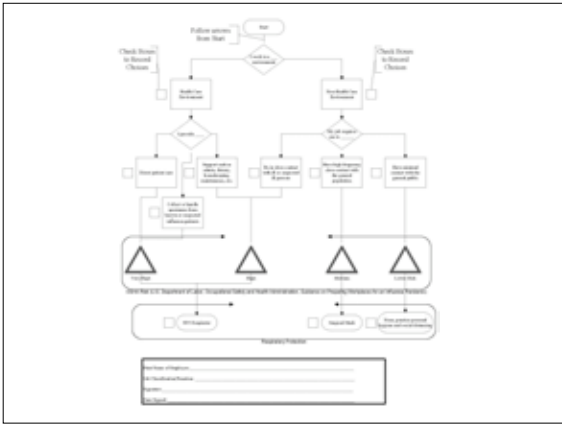
*(Agency Name)* has developed a Telework Plan for use during a Pandemic Influenza response. Critical assignments are shown in the following table and the Telework Plan is found at Appendix E.

*(Agency Name)*

## Hazard Vulnerability Analysis (HVA)

- Extensive list of hazards
- Evaluate applicable hazards and develop a “score”
- Scores let organization rank hazards as a means of targeting preparedness planning
- Probability X Risk X Preparedness

## Employee Pandemic Influenza Risk Assessment Instrument



- ### Keys to Success Using the COOP Template
- Executive leadership
    - Institutional expertise
    - Microsoft Word proficiency
  - Coordinating team
    - Task assignments
    - Deadlines

## Best Practices

- ### Best Practices
- Executive leadership
  - Broad organizational participation
  - Plan for COOP completion
  - Follow-up
  - Practice the COOP through drills and exercises
  - Continuous improvement—not a “once and done” activity
  - Consult with ADPH and AEMA

## Next Steps

- ### Next Steps
- Assemble a COOP team
  - Download and become familiar with
    - State of Alabama COOP Template
    - Work Sheets for State of Alabama COOP Template
    - fCOOP Presentation

## Next Steps

- Register for and complete the State of Alabama COOP Template training series (forthcoming)
- Seek advice from ADPH and AEMA

## Assistance from UAB

- Dr. David Becker - [dbecker@uab.edu](mailto:dbecker@uab.edu)
- Dr. Jack Duncan - [jduncan@uab.edu](mailto:jduncan@uab.edu)
- Dr. Peter Ginter - [pginter@uab.edu](mailto:pginter@uab.edu)
- Dr. Andy Rucks - [arucks@uab.edu](mailto:arucks@uab.edu)

