

Continuity of Operations (COOP) Plan Template

Federal Emergency Management Agency
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FEMA

OVERVIEW

This template provides a structure for formulating a Continuity of Operations (COOP) Plan according to *Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004*. This template is designed to accompany the *Continuity of Operations Template Instructions*, which consists of general guidance and sample language for reference. Organizations are encouraged to tailor COOP Plan development to meet their own needs and requirements. The instructions for the template can be downloaded at the Federal Emergency Management Agency (FEMA) Office of National Security Coordination (ONSC) website at the following address: <http://www.beta.fema.gov/test/ns/index.shtm>

Questions concerning this template can be directed to:

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I. EXECUTIVE SUMMARY

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II. INTRODUCTION

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III. PURPOSE

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IV. APPLICABILITY AND SCOPE

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V. ESSENTIAL FUNCTIONS

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Priority	Essential Functions
1	
2	
3	
4	
5	
6	

VI. AUTHORITIES AND REFERENCES

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VII. CONCEPT OF OPERATIONS

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A. PHASE I: ACTIVATION AND RELOCATION

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1. Decision Process

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2. Alert, Notification, and Implementation Process

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3. Leadership

a. Orders of Succession

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Successors

b. Delegations of Authority

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c. Devolution

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B. PHASE II: ALTERNATE FACILITY OPERATIONS

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1. Mission Critical Systems

Text Here

System Name	Current Location	Other Locations

2. Vital Files, Records, and Databases

Text Here

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location

C. PHASE III: RECONSTITUTION

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VIII. COOP PLANNING RESPONSIBILITIES

Text Here

Responsibility	Position

IX. LOGISTICS

A. ALTERNATE LOCATION

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B. INTEROPERABLE COMMUNICATIONS

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X. TEST, TRAINING, AND EXERCISES

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XI. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN

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XII. COOP PLAN MAINTENANCE

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Annex A: Authorities and References

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Annex B: Operational Checklists

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Annex C: Alternate Location/Facility Information

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Annex D: Maps and Evacuation Routes

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Annex E: Definitions and Acronyms

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