Continuity of Operations (COOP) Plan Template

Federal Emergency Management Agency 500 C ST, SW Washington, D.C. 20472



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:

Office of National Security Coordination Federal Emergency Management Agency 500 C Street, SW Washington, DC 20472 (202) 646 3754

TABLE OF CONTENTS

I. I	Executive Summary	2
II. I	ntroduction	2
III.	Purpose	2
IV.	Applicability and Scope	2
V. I	Essential functions	2
VI.	Authorities and References	2
VII.	Concept of Operations	2
A.	Phase I: Activation and Relocation	2
1	1. Decision Process	3
2	2. Alert, Notification, and Implementation Process	3
3	3. Leadership	3
B.	Phase II: Alternate Facility Operations	3
1	1. Mission Critical Systems	3
2	2. Vital Files, Records, and Databases	4
C.	Phase III: Reconstitution	4
VIII.	COOP Planning Responsibilities	5
IX.	Logistics	5
A.	Alternate Location	5
B.	Interoperable Communications	5
X. 7	Гest, Training, and Exercises	5
XI.	Multi-Year Strategy and program Management Plan	5
XII.	COOP Plan Maintenance	5
Anne	x A: Authorities and References	5
Anne	x B: Operational Checklists	5
Anne	x C: Alternate Location/Facility Information	6
Anne	x D: Maps and Evacuation Routes	6
Anne	x E: Definitions and Acronyms	6

I. EXECUTIVE SUMMARY

Text Here

II. INTRODUCTION

Text Here

III. PURPOSE

Text Here

IV. APPLICABILITY AND SCOPE

Text Here

V. ESSENTIAL FUNCTIONS

Text Here

Priority	Essential Functions
1	
2	
3	
4	
5	
6	

VI. AUTHORITIES AND REFERENCES

Text Here

VII. CONCEPT OF OPERATIONS

Text Here

A. PHASE I: ACTIVATION AND RELOCATION

1. Decision Process

Text Here

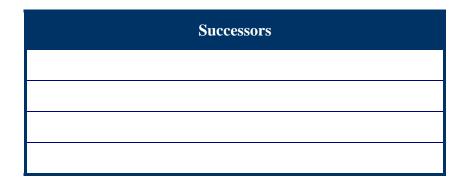
2. Alert, Notification, and Implementation Process

Text Here

3. Leadership

a. Orders of Succession

Text Here



b. Delegations of Authority

Text Here

c. Devolution

Text Here

B. PHASE II: ALTERNATE FACILITY OPERATIONS

Text Here

1. Mission Critical Systems

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

VIII. COOP PLANNING RESPONSIBILITIES

Text Here

Responsibility	Position

IX. LOGISTICS

A. ALTERNATE LOCATION

Text Here

B. INTEROPERABLE COMMUNICATIONS

Text Here

X. TEST, TRAINING, AND EXERCISES

Text Here

XI. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN

Text Here

XII. COOP PLAN MAINTENANCE

Text Here

Annex A: Authorities and References

Text Here

Annex B: Operational Checklists

Annex C: Alternate Location/Facility Information

Text Here

Annex D: Maps and Evacuation Routes

Text Here

Annex E: Definitions and Acronyms