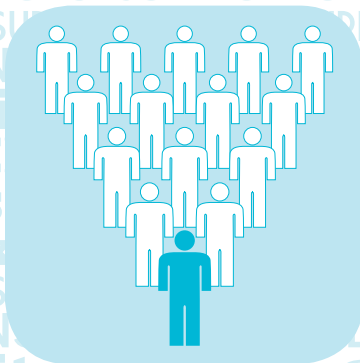


COOP10

CONTINUITY OF OPERATIONS PLAN



1. Leadership



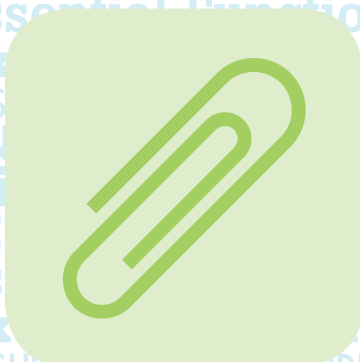
2. Teamwork



3. Research



4. Complete



5. Submit



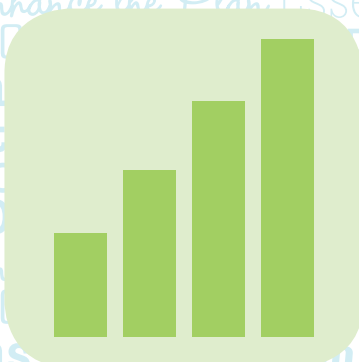
6. Educate



7. Communicate



8. Identify



9. Improve



10. Maintain

COOP10

CONTINUITY OF OPERATIONS PLAN

10 Steps to a Successful Continuity of Operations Plan (COOP)

The Alabama Department of Public Health (ADPH), in partnership with the Alabama Emergency Management Agency (AEMA), recommends all public and private organizations plan and prepare in the case of an emergency, including a pandemic. The purpose of a COOP is to ensure your organization's essential services continue, assets are protected, and rapid recovery after an emergency event. Please remember the COOP process is a journey, not a destination.

- **LEADERSHIP** - The organization's leadership must understand and support the COOP process. Good leadership has the vision to see the importance of the COOP in the long-run and how it can be used as a business strategic plan to improve the organization.
- **TEAMWORK** - No single person in an organization can write the COOP. It requires key players from all units to ensure involvement in the creation of COOP.
- **RESEARCH** - Ask similar organizations about their COOP for ideas. For basic COOP templates go online, federal resources include www.fema.gov and www.hhs.gov, state resources include www.adph.org and www.ema.alabama.gov. Or contact your county EMA office.
- **COMPLETE** - Ensure all COOP elements and contact information is included from all units in your organization. Only in rare cases will an element not apply to your organization. Circulate the COOP to all team members for accuracy, questions, or comments.
- **SUBMIT** - Once completed, submit your COOP to your leadership for approval. Depending on your organizational type you may need to submit the COOP to a higher level organization or association.
- **EDUCATE** - All employees should know their office's emergency plan or COOP. Education ensures employees know there are expectations to prepare at home, so they can fulfill their duty at work during an emergency.
- **COMMUNICATE** - Be prepared to communicate your plan to your organization's authority, employees, vendors, reciprocating organizations, and clients who receive services. Communication should also be redundant. Communication examples include but not limited to website, email, phone, news broadcast, and mail.
- **IDENTIFY** - Recognize planning gaps when exercising elements of your COOP. Without real emergency events, exercises are the best avenue to ensure your plan works. An exercise can be a tabletop, drills, or full-scale exercises.
- **IMPROVE** - Once your organization has identified planning gaps, update your plan with improvements. Model and build on COOP elements that demonstrate success or eliminate strategies that don't work.
- **MAINTAIN** - Your organization needs to incorporate the COOP into the normal course of business and not put to the side to be updated each year. The leadership and team needs to continue meeting on a regular basis to discuss changes that may affect the COOP.

Alabama Department of Public Health

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For more information, please call 1.866.264.4073 • www.adph.org/coop10

Alabama Emergency Management Agency

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