

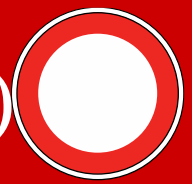
Continuity of Operations (COOP) Program Overview

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Continuity of Operation Plan (COOP)



Similar to Business Continuity Plan (BCP); both address the same elements using different terminology and structure

BCP = Private Sector Focus

COOP = Public Sector Focus

Federal and State initiatives require a COOP

Addresses the continuation of essential services and functions across a wide range of potential emergencies:

- Natural

- Manmade

- Technological

- National Security Emergencies

Activation Example



*This is the initial 72 hours from a real world activation when a Wisconsin state building caught fire.

Friday, May 16

1:33 am Fire Alarm

3:50 am Firefighters find source of fire

5:05 am Critical notifications sent to affected Departments and COOP manager

6:30 am Incident command for Recovery established

Saturday, May 17

7:00 am COOP Essential Records prioritized

9:00 am Massive trash generation problem in building

Activation Example cont.



Sunday, May 18

Deputy Incident Commander notified that all 1300+ employees will be gainfully employed through the crisis and that all employees must have the ability to work in their standard roles by Thursday, May 22nd.

* From there the different departments were scattered to different office buildings throughout the city.

10 Elements





COOP Planning Objectives



Ensure timely and orderly continuous performance of essential functions during and after an emergency

Protects facilities, equipment, records, and other essential assets that support essential functions

Reduce or mitigate disruptions to operations

Reduce or minimize loss of life/damage

Achieve timely recovery/reconstitution (resumption of normal activities)

Family support planning for personnel during an emergency

COOP Planning Considerations



COOP plans must:

Be capable of implementation anytime without warning

Provide full operational capability for essential functions no later than 12 hours after activation

Be capable of maintaining and sustaining operations for up to 30 days

60 days during a Pandemic event.

Include regularly scheduled testing, training & exercising (TT&E) of personnel, systems, processes, and procedures

Creating a COOP Team



Whoever contributes to your organization's Essential Functions (EFs). These departments must continue to function to keep the organization running. Examples are:

Provost

CAO

Facilities

FP&C

HR

Payroll

Contracting

Procurement

COOP Program Model – 7 Phases cont.



Phase 3: Design and Develop the Plan

- Determine plan format

- Analyze existing Business Continuity Plans (BCPs), Standard Operating Procedures (SOPs) and Emergency Operations Plans (EOPs)

- Collect necessary data for creating the COOP plan

Phase 4: Implement Program

- Publish COOP plan

- Distribute COOP plan

COOP Program Model – 7 Phases cont.



Phase 5: Test, train, and exercise (TT&E)

- Conduct tests

- Train Staff

- Exercise the plan

Phase 6: Revise and update the plan

- Revise and update the plan based on problems and gaps identified during TT&E

- Certification

Phase 7: Execute the plan

- Activate and use the plan during an actual emergency

- Analyze the level of execution (Entire plan, portions of the plan)

- Implementation of reconstitution and devolution if necessary





Questions?

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