



# Continuity of Operations Plan (COOP)

# What is a COOP?

A plan that details how essential functions of an agency will be handled during an emergency situation that disrupts normal daily operations.

# Main Objectives of COOP

- Ensuring the performance of essential functions & services during an emergency
- Reducing loss of life, minimizing damage and losses;
- Protecting personnel, facilities, equipment, records, and other assets
- Achieving a timely and orderly recovery from an emergency situation and resuming service to the community

# Planning Considerations

- Planning for a physical emergency such as a storm or natural disaster is a little different than planning for a Pandemic Influenza.
- To respond to major disasters such as fire, floods and storms the County of El Dorado maintains a Emergency Operations Plan (EOP)
- A Continuity of Operations Plan (COOP) is a supplemental tool designed to maintain essential functions and services for an extended period of time
- The presence of a new influenza like H1N1 creates a critical need to be prepared.
- A plan to maintain essential functions or services in the event of a increase in absenteeism for an extended period of time.
- And provide for a smooth transfer of authority

# Continuity of Operations Plan (COOP) in the event of a Pandemic Influenza

- Assume a 30% reduction in staffing levels
- Assessment of Essential Functions and Services
- Delegation of Authority

# Assessment of Essential Functions

- Determine which functions performed by the County must be continued under all circumstances
- Prioritize the essential functions or services
- Establish staffing or resource requirements

# Delegations of Authority

- Identify the programs and administrative authorities needed for continued operations
- Identify circumstances under which the delegation of authority would be exercised
- Document the transfer of authority
- State the level of designated authority and the successors

# Communications

- In the event of an emergency good communication is essential to delegate authority and maintain essential functions or services
- Ability to communicate with management, staff, and other organizational components
- Ability to communicate with other departments/ agencies and emergency personnel
- Access to data systems necessary to conduct essential functions and services



# Vital Records and Databases

- Plans should account for the identification and protection of vital records, systems and data management tools and equipment necessary to perform essential functions and services
- Emergency Operating Records, Vital records essential to the continued functioning or reconstitution of an organization during and after an emergency
- Legal and Financial Records, Vital records critical to carrying out an organization's essential legal and financial functions or activities.
- Agencies should back up electronic files regularly

# Training

- All Departments should conduct trainings to demonstrate the viability and operability of their COOP plans
- Training with management and staff will help ensure essential functions and services are maintained in the event on an emergency such as a pandemic influenza



# Seasonal Flu and H1N1 Update