Administrative Sections to Tie it all Together

Description of topic

Essential functions are a subset of your organization's everyday operations that includes the most important, time critical tasks – those things that cannot be left undone for 30 days without risking failure of mission or loss of reputation and credibility with funders, regulators, customers or the public.

Essential functions may:

- Preserve services specific to your entity's unique mission and services...
- Support continuity of state or federal government to sustain our representative democracy.

Sustain the community's economic infrastructure that supports our lives

(Cover – with organization name, date plan edition completed and confidentiality statement)

COOP Table of Contents

Training, Testing and Exercising
1. Multi-year training strategy/plan
   a. Awareness training for all staff
   b. Cross training for Continuity and Reconstitution Team
   c. Vertical cross-training for leadership successors
   d. Training for devolution partners
2. Test and exercise planning goals and strategies
3. After-action and improvement planning process

Training, Testing and Exercising Appendix

   a. Reasons to devolve
   b. Transition
   c. Partner organization(s)
   d. Roles and responsibilities

COOP Layout Specifics

Administrative Items

    Cover

        Organization name

        Date completed

    Confidentiality statement

        Citation of Texas Labor Code 412.054 exemption from public information requirements

        Statement of confidentiality and limitations to distribution

        Instructions of how to request approval to share all or part of the plan outside of the organization

    Table of contents

        Simple and easy to use to guide your personnel to what they need to know

    Promulgation statement – add authorities and references here

        Introduction of plan to organization

        Overview of the intent and purpose of the plan

        Signature of the head of organization officially authorizing approval and implementation of the plan

Section 1. Essential Functions

    BIA summary

    List essential functions, or, if applicable, include a statement that there are no essential functions (switch to using <u>COOP Layout - No Essential Functions</u>)

    Summary of BPA

    Continuity Team roles, responsibilities and expectations (use titles, names can be designated in personnel roster in Communications appendix)

    Summary of the purpose of workflow process

    Summary of interdependencies

    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Essential Functions Appendix

        Copy of BIA or reference of where located [ER] and list of top threats

        Insurance broker contact information and policy numbers (reference location of policies [ER])

        BPA for each essential function

        Written acknowledgement of Continuity Team members

        Work flow processes (narratives or diagrams) for each essential function and other key activities

        MOAs/MOUs with interdependent entities

        Tools to support a' la carte items (if needed):

Section 2. Essential Records and IT systems

    Identification of records managers (electronic and hard copy)

    Description/definition of essential records

    Where they are stored

    How they are backed up and protected

    How will they be recovered if damaged or lost

    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Essential Records Appendix

        Inventory of which records are essential

        MOA/MOU for emergency document recovery services

        MOA/MOU for data and hard copy backup and recovery

        Tools to support a' la carte items (if needed):

Section 3. Human Resources

    Role and responsibilities overview

        Executive leadership (activation, management, succession)

        Non-continuity staff (support and standby)

        See also Essential Functions for Continuity Team roles and responsibilities and Reconstitution for Reconstitution Team roles and responsibilities

    Encouraging staff personal preparedness

    Accounting for staff location and wellbeing (use rosters in Communications)

Replacement of lost or unavailable staff
Providing assistance with personal recovery (workers' comp, EAP)
A' la carte options (things to consider and cover in this section if they apply to your organization):

Human Resources Appendix
Reference team member lists (Continuity, Reconstitution, Devolution, Leadership, non-continuity)
List of successors and delegations of authority (include authorization to initiate devolution of essential functions)
Oaths of office
Tools to support a' la carte items (if needed):

Section 4. Alternate Facilities and Remote/Telework
Summary of alternate site and facility set-up (including all necessary resources)
Summary of procedure for gaining building access
Number and placement of workstations
Meeting spaces
Break rooms, bathrooms and other staff needs
Internet and communications (phone and internet jacks)
Internet security, access and bandwidth
Activation and relocation procedures and go kits
Remote/telework
Internet access and security requirements
Remote data and software access requirements, capabilities and licenses
Effective work procedures
What to do if servers aren't available
A' la carte options (things to consider and cover in this section if they apply to your organization):

Alternate Facilities and Remote/Telework Appendix
MOA/MOU for facility
Maps and directions to facility
Alarm codes
Internet and phone contract service provider contact information
Tools to support a' la carte items (if needed):

Section 5. Communications
    Notifications procedures
    Ongoing contact/updates responsibilities
    Describe robust communications strategies
    External communications procedures
    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Communications Appendix
        Contact rosters
        List of communications systems
        Resources to track event
        Sample press release
        Tools to support a' la carte items (if needed):

Section 6. Reconstitution
    Describe purpose and goals
    Roles and responsibilities
        Damaged site security
        Passing information
        Recovery of resources
        Coordinating repairs or procuring new facility
        Setting up and testing
        Return to work coordination
    Overview of the order in which non-essential functions will be resumed if circumstances allow during continuity
    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Reconstitution Appendix
        TFC/property manager procedures for recovery of or obtaining new facility
        Property list (might be in insurance)
        Written acknowledgement of Reconstitution Team members
        Copy of lease or reference to (essential record)
        Tools to support a' la carte items (if needed):

Section 7. Budgeting and Acquisition
    Cost prevention, mitigation, transference, reallocation strategies
    Emergency procurement process overview
    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Budgeting and Acquisition Appendix
        Insurance policies and broker contact information
        Account numbers and access codes
        Credit cards (use, restrictions, replacement contact)
        Blank purchasing forms
        Contracts management overview
        Multi-year budgeting strategy (alternate facility, data storage and protection, TT&E, major equipment)
        Tools to support a' la carte items (if needed):

Section 8. Training, Testing, Exercising and Real Event Summaries
    Statement of intent to report to SORM
    After-action and improvement planning review process
    TT&E appendix

    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Training, Testing, Exercising and Real Event Appendix
        Multi-year planning strategy (to cover all sections)
        Training plan and schedule
            Awareness
            Cross-training
        Training/tracking documentation (attendance rosters, summaries, planning documents)
        After-action and improvement planning documentation
        Tools to support a' la carte items (if needed):

Section 9. Back-up Strategies
    Devolution (for loss of manpower)
        Reasons to devolve (loss of manpower, key equipment – ideas to guide the decision at onset)
        Designating outside entity or separate division within the organization and designating Devolution
        Roles and responsibilities
        Describing the transition process (passing between)
    Additional ideas to be discussed when we cover this section. Bring your thoughts and ideas
    A' la carte options (things to consider and cover in this section if they apply to your organization):

    Back-up Strategies Appendix
        Devolution
            MOA/MOU with devolution organization
            Copies of access information
        Tools to support a' la carte items (if needed):

Administrative Items
    Glossary and acronyms
    Plan maintenance
        Annual review schedule
        Record of changes made (optional)
        Record of distribution (optional)