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
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1. Cost prevention strategies
2. Emergency procurement
3. Long-range strategic planning

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

Back-up Strategies

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

Authorities and references

Glossary and Acronyms

Plan maintenance
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 COOP Layout - No Essential Functions)
- 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)