Continuity of Operations (COOP) Plan Template

Federal Emergency Management Agency
500 C ST, SW
Washington, D.C. 20472
OVERVIEW

This template provides a structure for formulating a Continuity of Operations (COOP) Plan according to Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004. This template is designed to accompany the Continuity of Operations Template Instructions, which consists of general guidance and sample language for reference. Organizations are encouraged to tailor COOP Plan development to meet their own needs and requirements. The instructions for the template can be downloaded at the Federal Emergency Management Agency (FEMA) Office of National Security Coordination (ONSC) website at the following address: http://www.beta.fema.gov/test/ns/index.shtm

Questions concerning this template can be directed to:

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Federal Emergency Management Agency
500 C Street, SW
Washington, DC 20472
(202) 646 3754
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I. EXECUTIVE SUMMARY
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II. INTRODUCTION
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III. PURPOSE
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IV. APPLICABILITY AND SCOPE
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V. ESSENTIAL FUNCTIONS
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<table>
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<th>Priority</th>
<th>Essential Functions</th>
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VI. AUTHORITIES AND REFERENCES
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VII. CONCEPT OF OPERATIONS
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A. PHASE I: ACTIVATION AND RELOCATION
Text Here
1. Decision Process
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2. Alert, Notification, and Implementation Process
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3. Leadership
   a. Orders of Succession
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   b. Delegations of Authority
   Text Here
   c. Devolution
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B. PHASE II: ALTERNATE FACILITY OPERATIONS
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1. Mission Critical Systems
Text Here
2. Vital Files, Records, and Databases

Text Here

<table>
<thead>
<tr>
<th>Vital File, Record, or Database</th>
<th>Form of Record (e.g., hardcopy, electronic)</th>
<th>Pre-positioned at Alternate Facility</th>
<th>Hand Carried to Alternate Facility</th>
<th>Backed up at Third Location</th>
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C. PHASE III: RECONSTITUTION

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VIII. COOP PLANNING RESPONSIBILITIES
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<th>Responsibility</th>
<th>Position</th>
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IX. LOGISTICS
A. ALTERNATE LOCATION
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B. INTEROPERABLE COMMUNICATIONS
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X. TEST, TRAINING, AND EXERCISES
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XI. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN
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XII. COOP PLAN MAINTENANCE
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Annex A: Authorities and References
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Annex B: Operational Checklists
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Annex C: Alternate Location/Facility Information
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Annex D: Maps and Evacuation Routes
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Annex E: Definitions and Acronyms
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