

## Roles and Responsibilities of Business Continuity (BC)

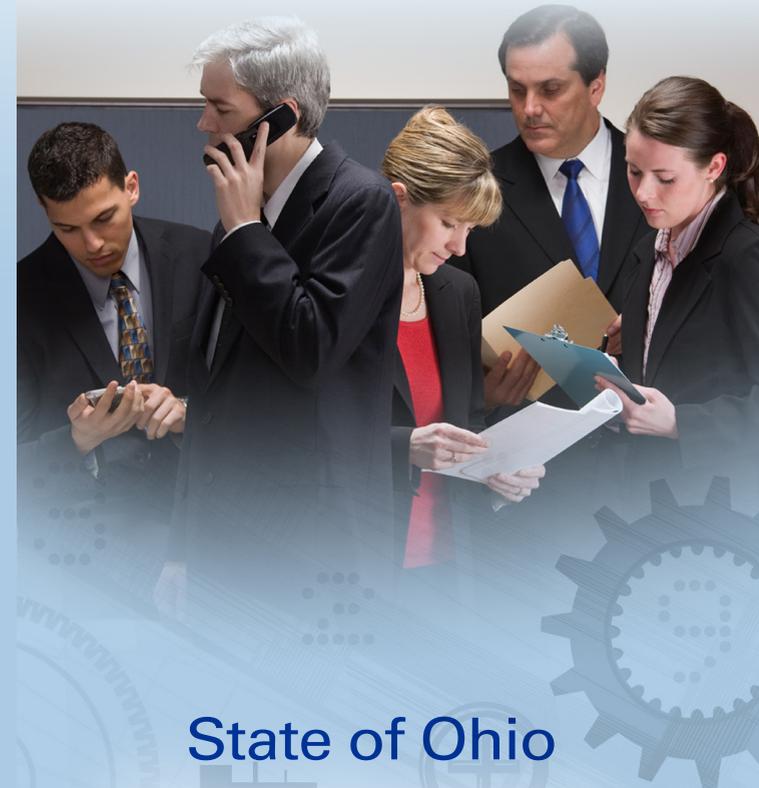
<b>Executive Leadership</b>	<ul style="list-style-type: none"> <li>• Provide sponsorship</li> <li>• Advocate for COOP maturity</li> </ul>
<b>Enterprise BC Steering Committee</b>	<ul style="list-style-type: none"> <li>• Review and Approve COOP framework/policies/procedures/standards</li> <li>• Oversee selection of common solutions (e.g., RPX)</li> </ul>
<b>State BC Manager</b>	<ul style="list-style-type: none"> <li>• Develop COOP framework policies/procedures/standards</li> <li>• Assist agencies</li> <li>• Report progress to leadership</li> <li>• Facilitate Steering Committee activities</li> </ul>
<b>Agency BC Coordinators</b>	<ul style="list-style-type: none"> <li>• Conduct business impact analysis</li> <li>• Maintain agency COOP plans</li> <li>• Facilitate agency COOP plan testing</li> <li>• Serve as agency coordinator during interagency testing</li> <li>• Oversee corrective action activities</li> </ul>
<b>Subject-Matter Experts</b>	<ul style="list-style-type: none"> <li>• Maintain business process documentation</li> <li>• Inform BC coordinators of process changes</li> <li>• Participate in agency COOP tests</li> <li>• Implement corrective actions</li> </ul>
<b>Agency Senior Leadership</b>	<ul style="list-style-type: none"> <li>• Promote agency COOP maturity</li> <li>• Report COOP progress</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Develop, maintain and test disaster recovery (DR) plans</li> <li>• Enhance DR capability as needed</li> </ul>
<b>OBM/Internal Audit</b>	<ul style="list-style-type: none"> <li>• Assess COOP process maturity (enterprise level)</li> <li>• Audit agency adherence to COOP policies/procedures/standards</li> <li>• Monitor and report agency remediation activity</li> </ul>

## What is Expected?

Agencies are expected to develop and maintain individual Continuity of Operations (COOP) plans to achieve the following goals:

1. Provide for the continuous performance of essential functions during and after an emergency.
2. Protect facilities, equipment, IT systems, records and other assets that support essential functions.
3. Establish continuity of government by identifying orders of succession and/or devolution of control.
4. Establish alternate work locations from which the agency may continue its operations.
5. Reduce and/or mitigate disruptions to operations.
6. Provide timely and orderly devolution of control during the emergency or reconstitution to the primary work location after the emergency is over.
7. Minimize loss to the enterprise.
8. Prepare employees for response to emergencies through integrated testing, training and exercise, and offer support to employees during emergencies.

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# State of Ohio Business Continuity Program

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## Vision

To develop, enhance and sustain a comprehensive, enterprise-wide business continuity program that works to ensure the safety of the public and the continuation of the State of Ohio's essential functions during an emergency, therefore promoting resiliency in the aftermath of service disruptions.

## What is Continuity of Operations?

**Continuity of Operations (COOP)** is an effort within individual state agencies to ensure that the agency's mission essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

## What is Business Continuity?

**Business Continuity** is an enterprise approach to emergency response planning that ensures all state agencies, boards and commissions have viable continuity of operations programs in place, establishing a comprehensive continuity of government function for the State of Ohio. This combined planning effort is referred to as business continuity; whereas, individualized agency plans are referred to as COOP.



## Objectives

The Enterprise Business Continuity Program has been designed to ensure that services critical to the citizens of Ohio and the long-term viability of the state are maintained in the event of an interruption to mission-essential business operations.

The following items will be indicative of this program's success:

- Identification and definition of State Essential Functions.
- Establishment of command and control structure to be utilized during emergencies.
- Creation and maintenance of a common planning system containing current, comprehensive Continuity of Operations (COOP) plans for all state agencies.
- Framework for testing COOP plans and assessing compliance to ensure plans are viable and meet state-identified standards.
- Establishment and management of forums for state agencies to collaborate on business continuity planning efforts.
- Creation of a "Culture of Readiness," where state agencies and employees are conditioned to remain vigilant, proactively engaging in business continuity planning, testing of plans and plan maintenance.

## Plan Activation

The plan could be activated in response to a wide range of events or situations — from a fire in the building; to a natural disaster; to the threat or occurrence of a terrorist attack. Any event that makes it impossible for employees to work in their regular facility could result in the activation of the COOP plan.

**Phase I** – Readiness and Preparedness

**Phase II** – Activation and Relocation: plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate facilities are activated.

**Phase III** – Continuity operations: full execution of essential operations at alternate operating facilities is commenced.

**Phase IV** – Reconstitution: operations at alternate work location are terminated and normal operations resume.

