

What is a Continuity of Operations Plan (COOP) and Continuity of Government (COG)?

What is a Continuity of Operations Plan? An updated, comprehensive Continuity of Operations Plan outlines which agency functions are most critical to its constituents, as well as details how the agency can rapidly resume those operations after a disruption.

What is Continuity of Government? Citizens of Ohio rely on the essential functions provided by their government. Continuity of Government establishes defined procedures for those essential functions to continue throughout a catastrophic event.

State Essential Functions are the following broad outcomes that were developed based on an analysis of existing state and federal planning documents, administrative cost analysis, existing emergency response plans and information technology disaster recovery planning priorities.

- **Maintain Civil Law and Order** – *By preventing crime and protecting and defending the state, its people and its critical infrastructure against attack.*
- **Provide Essential Services to the Public** – *That address the health and safety needs and public welfare of the state and its citizens, including but not limited to firefighting, search and rescue, hazardous materials response, emergency management and disaster recovery, emergency medical services, health care, custodial care of institutionalized populations, as well as assistance in locating food, water, and shelter.*
- **Ensure Availability of Critical Infrastructure** – *Communication infrastructure, drinking and potable water, environmental protection services, energy/power, financial services, sanitation, and transportation networks.*
- **Ensure Continuity of Government** – *By providing for succession to key positions, organizational communications, management of operations, personnel accountability and a visible leadership structure, while continuing to meet legal and statutory requirements.*
- **Ensure Economic Stability** – *By providing for the solvency of government and the stability of financial institutions and systems.*
- **Provide Resource and Logistical Support to Agencies** – *Including federal, state, local governments, and other non-profit partners.*

Each agency should develop specific Mission-Essential Functions that align with one or more of the State Essential Functions.

Continuing to provide essential government services is a fundamental responsibility of government. Continuity of Operations Planning is part of an ongoing effort to ensure that capability exists in Ohio, across a wide range of potential emergencies.

To watch an informational video about COOP/COG and how you and your agency can contribute, type the following link into your internet browser:

<https://youtu.be/tgjRvYSmAoc>

Effective COOPing



BEFORE A CATASTROPHE.

1. Identify a senior staff member to serve on the Business Continuity Steering Committee.
2. Establish agency Mission Essential Functions.
3. Develop written lines of succession for agency leadership and essential functional areas.
4. Develop delegations of authority.
5. Identify Alternate Work Locations and establish activation procedures.
6. Identify alternate communications processes that support full connectivity among agency leadership, divisions, field offices, critical customers, and the public so that essential functions can continue to be performed.
7. Identify essential records and develop a records management system.
8. Identify essential employees and human resources considerations.
9. Test, train, and exercise the COOP.
10. Review and update annually.



DURING A CATASTROPHE.

1. Notify the Governor's office about the COOP activation.
2. Notify your senior management team and verify contact information.
3. Notify Human Resources and request the activation of employee notification systems.
4. Determine the condition of your facility(ies).
5. If during the work day, account for employees and begin safe and orderly release of non-essential personnel.
6. Verify safety of field personnel and identify any specific issues related to those employees.
7. Activate Alternate Work Location as necessary.
8. Prepare for movement of essential personnel to the Alternate Work Location if appropriate.
9. Communicate agency response actions to staff.
10. Communicate agency response actions to the general public.



AFTER A CATASTROPHE.

1. Maintain communications with the Governor's office.
2. Ensure essential functions continue to be performed.
3. Survey damages and determine the need for reconstruction and/or relocation.
4. Identify additional functions that need to be addressed.
5. Identify and address ongoing logistics and building requirements at the Alternate Work Locations.
6. Begin to reconstitute operations.
7. Track budgetary impacts including lost revenue, emergency expenditures, and resource acquisition.
8. Establish a central point of contact for communication with dislocated staff.
9. Establish a central point of contact for communication with the media regarding Alternate Work Locations.
10. Begin the process of returning to normal operations.

FOR MORE INFORMATION:

Sasha L. Rector, *Business Continuity Planner*
Ohio Emergency Management Agency/ODPS
(614) 799-3838
slrector@dps.ohio.gov

Melinda Craig, *State Business Continuity Manager*
Ohio Department of Administrative Services
(614) 728-2884
Melinda.Craig@das.ohio.gov