<Agency Logo/Letterhead>

DIVISION-LEVEL COOP TEMPLATE

PURPOSE OF THIS TEMPLATE:
- Summarizes, at a division level, the priority order of essential functions.
- Identifies critical lines of succession.
- Becomes an appendix to <AGENCY>'s continuity of operations plan (COOP).

USING THIS TEMPLATE

One of the values of a COOP is that planning has occurred before the event occurs; therefore, valuable recovery time is not lost in planning after the fact. This template will assist <AGENCY> deputy directors in assembling a summary of the division's essential functions that need to be restored and in what order they should be restored. This template also encourages the assignment of orders of succession should a senior manager become unavailable, as well as listings of essential documents, laws, and contacts that you would need to quickly restore basic operations. Upon completion of your division plan, deputy directors should ensure that the impacted managers and respective staff are familiar with the division's COOP.

BEFORE YOU BEGIN

Your Division's COOP should be able to anticipate and respond to a variety of exposures including natural disasters, technical disasters, or malicious/terror activity. The following types of events may prompt activation of one or more of your division's essential functions and/or partial or full activation of the agency's COOP:

- Natural disasters: flooding, fire, snow and ice storms, tornado and viral or bacterial epidemics.
- Technical disasters: power failure within facility, grid, city or region, failure of IT systems telecommunications failure, gas leak or chemical spill.
- Malicious/Terror Activity: bomb threat, vandalism, terrorism, civil disorder, explosion, biological contamination, radiation contamination, cyber and computer crime identity theft, espionage.

SCENARIO

When preparing this template, consider this basic scenario: *You receive a call, without warning, one Wednesday morning at 2 a.m. that your building cannot be accessed for 10 days due to an electrical fire. The essential function discussed in this document is so critical that it must be restored and operational within 24 hours.*

MAJOR TASKS & TIMELINE

Due Date	Task	Reviewer
1/1/11	Update Essential Function COOP	Division Coordinator (see table below)

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2/2/22	Update Divisional COOP	Agency's Business Continuity Coordintator's Name
3/3/33	Update Departmental COOP	Director's Name

QUESTIONS?

If you have questions or need assistance completing your office-level COOP, please contact your division's COOP coordinator listed below.

Division	Coordinator	Email	Phone
<AGENCY>			

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*All "grey bar" fields may be deleted/removed before submitting the final COOP.

Division Name

Provide your division's title		
Completed By:		**Date:**

Division Address(es)

Provide the address for each office within your division, including alternate work locations.	
Primary Location:	*Address*
Alternate Location:	
Field Offices:	

Table of Organization

Attach or include a current copy of your division's Table of Organization here.

Orders of Succession

When situations arise which require the activation of the plan, it is seldom during a period when all of management is available. Starting with yourself, list the designees who would assume responsibility for your division's essential functions if you and/or your senior managers were unavailable. Consult with agency leadership to determine your succession paths. Ensure that the successors are aware of the assignment and familiar with the office's COOP.

Position (title)	Designated Successors	Key Duty(ies)	Office phone	Home phone	Cell phone
	1 2 3				
	1 2 3				
	1 2 3				
	1 2 3				
	1 2 3				
	1 2 3				
	1 2 3				

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Essential Functions

	List your division's essential functions in the order in which they would need to be restored. COMPLETE A SEPARATE ESSENTIAL FUNCTION COOP FOR EACH FUNCTION IDENTIFIED HERE.				
Priority	**Description of Service(s) or Function(s)**	**Change in Service Level**	**Category** Critical or Essential	**Authority** (list statute, rule, other)	**Point of Contact** (manager)
1	Example: Network	Maintain service	Critical	N/A	Dan Orr
2					
3					
4					
5					
6					

Key:

Priority: list services in priority order

Description of Service(s) or Function(s): provide a brief description of service.

Change in Service Level: list whether the service level would change during an emergency to: 1) increase, 2) decrease, 3) maintain, or 4) suspend.

Status: list whether the service is essential (restoration needs are immediate) or critical (restoration is needed but not immediate).

Authority: list the authority under which this service is mandated, if relevant.

Point of Contact: provide the manager responsible for the function.

Key Customers

List the key customers which most heavily rely upon your function(s). List "ALL AGENCIES" if your division serves all or most state agencies and there is no distinction or priority between service levels.

Authorities and Supporting Documents/Resources

Within the context of a COOP, the following list contains the supporting documents that this division would use to implement its plan (e.g., essential function COOP, Ohio Revised Code, Ohio Administrative Code, internal policies, federal rules or regulations. List specific sections.)

Revision History

Date	Description of Revision	Revised By
	Original plan	