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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# Executive Summary

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# Introduction

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# Purpose

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# Applicability and Scope

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# Essential functions

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| **Priority** | **Essential Functions** |
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| 2 |  |
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# Authorities and References

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# Concept of Operations

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## Phase I: Activation and Relocation

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### Decision Process

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### Alert, Notification, and Implementation Process

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### Leadership

1. Orders of Succession

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| **Successors** |
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1. Delegations of Authority

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1. Devolution

Text Here

## Phase II: Alternate Facility Operations

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### Mission Critical Systems

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| **System Name** | **Current Location** | **Other Locations** |
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### Vital Files, Records, and Databases

Text Here

| **Vital File, Record, or Database** | **Form of Record (e.g., hardcopy, electronic)** | **Pre-positioned at Alternate Facility** | **Hand Carried to Alternate Facility** | **Backed up at Third Location** |
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| **Vital File, Record, or Database** | **Form of Record (e.g., hardcopy, electronic)** | **Pre-positioned at Alternate Facility** | **Hand Carried to Alternate Facility** | **Backed up at Third Location** |
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## Phase III: Reconstitution

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# COOP Planning Responsibilities

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| **Responsibility** | **Position** |
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# Logistics

## Alternate Location

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## Interoperable Communications

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# Test, Training, and Exercises

Text Here

# Multi-Year Strategy and program Management Plan

Text Here

# COOP Plan Maintenance

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Annex A: Authorities and References

Text Here

Annex B: Operational Checklists

Text Here Cascade

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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