



## What is Continuity of Operations

Continuity of Operations (COOP) is a planned strategy to eliminate or minimize interruptions to essential functions in the event of a disaster/emergency. The objectives of COOP are:

- ✚ Ensure continued performance of essential functions during a continuity situation
- ✚ Minimize damage and loss to vital systems and records
- ✚ Ensure successful delegation of authority and lines of succession for key positions
- ✚ Anticipate what might occur in order to mitigate disruptions

## COOP Plan

Provides for the continuation of Mission Essential Functions and enables a rapid response to any emergency situation. The COOP Plan documents:

- ✚ **What** will occur in a continuity situation
- ✚ **How** and **how quickly** continuity actions must occur
- ✚ **Where** continuity of operations will occur
- ✚ **Who** will participate in continuity operations

## 10 Essential Elements of COOP

1. Essential Functions
  - Mission Essential Functions – *Functions that enable an organization to provide vital services, exercise civil authority, maintain the safety of the public, and sustain the industrial/economic base.*
  - Essential Supporting Activities – *Functions that an organization must continue during a continuity activation that enable Mission Essential Functions to be completed.*
2. Orders of Succession
3. Delegations of Authority
4. Continuity Facility(ies)
5. Continuity Communications
6. Essential Records Management
7. Human Capital
8. Test, Training, and Exercise Program
9. Devolution of Control and Direction
10. Reconstitution Operations

Three additional, important elements of COOP include:

1. Budget & Acquisition
2. Planning and Program Management
3. Risk Management

## COOP Teams

Team	Responsibilities
<b>COOP Planning Team</b>	Responsible for the maintenance and update of the COOP Plan.
<b>Emergency Relocation Group (ERG)</b>	Appointed group of COOP emergency employees assigned to report to an alternate facility and prepare for the performance of MEFs and ESAs, establishing sign-in for non-ERG employees, and other critical tasks related to Continuity of Operations.
<b>Non-COOP Personnel</b>	All remaining personnel who receive direction as to their responsibilities during the COOP event- such a relocating to the alternate facility, telework, etc.
<b>Additional Teams</b>	Add additional teams and responsibilities as necessary to meet the MEFs/ESAs identified.

## Resource Center

Website: [https://apps.nh.gov/blogs/hsem/?page\\_id=2783](https://apps.nh.gov/blogs/hsem/?page_id=2783)



## Additional Considerations

- ✚ How do you notify your staff of an event?
- ✚ Do you have a training and exercise plan that incorporates COOP?
- ✚ Are your staff cross trained, beyond their day-to-day responsibilities, for positions that may need to be filled in a COOP event?
- ✚ Do you have the technical ability to relocate your operations (network access, paperwork backups, etc.)?
- ✚ Is your staff familiar with the Mission Essential Functions and Essential Supporting Activities?

## Contact Us

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