

BAY AREA UASI

Continuity of Operations / Continuity of Government Planning Toolkit project update

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What is COOP Planning?

COOP planning is designed to develop and maintain a program that enables the County/City to preserve and reconstitute its capability to function effectively if a disaster or emergency disrupts operations of one or more of its departments.



FEMA/Cal OES COOP Standard Elements

Essential
Functions

Orders of
Succession

Delegations of
Authority

Continuity
Facilities

Continuity
Communications

Human Capital
Management

Vital Records

Tests, Training &
Exercises

Devolution

Reconstitution

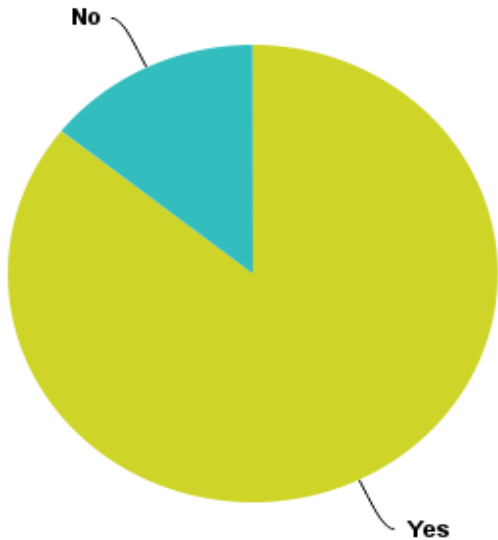


Bay Area COOP/COG Project Goals

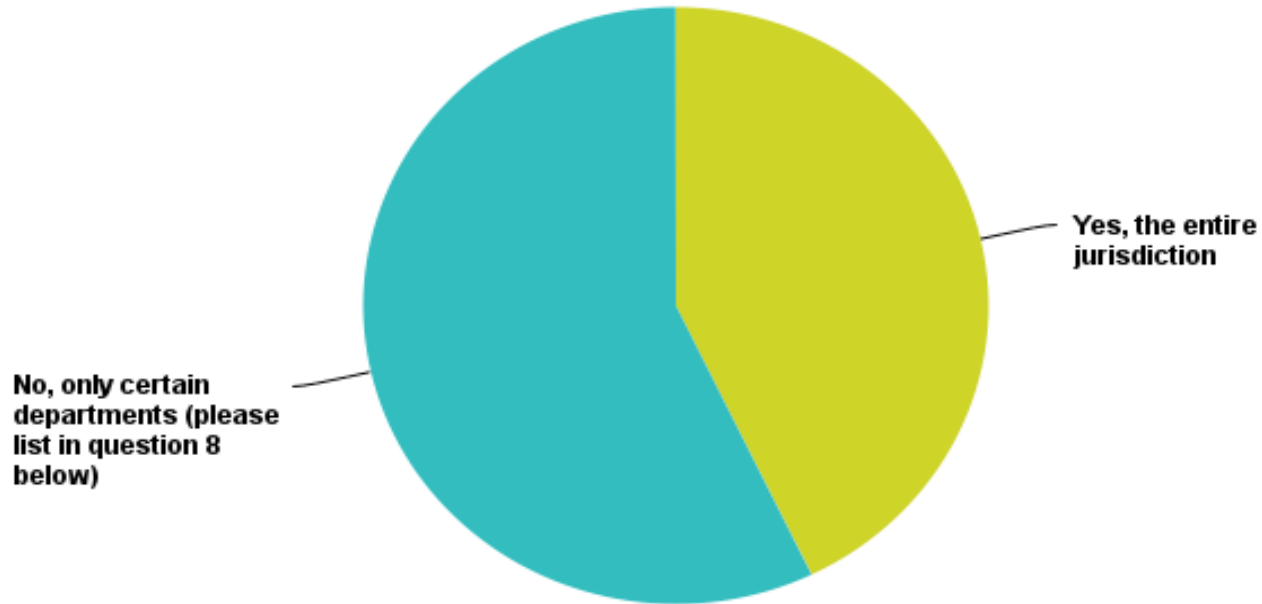
- Assess existing COOP/COG planning levels and capabilities
- Develop agreed upon standards for COOP/COG planning for the Bay Area Region
- Provide tools to assist local jurisdictions in achieving the identified standards to enhance recovery capabilities for the entire region

Assessment Highlights

Do you have an existing Continuity of Government (COG) plan?



Do you have a Continuity of Operations Plan (COOP) for the entire jurisdiction or only certain departments?





Assessment Highlights

Recommendations

- Create a toolkit that provides ease of use and a manageable amount of content
- Provide staffing resources for local jurisdictions to develop COOPs/COGs
- Address citywide and department specific planning
- Include risk vulnerability analysis



Bay Area COOP Toolkit Components

COOP Template - The COOP template provides for a common framework for each County/City plan. It is the new standard and is to be used in conjunction with the COOP Handbook. This will guide your COOP plan development but the content will be customized to each County/City.

COOP Handbook - The COOP Handbook contains the forms and worksheets needed to complete your County/City COOP plan. It also provides “COOP 101” for a new COOP Manager; direction for an experienced COOP Manager who may be starting a plan from scratch or County/City’s that may be starting over and need to thoroughly revise their COOP Plan.



10 Bay Area Standard Benchmarks

GOAL - Raise level of resilience across the Bay Area Region

- Educate executive level staff to build buy-in and understanding at a leadership level.
- Include what was traditionally the COG as a component of the COOP
- Develop the COOP as an Annex to the EOP
- Address all 10 essential elements identified by FEMA and Cal OES
- Encourage all departments to develop a COOP
- Identify staff to engage in the COOP planning process
- Identify essential departments based on vulnerability and risk assessments
- Determine a maintenance plan for updating the COOP
- Encourage incorporation of the whole community
- Provide regular COOP training to key staff



Project Timeline

COOP/COG Toolkit Workshop #1	9/24/2014
Draft products distributed to RCPT for review	12/4/2014
COOP/COG Toolkit Workshop #2	12/10/2014
Revisions and finalization of product deliverables	December 2014 – February 2015
Project completion date	3/31/2015

Questions?

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