



# **South Central Region Continuity of Operations Plan (COOP)**

## **Orientation and Program Introduction**

**October 23, 2009**

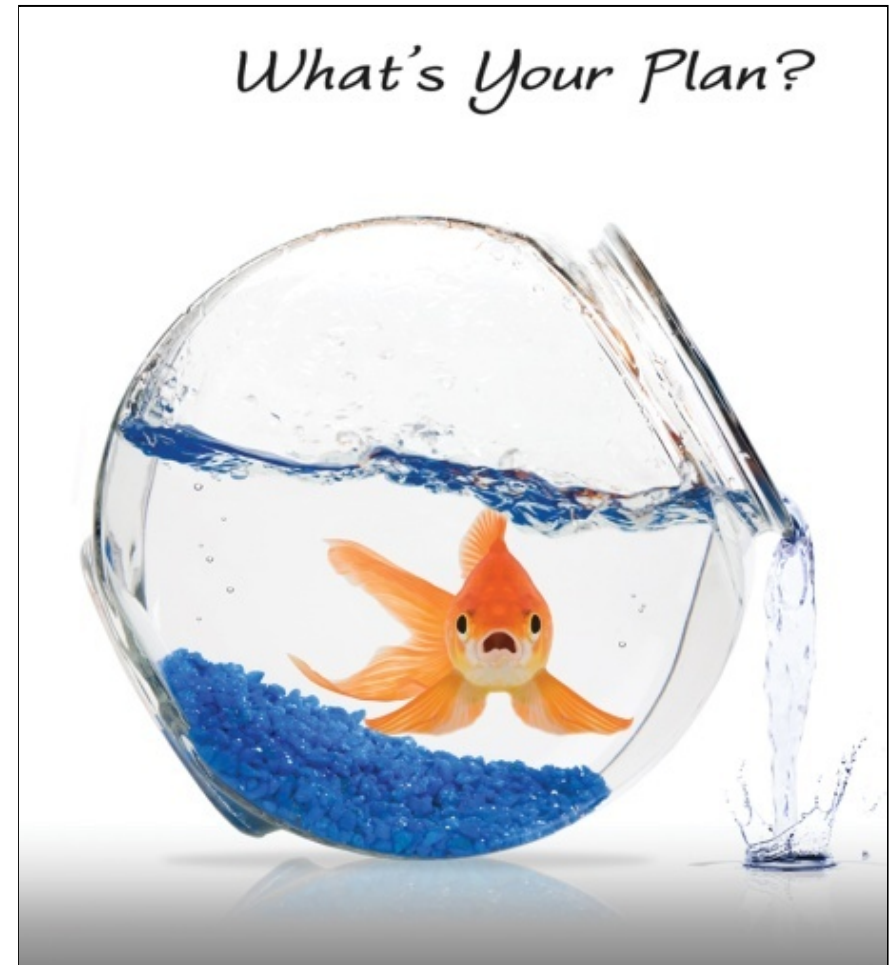


# BOLD

## PLANNING SOLUTIONS

Tennessee-based company providing technology and consulting for emergency management and disaster planning for over 8 years.

BPS has been focused specifically on Continuity of Operations Planning (COOP) for the past three years.



# Certifications and Experience

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**Project Management Professional (PMP)**

**Certified Business Continuity Professional (CBCP)**

**Homeland Security Certification- Level V**

**FEMA Professional Development Series (PDS)**



# **COOP Projects and Current Clients**

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**State of Kansas – All State Agencies and Counties**

**State of Vermont - All State Agencies**

**State of South Dakota - All State Agencies**

**State of California - All State Courts**

**State of New York - Office of Technology**

**The City of Chicago - All City Agencies**

**Denver Metro Region – 11 County Jurisdictions and 28 Cities**



# Requirements for COOP Planning

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The Federal government agencies and departments are required to develop COOPs under **National Continuity Directive 1, Homeland Security Presidential Directive 20, Federal Preparedness Circular 65 and Presidential Decision Directive 67.**

Military commands and bases are required to perform COOP planning under the formalized Instructions for each branch.

Most State government agencies and departments are required to develop COOP plans under various orders and directives from the State Governors.



# Why Are We Really Here?

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**Ensure the State's ability to continue to provide vital services when confronted with various emergencies, disasters and localized disruptions.**

**Retain the trust and confidence of the public.**





**COOP 101**

# What COOP Is Not

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**An Emergency Operations Plan**

**Specific to an incident or event**

**A three ring binder on a shelf**

# What COOP Is

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**The ability to continue delivering essential services during an interruption of normal business activities.**

**Specific to a Division or Agency.**

**Easy to use, up to date, accessible.**

**Common sense.**

# What A COOP Should Be

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**Ready to use at any time, from anywhere**

**Be useful for short, medium, and long term disruptions**

**Easy to access and use, even to a novice**



# Elements of a FEMA Compliant COOP

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**Based on the Homeland Security National Continuity Directive 1 (NCD 1) from February 2008, the required sections of a COOP plan are listed below:**

**Essential Functions**

**Orders of Succession**

**Delegations of Authority**

**Continuity Facilities**

**Continuity Communications**

**Vital Records Management**

**Human Capital**

**Teams, Roles and Responsibilities**

**Test, Training and Exercising**

**Devolution of Control**

**Alert Notification Procedures**



# Simply Put

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## People

Orders of Succession

Delegations of Authority

Human Capital

Teams, Roles and Responsibilities

## Places

Continuity Facilities

Continuity Communications

Vital Records Management

Required Resources

## Things

Essential Functions

Teams, Roles and Responsibilities

Devolution of Control

Alert Notification Procedures





# Kansas COOP System

# The Statewide Planning Solution

Username

Password

Security Code

Login to COOPKansas.com

Username

Password

Enter security code listed above:

Login Clear

Don't have a username and password?  
Simply [click here](#) to request access to  
CoopKansas.com.

Development

**BOLD**  
PLANNING SOLUTIONS

Disasters,  
Strategies &  
Ideas Group, LLC

Security

This site is certified 128 bit encryption  
secure by GeoTrust.  
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**GeoTrust**  
Bold Planning...  
CLICK 10.12.08 23:04 UTC

This site has been optimized for Internet  
Explorer 6.x with a minimum screen  
resolution of 1024 X 768.

**COOP**  
KANSAS.COM

**COOPKansas.com**

Welcome to Kansas' Online  
Continuity of Operations Planning System

The state of Kansas has initiated a state-wide comprehensive project for the purpose of developing Continuity of Operations Plans (COOP) for each of its state government agencies to ensure Continuity of Government (COG).

For this project the state of Kansas selected EMplans.com, a web-based Continuity of Operations Planning system designed to assist government organizations in the COOP development process. The EMplans.com system guides users through each step of the COOP planning process and helps develop a plan that outlines the roles and responsibilities required to ensure an organizations ability to transition and continue its operations during times of disruption.

The EMplans.com system has been customized to meet the specific COOP planning needs of the State of Kansas and has been deployed via the internet at [www.COOPKansas.com](http://www.COOPKansas.com) for this state-wide planning initiative.

For questions or technical assistance, please contact us at [Help@BoldPlanning.com](mailto:Help@BoldPlanning.com).

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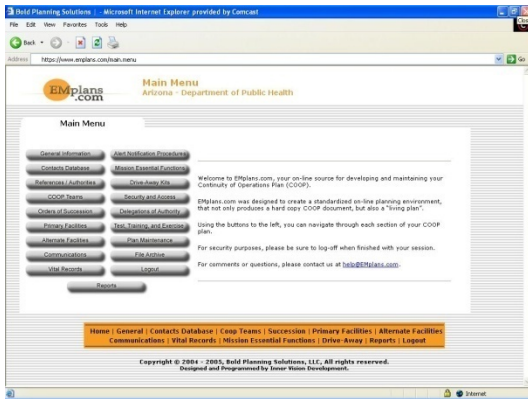
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**A web-based planning, [COOPkansas.com](http://COOPkansas.com) has been customized and deployed specific for the State of Kansas departments and agencies.**

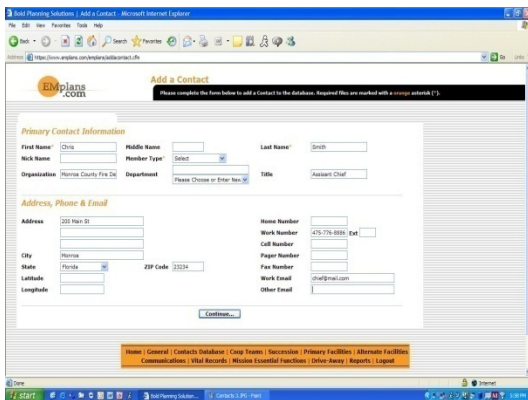
**Designed to lead staff through the development of a COOP with no previous training or experience.**

**Developed specifically to address all state and federal requirements and directives**

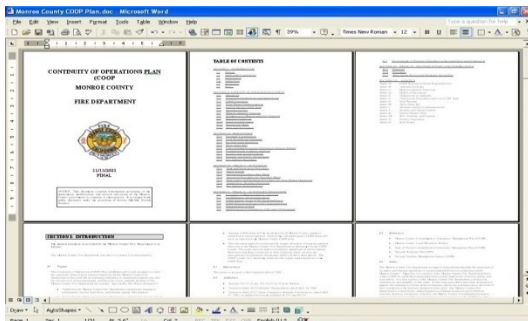




Easy-to-use menu layout and system navigation



User-friendly data entry to match all the required sections of a compliant COOP plan



Unique data is collated with standardized COOP text and formatting to produce a complete plan in Microsoft Word.





**Let's Get to Work on  
Your Plan**



## **COOP Homework**

# How to Structure Your Agencies COOP

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**COOPs can be broken down:**

**By agency size**

**By geographic location**

**By function**

**By whatever makes sense to you and your team**



# How to Set Up Your Planning Team

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**COOP should not be done in a vacuum:**

**Senior personnel must be involved**

**Assign a planning lead**

**Assign planning team members**

**Have a team for each COOP you will complete**



# I've Already Got a Fulltime Job!

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**How much time will this take?:**

**Executive management – 8 hours**

**Primary COOP planner - 40 hours**

**COOP team member - 15 hours**



**Help**

# Your Lifelines

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**Call Matt - 303-552-1181**

**Email Matt – [matt@boldplanning.com](mailto:matt@boldplanning.com)**

**Email us – [help@boldplanning.com](mailto:help@boldplanning.com)**

