

# Continuity of Operations (COOP) Plan Template

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**FEMA**

## 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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**I. EXECUTIVE SUMMARY**

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**II. INTRODUCTION**

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**III. PURPOSE**

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**IV. APPLICABILITY AND SCOPE**

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**V. ESSENTIAL FUNCTIONS**

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Priority	Essential Functions
1	
2	
3	
4	
5	
6	

**VI. AUTHORITIES AND REFERENCES**

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**VII. CONCEPT OF OPERATIONS**

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**A. PHASE I: ACTIVATION AND RELOCATION**

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**1. Decision Process**

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**2. Alert, Notification, and Implementation Process**

Text Here

**3. Leadership**

**a. Orders of Succession**

Text Here

Successors

**b. Delegations of Authority**

Text Here

**c. Devolution**

Text Here

**B. PHASE II: ALTERNATE FACILITY OPERATIONS**

Text Here

**1. Mission Critical Systems**

Text Here

System Name	Current Location	Other Locations

**2. 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

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

**C. PHASE III: RECONSTITUTION**

Text Here

**VIII. COOP PLANNING RESPONSIBILITIES**

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Responsibility	Position

**IX. LOGISTICS**

**A. ALTERNATE LOCATION**

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**B. INTEROPERABLE COMMUNICATIONS**

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**X. TEST, TRAINING, AND EXERCISES**

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**XI. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN**

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**XII. COOP PLAN MAINTENANCE**

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**Annex A: Authorities and References**

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**Annex B: Operational Checklists**

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**Annex C: Alternate Location/Facility Information**

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**Annex D: Maps and Evacuation Routes**

Text Here

**Annex E: Definitions and Acronyms**

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