

58.3 Continuity of Operations Plan (COOP)

OPERATIONS

STANDARD 58.3

The agency has a written Continuity of Operations Plan (COOP). At a minimum, the COOP must:

- A. Identify the agency's essential functions;**
- B. Address delegation of authority in the event normal chains of command are disrupted;**
- C. Address continuity of facilities, including alternate locations in the event it is impossible for employees to work within their normal facility;**
- D. Address continuity of communications should normal means of communicating be unavailable;**
- E. Include a plan for Vital Records management;**
- F. Address recovery to resume normal agency operations; and**
- G. Include training and a review of the plan at least once during the period of accreditation to ensure the plan is sound and current.**

Commentary:

Continuity planning is necessary to ensure that the agency can continue to perform its essential functions and meet its primary mission during any number of wide-ranging emergencies and/or major disruptions to normal agency functions and processes. The state Division of Homeland Security and Emergency Services has COOP templates available to assist in drafting plans.

If an agency has the capacity to test the plan, they are encouraged to do so at least once during the period of accreditation.

Compliance Verification Strategies:

Assessors may seek to verify agency compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the plan is available for review.
2. Documentation showing the agency's use of the plan (if applicable during the period of accreditation).
3. Interview(s) with personnel responsible for coordinating this plan to verify their understanding of and compliance with (if applicable) the plan.