DEPARTMENTAL COOP - CONTINUITY OF OPERATIONS

4.30.2024
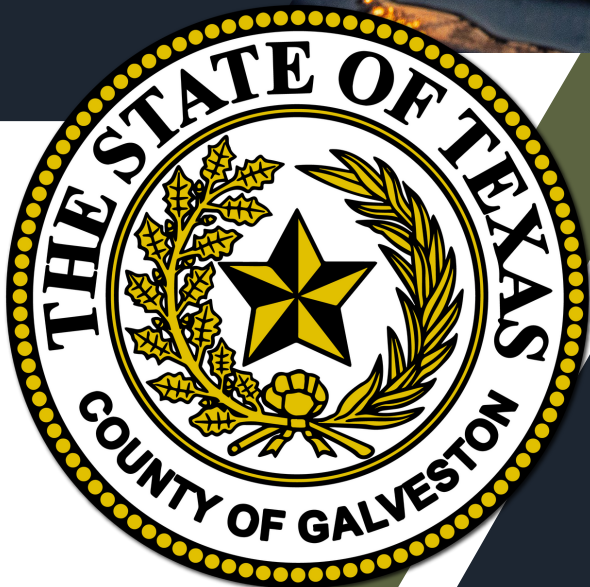
THE STATE OF TEXAS
COUNTY OF GALVESTON

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Purpose:

EXAMPLE: "*The primary purpose of this Cooperative (COOP) is to ensure the continuation of essential services during periods of emergency, such as natural disasters, technological incidents, or other significant disruptions. This plan outlines the procedures and responsibilities required to maintain critical operations seamlessly, safeguarding our community's welfare and infrastructure. By preparing for unexpected events and establishing robust resilience measures, we aim to minimize downtime, protect assets, and maintain the trust and safety of the populations we serve. This commitment reinforces our dedication to operational continuity under all circumstances, ensuring that essential services are delivered without interruption.*"

Scope:

EXAMPLE: "*Preparation and Prevention: Activities aimed at readying personnel and systems for a swift and effective response to disruptions.*
Response and Continuity: Immediate actions taken to continue critical operations upon the onset of an emergency, focusing on alternative methods and backup systems.
Recovery and Restoration: Strategies to restore full functionality to all operations following an incident.
This plan covers all personnel and operations deemed essential for the basic operational and public safety needs of our community, including but not limited to, utilities, emergency services, healthcare, and transportation. The COOP is designed to be activated quickly and effectively, with predefined triggers and thresholds for different levels of response, ensuring a coordinated and efficient approach to any crisis."

Authority:

EXAMPLE: "T*his COOP plan is authorized by the County Judge and is executed under the guidance and oversight of the Emergency Management Team (EMT). The authority to activate and implement this plan is vested in the following roles:*

- *COOP Coordinator: Serves as the primary point of contact for all matters related to the COOP, authorized to activate the plan and coordinate initial response efforts.*
- *Department Heads: Each head of an essential department holds the authority to implement COOP procedures tailored to their specific operations and staff, ensuring the continuity of their respective functions.*
- *Emergency Operations Center (EOC) Director: Oversees the operational decisions during an emergency coordinating between departments and ensuring the integration of*

Essential Functions

A structured overview of critical functions within an organization, clearly defining the departments responsible and the urgency or importance of each function, which can be crucial for resource allocation and strategic planning.

Function ID	Essential Function	Department	Priority Level

Order of Succession

Addresses the chain of command and succession within a fire department, ensuring that there are clear successors for critical roles along with their contact information for easy and quick communication.

Position	Successor Name	Contact Information

Delegation of Authority

Outlines the specific roles or tasks, identifies who is responsible for them, and details the extent of their decision-making power or responsibility, ensuring clarity in role assignments and authority limits within an organization.

Task/Authority	Delegated Individual	Scope of Authority

Continuity of Facilities

Provides a simple overview of different facilities, showing their location, how many people they can accommodate, and the key operations or functions that are based at each facility.

Facility ID	Location Address	Capacity	Essential Functions Supported

Continuity Communications

The systems involved in different forms of communication, where these systems are typically located, and whether there's a backup system in place to ensure continuity in case of failures.

Communication Type	Equipment/Systems	Location	Backup

Different types of records that a company might keep, showcasing various data formats and strategies for data storage and backup to ensure data safety and compliance with data management policies.

Record Type	Format	Storage Location	Backup Location

Clear and direct lines of communication for each critical role within the organization. It specifies primary and alternate contacts to maintain operational continuity, even if the primary point of contact is unavailable.

Department	Critical Staff	Contact	Alternate

Test, Training, and Exercises

Helps an organization schedule necessary training and preparedness activities, ensuring that all participants understand their roles and the goals of each exercise, fostering a culture of readiness and safety.

Date	Type of Exercise	Participants	Objective

Program Review and Maintenance

Clear and concise record of each review session, documenting significant updates to ensure the COOP plan remains current and effective, and preparing it for challenges that might arise before the next scheduled review.

Date of Review	Reviewer	Changes Made	Date of Next Review