

***Continuity of Operations Plan*****SCOPE**

This policy should be used as a guide in order to assist in emergency preparedness of City agencies. Agencies are encouraged to use their best judgment in determining the fair and reasonable level of emergency preparedness.

**CONTINUITY OF OPERATIONS PLAN (COOP)**

All City agencies are required to develop a Continuity of Operations Plan (COOP) in coordination with the Mayor's Office of Emergency Management (MOEM). Agencies are also required to appoint a COOP Coordinator who acts as a point of contact in developing the Continuity of Operations Plan. A Continuity of Operations Plan should include, at a minimum:

- 1) Privacy Statement
- 2) Record of Changes
- 3) Record of Distribution
- 4) Basic Plan (including an executive summary, a promulgation statement, COOP coordinator, and reference documents)
- 5) Concept of Operation (including organization and assignment of responsibilities, standard operation procedures, essential functions, disaster intelligence needs, and major scenarios)
- 6) Direction, Control and Coordination
- 7) Communications
- 8) Budget and Acquisition of Resources
- 9) Plan Development and Maintenance

**MAYOR'S OFFICE OF EMERGENCY MANAGEMENT (MOEM)**

Agencies should coordinate with the Mayor's Office of Emergency Management (MOEM) to develop a comprehensive Continuity of Operations Plan. Agencies should also revise the plan as necessary to keep the plan current. All questions concerning emergency preparedness should be addressed to the MOEM, which prepares the City and the public for emergencies, coordinates interagency response and recovery, and implements a comprehensive program of disaster mitigation, preparedness, response, and recovery.