

CONTINUITY OF OPERATIONS (COOP) FAQ

What is COOP?

Continuity of Operations is the organizational plan to ensure the performance of essential functions during a wide range of disruptions and emergencies.



Continuity of Healthcare for Patients and Community



Mitigate Disruptions to Business Operations



Protect Essential Facilities and Resources



Contribute

Communicate your perspective and information to your organization's continuity planning lead(s).



Engage

Ask your continuity planning lead(s) for ways to participate in the planning process or committee at your organization.



Educate

Ask your continuity planning lead(s) for ways to learn about continuity and to support any upcoming training or exercises.



THE ROLE OF LEADERSHIP IN COOP PLANNING

Advocate on behalf of the continuity planning team regarding plan requirements, funding requests, approval of staff time for planning development efforts, and final plan approval from the highest level of leadership in the organization.



Spokesperson for the Leadership Team



Alignment with the Organization's Mission, Vision, and Values



Collaborate with the Continuity Planning Lead



Essential Functions

Participate in identifying the organization's essential functions, the limited set of functions or services to be continued (or resumed rapidly after) a disruptive event.



Succession Planning

Provide oversight of succession planning efforts and cross-training to ensure the highest levels of leadership support essential functions.



Communication

Support efforts to maintain continuity of communications during or after a disruptive event through planning, training, and exercises.

