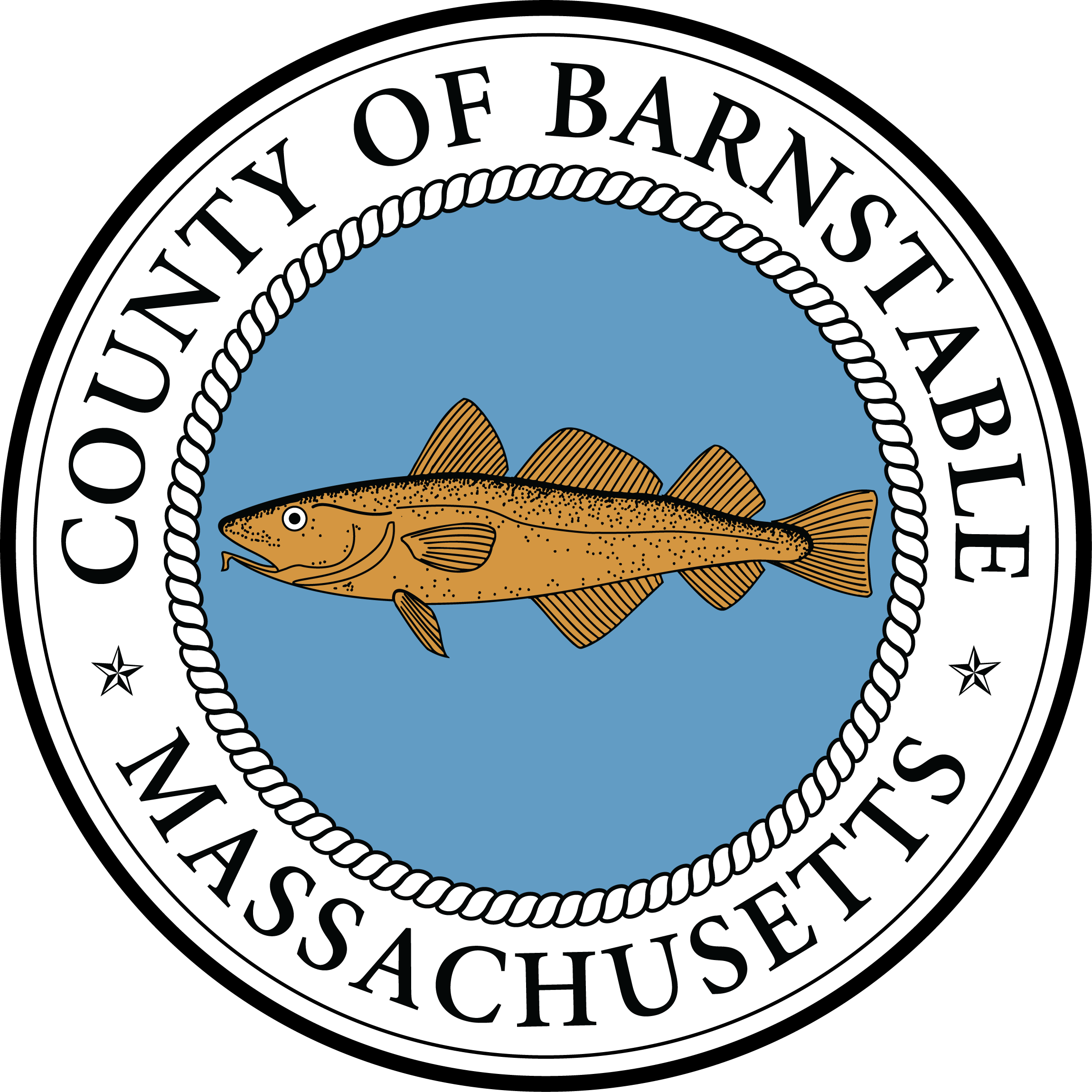
XXX Pandemic (COVID-19) Continuity of Operations (COOP) Plan

ADDRESS

DATE



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# Introduction

TEXT

# Purpose. Specifically, this plan is designed to:

* TEXT

# Applicability and Scope

* TEXT

# Supersession

TEXT

# Essential functions

TEXT

| **Priority** | **Essential Functions** |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

# Orders of Succession

TEXT

| **Successors** |
| --- |
|  |
|  |
|  |
|  |
|  |

Delegations of Authority

TEXT

# Concept of Operations

TEXT

## TIER I: Preparedness and Communication

### Decision Process

TEXT

### Situation & Continuity Strategies in Effect

**Communication**

TEXT

**Planning**

TEXT

## Tier II: Mitigation

### Decision Process

TEXT

### Situation & Continuity Strategies in Effect

**Travel Restrictions**

TEXT

**Meeting Restrictions**

TEXT

**Partial Telecommuting**

TEXT

**Finance Restrictions**

TEXT

**Communication**

TEXT

## Tier III: Closure

### Decision Process

TEXT

### Situation & Continuity Strategies in Effect

**Closure**

* Text

**Mail and Deliveries**

* Text

**Telecommuting**

Text

**Sick Leave**

Text

**Administrative Leave**

Text

**Communication**

Text

**Devolution**

Text

# Reconstitution

Text

# Essential Continuity Employees

Text

| **Essential Employees** |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Text

Appendix A: Department COOP Worksheets

**Purpose and Scope**

A Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the execution of the mission-essential functions for Barnstable County and it’s departments in the event that an emergency threatens or incapacitates operations, including a pandemic flu environment, and the relocation of selected personnel and functions of any essential facilities of Barnstable County are required.

**This worksheet is designed to help departments consider the most critical aspects of continuity of operations should an event occur that impacts the county for a prolonged period.**

**Potential Hazards:**

The following are potential hazards that could impact the operations of County (in no particular order). Some hazards may occur simultaneously. Consider these while filling out the worksheet:

1. Fire

**Potential Impact**: Damage to facility and equipment, loss of workspace, loss of critical files, evacuation, imminent danger to employees and visitors.

1. Pandemic/Public Health Emergency

**Potential Impact**: Loss of workforce, closure of campus, cancellation of public meetings

1. Flooding (either due to natural causes or a water leak)

**Potential Impact:** Damage to facility and equipment, loss of critical files, loss of workspace

1. Winter Storms

**Potential Impact:** Closure of campus, hazardous travel, wind damage similar to other severe weather, potential danger to employees and visitors.

1. Other Severe Weather (hurricane, tornado, microbursts)

**Potential Impact:** Damage to facility and equipment, long term closure of campus, flooding & fires, hazardous travel, danger to employees and visitors.

1. Active Intruder (unidentified persons, active shooter, etc.)

**Potential Impact:** Law enforcement action, evacuation, immediate danger to employees and visitors

1. Bomb Threat

**Potential Impact:** Law enforcement action, evacuation, closure of campus, immediate danger to employees and visitors

1. Prolonged Major Service Outage (IT or Utilities)

**Potential Impact:** Closure of campus or buildings, inability for employees to do work, potential dangers due to loss of HVAC or electricity, loss of critical computer data

1. Cybersecurity Threat or Data Breach:

**Potential Impacts:** Loss of critical computer data, exposure of private employee information, loss of control of county email and social media accounts

1. Civil Unrest

**Potential Impacts:** Closure of campus, travel hazards, potential danger to employees and visitors

**Severity Level:**

Different hazards will have various impacts that will depend on severity level, timing, season, etc. The impact to the County should be considered in the following tiers:

**Tier 1 Impact:** An event that causes the closure of or damage to a single department or building for a single day. Could require activation of a departmental continuity of operations plan. Staff might be unable to work in the normal office, requiring the relocation of employees to other work locations.

**Tier 2 Impact:** An event that causes the closure or damage to multiple County departments or buildings over the course of a few days. Would require partial activation of a County Continuity of Operations Plan to ensure the continuation of essential County functions. Alternate work locations or work from home may be required. Some critical data or vital records may need to be recovered.

**Tier 3 Impact:** An event that causes the long-term closure and/or extensive damage to the County Complex. A full-scale activation of a County Continuity of Operations Plan. Work from home or full relocation of workspace will be required. Essential employees and critical functions will be recovered to the extent possible. Severe data or vital record loss may have occurred.

**With those hazards in mind, complete the following questions to aid in Continuity of Operations Planning:**

**Department:** Click or tap here to enter text.

**Mission of Department:**

Click or tap here to enter text.

**What are the critical functions of the department and how long can they be down before the consequences to the County, employees or the public become unacceptable?**

|  |  |  |
| --- | --- | --- |
| Critical Function | Maximum time this function can be down\* | Employee(s) necessary to this function\*\* |
| **Click or tap here to enter text.** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. | Click or tap here to enter text. |

\*It is important to be realistic with this timeline- the shorter a window for restoration, the more resources are required to make that a reality.

\*\*This does not have to be the employees that perform this function every day. If you had to go down to a barebones operation, who is absolutely essential to performing this function? Consider who is cross trained to do what.

**Based on the table above, list the employees who should be considered essential personnel to continue the operations of the department in a prolonged emergency situation:**

|  |  |
| --- | --- |
| **Name** | **Position** |
| **Click or tap here to enter text.** | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. |
| **Click or tap here to enter text.** | Click or tap here to enter text. |

**Leadership: Order of Succession**

In the event the Department Head is unable to fulfill their role for whatever reason, the management of the department will fall to their successors as follows:

| **Successors** |
| --- |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
|  |
|  |

\*Try to list down as many as possible, even beyond just the Deputy. What if the first three people are unavailable?

Appendix B: Department COOP Checklists

3/11/2020

To all department heads:

To further our preparedness and support our continuity of operations plans, I am asking all department heads to review the following points with respect to their department. This is important not only for short-term planning but also for long-term COOP planning. Please take the time to think through each of these issues:

* Identify which employees in your department can perform the majority (or the essential parts) of their job at home.
* Identify the tools necessary (laptop/internet connection etc) for those employees to work from home.
* Identify which employees cannot work from home.
* Remind all employees to save important documents to OneDrive and test their ability to access files remotely.
* In the event of tele-working, identify a method for daily check in procedures with your staff
* Prioritize your department’s services, determine which services or tasks can be suspended, and for how long.
* Ensure staff have access to their email and Office 365 and know how to access these tools remotely:
* Ensure employee emails and cell phone numbers are documented and shared as appropriate.

Appendix C: Emergency Polices