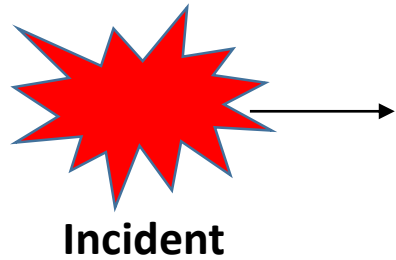


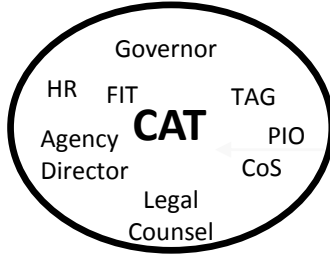
# COOP Concept of Operations

## Key:

CAT: Crisis Action Team  
 ERG: Emergency Relocation Group  
 DERG: Devolution Emergency Relocation Group  
 STTEF: State, Territorial, & Tribal Essential Functions.  
 COP: Common Operational Picture  
 EMAC: Emergency Management Assistance Compact  
 \*If necessary



## Phase I (Activation)



### COOP Early Activation:

- Contact:
- Agency Management
  - Facility Inspection Team
  - COOP Coordinator
  - Crisis Action Team (CAT)

### Assessment:

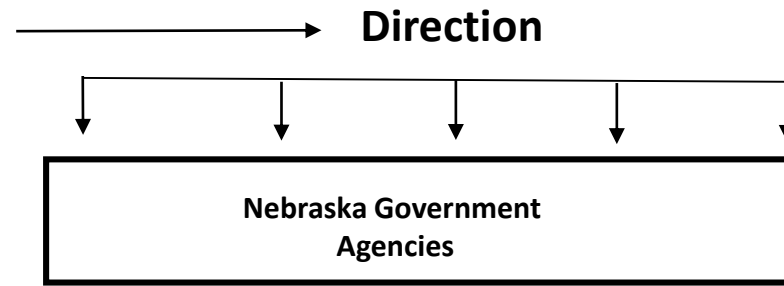
- Facility Inspection Team conducts facility assessment
- Determine damage
- Type of damage
- IT systems impacted
- Determine threat

### COOP Plan Determination:

- CAT reviews assessment
- Decide on facility closure
- Determine if personnel will relocate, telework, or devolve

< 4 hrs

## Phase II (Relocation)



### Alert, Notification, Relocation:

- Inform staff of decision
- Alert ERG or DERG
- Provide direction to ERG and the following:
  - Brief situation overview & COP
  - COOP Site location
  - Timeline
  - Coordinating instructions, logistics, etc.
- Notify COOP Site Point of Contact
- Coordinate with IT & setup of resources
- Establish/maintain physical security plan
- Obtain necessary records
- Secure drive-away kits
- Move to COOP Site or Muster site

12 – 48 hrs

## Phase III (Continuity) COOP Site



- Establish Operational Capability at COOP Site.
- Communicate with staff, families and the public
- Maintain STTEFS and provide direction to possibly employ state assets.
- Begin Reconstitution planning
- FIT assessment of facility
- Set conditions for normal operational framework

48-72 hrs

## Phase IV (Reconstitution) Primary/New Site



- Establish normal work site conditions allowing reverse employment and redeployment operations among maintain ESF.
- Shut down alternate sites(s) and conduct AAR while refining current COOP Plan.

TBD