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)
- Governor
- HR
- FIT
- TAG
- CAT
- Agency Director
- Legal
- Counsel

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

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

Phase II (Relocation)
- Nebraska Government Agencies
- Direction

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

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.

Initial Action:
- Recognize/define the emergency
- Notify public authorities/first responders
- Ensure staff and visitors are safe and accounted

Timeline:
- < 4 hrs
- 12 – 48 hrs
- 48-72 hrs
- TBD

Incident