

Continuity of Operations Plan

Template

There are multiple scenarios where either personnel or work location may be unavailable. Begin to answer the questions of what jobs must be accomplished and who would you oversee those tasks?

Use this document as a tool to establish a Continuity of Operations Plan (COOP) for staff to follow in the event of limitations to either personnel or resources. The issues and processes identified here will be a starting point to further observe and refine as more lessons are learned and best practices are realized.

Consider extreme conditions or situations which will put a strain on the normal day to day work. Some functions may need to be suspended or significantly curtailed in favor of activities that sustain life, preserve infrastructure and support mobility. The most important idea to remember is that your workplace continues to provide its services to the citizens of Utah.

Things to consider:

- Which employees have staff that oversee critical functions, subsequently removing them from their team could cause additional stress to the system?
- Are there tasks you may suspend during an emergency? Who is the leader over those employees?

Please use the space below to fill out your Continuity of Operations Plan (COOP)

Workplace Line of Succession

Listed in the order of authority

	Position	Name	Contact	Authority	Exclusion*
1					
2					
3					
4					
5					
6					

Please list any roles or functions a temporary leader replacement would not have authority perform, and identify who the Person of Authority would be to perform that role

	Task	Person of Authority	
1	Hiring/Firing of staff (example)		

In the area below, list the top tasks each group does. Indicate if these tasks will be critical, essential or enhancing in an emergency response.

1. **Identify the task**
2. **Description of the task**
3. **Rate the task**

Critical Functions - Protection of life, limb, eye sight, environment or preserve some other aspect of public safety, public health, lifeline infrastructure or the economy

Essential Functions - Contribute to stabilizing ongoing incidents and the mitigation of property loss which include providing immediate and substantial support to UDOT's primary missions or tasks and supports UDOT's core values and areas of emphasis.

Enhancing Functions - are those activities which improve the work environment but are not of an urgent nature and do not have a mandatory time period for their reestablishment

4. **Consider resources or support needed to continue these Critical Functions. Here are some examples;**

- Maps electronic and hard copy
- Paper copies of plans, guidelines, procedures, checklists, etc.
- Access to specific software, equipment, resources, etc.

5. **Rules, Procedures, Guidelines, Policies that would possibly need to be suspended.**
Suspension generally happens in 30 day increments. If Rules or statutes are requested for suspension or amendment, these exceptions may need to be approved by Utah Government

6. **Other Rules Guidelines and Policies** (very bottom of this document)

fill in with each workplace division or section

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Budget

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Project Accounting

Task	
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Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Contracts & Collections

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Payables

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Procurement

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	

7. Other Rules, Procedures, Guidelines, Policies that would possibly need to be suspended that pertain to non Critical work. Activities that may be halted until the response to the emergency is over or until substantial Recovery, or return to normalcy, has been achieved

Governing Document	Action To Suspend	Division	Duration for action

Copy and Paste this chart if you need more entries above.

Task	
Description	
Rating:	
Contact:	
Support needed:	
Suspension request	