

**\*\*\* [insert name of agency] INTERNAL DISTRIBUTION ONLY \*\*\***

Continuity of Operations Planning (COOP) focuses on documenting essential services and dependencies for Leadership to make decisions for the agency to continue operating during and after an incident/disaster. This includes identifying which resources and business units are needed for recovery.

INFO SHEET

**Continuity of Operations Planning (COOP)**

**The COOP Exercise – [insert date of exercise]**

The COOP Exercise on **[insert date of exercise]** centers on the recovery of business processes if normal business is interrupted.

The COOP exercise is a review and audit of the **[insert name of agency]** business units’ COOP plan(s) enabling **[insert name of agency]** to:

* Demonstrate the extent to which its plans are complete, current, and accurate.
* Identify opportunities for improvement.
* Ensure effective monitoring regarding service delivery issues.
* Test distribution of communications through the State-approved Crisis Communications Tool

**GOALS**

* Test the technical, logistical, administrative, and procedural operations.
* Test the individual business units’ plans in an integrated setting to include infrastructure, roles, incident-related responsibilities, and incident management locations.
* Validate the technology and telecommunications recovery, including availability and relocation of staff.

The [Table-top/Functional/Full-scale] COOP exercise will present **[insert name of agency]** with various situations impacting normal operations and using the COOP plan(s) to ensure that critical business processes can be continued and/or recovered.

**PARTICIPANTS**



Participants for the COOP drill will be selected by business units’ team leaders to assist with testing **[insert name of agency]** COOP plans. While the drill is occurring, normal operations will continue for all **[insert name of agency]** employees not participating in the drill.

Contact **[email address of contact person]**   
with any questions/concerns about the COOP Exercise.