

Continuity of Operations (COOP) Planning and Developing a COOP Annex

Overview Resources

Continuity of Operations Fact Sheets (Federal Emergency Management Agency [FEMA])

This Webpage provides a listing of FEMA fact sheets related to Continuity of Operations. Some are intended for Federal agencies and departments. Others are guidance documents for non-Federal governments, including state and local governments and entities.

<https://www.fema.gov/continuity-operations-fact-sheets>

Selected workshop fact sheets include:

Guardian Accord Workshop Fact Sheet (FEMA)

This fact sheet describes the *Guardian Accord* workshop offered by FEMA that is an inter-organizational workshop designed to increase awareness about the importance of incorporating the specific risks of terrorism into continuity planning. The fact sheet outlines workshop objectives and its focus, and provides directions for registering for the on-campus course as well as the Independent Study course online.

<http://www.fema.gov/media-library-data/1427478258030-0b75117d19149b9d52ce6fcc1dc0fb6/2015GuardianAccordWorkshopFactSheet.pdf>

Mission Essential Functions Workshop Fact Sheet (FEMA)

This fact sheet outlines the *Mission Essential Functions* Workshop offered by FEMA that is designed to help Federal, state, territorial, tribal, and local governments with guidance, a methodology, and checklist to identify, assess, and validate their essential functions. Topics covered in the workshop include conducting a Business Impact Analysis, conducting a Business Process Analysis, and evaluating and mitigating the impacts of threats and hazards on Mission Essential Functions (MEF) performance. Provided are directions for registering for the on-campus course as well as the Independent Study course online.

<http://www.fema.gov/media-library-data/1427478499552-97434bdace454dbc4dce1b66066c4f8d/2015MissionEssentialFunctionsWorkshopFactSheet.pdf>

Resilient Accord Workshop Fact Sheet (FEMA)

This fact sheet describes the *Resilient Accord* workshop offered by FEMA that is an inter-organizational continuity cyber security workshop designed to increase capacity to execute continuity operations during a cyber security event. The fact sheet outlines workshop objectives and

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its focus, and provides directions for registering for the on-campus course as well as the Independent Study course online.

<http://www.fema.gov/media-library-data/1427479246881-3534c88ef9c0d79ab56dce707e0f5589/2015ResilientAccordWorkshopFactSheet.pdf>

Continuity of Operations Planning (COOP) Specialized Training Package (REMS TA Center)

Downloadable Specialized Training Packages feature self-paced emergency management training materials to support high-quality emergency management across a range of topics. The COOP Package includes a presentation on developing a COOP Annex, a tabletop exercise, a resource sheet, and instructions for trainers to deliver training on COOP to others.

<http://rems.ed.gov/TrainingPackage.aspx>

Continuity of Operations Webpage (Federal Emergency Management Agency FEMA)

This Webpage houses information on FEMA continuity of operations resources, including an upcoming events section housing information on FEMA's Continuity Webinar Series, other news and resources such as new online courses, and brief sections on defining COOP and describing the goal of continuity.

<https://www.fema.gov/continuity-operations>

Developing Emergency Operations Plans (EOPs) K-12 101 Training by Request (REMS TA Center)

The REMS TA Center offers two versions of the *Developing Emergency Operations Plans (EOPs) K-12 101* training, which presents an overview of recommended planning processes and key considerations for creating, revising, or enhancing school emergency operations plans (school EOPs). The *Train-the-Educator (TtE)* version is intended for school and school district personnel, including school staff who serve on an EOP planning team, and other interested community stakeholders, including first responders and law enforcement. The *Train-the-Trainer (TtT)* version is intended for potential master trainers from participating schools and school districts responsible for training site-based planning teams. COOP Annexes are discussed in these trainings. All Trainings by Request are provided free of charge, and interested sites can request a TBR by completing a Training by Request (TBR) Host Site Application for submission to the REMS TA Center.

http://rems.ed.gov/TA_TrainingsByRequest.aspx

Developing High-Quality School Emergency Operations Plans: An Overview (REMS TA Center)

This 90-minute Webinar presented by the REMS TA Center provides an overview of the *Guide for Developing High-Quality School Emergency Operations Plans* and additional information on school culture and climate. The Webinar provides an overview of the key principles that guide school emergency management planning; the process for developing, implementing, and refining a school EOP; the form, function, and content of a school EOP; and topics that support school emergency operations planning.

<http://rems.ed.gov/DevelopingHigh-QualitySchool.aspx>

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COOP Tools and Trainings

Continuity Webinar Series (FEMA)

The FEMA Continuity Webinar Series addresses a variety of continuity-related topics. These webinars feature new continuity topics once a month and are free to the public, though they are limited to the first 500 visitors to the webinar site. Recent webinar topics include “Emergency Plans and Active Shooter Events” and “Aspects of Continuity You Never Planned For.”

<http://www.fema.gov/continuity-webinar-series/>

Emergency Management Institute (FEMA)

The FEMA Emergency Management Institute (EMI) facilitates all on-site and Independent Study courses. Here, you may learn about the wide array of trainings available, including online and on-site courses related to COOP and other emergency management topics.

<https://training.fema.gov/emi.aspx>

Non-Federal Continuity Plan Template (FEMA)

Non-Federal governments may use this template to help develop their continuity plans. This template covers plans for activating COOP, working within the COOP response, and deactivating COOP. The document includes sections on roles and responsibilities, budget planning, and plan maintenance.

<http://www.fema.gov/media-library-data/1389194640607-1a5f9a6d6557846f6e5924eea089f798/Non%20Federal%20Continuity%20Plan%20Template%20and%20Instructions.pdf>

School EOPs In-Depth: Developing a COOP Annex (REMS TA Center)

This 20-35 minute online course helps participants learn about the purpose and goals of a COOP Annex, identify the types of situations that may activate the COOP Annex, develop a COOP Annex in alignment with the six-step planning process described in the *Guide for Developing High-Quality School Emergency Operations Plans*, and revise and implement an annex.

<http://rems.ed.gov/trainings/EOPsDeveCOOPAnnex.aspx>

Tool Box—Planning Guidelines (REMS TA Center)

The Tool Box is a virtual library of tools, developed by practitioners in school and institutions of higher education (IHE) emergency management, and includes resources such as sample drills, organizational charts, and job descriptions. The Planning Guidelines section includes Continuity of Operations Plans from school districts and IHEs.

<http://rems.ed.gov/ToolBox.aspx>

Tabletop Exercise. Continuity of Operations Plan (Washington School Safety Center)

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This resource provides a scenario that requires participants to consider the process of implementing a COOP Annex before, during, and after an incident. It also provides questions to guide a discussion after the exercise and may be useful as a professional development activity for schools.

<http://www.k12.wa.us/safetycenter/Training/pubdocs/TabletopExercise-COOPWA.pdf>

Special Topics

Continuity of Operations Planning for SEVP-Approved Schools

This Webpage from the U.S. Immigration and Customs Enforcement Agency discusses special considerations for Student and Exchange Visitor Program (SEVP) Approved schools. Since these schools may have international students in the building at any moment, having measures in place for obtaining identification and communicating with these students is critical for a COOP Annex.

<https://www.ice.gov/factsheets/continuity-operations-planning-sevp-approved-schools>