COOPbanner72[1]

***{Insert Your Company Name}***

**Continuity of Operations Plan**

**(COOP)**

**INTRODUCTION**

**Purpose**

To ensure ***{your company}***is operational at the essential functions level as quickly as possible to ensure recovery and the continuing operation of the Seattle-Tacoma International Airport.

**Scope**

This Continuity of Operations Plan (COOP) outlines procedures to be followed when work group operations are interrupted and/or basic infrastructure is compromised.

**Section 1: Succession/Delegation of Authority**

Order of Succession/Delegation of Authority: in the ***{your company}*** is as follows:

**Section 2: Essential Functions**

Essential Functions are identified as those tasks that your company conducts to ensure Business Continuity for the Airport or other dependent businesses.

Essential functions for ***{your company}*** include:

*(list in order of priority)*

**Section 3: Staffing and Resource Requirements**

List the names of each employee in your work group, as well as the necessary resources, needed to accomplish each Essential Function listed in Section 2.

Personnel and/or critical resources for ***{your company}*** include:

*(Include any process or procedure necessary to acquire these resources)*

**Sections 4: Facilities Planning**

In the event that your work area cannot be occupied due to damage, the choice for relocation of essential personnel will be as follows:

* Alternate work location *(be specific when you indicate offices at other locations)*
  + *first choice, may be to work out of an alternate locations or telecommute (be sure to indicate plan for doing this – i.e. – have made arrangements with other businesses to partner if necessary or will take laptop home)*

**Sections 5: Critical Data and System Needs**

1. Vital Files/Records/Databases: Have been identified as follows…
2. IT Evaluation**:**  Key computer hardware and software needs have been identified to accomplish essential functions as follows…

**Section 6:Communications Planning**

Employees of the ***{your company}***  will communicate as follows

*(consider the items listed below when creating your plan)*

How is staff notified?

What is your back-up if phone service is out?

How will you communicate during the course of the event?

How will you recall staff?

What are the pay implications for your staff?

How will you account for all of your personnel?

**Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Primary Contact Method** | **Secondary Contact Method** | **Other Contact Method** | **Special Training Certs/Licenses** |
| *Employee* | *206-555-5555 cell* | *206-555-5555 home* | [*zzz@portseattle.org*](mailto:zzz@portseattle.org) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 7: Key Contacts**

Include vendors, tenants and other businesses that you have contracts with

*For each contact listed include both a short description of what the vendor provides as well as instructions for how to order services (Account/Contract info)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product / Service** | **Company Name** | **Contact Name** | **Phone Number** | **E-mail Address** | **Account Info** |
| *Supplies* | *Keeney’s* | *Stefanie North* | *425.556.1734* | *stefanien@keeneys.com* | *P-Card Orders* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section 8: Evacuation**

*Each workgroup needs to know their evacuation plan and meeting area*

How is your workgroup notified to evacuate?

Who do you contact if there is a need to evacuate your work area?

Where does your workgroup meet?

How do you account for all of the employees in your workgroup?

How do you know it is safe to reoccupy the facility?

**COOP at a Glance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Function** | **Required Personnel** | **Equip & Systems** | **Vital Records & Databases** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |