

1.	<b>Review Existing Plan</b>
2.	<b>Identify Organization Mission</b> <ul style="list-style-type: none"> <li>Identify the mission of the organization to assist in establishing essential functions</li> </ul>
3.	<b>Essential Functions</b> <ul style="list-style-type: none"> <li>Function</li> <li>Process <ul style="list-style-type: none"> <li>Tasks <ul style="list-style-type: none"> <li>Resources (Logistics Information) <ul style="list-style-type: none"> <li>Equipment</li> <li>Location</li> <li>Personnel</li> <li>Vital Records</li> <li>Vendors (internal, other agencies, private suppliers, etc...)</li> <li>Technology</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><i>(Repeat above steps for each essential function)</i></p> <ul style="list-style-type: none"> <li>Develop Division Specific Management Plan (if necessary)</li> </ul>
4.	<b>Key Personnel and Continuity of Operations - Human Capital</b> <ul style="list-style-type: none"> <li>Identify essential and non essential personnel</li> <li>Identify dismissal/closure procedures for non essential personnel</li> <li>Orders of succession</li> <li>Delegation of authority</li> </ul>
5.	<b>Devolution of Control and Direction</b> <ul style="list-style-type: none"> <li>Home(primary) facilities</li> <li>Devolution facilities (identify multiple facilities/sites)</li> <li>Personnel (succession)</li> </ul>
6.	<b>Executive Management Plan-</b> addresses issues that pertain to the entire organization <ul style="list-style-type: none"> <li>Identify Activation Criteria</li> <li>Situation assessment</li> <li>Command and control</li> <li>Orders of succession</li> <li>Delegation of authority</li> <li>Communications plan <ul style="list-style-type: none"> <li>Internal (essential/non-Essential staff and management team)</li> <li>External (Media, the public, other agencies and dependencies)</li> </ul> </li> </ul> <p><b>Use the information identified in blocks 3 and 5 to create: <i>Executive Summary, Introduction, Purpose, Applicability and Scope, Planning Assumptions and Concept of operations</i></b></p>
7.	<b>Essential Records, Databases, Systems and Equipment Management</b> <ul style="list-style-type: none"> <li>Identify necessary records and databases to support essential functions</li> <li>Identify vital systems and equipment to support essential functions</li> <li>Establish procedures to maintain availability of these resources</li> <li>Establish alternate methods of creating records if technology is unavailable</li> </ul>
8.	<b>Resumption/Reconstitution</b> <ul style="list-style-type: none"> <li>Identify processes and procedures to transition back to normal operations</li> </ul>
9.	<b>Training, Testing &amp; Exercise (T, T &amp; E)</b> <ul style="list-style-type: none"> <li>Orientations and training</li> <li>Drills and exercises</li> <li>After Action Reports (AAR)</li> <li>Corrective Action Plans (CAP)</li> </ul>
10.	<b>Plan Maintenance</b> <ul style="list-style-type: none"> <li>Annual review</li> <li>Review upon significant change in organization responsibilities, structure, personnel, exercises or plan activation</li> </ul>

Arizona Division of Emergency Management  
Continuity of Operations Group's Goals  
to Assist in Developing State Agency COOP Programs

The COOP building blocks are used to implement the COOP development process. The COOP development process including, Basic, Intermediate and Advanced results in a robust COOP program.

1. The Basic stage builds the solid foundation of a continuity plan.
2. The Intermediate stage expands the capabilities of the plan.
3. The Advanced stage completes the creation of a robust COOP program.

A continuity program is a living process that is never complete. The cyclical nature of planning allows for continuous improvement of the organizations program.

Our Goals:

1. Basic stage within one year
2. Intermediate stage within three years
3. Advanced stage within five years

Organizations that wish to accelerate the above timeline are free to do so. Please contact the Continuity of Operations Group at 602-464-6224 if you would like assistance.

