



# County Coordination Checklist – Continuity of Operations

## Division of Emergency Management

### Department of Community Affairs

**TO:** County Emergency Management Directors and the Continuity of Operations (COOP) Coordinators of the Executive Departments and Agencies, the Public Service Commission, the Fish and Wildlife Conservation Commission, and the Water Management Districts

**FROM:** Division of Emergency Management, Department of Community Affairs

**DATE:** June 14, 2004

**SUBJECT:** County Coordination Checklist for Agency COOP Plans in accordance with Chapter No. 2002-43: Relating to Disaster Preparedness – Amends 252.365

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#### **PURPOSE**

The following minimum criteria are to be used when coordinating Agency Facility Continuity of Operations (COOP) Plans with local emergency management plans, procedures, and practices including the County Comprehensive Emergency Management Plan (CEMP). Each County Emergency Management Office shall certify that the applicable agency COOP plans are coordinated and report any problems or issues to the Division of Emergency Management (DEM), Department of Community Affairs (DCA), for resolution.

The criteria were prepared using the *Continuity of Operations Implementation Guidance* dated September 9, 2002, as a foundation. The implementation guidance provides instruction to the Executive Branch of the State of Florida government to develop and implement disaster preparedness plans in accordance with the Florida Statutes, Chapter 252: *Emergency Management*. These criteria will serve as the county coordination mechanism to ensure compliance between the Agency Facility COOP plans within the applicable jurisdiction. Each County Emergency Management Office will review the document for approval pursuant to directives established in the *COOP Implementation Guidance*.

These minimum criteria satisfy the basic COOP requirements, but are not designed to provide specific guidance to Agencies for the development of their COOP plans. The Agency COOP plans shall address emergencies from an all-hazards approach and contain provisions that ensure the continued performance of the Agency's mission essential functions which is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records/ databases. Although such planning may be included in this plan, those items not included in the criteria will not be subject to review or approval by county emergency management agencies.

The County Emergency Management Office may review the Agency Facility COOP plans to ensure that basic arrangements have been made for emergency preparedness in accordance with the County CEMP and other applicable documents.

These criteria are also not intended to limit nor exclude additional documentation that the Agency Facilities may decide to include to satisfy other relevant rules, requirements, or any special issues that the Agencies deem appropriate for inclusion. As before, such voluntary inclusion will not be subject



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**I. CONTACT INFORMATION**

**A. AGENCY NAME**

**B. COUNTY NAME**

**C. FACILITY INFORMATION**

Name	Location/Mailing Address (Street, City, State, Zip Code)		
Duty Hours Emergency Contact Name/Number		Non-Duty Hours Emergency Contact Name/Number	

**D. CONTACT INFORMATION**

Contact	Name	Position Title	Phone	Email	Mailing Address
Primary Agency COOP Coordinator					
Alternate Agency COOP Coordinator					
Primary Facility Representative					
Alternate Facility Representative					

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**II. ESSENTIAL ELEMENTS CRITERIA**

**A. PLANS AND PROCEDURES**

ID Number	Description	Page/Paragraph Indicator	County EM Coordination
A-1	The COOP plan contains procedures for:	a. Alerting employees b. Notifying employees c. Activating employees d. Deploying employees, procedures for travel	
A-2	The COOP plan contains the following components and/or procedures:	a. Delineation of mission essential functions. b. A decision process for activation or evacuation. c. A staff roster. d. Procedures to ensure readiness – duty and non-duty hours, with and without warning. e. Provisions for personnel and visitor accountability and safety. f. Reliable processes to acquire additional resources to sustain operations for 30 days g. Provisions for attaining operational capability within 12 hours of activation.	
A-3	The COOP plan contains the following documentation:	a. Planning assumptions and/or constraints b. Purpose c. Objectives d. Applicability and scope e. Authorities and references; f. Direction and control	
A-4	Responsibilities and procedures are included for Time-Phased Operations which include:	a. COOP Plan Activation b. Alternate Operations c. Reconstitution and Termination	
A-5	The COOP plan contains mechanisms for implementation according to the magnitude of the incident.		
A-6	The COOP plan contains documentation, which describes the incorporation of accompanying Standard Operating Procedures (SOPs) and/or checklists for COOP implementation and execution.		
A-7	Procedures are in place to notify customers of new work location, phone numbers, re-route US mail, etc.		
A-8	The COOP plan addresses Site-Support Procedures for its in-route and alternate facility including re-establishment of communication with critical customers		
A-9	The COOP plan has been amalgamated with the		

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	building evacuation to ensure that the plans are compatible and coordinated.		
A-10	The COOP plan contains Annexes with detailed information.		

**B. MISSION ESSENTIAL FUNCTIONS**

ID Number	Description	Page/Paragraph Indicator	County EM Coordination
B-1	Mission essential functions are:	a. Identified	
		b. Prioritized	
B-2	Personnel are assigned to those functions based on skills and knowledge.		

**C. DELEGATIONS OF AUTHORITY**

ID Number	Description	Page/Paragraph Indicator	County EM Coordination
C-1	Authorities are identified which can and should be delegated.		
C-2	The circumstances under which the authorities would be exercised, including when they would become effective and terminated are described.		
C-3	The positions to which the authorities are delegated are listed.		
C-4	The limitations of the delegations of authority are identified		

**D. ORDERS OF SUCCESSION**

ID Number	Description	Page/Paragraph Indicator	County EM Coordination
D-1	Orders of succession for key leadership positions are identified and address the following:	a. Conditions for succession	
		b. Method of notification	
		c. Time, geographical, and organizational limitations.	
D-2	The succession order is described by position or titles rather than by person.		

**E. ALTERNATE FACILITIES**

ID Number	Description	Page/Paragraph Indicator	County EM Coordination
E-1	The COOP plan contains provisions for the joint development of Alternate Facility Support Procedures coordinated with the alternate facility manager.		
E-2	Consideration for the pre-positioning of assets and resources at facility are included in the COOP plan.		
E-3	Procedures are in place that provide for reliable logistical support, services, and infrastructure systems.		
E-4	The alternate facility is capable of supporting the agency's operations and is able to accept the COOP team.		
E-5	Consideration for appropriate physical security and access controls is included for the alternate facility.		

**F. INTEROPERABLE COMMUNICATIONS**

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<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
F-1	The COOP plan identifies the data and communications systems to support mission essential functions.		
F-2	The procedures for interoperable communications provide for both internal and external communications.		
F-3	Provisions for redundant communications are included in the COOP plan.		

**G. VITAL RECORDS AND DATABASES**

<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
G-1	The COOP plan contains provision for:	a. Identifying vital records, systems, and data (hard copy and electronic) critical to performing functions	
		b. Off-site back-up of electronic records and databases and storage of duplicate records	
		c. Pre-positioning of vital records and databases at the alternate facility prior to deployment	
		d. Assuring availability of Emergency operating records	
		e. Ensuring back-up for Legal and financial records	
G-2	The COOP plan describes a maintenance program to assure the records are accurate, current, and frequently updated.		
G-3	During Alternate Operations, the COOP plan includes procedures for documenting operations when the COOP is activated.		
G-4	Consideration for assuring the agency's Disaster Recovery Plans are capable of supporting COOP activities in accordance with Florida Statutes, Chapter 252: <i>Communications and Data Processing</i> are included in the COOP plan.		

**H. LOGISTICS AND ADMINISTRATION**

<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
H-1	The COOP plan contains provisions which at a minimum:	a. Identifies equipment and other resources at the alternate facility	
		b. Pre-positions equipment and other resources at the alternate facility	
		c. Maintain equipment and other resources at the alternate facility	
H-2	Provisions are included for the preparation and pre-positioning of Drive-Away Kits.		
H-3	Telecommunications and information technology support procedures and resources are included for the alternate		

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	facility.		
H-4	Provisions for personnel transportation (parking), lodging, and dining at the alternate facility are established within the COOP plan.		
H-5	Site-Support Procedures which identify the initial requirements for receiving, supporting, and relocating personnel to alternate facility are included in either the COOP plan or SOPs.		

**I. PERSONNEL ISSUES AND COORDINATION**

<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
I-1	Communications plans have been included which disseminate information to essential and non-essential personnel.		
I-2	Considerations that address the health, safety, emotional well-being of all employees and their families have been included in the planning.		
I-3	Guidance has been prepared which assure personal preparedness for staff through “personal go-kits.”		
I-4	Measures are included in the planning which address pay status, administrative leave, and layoffs.		
I-5	Information has been included which provide guidance to employees on medical, special needs, and travel issues.		

**J. SECURITY**

<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
J-1	Provisions for ensuring the Operational Security of the agency’s COOP program and documentation have been incorporated into the COOP plan.		
J-2	Consideration has been given to restricting physical access controls to the primary and alternate facility for employees and critical customers.		
J-3	Provisions for ensuring cyber security of data and networks have been incorporated into the planning process.		

**K. TEST, TRAINING AND EXERCISE**

<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
K-1	The COOP plan contains a comprehensive Test, Training, and Exercise program.		
K-2	Provisions are included for periodic test of the following: <ul style="list-style-type: none"> <li>▪ Alert and notification procedures</li> <li>▪ Equipment at the alternate facility</li> <li>▪ Exercise of operational plans, alternate facilities, and interoperable communications</li> </ul>		
K-3	A remedial action plan/process has been established which incorporates lessons from the test, training, and exercise program.		

**L. PROGRAM MANAGEMENT**

<b>ID Number</b>	<b>Description</b>	<b>Page/Paragraph Indicator</b>	<b>County EM Coordination</b>
L-1	The COOP plan contains a strategic and multi-year planning process that includes anticipated funding		

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	requirements.		
L-2	The COOP plan contains provisions for updating the COOP plan and the SOPs annually.		
L-3	A coordinated program management process to ensure maintenance, operation, and funding for a viable COOP capability is included in the COOP plan.		
<b>M. Additional Provisions, Procedures and Actions</b>			
M-1	Integration of National Incident Management System (NIMS) * The adoption of NIMS is required by September 30, 2005, per the most current Department of Homeland Security Guidance.		
M-2	Provisions are included which maintain efforts to minimize damage and losses of resources.		
M-3	Consideration for an orderly response, recovery, and termination from any incident has been incorporated into the planning process.		
M-4	Provisions are included which ensure that this plan can be activated if the agency is closed to normal business activities as a result of an event or credible threats of action that would preclude access or use of the agency office and the surrounding area.		
M-5	Provisions are included which ensure that this plan can be activated simultaneously with multiple agency COOP plans.		
M-6	Provisions for ensuring a means of information coordination for the Governor to ensure uninterrupted communication within the internal organization of the agency and externally to other agencies and to all identified critical customers have been identified.		
M-7	Procedures to assure timely direction, control, and coordination to the agency leadership, other agencies, and other critical customers before, during, and after an event or upon notification of a credible threat have been included in the planning process.		
M-8	The plans Activation procedures include a process for Alert and Notification including the Alert and Notification procedures include provisions for notifying the State Warning Point of the decision to activate the agencies COOP plan, relocate and the anticipated time of arrival at the alternate facility.		
M-9	A thorough After-Action Review and Remedial Action Plan process had been included in the COOP plan to assess all phases and elements of the alternate operations when/if the COOP plan is activated.		