**Appendix G:** Implementation Checklist for COOP ERS

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| **ACTIVATION** | **TASK ASSIGNED TO** | **DATE/TIME COMPLETED** |
| **[ ]**  | Activate Continuity of Operations Plan (COOP) |  |  |
| **[ ]**  | Conduct evacuation of facility as necessary. |  |  |
| **[ ]**  | Conduct accountability of personnel. |  |  |
| **[ ]**  | Invoke Emergency Notification/Key Personnel List. |  |  |
| **[ ]**  | Assemble remaining documents required for re-establishing and performing mission-critical processes: |  |  |
|  | [ ]  | Vital records |  |  |
|  | [ ]  | Software |  |  |
|  | [ ]  | Hardware |  |  |
|  | [ ]  | Other equipment |  |  |
| **[ ]**  | Assemble remaining documents required for performance of all other mission-critical processes to be conducted at the Emergency Relocation Site. |  |  |
| **[ ]**  | Prepare designated communications and other essential equipment for relocation. |  |  |
| **[ ]**  | Take appropriate preventative measures to protect all communications and equipment not designated for relocation. |  |  |
| **[ ]**  | Implement normal facilities security procedures for area(s) being evacuated. |  |  |
| **[ ]**  | Make computer connectivity, phone line transfers |  |  |
| **[ ]**  | Ensure drive-away kits are completed and ready for transport. |  |  |
| **[ ]**  | Mission-critical personnel immediately begin movement to the Emergency Relocation Site. |  |  |
| **[ ]**  | Notify remaining personnel of the emergency relocation site. |  |  |

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| **OPERATIONS AT EMERGENCY RELOCATION SITE** | **TASK ASSIGNED TO** | **DATE/TIME COMPLETED** |
| **[ ]**  | Notify appropriate federal, state, and local authorities that operations have shifted to the Emergency Relocation Site. |  |  |
| **[ ]**  | Organized personnel and account for non-emergency personnel. |  |  |
| **[ ]**  | Develop shift rotation (if necessary) |  |  |
| **[ ]**  | Administrative actions – items to assemble |  |  |
|  | [ ]  | On-site telephone |  |  |
|  | [ ]  | e-mail and phone directory |  |  |
|  | [ ]  | Workspace floor plan |  |  |
|  | [ ]  | Lodging plan (if necessary) |  |  |
|  | [ ]  | Dining facility (if necessary) |  |  |
| **[ ]**  | Occupy workspace: |  |  |
|  | [ ]  | Stow gear and equipment: |  |  |
|  |  | [ ]  | Personal items |  |  |
|  |  | [ ]  | Business items |  |  |
|  | [ ]  | Begin download of vital records and mission-critical documents. |  |  |
|  | [ ]  | Test: |  |  |
|  |  | [ ]  | Telephone(s) |  |  |
|  |  | [ ]  | Fax |  |  |
|  |  | [ ]  | E-mail |  |  |
|  |  | [ ]  | Radio |  |  |
|  |  | [ ]  | Other communications |  |  |
|  | [ ]  | Establish communications with mission-critical support elements. |  |  |
| **OPERATIONS AT EMERGENCY RELOCATION SITE** | **TASK ASSIGNED TO** | **DATE/TIME COMPLETED** |
|  | [ ]  | Establish communications with office elements. |  |  |
| **[ ]**  | Ensure all mission-critical equipment software, hardware, and records are available at the Emergency Relocation Site. |  |  |
| **[ ]**  | Determine which mission-critical processes have been affected. |  |  |
| **[ ]**  | Prioritize mission-critical processes for restoration. |  |  |
| **[ ]**  | Begin processing mission-critical processes. |  |  |
| **[ ]**  | Develop initial status reports. |  |  |
| **[ ]**  | Track status and restoration efforts of all mission-critical processes. |  |  |
| **[ ]**  | Coordinate procurement of additional equipment as required. |  |  |
| **[ ]**  | Resume operations, work out logistics. |  |  |

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| **RECONSTITUTION** | **TASK ASSIGNED TO** | **DATE/TIME COMPLETED** |
| **[ ]**  | Inventory and salvage usable equipment, materials, records, and supplies from damaged facility. |  |  |
| **[ ]**  | Survey the condition of the agency building and determine the feasibility of salvaging, restoring, or returning to the original offices when the emergency situation subsides or is terminated. |  |  |
| **[ ]**  | Develop long-term reconstitution plans. |  |  |
| **[ ]**  | Conduct orderly transition of all office functions, personnel, equipment, and records from the relocation site to the designated facility. |  |  |