**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. |  |  |