



Ohio Continuity of Operations (COOP) Plan Guidance for Local Governments

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OHIO COOP DEVELOPMENT GUIDANCE FOR LOCAL GOVERNMENTS AND AGENCIES

Introduction

Governments have the duty and responsibility to continue operating essential functions during incidents or events that interrupt normal operations. The incident could be as innocuous as a parade, large conference, or snowstorm to a violent storm or terrorist attack. Continuity of Operations Plans give a framework to ensure that “those functions... state departments and local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency” are carried out.

The Ohio Emergency Management Agency has developed the Continuity of Operations Plan Development Guidance to assist local jurisdictions and individual departments in the development and maintenance of COOP programs. The Guidance and Templates ensure that COOP concepts and processes are covered in sufficient depth, providing a common COOP framework for local jurisdictions with similar plan formats to ease planning and execution should a multi-jurisdiction event occur.

At the local level Continuity of Operation and Continuity of Government Plans are often combined. For local governments it often makes good business sense to combine the plans in order to simplify and streamline the planning process and command and control in the event the plan(s) are activated.

The Ohio COOP Plan Template and COOP Plan Template Instructions provide the framework for completing your agency’s Continuity of Operations Plan. The Ohio COOP Plan Template and COOP Plan Template Instructions are stand-alone documents to assist the development of your agency or jurisdiction’s COOP Plan; the guidance enhances COOP planning efforts and provides access to information and resources which will be helpful in completing your agency or jurisdiction COOP Plan.

Free copy of the complete CD (template and instructions) available from:

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Purpose and Use

The purpose of this guidance is to facilitate Continuity of Operations Planning at the local level within the State of Ohio. This guide brings together many different source documents to ease the burden of sifting through the literature related to Continuity of Operations Plans and Programs.

The guide walks you through the preliminary actions that lay the foundation of a COOP program through the development and maintenance of the Plan and Program.

In order to make the most effective use of this guidance we recommend that you use it as an electronic document. This will enable you to access information relevant to COOP with hyperlinks that are located throughout this document.

Free copy of the complete CD (template and instructions) available from Ohio Emergency Management Agency. The complete Table of Contents from the CD is listed below for your review.

The staff at the Ohio EMA look forward to providing you with a copy of this helpful CD and assisting you with this important task of developing your organizations Continuity of Operations Plan.

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