

COOP Requirements for State of Tennessee Assessment (July 2018)

2016 EMAP Standard

4.4.2 The ~~Emergency Operations, Recovery, Continuity of Operations and Continuity of Government~~ Plans address the following:

- (1) purpose and scope or goals and objectives;
- (2) authority;
- (3) situation and assumptions;
- (4) functional roles and responsibilities for internal and external agencies, organizations, departments and positions;
- (5) logistics support and resource requirements necessary to implement the Plans;
- (6) concept of operations; and
- (7) a method and schedule for evaluation, maintenance, and revision.

4.4.5 The Emergency Management Program has Continuity of Operations (COOP) Plan(s) that identify the essential program functions and describe how those functions will be continued and recovered. Each organization performing essential program functions has a COOP Plan that identifies the following:

- (1) processes and functions that must be maintained;
- (2) essential positions;
- (3) lines of succession;
- (4) how critical applications and vital records will be safeguarded;
- (5) communications resources;
- (6) priorities for recovery of processes, functions, critical applications and vital records; and
- (7) alternate operating capability and facilities.

	BASIC PLAN
	I. PROMULGATION STATEMENT
	II. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS
4.4.2 (1)	A. PURPOSE
	B. SCOPE
4.4.2 (3)	C. SITUATION OVERVIEW
	D. PLANNING ASSUMPTIONS
	E. OBJECTIVES
	F. SECURITY AND PRIVACY STATEMENT
4.4.2 (6)	III. CONCEPT OF OPERATIONS.....
	A. PHASE I: READINESS AND PREPAREDNESS
	B. PHASE II: ACTIVATION
	C. PHASE III: CONTINUITY OPERATIONS.....
	D. PHASE IV: RECONSTITUTION OPERATIONS.....
	E. DEVOLUTION OF CONTROL AND DIRECTION
4.4.2 (4)	IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
	V. DIRECTION, CONTROL, AND COORDINATION
	VI. DISASTER INTELLIGENCE
	VII. COMMUNICATIONS
4.4.2 (7)	VIII. PLAN DEVELOPMENT AND MAINTENANCE
4.4.2 (2)	IX. AUTHORITIES AND REFERENCES
4.4.5	(1) APPENDIX A. ESSENTIAL FUNCTIONS
	(2) APPENDIX B. CONTINUITY PERSONNEL.....
	(4) APPENDIX C. ESSENTIAL RECORDS MANAGEMENT
	(7) APPENDIX D. CONTINUITY FACILITIES
	(5) APPENDIX E. CONTINUITY COMMUNICATIONS.....
	(3) APPENDIX F. LEADERSHIP AND STAFF
4.4.2 (5)	APPENDIX G. LOGISTICS AND RESOURCES
	APPENDIX H. TESTS, TRAINING AND EXERCISES.....
	APPENDIX I. OPERATIONAL PROCEDURES
	APPENDIX J. GLOSSARY
	APPENDIX K. ACRONYMNS.....
4.4.5 (6)	<i>Priorities for recovery process, functions, critical apps & vital records – Addressed throughout the plan</i>

CONTINUITY PLAN TEMPLATE AND INSTRUCTIONS

This template provides instructions, guidance, and sample text for the development of continuity plans and programs in accordance with Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 2013, and Continuity Guidance Circular 2 (CGC 2), *Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions)*, dated October 2013. The guidance in this template has been adapted and modified from the FEMA Non-Federal Continuity Plan Template and Instructions, dated September 2013, and applies to all levels of State departments and agencies within the State of Tennessee.

The template follows the traditional functional Emergency Operations Plan format detailed in the Federal Emergency Management Agency (FEMA) National Preparedness Directorate's Comprehensive Preparedness Guide 101, *Developing and Maintaining Emergency Operations Plans*, dated November 2010. By using this planning template, departments/agencies will address each of the planning elements and requirements described in CGC 1 and 2, and the Emergency Management Accreditation Program (EMAP) standards for Continuity of Operations Plan's (COOP) compliance.

This document is organized in a flexible format so that organizations may select all or only certain sections of the template to develop or improve their plan. While using this template to assist in developing continuity plans and programs, State departments/agencies are encouraged to tailor the template to meet their specific continuity planning requirements. It should be noted that in its current format, the template is unclassified.

Note: Once organization-specific information is entered into the body of the template, delete the *italicized/bolded/blue* instructions found throughout the document and classify the plan as appropriate.

Questions concerning this template may be directed to:

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