

Business Continuity of Operations Plan (COOP)

○ **PLAN TO BE BUSINESS READY**

Business Name

Address

City, State, Zip Code

Telephone Number

○ **ALTERNATE LOCATION**

Business Name

Address

City, State, Zip Code

Telephone Number

○ **EMERGENCY CONTACT INFORMATION**

Non-emergency Police/Fire

Insurance Provider

The following person is our primary crisis manager and will serve as the Point of Contact (POC) in an emergency:

Emergency Contact

Primary Number

Secondary Number

Email

○ **ORDERS OF SUCCESSION**

If the person is unable to manage the crisis, the following order of succession should be followed:

	Successors
1	
2	
3	
4	
5	

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○ **PLAN TO BE BUSINESS READY**

The following natural and man-made disasters are potential threats to our business:

- _____
- _____
- _____
- _____

○ **COOP PLANNING RESPONSIBILITIES**

The following key staff will have COOP planning responsibilities:

- _____
- _____
- _____
- _____

○ **COLLABORATION WITH OTHERS**

The following people from neighboring businesses and building maintenance will have input on our planning team:

- _____
- _____
- _____

○ **CRITICAL OPERATIONS**

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster:

Operation	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____

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o **EVACUATION PLAN FOR _____ LOCATION**
(Insert Address)

- o We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock
- o We have located, copied and posted building and site maps.
- o Exits are clearly marked
- o We will practice evacuation procedures _____ times a year.

Warning System: _____
We will test the warning system and record results _____ times a year.

o **SUPPLIERS AND CONTRACTORS**

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____ Account Number: _____

Materials / Service Provided: _____

ALTERNATE SUPPLIER AND CONTRACTOR:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____ Account Number: _____

Materials / Service Provided _____

Business Continuity of Operations Plan (COOP)

EVACUATION PLAN FOR _____ LOCATION
(Insert Address)

The following natural and man-made disasters could impact our business:

We have developed these plans in collaboration with neighboring business and building owners to avoid confusion or gridlock

We have located, copied and posted building and site maps.

Exits are clearly marked.

We will practice evacuation procedures _____ times a year.

If we must leave the workplace quickly:

1. Warning System:

We will test the warning system and record results _____ times a year.

2. Assembly site:

3. Assembly site Manager & Alternate

a. Responsibilities Include:

4. Shut Down Manager & Alternate:

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SHELTER-IN-PLACE PLAN FOR _____ LOCATION
(Insert Address)

The following natural and man-made disasters could impact our business:

We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.

We have located, copied and posted building and site maps.

We will practice shelter-in-place procedures _____ times a year.

If we must take shelter quickly:

1. Warning System:

We will test the warning system and record results _____ times a year.

2. Storm Shelter Location:

3. Shelter-In-Place room Location:

4. Shut Down Manager & Alternate:

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○ **COMMUNICATIONS**

We will communicate our emergency plans with co-workers in the following ways:

- _____
- _____

In the event of a disaster we will communicate with employees in the following ways:

- _____
- _____

○ **CYBER SECURITY**

To protect our computer hardware, we will:

- _____

To protect our computer software, we will:

- _____

If our computers are destroyed, we will use back-up computers at the following location:

- _____
- _____

○ **RECORDS BACK-UP**

_____ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite at the following location:

Another set of back-up records is stored off-site at the following location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways _____

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The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and other whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify back-up options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your record and critical data. Keep a copy offsite.

More than \$500

- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the buildings essential electrical circuits. Provide for other utility alternative and back-up options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.