**Appendix M1**

**COOP Example**

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| **Continuity of Operations Plan** |
| Goal: 1. Ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school.
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| Objectives:1.1 Define Essential Functions1.2 Create Orders of Succession1.3 Create Delegations of Authority1.4 Identify Facilities and Locations1.5 Establish Plans for Communications Continuity1.6 Create a Plan for Assessing Vital Records1.7 Establish a Plan for Human Capital Management1.8 Establish Plans for Devolution1.9 Establish a Plan for Reconstitution |
| Before | During | After |
| Prevention | Preparedness | Response | Recovery |
| Business Services (payroll, purchasing) |
|  |  |  |  |
| Human Resources |
|  |  |  |  |
| Communications |
|  |  |  |  |
| Technology Support (hardware, systems) |
|  |  |  |  |
| Facility Maintenance |
|  |  |  |  |
| Building Safety & Security  |
|  |  |  |  |
| Safety & Well Being of Students |
|  |  |  |  |
| Continuity of Learning |
|  |  |  |  |
| Restoration of School Operations |
|  |  |  |  |