**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. | | | |
| Objectives:  1.1 Define Essential Functions  1.2 Create Orders of Succession  1.3 Create Delegations of Authority  1.4 Identify Facilities and Locations  1.5 Establish Plans for Communications Continuity  1.6 Create a Plan for Assessing Vital Records  1.7 Establish a Plan for Human Capital Management  1.8 Establish Plans for Devolution  1.9 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 | | | |
|  |  |  |  |