

Annex F: Continuity of Operations Plan

During an emergency incident, the organization's functions could be hampered or completely prevented from being performed. Any time that a function is prevented, or seriously hindered, from being performed, considerations need to be made to move those functions to a safer environment, where they can be performed more easily.

Continuity of Operations is where those functions are moved to a predetermined location, with day-to-day personnel relocating to another facility to perform the functions. Pre-incident planning needs to be done to ensure the proper resources are available at the alternate operating location, to make the transition as seamless as possible.

COOP: The City's Continuity of Operations Plan (COOP) is a stand-alone document that is maintained by the Emergency Management Director and is available on the City website under the Emergency Management tab.

