



# Continuity of Operations (COOP)

## Continuity Facilities



# Unit Introduction and Overview

## Unit objectives

- Define Continuity Facility
- Identifying Planning Considerations
- Acquiring Space





# What is a Continuity Facility ?

- ▶ FCD-1 defines a Continuity Facility as:

A location, other than the normal facility, used to carry out Essential Functions in a COOP situation

**“Alternate Facility”**



Will you always  
have to relocate  
to an Alternate  
Facility to  
COOP?



# Virtual Offices

- ▶ Work at Home / Telework
  - Must provide access to vital records and databases
  
- ▶ Mobile Office
  - Mobile kits or “Go Kits” should include:
    - Laptop Computers
    - Cell Phones
    - Satellite Phones
    - Etc...



# What about a Flu Pandemic?





# Selecting Alternate Facilities

**What planning considerations did you use when determining whether a facility was suitable**



# Selecting Alternate Facilities

## Planning Considerations:

- Location
- Construction
- Whether an MOU/MOA exists
- Space
- Billeting
- Site Transportation
- Communication





# Selecting Alternate Facilities

## Planning Considerations:

- Security
- Life Support
- Preparation
- Maintenance





# Selecting Alternate Facilities

Location/Location/Location:

- Select a site that provides a risk-free environment
- Geographically dispersed from the primary work location
- Reduce the risk of alternate facility suffering the same effects that caused a COOP activation



# Selecting Alternate Facilities

## Construction:

- The alternate facility should be constructed so that is relatively safe from high-risk hazards in the area
  - Has Fire Protection
  - Is Earthquake Proofed
  - Has Security Systems (Controlled access, alarms, fences, etc.)



# Selecting Alternate Facilities

Agreements / MOU or MOA:

- Recommended that you secure an agreement for the use of the facility during an emergency
- Specify the areas, square footage, building systems/services, etc. in the agreement
- Also include periodic testing & exercising
- Get it in writing!



# Selecting Alternate Facilities

Space:

- The Alternate Facility must have enough space to house the personnel, equipment, and systems required to support COOP operations
- Consider scheduling shift work if alternate facility cannot accommodate the entire team
- Exercise & Test



# Selecting Alternate Facilities

Billeting (Housing) & Site Transportation:

- Should be at or near the Alternate Facility
- Is it accessible to public transportation?
- Are there hotels nearby?

**\*Caution: do not rely entirely on public transportation or hotels, as critical infrastructure may be damaged by the event requiring COOP activation**



# Selecting Alternate Facilities

## Communication:

- Typically your biggest challenge
- The site will need to support your IT & Comm requirements
- You may need to purchase services not already in place (\$\$\$\$\$\$\$\$\$\$\$\$\$\$)





# Selecting Alternate Facilities

## Other Planning Considerations:

- Security
  - Physical & Information
- Life Support Measures
  - Food, water, & other necessities
- ▶ Preparation
  - How much time, effort, and cost will be required
- ▶ Maintenance
  - How much maintenance will be required to keep the facility ready for COOP operations?



# Acquiring Space

- ▶ The Acquisition process consists of a minimum of three steps:
  - Identification of alternate facility requirements
  - Candidate alternate facilities selection & acquisition
  - Testing/exercising & periodic alternate facility reevaluation



# Acquiring Space

- ▶ Existing Office Space
  - Regional or Satellite offices?
- ▶ Virtual Offices
- ▶ MOU/MOA with another agency





# Acquiring Space

- ▶ Idaho Dept. of Administration
  - Division of Public Works

**DPW: Facilities Leasing negotiates and approves all facility leases (including renewals, expansions, and modifications) for state agencies**



# Hot, Warm, or Cold Facilities?

## ■ Hot:

- All systems in place
- Utilities on
- Ready for immediate activation

## ■ Warm:

- Many systems in place
- Utilities may be on or off
- Can be activated in several hours

## ■ Cold:

- No systems in place
- Utilities may be on or off
- Considerable time needed for activation



# Summary

- ▶ This unit:
  - Introduced and Defined Continuity Facilities
  - Pandemic Influenza Considerations
  - Identified Planning Considerations
  - Acquiring Space

## Questions/Comments?