



We've been looking for you!

There's an old saying: Don't put all your eggs in one basket. Have you ever thought about what that actually means? Former President Dwight D. Eisenhower gave it a lot of thought in the 1950's. This was a great time of change; when rock and roll began turning things upside down and Elvis became famous for, well, being Elvis! Our government was growing more and more concerned with communism, cold war conflicts, and the previously unheard-of prospect of nuclear war. President Eisenhower began to understand that having all of the government's "eggs" in one basket put the government and economy at a great risk. So, he put together a group of trusted staff and advisors to come up with a plan to keep the government from failing in the event of an attack. Today we call this concept "continuity of operations planning" and its advantages go well beyond an attack or disruption.

His appointees weren't all government staff and politicians. He looked to business owners, community leaders, renowned economists...what we would refer to as subject matter experts (SMEs). These SMEs could be counted on to know what needed to be done to keep the country and the government operating during and after an attack or disruption of normal operations.

What will happen if you put all of eggs in a basket? Especially during a winter weather shut down, a wild fire, or the "big one" Cascadia earthquake event? Just like Eisenhower's SME's, as a COOP liaison you can help build a successful COOP Program that will help your organization create a resilient basket to minimize the damage to your eggs.

Multnomah County Emergency Management is looking for a few good SMEs to become trusted advisors and to participate in the Continuity of Operations Planning (COOP) Program. It may not seem as exciting as helping President Eisenhower save the government from nuclear collapse and we can't offer you a cool hang out like [Raven Rock](#), which is an inner-mountain bunker that

he commissioned in the event of a nuclear attack (sorry!). However, it is definitely a rewarding, engaging, and sometimes exciting opportunity!

Interested in becoming a COOP Liaison?

One of the most common questions we get is, “Who should be on the planning team?” or “Who should be the COOP liaison?” The answer is different for every organization. Sometimes it is up to leadership as to who will represent a department or division. Other times people have volunteered or asked to participate. Here’s a basic description of what a successful COOP Liaison might look like:

- In-depth understanding of the functions within their department/divisions (including essential functions, job descriptions, and roles and responsibilities)
- Commitment to ensuring delivery of services even during a disaster or interruption of normal operations
- Understanding of or a desire to learn more about the inter-dependencies within the County
- Ability to relationship build and work cooperatively with multiple groups
- Be the voice for their department regarding COOP concerns, gaps, limits, risks

What you do NOT need to have is a background in emergency management or any formal COOP training. The COOP Program Manager has a plan to bring some focused and relevant training to the planning team and is always available for quick chats, informal meetings, formal program overviews, etc.

The time commitment may change, but will always be flexible. We understand that your time is valuable and that calendars are full of meetings, workshops, engagement sessions, etc. We felt it was important to take some time to clarify the roles and responsibilities of COOP liaisons and clearly define the time and workload commitment necessary to have a successful program.

The most important thing to know is that we will be entirely flexible when it comes to your schedules. We have an idea of the time and workload commitment needed for the COOP Program, but we also understand that each department and/or division varies in size and has various needs when it comes to COOP. The intent is to build a COOP planning team that is inclusive and represents all groups within the County. Ideally, the Planning Team would meet monthly during the first year of the program to guarantee forward movement while laying a solid foundation for ongoing plan maintenance, testing, training, and exercising.

Here is a high level, very preliminary summary of what a COOP liaison may expect:

	Meetings	Workshops	Training	Plan Review
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Year 1	Monthly (1-2 hours max.)	Mission Essential Function Work Session (6 hours) Annex development workshop (3 hours) Additional annex development workshop (as needed) (3 hours)	Table Top Exercise (4-8 hours)	Review of Plan drafts including comment period - quarterly (1-2 hours per quarter)
Year 2	Quarterly (2 hours per quarter)	TBD	Table Top (4-8 hours) OR Functional Exercise (4 - 8 hours)	Bi-annual (2 hours)
Year 3	Quarterly (2 hours per quarter)	Mission Essential Function - Updates Work Session as needed (4-6 hours) OR COOP Informational Training Session for training new staff, new liaisons, etc.	Table Top (4-8 hours) OR Functional Exercise (4 - 8 hours)	Bi-annual (2 hours)

A COOP Kick-Off meeting will be for all identified COOP liaisons (date to be determined). The kick-off meeting will not be limited to only the identified COOP liaisons but for anyone with an interest or needing more information before volunteering themselves or assigning the role to someone within their department/division.

If you are interested in becoming a COOP liaison please contact your leadership (directors, supervisors, manager) for approval to participate. If you need more information before making a commitment you can request a meeting with Yvette Osborne. Her contact information and more details regarding COOP can be found on the [Emergency Management website](#).

Remember - it's always better to be COOPed up together!