

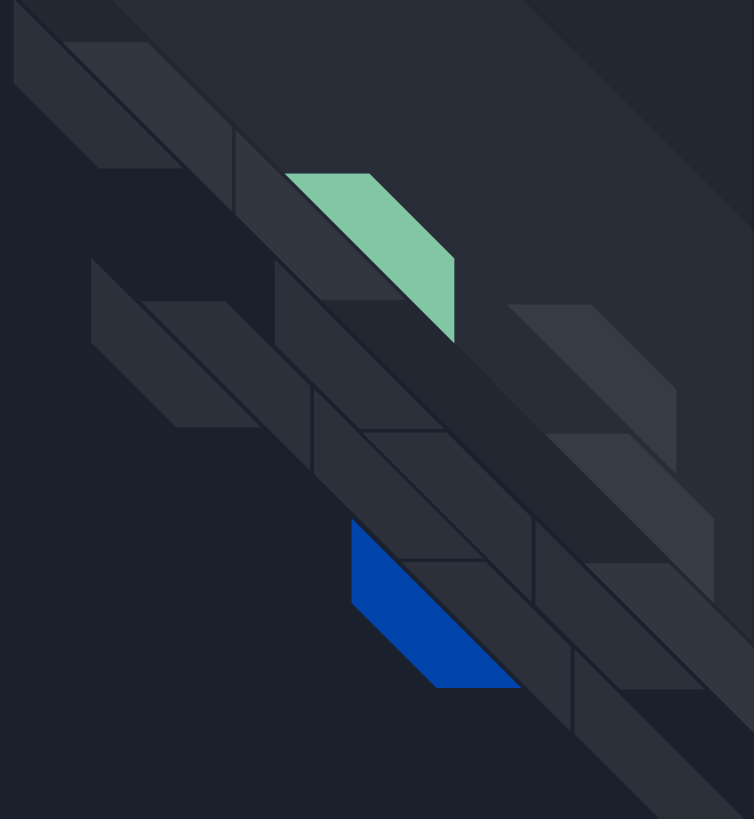


# COOP Program Kick-Off

February 21, 2019

# AGENDA

- Sign-In Sheet
- Introductions
- Announcements
- COOP Program Handbook
- Program Team Google Site
- COOP Base Plan (Framework)
- COOP Annex Sets
- BREAK
- Training & Exercise
- Assessment & Reporting
- Scoring & Metrics
- Upcoming Workshops
- Timeline
- Next Steps
- Feedback Forms





# Introductions

- 52 identified departments/divisions with a need for a COOP
- Each department/divisions (i.e. each COOP) will have a Lead
- Some Leads may manage multiple COOPs
- Some COOPs may be consolidated based on similar Mission Essential Functions
- All of this equals a very robust , knowledgeable and dynamic Program Team
- Advisory Team Introductions
- Introduce yourself:
  - Name
  - Department/division
  - Any COOP experience?



## COOP Motto

- Simple
- Defendable
- Operational



**Success  
Ahead**



# Key to Success

This is  
**YOUR**  
plan



**Success**  
Ahead



# Exciting Announcement!

~~BOLD~~  
~~Software~~

- The stakeholders spoke and we listened!
- No longer utilizing BOLD as the plan development & maintenance platform
- Information in BOLD will still be available if needed
- Outdated, doesn't meet our needs
- No clear picture of the overall plan
- Duplication of effort



# Catastrophic Planning

## ~~Cascadia Earthquake~~

- Initial planning will focus on those events we can conceivably manage here and now
- Cascadia Earthquake will not be the focus for Year 1 of the COOP Program
- Still very important and will not be overlooked
- Included in the development of the Catastrophic Earthquake Annex
- EQ Annex project will include training and exercise modules that will contain COOP elements



# COOP Program Handbook

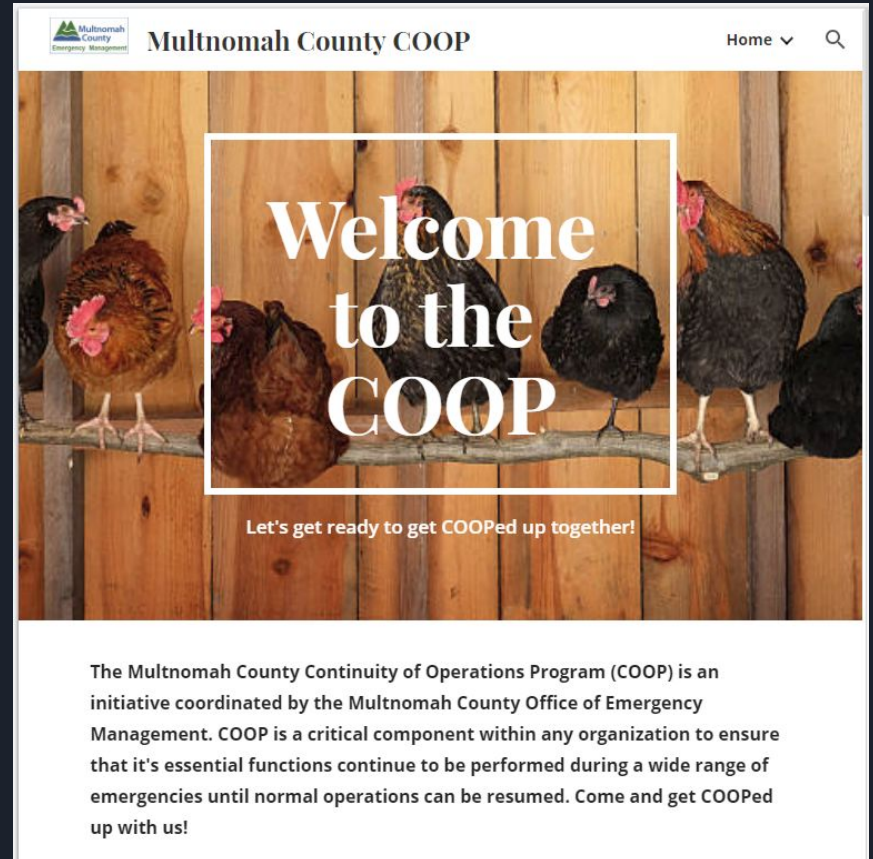
## How to survive being COOPed up together!

- COOP Overview
- Program Timeline
- Charter
- DRAFT Multi-Year Strategic Program Management Plan (MYSPMP)
- Kick-Off Presentation
- DRAFT - Base Plan (COOP Framework)
- DRAFT - Annex set
- Planning Worksheets



# Program Team Google Site

- Link will be shared with all Team leads
- Includes:
  - Announcements
  - Program Calendar
  - File Cabinet (access to templates and support documents)
  - Program Docs (approved plan and annex sets, PDFs)
  - Question Forum
  - FAQs
- Anything useful to the Program Team



The screenshot shows the homepage of the Multnomah County COOP Google Site. At the top left is the Multnomah County Emergency Management logo. The page title is "Multnomah County COOP". On the right, there are links for "Home" and a search icon. The main visual is a photograph of several chickens of various breeds perched on a wooden branch against a vertical wood-grain background. A white-bordered box is overlaid on the center of the image, containing the text "Welcome to the COOP" in a large, white, serif font. Below this box, the text "Let's get ready to get COOPed up together!" is displayed in a smaller, white, sans-serif font. At the bottom of the page, a paragraph of text explains the COOP program: "The Multnomah County Continuity of Operations Program (COOP) is an initiative coordinated by the Multnomah County Office of Emergency Management. COOP is a critical component within any organization to ensure that it's essential functions continue to be performed during a wide range of emergencies until normal operations can be resumed. Come and get COOPed up with us!"

# Base Plan - Framework

- Guidance
  - Concept of Operations
  - Operational Scenarios
  - COOP Elements -  
Descriptions
  - Personal Preparedness &  
Safety
  - Planning Process
  - Checklists
- Updated by MCEM



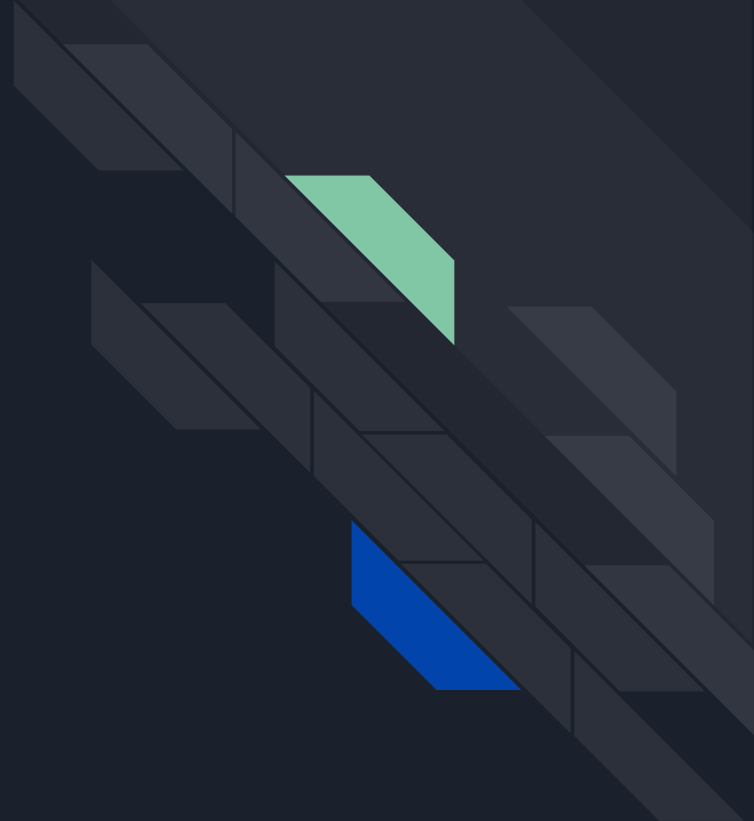


# Annex Set

- Overview
- Approvals
- Annex Set (A-K)
- Maintained/Updated by the department/division assigned lead

ANNEXES <i>(developed and maintained by each dept./division)</i>
A. Mission Essential Functions
B. Continuity Personnel (COOP Team)
C. Orders of Succession
D. Delegations of Authority
E. Essential Records
F. Essential Systems and Resources (IT)
G. Activation/Communications
H. Alternate Facilities
I. Go Kits
J. Devolution
K. Supporting Documents <input type="checkbox"/>

BREAK





# Training & Exercise

Training Options		
Quarterly Training	COOP-specific training or exercise opportunities offered each quarter with varying objectives	Hosted and facilitated by the MCEM
Annual Training and/or Exercise Event	Any training or exercise participation external to the county quarterly opportunities that focuses on COOP	Hosted by external organizations, individual departments/divisions, contractors, etc.
COOP Add-On Training	Adding COOP specific injects/scenarios to already scheduled non-COOP focused training or exercise events for various departments or divisions	Departments/Divisions to coordinate with MCEM Training and Exercise Coordinator
Activation	Actual real world COOP activations	Credit will be given for event activation if COOP is activated. MCEM Training and Exercise Coordinator will assist with tracking.



# Scoring and Metrics - Purpose

1. Accountability
2. Measure the success of the overall program
3. Inform improvements to the overall program
4. Determine where additional support may be needed
5. Identify resource needs (great for budget planning!)



# Assessment and Reporting

- Reminder emails with a due date for plan/annex updates
- Initial scoring by the Advisory Team (A-Team)
- Provide scoring and recommendations back to the COOP Leads
- Final revisions due (date will be provided in the scoring and recommendation follow-up from the A-Team)
- A-Team will do a final assessment/review and provide follow-up support
- Approved plans/annexes will be posted to the COOP Team Drive
- Director's for Departments/Divisions who did not submit documents for review and scoring will receive notification with recommendations for compliance



# Workshops

- Mission Essential Function Workshop
- Essential Records & Essential Systems Workshop
- Department/division specific work sessions
- Suggested Mini-Workshops/Webinar Training
  - Assessment & Reporting
  - Activation & Communications
  - Labor relations considerations (essential employees)
  - Requesting alternate facilities (includes telework discussions)
  - Reconstitution



# Tentative Timeline - Program Development Phase (Year 1)

## Program Launch

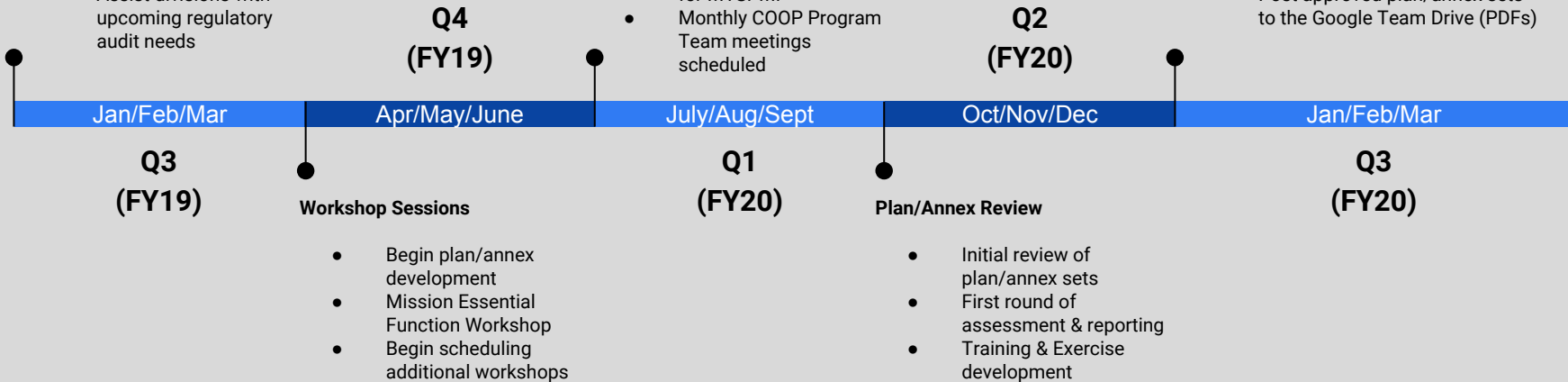
- Program documents complete
- Draft Plan/Annex Set ready for review
- Kick-Off Meeting
- COOP Program team Google Site Live
- Assist divisions with upcoming regulatory audit needs

## Work Sessions

- Focus on development of department/division specific annex development
- Identify program improvement objectives for MYSPMP
- Monthly COOP Program Team meetings scheduled

## Plan Development Ending

- MCEM to host Training/Exercise (test the plan)
- Final updates to the plan/annex sets
- Final assessment & reporting (metrics report)
- Post approved plan/annex sets to the Google Team Drive (PDFs)



*This is a suggested timeline.*

*Timeline may change and will be flexible to meet the needs of the COOP Program Team*

# Tentative Timeline - Program Maintenance Phase

## Begin Program Maintenance Period

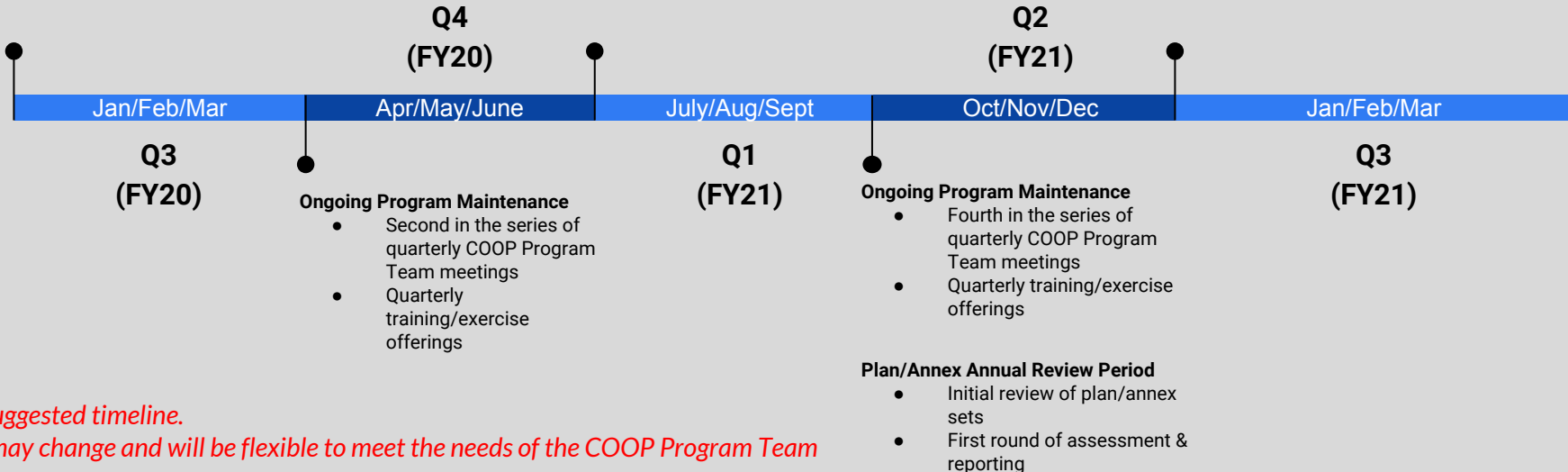
- Final approved plan/annex sets posted
- First series of quarterly COOP Program Team meetings
- Finalize the MYSPMP

## Ongoing Program Maintenance

- Third in the series of quarterly COOP Program Team meetings
- Quarterly training/exercise offerings

## Review period ending

- Final updates to the plan/annex sets due
- Final assessment & reporting (metrics report)
- Post approved plan/annex sets to the Google Team Drive (PDFs)



*This is a suggested timeline.  
Timeline may change and will be flexible to meet the needs of the COOP Program Team*



## Next Steps

- Review Handbook
- Talk about COOP with your department/division
- Review Mission Essential Function worksheets
- MCEM to schedule upcoming Mission Essential Workshop via Doodle poll

# Questions?

Feedback Forms

