

Minneapolis Continuity of Operations Plan (COOP)

October 21, 2009

Rocco Forté

Thomas Deegan



Nonpublic Data

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COOP is...

- An annex of the Emergency Operations Plan.
- The plan is all-hazards in approach and applies to business interruptions which involve both City personnel and City infrastructure.
- City personnel may be involved with an event which requires an external response, an internal response or both.

COOP is...

- flexible and scalable to match the event.
- applicable to all hazards.
- the structure for a rapid response to business interruptions.

COOP activates for:

- Loss of workforce (pandemic, weather, budget)
- Loss of physical space (building down, fire, flood)
- Loss of information technology (power outage, system failure)

Mission:

**Maintain essential
functions and services**

Essential Functions

- Government Authority
- Public Safety
- Life Safety
- Essential Support
- Recovery

Priorities

- COOP focuses on short (1-3 day) and long-term (more than 3 days) service interruptions
- COOP includes policies to address Human Resources issues that effect all departments, including
 - Workforce protection
 - Employee Reassignment
 - Telecommuting
 - Emergency Budgetary Leave

Departmental Plan

Under COOP, departments include an outline of their individual internal plan.

- ◆ Identifies specific services
- ◆ Lays out and prioritizes essential functions
- ◆ Provides COOP Coordinator and Continuity Incident Management Team with an outline of physical needs

National Incident Management System

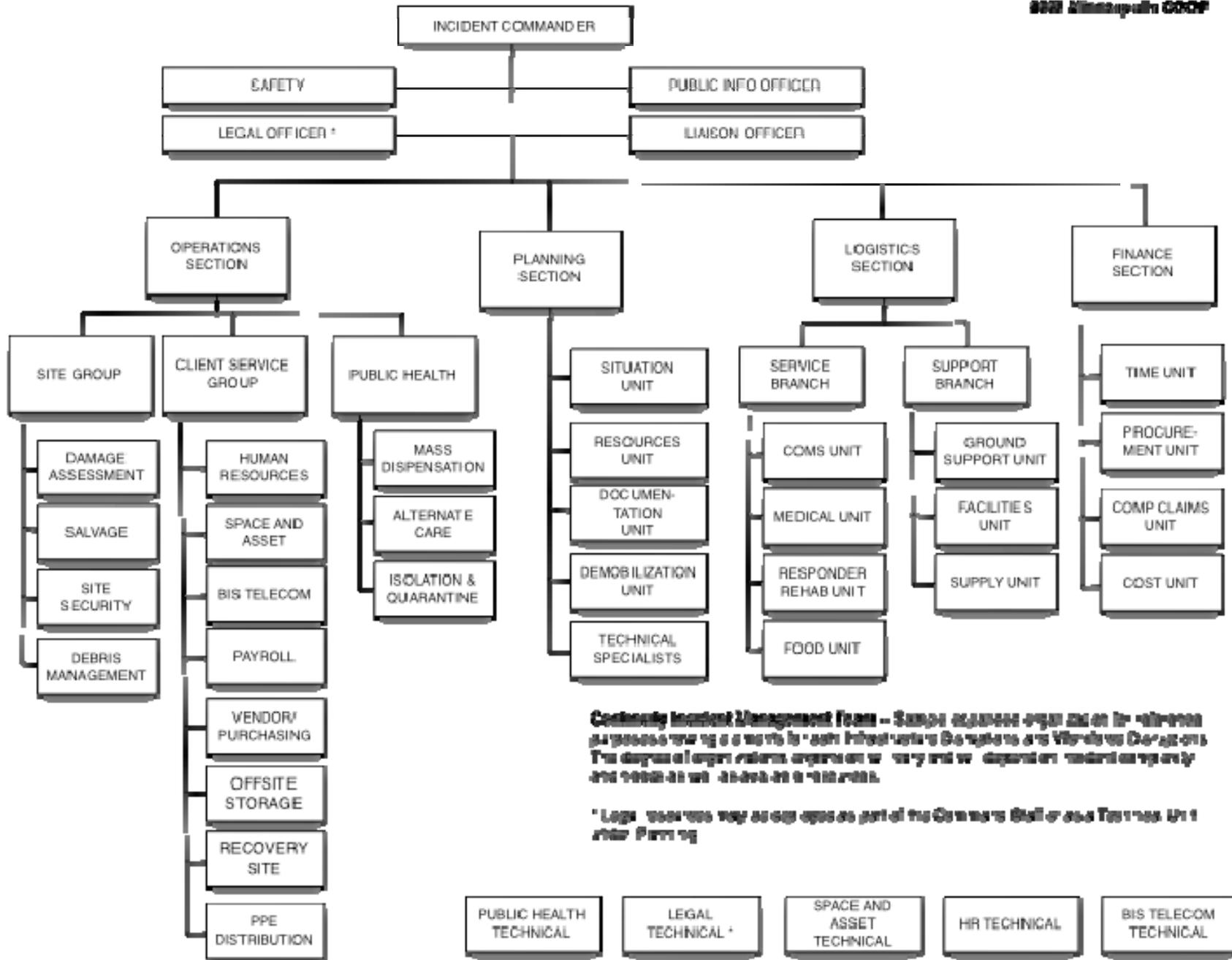
If COOP is activated, it utilizes the National Incident Management System (NIMS) and a Continuity Incident Management Team (CIMT) to manage response.

CIMT Mission

The Continuity Incident Management Team (CIMT) manages the City response to and recovery from a major business interruption and will assist impacted departments in sustaining essential functions until normal operations are reestablished, pursuant to priorities established under the Plan.

CIMT Structure

- Command
- Finance and Administration
- Logistics
- Operations
- Planning



Continuity Incident Management Team - Support equipment required for all critical systems and services to be maintained during an incident. The equipment and services are provided by the Incident Management Team and are not to be used for other purposes.

* Legal services may be provided as part of the Incident Management Team or as a separate unit.

COOP Coordinator

- Incident commander for the City's response and recovery efforts for a COOP event
- Authorized to activate plan
- Authorized to direct and use City resources in response
- Request EOC activation if needed

Command – General staff

- Incident Command (COOP Coordinator)
- Safety
- Security
- Public Information
- Liaison

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- Incident Command System 100, 200, 300, & 400
- IS 700 - National Incident Management System
- IS 800 - National Response Plan

ICS/NIMS Training Pyramid

Learning Objectives

- Area Command Functions
- Multi-Agency Coordination
- Leadership

- Tactical Level Management

- Crew Supervision
- Initial Management

Basic Awareness

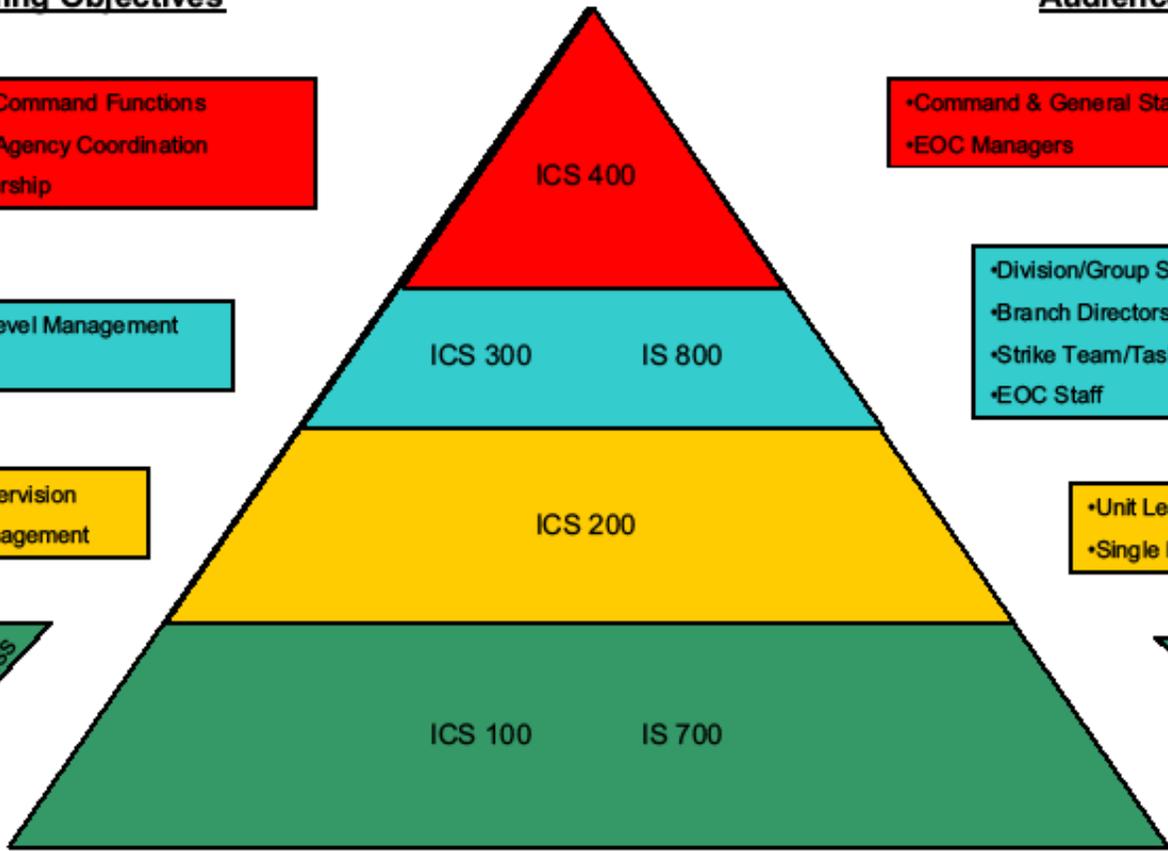
Audience

- Command & General Staff
- EOC Managers

- Division/Group Supervisors
- Branch Directors
- Strike Team/Task Force Leaders
- EOC Staff

- Unit Leaders
- Single Resource Leaders

Responders



“If we do not understand ICS, we can’t do ICS.

If we can’t do ICS, we cannot manage All-Hazard Incidents.”