**2018**



State of Alaska

Continuity of Operations Template

**Overview**

This template provides a structure for formulating a Continuity of Operations (COOP) Plan according to Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated February 2018. This template is designed to accompany the Continuity of Operations Template Instructions, which consists of general guidance and sample language for reference. Organizations are encouraged to tailor COOP Plan development to meet their own needs and requirements. The instructions for the template can be downloaded at the State of Alaska Division of Homeland Security and Emergency Management website at the following address: <http://ready.alaska.gov/plans/index.htm>

Questions concerning this template can be directed to:

Department of Military and Veterans Affairs

Division of Homeland Security and Emergency Management

P.O. Box 5750, Fort Richardson, AK 99505-5750

Phone: 907-428-7000 Fax: 907-428-7009 Toll Free: 1-800-478-2337

**State of Alaska**

**(Department/Division/Community)**

**Continuity of Operations Plan**

This plan will be distributed to primary & secondary agencies.

RECORD OF DISTRIBUTION

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**State of Alaska**

**(Department/Division/Community)**

**Continuity of Operations Plan**

This plan will be reviewed annually and revised as necessary.

RECORD OF CHANGES

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**Table of Contents**

[**Overview** 2](#_Toc517176245)

[**Executive Summary** 6](#_Toc517176246)

[**Introduction** 7](#_Toc517176247)

[**Purpose** 7](#_Toc517176248)

[**Applicability and Scope** 7](#_Toc517176249)

[**Essential functions** 7](#_Toc517176250)

[**Authorities and References** 7](#_Toc517176251)

[**Concept of Operations** 7](#_Toc517176252)

[**Phase I: Activation and Relocation** 7](#_Toc517176253)

[**Decision Process** 7](#_Toc517176254)

[**Alert, Notification, and Implementation Process** 7](#_Toc517176255)

[**Leadership** 8](#_Toc517176256)

[**Phase II: Alternate Facility Operations** 8](#_Toc517176257)

[**Mission Critical Systems** 8](#_Toc517176258)

[**Vital Files, Records, and Databases** 8](#_Toc517176259)

[**Phase III: Reconstitution** 9](#_Toc517176260)

[**COOP Planning Responsibilities** 9](#_Toc517176261)

[**Logistics** 9](#_Toc517176262)

[**Alternate Location(s)** 9](#_Toc517176263)

[**Interoperable Communications** 9](#_Toc517176264)

[**Test, Training, and Exercises** 10](#_Toc517176265)

[**Multi-Year Strategy and Program Management Plan** 10](#_Toc517176266)

[**COOP Plan Maintenance** 10](#_Toc517176267)

[**Annex A: Authorities and References** 10](#_Toc517176268)

[**Annex B: Operational Checklists** 10](#_Toc517176269)

[**Annex C: Alternate Location/Facility Information** 10](#_Toc517176270)

[**Annex D: Maps and Evacuation Routes** 10](#_Toc517176271)

[**Annex E: Definitions and Acronyms** 10](#_Toc517176272)

**Executive Summary**

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**Introduction**

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**Purpose**

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**Applicability and Scope**

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**Essential functions**

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| **Priority** | **Essential Functions** |
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**Authorities and References**

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**Concept of Operations**

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**Phase I: Activation and Relocation**

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**Decision Process**

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**Alert, Notification, and Implementation Process**

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**Leadership**

***Orders of Succession***

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| **Successors**  |
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***Delegations of Authority***

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***Devolution***

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**Phase II: Alternate Facility Operations**

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**Mission Critical Systems**

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| **System Name** | **Current Location** | **Other Locations** |
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**Vital Files, Records, and Databases**

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| **Vital File, Record, or Database** | **Form of Record (e.g., hardcopy, electronic)** | **Pre-positioned at Alternate Facility** | **Hand Carried to Alternate Facility** | **Backed up at Third Location** |
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| **Vital File, Record, or Database** | **Form of Record (e.g., hardcopy, electronic)** | **Pre-positioned at Alternate Facility** | **Hand Carried to Alternate Facility** | **Backed up at Third Location** |
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**Phase III: Reconstitution**

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**COOP Planning Responsibilities**

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| **Responsibility** | **Position** |
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**Logistics**

**Alternate Location(s)**

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**Interoperable Communications**

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**Test, Training, and Exercises**

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**Multi-Year Strategy and Program Management Plan**

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**COOP Plan Maintenance**

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**Annex A: Authorities and References**

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**Annex B: Operational Checklists**

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**Annex C: Alternate Location/Facility Information**

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**Annex D: Maps and Evacuation Routes**

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**Annex E: Definitions and Acronyms**

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