



**CONTINUITY OF
OPERATIONS PLAN ANNEX**

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**The completed Department COOP Annex should be sent electronically to the
Business Continuity Office. Contact Lynn Daley at 585-475-7812 for assistance**

Table of Contents

1. Background	2
2. COOP Information	3
2.1 Introduction.....	3
2.2 Mission Essential Functions	3
2.3 Personnel and Infrastructure	4
2.3.1 Personnel	4
2.3.2 Infrastructure	5
2.4 Chain of Succession and Authority.....	5
2.5 Critical Resources	5
2.5.1 Vital Records and Files.....	5
2.5.2 Critical Information Technology Systems	5
2.5.3 Critical Equipment	6
2.5.4 Internal and External Contacts	6
2.6 Alternate Sites – Work Locations	7
3 COOP Response.....	8
3.1 [Department] Response Team	8
3.2 Activation and Notification	8
3.3 Hazard-Specific Response	8
3.3.1 Loss of Resource 1.....	8
3.3.2 Loss of Resource 2.....	8

3.3.3 Loss of IT Service	8
3.3.4 Staffing Shortage	8
3.3.5 Loss of Access to Facility	8
4. COOP Exposures	9

1. Background

This departmental Continuity of Operations (COOP) Annex details the specific information related to the mission essential functions performed by the department in support of RIT's mission. It documents key personnel and resources necessary to perform those functions, as well as establish a chain of succession and authority.

The COOP Annex may be activated as a result of a localized disruption to required resources or a more wide-spread incident. In the latter case, the Critical Incident Management Team (CIMT) will have been formed and continuity of operations will be managed by the CIMT in addition to other consequence management activities the CIMT performs. The leaders of the department will be integrated into the CIMT (along with other departments who may have been impacted) to ensure coordination of activities.

A COOP Plan details how a department/agency's essential functions will be handled in the event of an emergency or situation that disrupts normal operations, leaving department/agency facilities damaged or inaccessible. With this goal in mind, the COOP planning process is designed to answer the following questions:

- What essential functions must be performed, regardless of the outside threats?
- What personnel are needed to perform those functions?
- What resources are needed to perform the essential functions?
- How can we ensure that the designated people and resources are prepared to perform those functions when called upon?

Objectives of the COOP plan are to:

- Ensure continuous performance of essential functions at an acceptable level.
- Reduce or mitigate disruptions to operations through protection of critical equipment, records and other assets.
- Achieve a timely and orderly recovery and resumption from an interruption or disruption.

2. COOP Information

2.1 Introduction

This section describes the department:

- Vision and Mission
- Goals and Objectives
- General information regarding processes and other key information

2.2 Mission Essential Functions

Mission essential functions are those department-specific duties or responsibilities that, if left unperformed, would substantially impact the ability of RIT to fulfill its mission.

Table 1. Recovery Priorities

Tier	Recovery Priority	Recovery Time Objective
1	IMMEDIATE These functions involve those with the direct and immediate effect on the agency to preserve life, safety and protect property.	0 - 24 hours
2	CRITICAL These functions can be delayed until Tier 1 functions are restored but must be operational within 72 hours.	24 - 72 hours
3	NECESSARY These functions can be delayed until Tier 1 and 2 functions are established but must be operational within one week.	72 hours to 1 week
4	IMPORTANT These functions can be delayed until Tiers 1, 2 and 3 are operational.	1 week to 30 days

Note that priorities may change depending on the time of year, based on critical processing activities.

Table 2. Functions

Function Name	Description / Steps	Critical Time Period(s)	Tier
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