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CONTINUITY OF OPERATIONS PLAN ANNEX

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123 completed Department COOP Annex should be sent electronically to 123 Business Continuity Office. Contact Lynn Daley at 585-475-7812 for assistance

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# 1. Background

This departmental Continuity of Operations (COOP) Annex details 123 specific information related to 123 mission essential functions performed by 123 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.

123 COOP Annex may be activated as a result of a localized disruption to required resources or a more wide-spread incident. In 123 latter case, 123 Critical Incident Management Team (CIMT) will have been formed and continuity of operations will be managed by 123 CIMT in addition to other consequence management activities 123 CIMT performs. 123 leaders of 123 department will be integrated into 123 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 123 event of an emergency or situation that disrupts normal operations, leaving department/agency facilities damaged or inaccessible. With this goal in mind, 123 COOP planning process is designed to answer 123 following questions:

* What essential functions must be performed, regardless of 123 outside threats?
* What personnel are needed to perform those functions?
* What resources are needed to perform 123 essential functions?
* How can we ensure that 123 designated people and resources are prepared to perform those functions when called upon?

Objectives of 123 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 123 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 123 ability of RIT to fulfill its mission.

*Table 1. Recovery Priorities*

| **Tier** | **Recovery Priority** | **Recovery Time Objective** |
| --- | --- | --- |
| 1 | IMMEDIATE  These functions involve those with 123 direct and immediate effect on 123 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 123 time of year, based on critical processing activities.

*Table 2. Functions*

| **Function Name** | **Description / Steps** | **Critical Time Period(s)** | **Tier** |
| --- | --- | --- | --- |
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## 2.3 Personnel and Infrastructure

### 2.3.1 Personnel

This section lists personnel in 123 Department and 123 primary function they support (as described in Table 2). Also shown is 123 secondary function they can support if primary personnel are not available.

*Table 3. Personnel and Functions*

| **Name** | **Title** | **Function**  **Primary** | **Function**  **Secondary** |
| --- | --- | --- | --- |
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