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CONTINUITY OF OPERATIONS PLAN ANNEX

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COOP completed Department COOP Annex should be sent electronically to COOP 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 COOP specific information related to COOP mission essential functions performed by COOP 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.

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

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

Objectives of COOP 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 Introductions

This section describes COOP 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 COOP ability of RIT to fulfill its mission.

*Table 1. Recovery Priorities*

| **Tier** | **Recovery Priority** | **Recovery Time Objective** |
| --- | --- | --- |
| 1 | IMMEDIATE  These functions involve those with COOP direct and immediate effect on COOP 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 COOP 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 COOP Department and COOP primary function they support (as described in Table 2). Also shown is COOP 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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