

# CONTINUITY OF OPERATIONS (COOP) PLANNING & DEVELOPMENT RESOURCES For Local Health Departments

Continuity of Operations (COOP) is an effort to ensure that necessary functions of an agency, such as a local health department, continue to be performed during a wide range of emergencies by identifying essential functions and ensuring that those functions can be continued or resumed quickly following an incident. The below information is provided as training, education and planning tools for local health departments taking the important step to complete a COOP plan and ensure continued operations for the people your agency serves and staff.

## Training and Exercising

### Training Resources:

These resources provide training and education on the COOP planning process.

- [DEPR COOP Introduction](#) (MITRAIN Course ID 1117289)
- IS-1300: [Introduction to Continuity of Operations](#) (FEMA)
- E/L/K 1301: [Continuity Planning](#) (FEMA)
- E/L/K 1302: [Continuity Program Management](#) (FEMA)
- IS-520: [Introduction to Continuity of Operations Planning for Pandemic Influenzas](#) (FEMA)
- L-584: [Continuity of Operations for Tribal Governments](#) (FEMA)

### Exercising Plans:

Effective emergency planning gains enhanced reliability through the practice of exercises. Exercises play a crucial role in preparedness by allowing partners to rigorously test and validate their plans and capabilities. This process not only helps identify any existing capability gaps but also highlights areas that require improvement. The resources provided in this document serve as valuable tools for developing plans and offer templates that facilitate regular exercises for COOP. Utilizing these resources, local health departments can strengthen readiness and resilience in the face of unexpected events.

- FEMA provides a [Continuity of Operations Exercise Starter Kit](#) which includes resources for developing and maintaining a continuity program.
- The [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation and improvement planning. Exercises are a key component of national preparedness. They provide elected and appointed officials and partners from across the whole community with the opportunity to shape planning, assess and validate capabilities, and address areas for improvement.



## Templates and Examples

- [Continuity of Operations \(COOP\) Planning Template and Worksheets](#). Missouri Department of Health and Senior Services. (2014).
- [Continuity of Operations Plan Templates](#). Kansas Department of Health and Environment, Division of Public Health.
- [Continuity of Operations \(COOP\) Plan Template](#). Federal Emergency Management Agency.

## Education Resources and Other Templates

- [Continuity of Operations Resources](#). Administration for Strategic Preparedness and Response (ASPR TRACIE).
- [Public Health Continuity of Operations \(COOP\) Resources](#). Administration for Strategic Preparedness and Response. (2016).
- [COVID-19 Best Practice Information: Continuity of Operations](#). Federal Emergency Management Agency.

