

Table 1 COOP Program Management Team
Crime Prevention and Justice Assistance Division
Juvenile Justice Information System

COOP PROGRAM MANAGEMENT TEAM	
Designated Position	General Responsibilities
Director	Approving authority of COOP Program.
Deputy Director	Back-up approving authority of the COOP Program and direction as needed.
Department COOP Representative	Serves as task manager for plan components and procedure development. Also serves as a liaison for team members preparing/writing COOP Plan components and procedures. Primary POC for your and other department's/agency's/office's COOP Program. POC's to coordinate COOP Plan document design and development; will be liaison for departments/agencies/offices that are dependent on, or are dependencies for, your department/agency/office.
COOP Program Manager / Training, Testing and Plan Maintenance Coordinator	Develops and coordinates a comprehensive series of activities that will enable a department/agency/office to perform essential functions during any emergency or act of terrorism; solicits "buy-in" and markets the COOP Program to Senior Management; develops the Multi-Year Strategy and Program for Plan Maintenance. Schedules and coordinates training of all key essential personnel identified as "first responders" for the department/agency/office. Schedules, coordinates, and documents the results (and lessons learned) of the exercising and testing of the COOP Plan to maintain viability. Establishes a review cycle for the COOP Plan to maintain readiness and currency.
Public Information Officer	Responsible for disseminating accurate and precise information to the public, managing media contacts, and preparing press releases.
COOP Administration / Logistics Support (Facilities)	Based on essential functions identified, assembles and pre-positions necessary resources, documents, and equipment. Orders supplies; coordinates with facility management to ready emergency operations site.
Reconstitution Manager (Department wide position)	Responsible for providing guidance and direction for ensuring the effective transition and phase-down of continuity operations at the continuity facility or devolution site and transfer of essential functions, personnel, records, and equipment back to the organization's primary operating facility, a temporary operating facility, or a new or rebuilt operating facility.

Table 2 Department COOP Program Management Team, CPJAD-JJIS

COOP PROGRAM MANAGEMENT TEAM	
Official Title & Name	Designated Position
Attorney General [REDACTED]	Director
First Deputy Attorney General [REDACTED]	Deputy Director
CPJA Administrator [REDACTED]	Department COOP Representative
JJIS Coordinator [REDACTED]	COOP Program Manager / Training, Testing and Plan Maintenance Coordinator + COOP Administration / Logistics Support (Facilities)
Special Assistant to the AG, [REDACTED]	Public Information Officer

5.0 ESSENTIAL FUNCTIONS

The department/agency/office has identified the essential functions that enable it to provide vital services, exercise civil authority, maintain the safety and well-being of the general population, and sustain the industrial and economic base in an emergency. Essential functions provide the basis for COOP planning.

The essential functions are prioritized according to those activities that are pivotal to resuming operations when a catastrophic event occurs. Prioritization is determined by the following:

- Time criticality of each essential function
- Sequence for recovery of essential functions and their critical processes

Note: An essential function's time criticality is related to the amount of time that function can be suspended before it adversely affects the department's/agency's/office's core mission. Time criticality can be measured by either recovery time or recovery point objectives. The Recovery Point Objective (RPO) is more specific to information systems. It is the amount of data that can be lost measured by a time index. Not all processes have RPOs, and some processes can have both a RPO and an RTO.

Essential functions and their supporting processes and services are intricately connected. Each essential function has unique characteristics and resource requirements, without which the function could not be sustained. Those processes and services that are necessary to assure continuance of an essential function are considered critical. Often, the processes and services deemed critical vary depending upon the emergency or if they have a time or calendar component.

Table 3 is a prioritized order of the essential functions within the department/agency/office. For each essential function listed, their critical dependencies (supportive processes or services) and their RTO are provided.

Table 3 Essential Functions, Dependencies and Recovery Time Objective

ESSENTIAL FUNCTIONS, DEPENDENCIES AND RECOVERY TIME OBJECTIVES				
Priority	Essential Function	Supportive Processes or Services / COOP Strategy	Supporting Departments/Agencies/Offices	Recovery Time Objective (RTO)
1.	JJIS		Attorney General/CPJA/JJIS ETS	ASAP

6.0 KEY PERSONNEL

Each essential function has associated key personnel and positions that are necessary to the COOP. They represent strategically vital points in the department's/agency's/office's management and authority, and underscore the essential functions of the department/agency/office that must be carried out. If these positions are left unattended, the department/agency/office will not be able to meet customer needs or fulfill its essential functions.

Table 4 lists the key personnel, and their contact information, that perform essential functions, including supporting process and procedures. Also provided are the key personnel's current title and their role once operating under the COOP Plan.

Table 4 Key Personnel

KEY POSITION / PERSONNEL			
Essential Function	Name, Title, Address	COOP Role	Contact Information
JJIS	[REDACTED] JJIS Coordinator	Primary position responsible for Essential Function.	[REDACTED]
JJIS	[REDACTED] JJIS Lead Analyst		[REDACTED]

7.0 ORDERS OF SUCCESSION

Succession planning ensures the continued effective performance of the department/agency/office by making provisions for the replacement of people in key positions. Succession orders should be of sufficient depth to ensure the department's/agency's/office's ability to manage, direct, and perform essential functions through any emergency. Geographical dispersion is encouraged, consistent with the principle of providing succession to department/agency/office in emergencies of all types.

Table 5 lists the key positions by essential function, the successors for the position, and the conditions for succession.

Table 5 Orders of Succession

ORDERS OF SUCCESSION					
Essential Function	Key Position / Personnel	Successor 1 (By position)	Successor 2 (By position)	Successor 3 (By position)	Condition for Succession
JJIS	JJIS Coordinator	[REDACTED], JJIS Lead Analyst	[REDACTED] JJIS Analyst		Incapacitation or absence of key position/personnel

8.0 DELEGATION OF AUTHORITY

Delegation of Authority in COOP planning ensures rapid response to an emergency that requires COOP Plan activation.

The types of authority that are addressed are emergency authority and administrative authority.

Emergency Authority refers to the ability to make decisions related to an emergency, such as deciding whether to activate a COOP Plan, deciding whether to evacuate a building, or determining which personnel should report for their duties.

Administrative Authority refers to the ability to make decisions that have effects beyond the duration of the emergency. Unlike emergency authority, administrative authority does not have a built-in expiration date. Such decisions involve policy determinations and include hiring and dismissal of employees and allocation of fiscal and non-monetary resources.

A successor's authority is either full or limited.

Full – Successor will assume full responsibility for essential function(s) during a COOP event.

Limited – Successor will assume limited responsibility for essential function(s) during a COOP event. If a successor's responsibility is limited the limitations need to be defined.

8.1 *Rules and Procedures for Delegating Authority*

This delegation of authority component requires a list of conditions or events that will trigger the delegation of authority for each key position. Activation of any delegation of authority is tied to the level of threat or the category of emergency. How the designee will assume authority and how staff will be notified of the delegation are included in Table 6.

8.2 *Limitations of Authority and Accountability of the Delegation*

Limitations on the delegation are often restrictions on the duration, extent, or scope of the authority. Officials who may be expected to assume authority in an emergency are trained to perform their emergency duties.

Delegation of Authority outlines the breadth and depth of responsibility of the successor for the following:

- Each essential function
- Each key position

Table 6 lists the position(s) being delegated and the specific authority or task(s) to be performed along with the types of authority being granted. Also listed in the table are:

- The activities or actions that would trigger a delegation of authority
- Rules governing the successor's ability to exercise authority
- Procedures that must be followed before successors exercise authority
- Any limitations of authority

Table 6 Delegation of Authority

DELEGATION OF AUTHORITY – SUCCESSOR 1							
Essential Function	Successor Position 1	Type of Authority	Authority	Triggering Conditions	Rules	Procedures	Limitations
JJIS	JJIS Coordinator	Administrative	Full	Incapacitation or absence of key position/personnel			

Table 6 Delegation of Authority

DELEGATION OF AUTHORITY – SUCCESSOR 2							
Essential Function	Successor Position 2	Type of Authority	Authority	Triggering Conditions	Rules	Procedures	Limitations
JJIS	JJIS Lead Analyst	Administrative	Full	Incapacitation or absence of 1 st successor position/personnel			

Table 6 Delegation of Authority

DELEGATION OF AUTHORITY – SUCCESSOR 3							
Essential Function	Successor Position 3	Type of Authority	Authority	Triggering Conditions	Rules	Procedures	Limitations
JJIS	JJIS Analyst	Administrative	Full	Incapacitation or absence of 2 nd successor position/personnel			

9.0 DEVOLUTION OF DIRECTION AND CONTROL

Devolution planning supports overall COOP planning and addresses catastrophic and other disasters or events that render leadership and staff unavailable to, or incapable of, supporting the execution of its essential functions from either its primary or continuity location(s).

In Table 7, the department/agency/office that each essential function will be transferred to is identified.

In addition, the following information is also provided:

- Specifically trained staff within the department/agency/office to which the essential function was transferred, if feasible
- Trigger points for each essential function that are used to define a devolution event
- Equipment and supplies that will be needed for a specific essential function, if feasible and/or applicable
- Procedures for acquiring supplies that will be needed to maintain essential functions, if feasible and/or applicable
- Triggering events that will signal reconstitution of essential functions back to their originating department/agency/office

Table 7 Devolution of Direction and Control

DEVOLUTION OF DIRECTION AND CONTROL						
Essential Function	Department/Agency/ Office to Transfer Essential Function	Roster of Trained Staff	Trigger for Devolution	Equipment and Supplies Needed	Procedures for Acquiring Supplies	Trigger for Reconstitution
			Division is demolished			Recovery or rehire of trained staff.

10.0 VITAL RECORDS AND DATABASES

COOP Plans account for identification and protection of vital records and databases (including classified or sensitive data) that are needed to perform essential functions and activities and to reconstitute normal operations following an emergency. Table 8 identifies vital records and/or databases that are needed to support the maintenance of the essential functions. In addition, the following information is also provided:

- Current status of the vital record(s) or database
- Whether the vital record(s) or database is pre-positioned at or is to be hand carried to the continuity facility
- The specific current location of the vital record(s) or database

Note: Table 10, Critical Vendors, is for capturing all vendor information related to vital records and databases.

Table 8 Vital Records and Databases

VITAL RECORDS AND DATABASES				
Essential Function	Vital Records and Databases	Form of Record (e.g., hard copy, electronic)	Pre-Positioned or Hand Carried	Storage Location(s)

11.0 SYSTEM AND EQUIPMENT

A system or equipment is vital if it is essential to emergency operations and/or to the department's/agency's/office's continuance of essential functions during a crisis for a minimum of thirty days. COOP planning for vital systems and equipment proceeds in the same way as planning for vital records, (i.e., to the greatest extent possible, back-up electronic systems, pre-position duplicate systems and equipment at a separate facility, and update vital systems and equipment on a regular basis.)

Table 9 identifies the system and equipment that are essential to the continued function of the department/agency/office and its mission, as well as:

- Current status of the system and equipment (stand-alone or stored on the network)
- Whether the system and equipment are pre-positioned at the continuity facility
- Whether the system and equipment will be hand carried to the continuity facility
- The specific current location of the system and equipment

Note: Table 10, Critical Vendors, is for capturing all vendor information related to systems and equipment.

Table 9 System and Equipment

SYSTEM AND EQUIPMENT				
Essential Function	System and Equipment	Type of System and Equipment	Pre-Positioned or Hand Carried	Storage Location(s)

12.0 CRITICAL VENDORS

Each essential function and its supporting dependencies, processes, and services that are necessary to assure continuance may have critical vendors.

In Table 10 are the critical vendors in support of this department/agency/office.

Table 10 Critical Vendors

CRITICAL VENDORS			
Essential Function	Vendor (Name & Address)	Contact Information (Point of Contact Phone & Email)	Services Provided

13.0 CONTINUITY FACILITIES

Emergencies or potential emergencies, whether anticipated or unanticipated, may affect the ability to perform mission-essential functions from the primary locations.

The identification and preparation of facilities that can be used to accomplish essential functions if the department's/agency's/office's primary facilities become unusable is critical. In selecting a continuity facility, it is essential to have a thorough understanding of the department's/agency's/office's mission, essential functions, concept for deployment and operations at a continuity facility, communications connectivity requirements, and resources allotted. These factors can vary widely from one department/agency/office to another. An acceptable facility for one department/agency/office might be provided in a borrowed conference room for use by a few key people on a temporary basis. A more complex department/agency/office might require a complete turn-key facility able to house the entire department/office for an extended period.

13.1 *Continuity Facilities – Logistics* **Transportation, Lodging, and Food**

In the event that the department/agency/office has to move to a continuity facility, the needs of staff operating at the facility must be met. This includes provision for logistical support and lodging through arrangement with vendors for transportation, hotels, catering, etc.

Security and Access

Not only does the continuity work site need to be identified and the care of staff arranged, but the security of and access to both the primary and continuity facilities during emergency and non-emergency situations also need to be arranged. The security procedures should accommodate all hazards and include provisions for identifying access restrictions.

13.2 *Continuity Facilities and Work Sites*

The continuity facility & work site allows the department's key personnel to perform essential functions when an emergency renders the primary facility unusable.

Provide directions to continuity facilities/work sites for COOP and layouts if possible. Where feasible, layouts could include room assignments, equipment location, etc.

13.3 *Continuity Facilities Information*

Table 11 lists the requirements for each essential function at the continuity facility and work site. In addition, the following information is also provided:

- Essential functions to be performed at each continuity facility and work site
- Number of employees needed at the continuity facility
- Logistical support requirements
- Resource and infrastructure requirements

13.4 *Continuity Facilities and Work Sites Layout*

As applicable, insert directions to, and images of, continuity facilities and work sites.

Table 11 Continuity Facility

CONTINUITY FACILITY				
Essential Function	Continuity Facility (Name & Address)	Number of Employees Required	Logistical Supports Required	Resources and Infrastructure Required

14.0 INTEROPERABLE COMMUNICATIONS

The communications component of a COOP Plan requires well-defined chains of communication with alternative means of communicating should the primary radio communications and/or telecommunications systems (i.e., telephones, faxes, Internet) not be functioning.

Departments/agencies/offices strive to maintain communications capabilities commensurate with the department's/agency's/office's essential functions at all times. The COOP Plan facilitates communication between the department's/agency's/office's Point of Contact/COOP Program Management Team, management, and department/agency/office staff and provides for communication with other departments/agencies/offices, as well as emergency personnel. The plan also provides a means for notifying the community of the department/agency/office relocation and procedures for contacting the department/agency/office and conduction of business in an emergency.

Interoperable communications provide the following:

- Communications capability that adequately supports the department's/agency's/office's essential functions and activities
- Ability to communicate with COOP contingency staff, management, and other organizational components
- Ability to communicate with other departments/agencies/offices and with emergency personnel
- Access to other data and systems necessary to conduct essential activities and functions

Table 12 lists:

- The current service's provider along with the representative's name and contact information
- An alternate service provider if primary source becomes unavailable
- Alternate methods or modes of communication if primary and alternate sources are unavailable

Table 12 Interoperable Communications

INTEROPERABLE COMMUNICATIONS				
Communication System Needed in Continuity Facilities	Current Provider	Alternative Provider	Alternative Mode 1	Alternative Mode 2
Landlines	Hawaiian Telcom		Personal Cell Phones	Text Messaging
Personal Cell Phones	Various	Various	Text Messaging	
Internet				
Department Email			Personal Emails	Text Messaging
Department Website				

Note: Notifications to the community pertaining to the emergency situation and/or each department/agency/office during an emergency will be conducted via the appropriate medium, (e.g., PIO) announcements and/or when instructed, answering machine message at the department/agency/office level).