

## **Attachment 5: Definitions**

**Activation.** When the COOP has been implemented whether in whole or in part.

**After-Action Report (AAR).** A narrative report that presents issues found during an incident and recommendations on how those issues can be resolved.

**Agencies.** State Executive Branch agencies, departments, and independent organizations.

**Agency Head.** The highest-ranking official of the primary occupant agency or a successor or designee selected by the official.

**Alternate Facility.** A location, other than the normal facility, designated to be used to carry out essential functions in a COOP situation.

**Automated Data Processing (ADP) Equipment.** Equipment that performs data processing largely by automatic means.

**Collateral Damage.** Injury to personnel or damage to facilities that is in unaffected parts of a facility, including damage to equipment or contents as a result of fire or flood.

**Command and Control.** This is a critical emergency management function. It allows an agency to: analyze the situation and decide how to respond quickly, appropriately, and effectively; direct and coordinate the efforts of the agency's response to an emergency situation; coordinate with the various response efforts throughout the agency; and use available resources efficiently and effectively.

**Consumable Office Supplies.** General supplies that are consumed in office use.

**Continuity of Government (COG).** The preservation, maintenance, or reconstitution of the institution of government. It is the ability to carry out an organization's constitutional responsibilities. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control.

**Continuity of Operations Plan (COOP).** The activities of individual departments and agencies and their sub-components to ensure that their essential functions are continued under all circumstances. This includes plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

**COOP Event.** Any event that causes an agency or department to reallocate resources or relocate operations to an alternate site to assure continuance of its essential functions.

**Critical Customers.** Organizations or individuals for which a state department of local jurisdiction performs mission-essential functions.

**Critical Resources.** In the context of COOP/COG planning, critical resources are the minimum resource requirements needed to perform or restore an agency's essential functions. Critical resources could include

facilities, communication systems, personnel, vital records and databases, vital systems and equipment, key vendors, and other government agencies.

Delegation of Authority. Specifies who is authorized to act on behalf of the agency or department head and other key officials for specific purposes.

Devolution. The capability to transfer the authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.

Emergency. A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.

Emergency Operating Records. Records that support the execution of an agency's essential functions, such as plans and directives, orders of succession, delegations of authority, and references for performing essential functions.

Essential COOP Personnel. Staff of a department or jurisdiction that are needed for the performance of the organization's essential functions.

Essential Functions. Functions that enable the agency or department, on behalf of the state, to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

Essential Resources. Resources that support the agency or department's ability to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

Executive Agent. A term used to indicate a delegation of authority by a superior to a subordinate to act on behalf of the superior. An executive agent may be limited to providing only administration and support or coordinating common functions, or it may be delegated authority, direction, and control over specified resources for specified purposes.

Go Kits. Pre-packaged materials that would be moved to alternate facilities upon COOP activation. Kits may be organizational or personal.

Interagency Agreements. A written agreement entered into between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Interoperability. The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies and to use the services so exchanged to enable them to operate effectively together.

Interoperable Communications. Alternate communications both internal and external that provides the capability to perform essential functions, in conjunction with other agencies, until normal operations can be resumed.

Legal and Financial Records. Records that are needed to protect the legal and financial rights of the government and of the persons affected by its actions.

Lines of Succession. Provisions for the assumption of senior agency offices and other key positions during an emergency in the event that any of those officials are unavailable to execute their legal and/or essential duties.

Mission Critical Data. Information essential to supporting the execution of an agency's essential functions.

Mission Critical Systems. ADP equipment essential to supporting the execution of an agency's essential functions.

Occupant Emergency Plan (OEP). A short-term emergency response program that establishes procedures for safeguarding lives and property. Also known as Facility Emergency or Evacuation Plans.

Pandemic. An "outbreak of a disease" or a global outbreak when a new virus is able to be transmitted between humans resulting in serious illness and death worldwide.

Primary Operating Facility. The site of normal, day-to-day operations; the location where the employee usually goes to work.

Procedures. A series of steps taken to accomplish an end.

Processes. To put through the steps of a prescribed procedure: a series of actions, changes, or functions.

Reconstitution. The process by which agency personnel resume (transition back to) normal agency operations from the alternate location back to the primary or replacement primary operating facility.

Risk Analysis. The identification and assessment of hazards and the frequency of occurrence.

Social Distancing. refers to strategies to reduce the spread of the virus between people; For example, postponing conferences, conducting meetings over the phone or working from home.

Surveillance. Is defined as "an ongoing systematic collection, analysis, and interpretation of outcome-specific data for use in the planning, implementation, and evaluation of public health practices."

Test, Training, and Exercises (TT and E). Measures to ensure that an agency's COOP program is capable of supporting the continued execution of its essential functions throughout the duration of a COOP situation.

Virologic Surveillance. Surveillance in which influenza viruses are isolated for antigenic and genetic analysis.

Vital Databases. Information systems needed to support essential functions during a COOP situation.

Vital Records. Electronic and hardcopy documents, references, and records needed to support essential functions during a COOP situation. The two basic categories of vital records are emergency operating records and legal and financial records.

Warning Scenario. Situations in which there are indications that COOP activation may be required and deliberate decisions are undertaken to activate the COOP plan.

Work-at-Home (teleworking). When an employee carries out their work duties at their residence rather than their official duty station.