Business Continuity Panel
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COOP Execution Plan

• Identify **Mission Essential Functions**:
  – C2, Personnel Accountability, Communications, Data Storage/Retrieval, Legal & Contractual Obligations.

• Identify **Supporting Activities**:
  – Ensure MEFs can be performed. (e.g. IT, Admin, HR)

• Identify **Vital Records**:
  – Documents, references, data bases.

• Establish **Staffing Requirements**:
  – Billets and “by name” roster with primary and alternate.

• Establish **Orders of Succession** and **Delegations of Authority**:

• Determine **Capability Requirements**:
  – Immediately available, transportation plan, interoperable communications.
  – “Go Kits” with critical office items, records, instructions for accessing data bases.

• Written, **Executable Plan**:
  – Trigger thresholds, notification process.
Keys to Success

- Planning & Training:
  - Focus primarily on “most likely” events that may disrupt operations.
  - Ongoing engagement by stakeholders.
  - KISS
  - Standardize response actions to the maximum extent possible.
  - Adhere to chain of command/lines of authority.
  - Plan for a prolonged event.
  - Schedule recurring training and exercises.
  - “Train like you fight.”

- Execution:
  - Follow the plan.
  - Be willing and be prepared to adjust if unforeseen circumstances arise.
Disaster Response Planning

Not a question of if, but when
You must have a plan…
Hope is not a strategy

QUESTIONS?