

<your center here>

**Continuation of Operations Plan
(COOP)**

DRAFT

<month year>

Administrative Information

This is a generic Continuation of Operations Plan (COOP). It is not intended to be all-encompassing but rather it provides the minimum essential elements. **You must tailor this plan to your own organization, mission, and operational location.**

All personnel involved in an emergency evacuation should be familiar with the purpose and use of your centers COOP. **Ensure that your plan is up-to-date. At a minimum it must be verified annually AND prior to operations conducted in new locations.** When you review your Continuations of Operations Plan ensure that all of the points-of-contact listed and their respective phone numbers and email addresses are still valid.

Practice -- The absolute best way to be prepared for the unexpected is to periodically practice your COOP. Coordinate in advance and get as many responders as possible to participate when you conduct a training drill.

In the unlikely event that **<your center here>** operations are interrupted to the extent that they have to vacate their building, this plan will be utilized to assure an orderly transition to a new physical location.

Update Record

Date of Review

Print Name

Signature

<your center name> COOP

Power Loss

Example: In case of power outage to the main building, <your center here> and fire management offices are connected to a backup power source (generator) that is checked yearly for functionality. Dispatch operations will continue on as normal until main power source is reestablished.

Radio Loss

Example: In case of a radio loss; <number> handheld radios are available in <location>. All handhelds are programmed with all frequencies used in <your center here>.

Relocation

The <your center here> Center Manager or acting will initiate the relocation, and make primary notifications to Incident Management Teams (if any), Fire Staff, District Fire Management Officers, and cooperators.

<your center here> management, intelligence, initial attack and extended attack will relocate to the predetermined location(s) listed below.

Function	Relocation Site	Address	City, State	Specifics
Example: Management	Ochoco N.F., Deschutes N.F. and Prineville BLM	3050 N.E. 3rd Street	Prineville, Oregon	Conference Room

See section labeled **facilities** for information and contacts to relocate to these offices.

Use the section labeled **communications** if computers, phones, printers and faxes are needed for the relocated COIDC headquarters.

The <your center here> Center Manager has <enter total> agency cell phones that will be distributed as needed.

<your center here> specific dispatcher relocation sites:

Dispatcher	Relocation Site	Address	City, State	Specifics	Frequencies Monitored
Example: BLM	Ochoco N.F., Deschutes N.F. and Prineville BLM	3050 N.E. 3rd St	Prineville, Oregon	fire management area	National FF Air Guard North Zone BLM

All dispatchers will take with them or have staged at relocation site:

- <your center here> and <enter GACC> Mob guides.
- Standard Operations Procedure (SOP) and Runcard Book
- Log sheets
- A pre-arranged block of numbered blank incident cards
- Phone lists
- Office supplies
- Specific reference material for their functional area
- < continue to list items specific to your centers operations, i.g. thumb drive>

<your center here> dispatchers will keep in close contact with the relocated Center Manager to coordinate activities.

In the event that <your center here> operations are interrupted to the extent that the computers are disabled, the following are some options.

1. Consult the **ROSS Disaster Recovery Plan** located in Appendix H of the Expanded Dispatch Plan.
2. Determine how many computers are disabled and move the workload to the remaining functioning computers.
3. If all computers are down, provide <alternate center here> access to <your center here> ROSS profile.

<your center here> ROSS access should be set up during planning phase, prior to COOP implementation. This can be accomplished in two ways.

- a. The first is to call <your GACC here> and discuss with their ROSS Administrator which dispatch center(s) should be given access to your orders. For example: <your GACC here> might handle aircraft and your neighboring dispatch center might handle OH, Crews and Equipment. Be sure to contact the affected dispatch center(s) and make sure they are willing and staffed up to help you.
 - b. The second way to provide access is to contact the ROSS Helpdesk.
4. Use of cardstock Resource Order cards in lieu of ROSS. Continue accepting orders from incident(s), document on the cards, and either phone or fax these orders to the dispatch center(s) that are processing the particular functional areas. Ensure that the documentation on the cards is complete because once computer access is restored, <your center here> must make sure all of the cardstock orders are entered into ROSS.
 5. Maintaining good communication with <your GACC here> and the dispatch center(s) helping <your center here> is essential in order to continue providing good service and support to(s) and resources.

Notifications will be critical to the success of <your center here> move or computer malfunction. The notifications will be made by the <your center here> Center Manager. The notifications must include: (tailor to your center/zone)

Unit	Title
<your GACC>	Emergency Ops. Mgr
<your fire zone FMO>	Interagency FMO
<your division FMO's>	Division FMO's
<your National Forest>	District Rangers
	Forest Supervisors
<your BLM district>	District Manager
<your state unit>	Unit Forester
<your county>	911 Center Managers
<List other relevant units>	<List other relevant units>

*see contacts section for specific name and phone numbers

During these notifications advise of the <your center here> headquarters and Division dispatchers new locations, phone numbers and ask the people notified to pass this information on their appropriate subordinates.

Returning to <your center here>

The <your center here> Center Manager will initiate an orderly transition back to the <your center here> main building in consultation with the Interagency FMO and the Division FMO's.

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<your center here> COOP Check List (tailor to your center/zone)

<input checked="" type="checkbox"/>	Time	Action	Assigned to
		Initiate COOP	Center Manager
		Make primary contacts to notify of COOP initiation	
		Contact primary contacts at the relocation sites to inform them of the COOP initiation.	
		If emergency warrants (i.g. bomb treat) contact LEO and/or 911	
		Ensure all employees in <your center name> have been notified of the emergency and are accounted for.	
		Announce COOP initiation over primary frequencies: (example) "Clear all frequencies for emergency transmission. <your center name> will be initiating the Continuations Of Operations Plan during which time all primary frequencies will continue to be monitored. Limit unnecessary radio traffic. <your center name> will announce when normal operations have continued. "	Example: Current USFS IA Dispatcher
		Provide <alternate center here> access to <your center here> ROSS profile.	
		Gather predetermined items	
		Transition to relocation sites	
		Ensure that all employees have arrived at relocation sites	

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Facilities/Relocation Site(s) and Contacts

Utilize this section to identify specifics of the relocation sites established in the previous section.
(tailor to your center/zone)

Example:

Ochoco N.F., Deschutes N.F. and Prineville BLM Building

3050 N.E. 3rd Street
Prineville, Oregon

An Ochoco N.F., Deschutes N.F. or Prineville BLM employee with a door entry keycard can open up their respective rooms to allow COIDC to begin operation. For room heat adjustment (related to night operations), extra keycards, extra furniture, security or other building related matters, please contact the following people for assistance:

Agency	Contact Name	Office	Home
Example: Ochoco N.F.	John Doe	123-XXXX	123-XXXX
Example: Prineville BLM	Jane Doe	123-XXXX	123-XXXX

The front desk of the office hosting <your center here> should be notified as soon as possible during business hours as these are the people responsible for conference room scheduling. They will have cancel reservations for the room until <your center here> can return to their own building.

Communications

Example: For a US Forest Service building, call The Customer Help Desk to initiate a ticket for computer, printer, and fax and phone line set-up for an expanded dispatch organization. Their phone number is **1-866-945-1354**.

The contacts to initiate computers, printers, fax and phone line set-up at the relocation sites. **Primary contacts are in bold.**

Location	Name	Office	Cell
Example: Prineville District BLM	Jon Doe		
	Jane Doe		

Example: Deschutes NF	Jane Doe		
	Jon Doe		
	Jon Doe		

The contacts for local Data Communications are as follows:

Agency	Name	Office	Cell
Example: Deschutes National Forest	Jane Doe	XXX-XXXX	XXX-XXXX

The local contact for Telecommunication and Radio problems is **<enter local contact name and phone number>**.

