5.01 Continuity of Operations Plan

OMF's Continuity of Operations Plan (COOP) provides important information about the bureau's essential functions, essential employees, critical systems, and more. The purpose of a COOP is to prepare the bureau to ensure continuity of operations in the event of minor and major service disruptions and emergencies.

The Policy Team will ensure that the most recent version of OMF's COOP document is posted on the OMF intranet site.

All OMF employees must be familiar with the OMF COOP, their bureau's sections, and their roles in performing essential functions.

OMF supervisors must review the OMF COOP with new employees during their orientation.

On an ongoing basis, OMF supervisors are responsible for identifying which of their employees are in "essential positions". These employees are considered "essential employees' for purposes of emergency preparedness and response.

OMF employees are responsible for knowing if they are considered "essential employees" for purposes of emergency preparedness and response.

All OMF employees are responsible for providing their contact information and keeping the information current, to help ensure OMF management has the most up-to-date information available should it be necessary to contact employees. The employee's contact information includes not only personal contact information (address, phone, cell, etc.) but also contact information for one or more emergency contacts. For most OMF bureaus and divisions, it is preferable that the contact information be entered and maintained in SAP, the City's official system of record.

Reference:

OMF's Continuity of Operations Plan

OMF Business Process Owner:	Policy Team
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