

City of Portland COntinuity of OPerations (COOP) 2018 - 2019

Updated Jan 2018

Quarter	Quarter's Focus	COOP requirements
Q1 2018 (Jan – Mar)	<i>Finalizing ConOps</i> Q1 report to list bureaus who completed and submitted these plans	Finalize bureau ConOps plans <ul style="list-style-type: none"> Multi-draft process; if not completed in Q4, submit first draft by February 28th Review two other bureaus' ConOps plans Revise & submit final version by March 31 Respond to a survey on your bureau's level of COOP awareness and need for support in testing and exercising your COOP
Q2 2018 (April – June)	<i>Creating a multi-year COOP training, testing, exercise plan</i> Q2 report to list bureaus who completed these plans	Create a multi-year COOP training plan <ul style="list-style-type: none"> Template provided. COOP training plan includes: Assessment of bureau COOP awareness & Individual/household/staff preparedness; COOP tabletop exercise
Q3 2018 (July – Sept)	<i>Beginning the COOP maintenance cycle</i> <ul style="list-style-type: none"> Update Contacts Create Teams Update Alerts 	<ul style="list-style-type: none"> Work in BOLD to update 3 COOP sections Complete first activity on your bureau COOP training plan
Q4 2018 (Oct – Dec)	<i>More COOP Maintenance</i> <ul style="list-style-type: none"> Update Essential Functions Delegations Orders of Succession Q4 report to list bureaus who reviewed and updated their EFs	<ul style="list-style-type: none"> Work in BOLD to update 3 COOP sections Complete next activity on your bureau COOP training plan
Q1 2019 (Jan – Mar)	<i>COOP Maintenance</i> <ul style="list-style-type: none"> Update Vital Records Update Facilities Update Security, Access, Evacuation Update Drive Away Kits 	<ul style="list-style-type: none"> Work in BOLD to update 3 COOP sections Complete activity on your bureau COOP training plan
Q2 2019 (April – June)	<i>Complete COOP Maintenance cycle</i> <ul style="list-style-type: none"> Review/update ConOps Review/update COOP Training Plan Bureau director signoff 	<ul style="list-style-type: none"> Submit updated ConOps and upload to BOLD Submit updated COOP Training Plan and upload to BOLD