

## Work Session Request Form

**Specific Topic / Wording of Agenda Item:**

Continuity of Operations Planning (COOP) orientation and direction.

**Justification / Executive Summary:**

This will be a “kick-off” meeting for the Cochise County Continuity of Operations Plan (COOP) planning process. Each County department will develop a COOP for their agency/office. A COOP addresses how a department will maintain its essential functions when faced with a major loss of facilities, equipment, and/or personnel. Through the COOP planning process each department will identify:

- the essential functions performed by the department
- the resources required to perform the essential functions (personnel, facility space, equipment, software, vendors, etc.).
- needs for communicating with employees and other stakeholders
- how the identified requirements for fulfilling the department’s essential functions will be met and coordinated with other County departments

This process will be a joint venture between Cochise County Emergency Services and Arizona Department of Emergency Management (ADEM).

Presenters from ADEM and Norm Sturm will brief the BOS and department directors on the COOP process, deliverables and expectations.

**Proposed Outcome:**

A better understanding of the need for COOP, the COOP planning process and to gain buy-in from all stakeholders.

**Presenter:**

ADEM and Norm Sturm, ES Coordinator

**Required Attendees:**

Department heads

**Others to Notify:**

Elected officials from County-level departments/agencies who are interested in developing a COOP for their offices.

**Date Needed:**

September 10, 1:30 PM

**Estimated Time:**

< 1 hour

**Supporting Material to Be Included:**

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Handouts will be supplied at the meeting; screen and projector for a PowerPoint presentation will be needed.

**Requested by:**

Norm Sturm, Emergency Services