



## WHAT IS COOP?

In the event of a disaster, the highest level of State leadership would need to determine the order in which business services are restored. COOP, a state-wide, multi-year initiative will provide a standardized structure for State of Delaware government services to be recovered in a prioritized, systematic order. Participation in the COOP Program ensures that each organization's plan is communicated, documented and available to State leadership when it is most needed. COOP is both federally and state mandated, as outlined on <http://extranet.dti.state.de.us/COOP/information/gov-mandates.shtml>.

AS IS	TO BE
<ul style="list-style-type: none"> <li>Manual Planning Process</li> <li>Inconsistent Documentation</li> <li>Disparate Plans</li> </ul>	<ul style="list-style-type: none"> <li>Automated Planning Process</li> <li>Consistent documentation</li> <li>Focus on the business then the systems</li> <li>Consistent planning across the state</li> <li>Central repository</li> </ul>



## ORIENTATION OF TERMS:

<b>GOVERNMENT TERM:</b> <b>Continuity of Operations Plan (COOP)</b> <b>PRIVATE INDUSTRY TERM:</b> <b>Business Continuity (BC)</b>	Government Services Focused; prepares for the continuance of operations in the case of catastrophic events; primarily driven by the processes a business unit performs. It is the act of putting plans into place that an organization will follow when business is disrupted. This includes identifying what resources will be needed for speedy recovery and the order in which the business units will be recovered (i.e., assets, alternate facilities, technology, vital records, people & vendors).
<b>Disaster Recovery (DR)</b>	IT-focused, rather than business focused – centered around the restoration of IT systems & storage, returning systems and hardware to the level of performance before the disaster struck.
<b>Business Impact Analysis (BIA)</b>	BIA Professional is the web-enabled questionnaire that helps identify the most critical processes an organization performs and the inter-dependences between them. You will discover what is needed to recover them, how quickly, and what the impact would be (financial, operational) if these functions are not recovered in a timely fashion.
<b>Living Disaster Recovery Planning System (LDRPS)</b>	State contracted system ensures all plans are consistent and will provide for a uniform framework to follow in the event of a disaster. Data collected from the BIA is imported into LDRPS. LDRPS is completely customized to reflect the State of Delaware's infrastructure and operating environment.

*"You wouldn't drive your car without your seatbelt."*

*"You wouldn't get on a boat without a life preserver."*

***"Government shouldn't provide services without COOP."***

A disaster isn't just caused by nature... [http://extranet.dti.state.de.us/pdf/external/BCP\\_threats.pdf](http://extranet.dti.state.de.us/pdf/external/BCP_threats.pdf)

**EXECUTIVE SPONSORS:** The Honorable James "Jim" Sills III - Department of Technology & Information (DTI) Cabinet Secretary/CIO  
Jamie Turner - Delaware Emergency Management Agency (DEMA) Director

**PROGRAM SPONSOR:** Sandra Alexander, CBCP - DTI Business Continuity/Disaster Recovery Coordinator (DRC)

