

Federal Preparedness Circular 65

Purpose

Federal Preparedness Circular (FPC) 65 provides guidance to Federal Executive Branch departments and agencies for development of viable and executable contingency plans for the Continuity of Operations (COOP). During an incident situation where normal operations are disrupted, COOP planning ensures the performance of department/agency critical functions.

Scope

FPC 65 encompasses all levels of Federal Executive Branch departments, agencies, and independent organizations.

Objectives

The objectives of a COOP plan include:

- Ensuring the continuous performance of an agency's essential functions/operations during an emergency;
- Protecting essential facilities, equipment, records, and other assets;
- Reducing or mitigating disruptions to operations;
- Reducing loss of life, minimizing damage and losses; and
- Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

Elements of Viable COOP Capability

FPC 65 directs all agency COOP capabilities to encompass the following elements:

- Plans and Procedures;
- Identification of Essential Elements;
- Delegations of Authority;
- Orders of Succession;
- Alternate Facilities;
- Interoperable Communications;
- Vital Records and Databases; and
- Tests, Training, and Exercises.

COOP Implementation

FPC 65 suggests a time-phased approach for three phases defined under COOP implementation. The three phases include:

- Phase One—Activation and Relocation (0-12 hours);
- Phase Two—Alternate Facility Operations (12 hours – termination); and
- Phase Three—Reconstitution (termination and return to normal operations).



Responsibilities

The Preparedness Circular delineates certain responsibilities to agency heads, including appointing a COOP program point of contact, developing strategies, plans and procedures, conducting tests and training, and exercising agency COOP plans. Federal Emergency Management Agency is additionally designated responsibilities as the Executive Agency for Federal Executive Branch COOP.