

Continuity of Operations (COOP) Resource List



Federal Resources

Business Continuity Plan

FEMA. May 2014. Available online at https://www.fema.gov/media-library-data/1389019980859-b64364cba1442b96dc4f4ad675f552e4/Business_ContinuityPlan_2014.pdf.

This document provides a structure and guidance to help businesses develop a business continuity plan.

Business Continuity Planning Suite

FEMA. Available online at <https://www.ready.gov/business-continuity-planning-suite>.

This software was created for any business with the need to create, improve, or update its business continuity plan. The Suite is scalable for optimal use by organizations of any size and consists of a business continuity plan (BCP) training, automated BCP and disaster recovery plan (DRP) generators, and a self-directed exercise for testing an implemented BCP. Businesses can use this solution to maintain normal operations and provide resilience during a disruption.

Contingency Planning Guide for Federal Information Systems

National Institute of Standards and Technology, May 2010. Available online at <http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-34r1.pdf>.

This publication assists organizations in understanding the purpose, process, and format of information system contingency planning development through practical, real-world guidelines. This guidance document provides background information on interrelationships between information system contingency planning and other types of security and emergency management-related contingency plans, organizational resiliency, and the system development lifecycle. This document provides guidance to help personnel evaluate information systems and operations to determine contingency planning requirements and priorities.



Continuity of Operations Resource List

Continuity Assistance Tool (CAT), Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Jurisdictions)

FEMA, September 2013. <https://www.fema.gov/media-library-data/1386609058830-b084a7230663249ab1d6da4b6472e691/Continuity-Assistance-Tool.pdf>

The Continuity Assistance Tool (CAT) provides guidance and assistance for states, territories, tribal, and local government jurisdictions to identify continuity program strengths and areas for improvement.

Continuity Guidance Circular 1 (CGC1), Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)

FEMA, July 2013. <https://www.fema.gov/media-library-data/1386609058803-b084a7230663249ab1d6da4b6472e691/CGC-1-Signed-July-2013.pdf>.

Continuity planning facilitates the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations. CGC1 provides direction to non-federal governments for developing continuity plans and programs.

FEMA Continuity Guidance Circular 2 (CGC2), Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions).

FEMA, October 2013. Available online at <https://www.fema.gov/media-library-data/1386609058826-b084a7230663249ab1d6da4b6472e691/Continuity-Guidance-Circular2.pdf>.

CGC2 assists non-federal governments with implementing Annex D of CGC1, “Essential Functions.” It provides users with guidance, a methodology, and checklists to identify, assess, and validate their essential functions. CGC2 also includes guidance for conducting a continuity business process analysis (BPA), a business impact analysis (BIA), and a risk assessment that will identify essential function relationships, interdependencies, time sensitivities, threats and vulnerabilities, and mitigation strategies.

Planning and Templates

FEMA, October 2017. Available online at <https://www.fema.gov/planning-templates>.

This webpage includes links to templates and instructions for continuity of operations (COOP)-related templates, including continuity plan for non-federal entities, essential records packet, pandemic influenza, reconstruction, and devolution. The webpage also includes links to documents to guide the development

of an emergency relocation group member planning guide, a multi-year strategy and program management plan, and a COOP exercise. The “Planning” section of the website includes resources to assist small businesses in preparing for disruption in service. The “Education” section has a list of future and archived webinars. The “Testing” section includes guidance and resources for exercising plans. The “Disaster Assistance” section includes guidance and resources that may be useful if a business was affected by an incident.

Prepare My Business

Small Business Administration, 2017. Available online at <http://www.preparemybusiness.org>.

This website promotes planning, education, testing, and disaster assistance for small businesses.

Standard: Contingency Plan, 45 CFR 164.308(a)(7)(i)

U.S. Department of Health and Human Services, October 2007. Available online at <https://www.gpo.gov/fdsys/pkg/CFR-2007-title45-vol1/pdf/CFR-2007-title45-vol1.pdf>.

“Establish (and implement as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages systems that contain electronic protected health information.”

Texas Resources

Local Government Code

Records Provisions Applying to More Than One Type of Local Government

Title 6. Records, Subtitle C. State of Texas, November 2015. Available online at <http://www.statutes.legis.state.tx.us>.

- Chapter 201. General Provisions, Section 201.003(5), defines “essential records.”
- Chapter 203. Management and Preservation of Records, Section 203.021(5), establishes the essential records program requirement.

Texas Administrative Code

State of Texas. Available online at
[http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac).

Electronic Filing and Recording

Title 13. Cultural Resources, Part 1. Texas State Library and Archives Commission, Chapter 7. Local Records, Subchapter E.

Rule §7.145 addresses how system security procedures are to be implemented to ensure the authenticity and integrity of electronically filed instruments, including the ability to verify the identity of the filer, as well as the ability to verify that an instrument has not been altered since it was transmitted or filed.

Information Security Standards for State Agencies

Title 1. Administration, Part 10. Department of Information Resources, Subchapter 202. Information Security Standards, Subchapter B.

Rule §202.24 directs each agency to develop, document, and implement an agency-wide information security program that includes protections, based on risk, for all information and information resources owned, leased, or under the custodianship of any agency or its employees, including outsourced resources, contractors, and other sources (e.g., cloud computing).

Texas Constitution

State of Texas, November 2015. Available online at
<http://www.constitution.legis.state.tx.us>.

Continuity of State and Local Governmental Operations

Texas Constitution, Article 3. Legislative Department, Section 62.

This section of the Texas Constitution addresses actions the Texas State Legislature may take in order to ensure continuity of state and local governmental operations in periods of emergency, including duty to provide for prompt and temporary succession to the powers and duties of public offices.

Texas Government Code

State of Texas. Available online at <http://www.statutes.legis.state.tx.us/?link=GV>.

Emergency Interim Public Office Succession Act

Title 6. Public Officers and Employees, Subtitle A. Provisions generally Applicable to Public Officers and Employees, Chapter 616.

This chapter of the Texas Government Code addresses general provisions and emergency interim successors. Particularly, this chapter addresses the powers and duties of the interim successor; the designation of the emergency interim successor to a state or political subdivision officer; and the designation of emergency interim successor to a local officer.

Plan for Continuity of Functions

Title 4. Executive Branch, Subtitle B. Law Enforcement and Public Protection, Chapter 418. Emergency Management, Section 418.1101.

This section addresses the adoption of a plan to continue functions of the political subdivision during a disaster. It also suggests the contents of such a plan.

Records Management Programs in Stat Agencies

Title 4. Executive Branch, Subtitle D. History, Culture, and Education, Chapter 441. Libraries and Archives, Subchapter L. Preservation and Management of State Records and other Historical Resources, Section 441.183.

This section prescribes the responsibilities of each state agency head regarding records management programs.

Vital State Record

Title 4. Executive Branch, Subtitle D. History, Culture, and Education, Chapter 441. Libraries and Archives, Subchapter L. Preservation and Management of State Records and other Historical Resources, Section 441.180(13).

This item defines “vital state record” as it pertains to resuming operations in an emergency, recreating legal and financial statuses, and protecting and fulfilling obligations.

Texas Labor Code

State of Texas. Available online at <http://www.statutes.legis.state.tx.us/?link=LA>.

“Continuity of Operations Plan.” Title 5. Workers’ Compensation, Subtitle A. Texas Workers’ Compensation Act, Chapter 412. State Office of Risk Management,

Continuity of Operations Resource List

Subchapter F. State Agencies, Section 412.054: This section directs that each state agency develop an agency-level COOP plan that outlines procedures to keep the agency operational in case of disruptions to production, finance, administration, or other essential operations. It addresses kinds of detailed information the plan should include, as well as the confidentiality and accessibility of the information in the plan.

Industry Standards

Business Continuity Guideline: A Practical Approach for Emergency Preparedness, Crisis Management, and Disaster Recovery

ASIS International, 2005. Available online at <https://www.uschamber.com/sites/default/files/legacy/issues/defense/files/guidelinesbc.pdf>.

The BC Guideline is a tool to allow organizations to consider the factors and steps necessary to prepare for a crisis (disaster or emergency) so that it can manage and survive the crisis and take all appropriate actions to help ensure the organization's continued viability. The advisory portion of the guideline is divided into two parts: (1) the planning process and (2) successful implementation and maintenance. The first part provides step-by-step business continuity plan preparation and activation guidance, including readiness, prevention, response, and recovery/resumption. The second part details those tasks required for the business continuity plan to be maintained as a living document, changing and growing with the organization and remaining relevant and executable.

Business Continuity Rules and Regulations

Disaster Recovery Journal, March 2017. Available online at <https://www.drj.com/images/rulesregs/2016%2009%20%20DRJ%20EAB%20RR.pdf>.

This website includes links to different formats of a database of regulations and standards that are free to access and review. Within, the database includes fields pertaining to the title of the rules or regulations, the country of origin, a brief summary, and a link to the document. Additionally, each entry is classified as pertaining to one, more, or all of the following infrastructure categories: banking and finance; public health and healthcare; transportation and shipping; energy (including nuclear); industry, agriculture, food supply, and water; information distribution and communications; and government and public agencies.

Good Practices Guidelines 2013: A Guide to Global Good Practice in Business Continuity

Business Continuity Initiative, August 2013. Available online at <http://www.thebci.org/index.php/resources/the-good-practice-guidelines>.

The Good Practice Guidelines (GPG) are the independent body of knowledge for good business continuity practice worldwide. They represent current global thinking in good business continuity practice. The GPG considers not just the “what” to do but also the “why,” “how,” and “when” of practices. The GPG serves as a recognized industry benchmark against which business continuity professionals can be effectively measured and their professional and technical competency examined.

ISO 22301:2012, Societal Security—Business Continuity Management Systems—Requirements

ISO Technical Committee 223, May 2012. Available online at <https://www.iso.org/standard/50038.html>.

ISO 22301:2012 specifies requirements to plan, establish, implement, operate, monitor, review, maintain, and continually improve a documented business continuity management system to protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise. The requirements specified in ISO 22301:2012 are generic and intended to be applicable to all organizations, or parts thereof, regardless of type, size, and nature of the organization. The extent of application of these requirements depends on the organization's operating environment and complexity.

NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs

National Fire Protection Association, 2016. Available online at <http://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards?mode=code&code=1600>.

NFPA 1600 guides the development, implementation, assessment, and maintenance of disaster/emergency management and COOP programs. It establishes a common set of criteria for all hazards disaster/emergency management and business continuity programs. The standard addresses methodologies for defining and identifying risks and vulnerabilities and provides planning guidelines that address stabilizing the restoration of the physical infrastructure, protecting the health and safety of personnel, and crisis communications procedures.

Professional Certifications

Certificate of the Business Continuity Institute

Business Continuity Institute, 2017. Available online at <http://www.thebci.org/index.php/training-education/certification-training/about-the-bci-credential>.

The Certificate of the Business Continuity Institute (CBCI) is the entry-level certified membership of the Business Continuity Institute and can be achieved by studying for and passing the CBCI examination. The examination tests a candidate's knowledge of the Good Practice Guidelines—the comprehensive, independent body of knowledge for business continuity. Earning the certification gives the candidate an internationally recognized credential in business continuity.

Certified Business Continuity Professional

Disaster Recovery Institute International, 2017. Available online at <https://www.drii.org/certification/certification.php>.

This certification acknowledges an individual's effort to achieve a professional level of competency in the continuity management. Applicants must be able to demonstrate specific and practical experience in five of the subject matter areas of the professional practices.

Training Courses

FEMA Continuity Excellence Series

Professional and Master Practitioner Continuity Certificate Programs

Federal Emergency Management Agency, April 2017. Available online at <https://www.fema.gov/continuity-excellence-series-professional-and-master-practitioner-continuity-certificate-programs>.

FEMA's National Continuity Programs has designed the nation's continuity training program to address the full spectrum of requirements to support a viable continuity capability. Courses are available for students at all levels, from individuals new to the continuity community to program managers who have been involved with continuity for many years.

FEMA Emergency Management Institute In-Resident Training

Building Design for Homeland Security for Continuity of Operations (E/L-153)

FEMA Emergency Management Institute. Available online at <https://training.fema.gov/emicourses/docs/fy16%20catalog.pdf>.

This course provides guidance to the building sciences community working for public and private institutions, including Continuity of Operations (COOP) planners/managers, building officials, etc. It presents tools to help decision-makers assess the performance of their buildings against terrorist threats and to make recommendations. Decision-makers will decide which types of threats they wish to protect against and then determine their level of risk against each threat. Those decision-makers who consider their buildings to be at high risk can use this guidance as necessary.

Continuity Exercise Design (E/L-547)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2145#anc-search-results>.

This course is designed to provide participants with the tools and hands-on experience necessary to develop continuity exercises for their organization. This course begins by explaining the unique aspects of continuity exercise design. The course also provides instruction on how to develop a continuity exercise and allows participants to use what they learn to create continuity exercises in class.

Continuity of Operations for Tribal Government Course (L-552)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2475#anc-search-results>.

This two-day course provides tribal representatives with an understanding of how to develop and implement a COOP program to ensure continuity of community essential functions across a wide range of emergencies and events. Topics include legal basis for continuity, continuity planning, determining essential functions, vital records management, and pandemic flu implications for continuity operations.

Continuity of Operations Planning (E/L/G-550)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2148#anc-search-results>.

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing continuity of operations plans and programs. COOP plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course provides the skills and knowledge to improve the overall quality and workability of COOP Plans.

Continuity of Operations Managers Training Course (E/L/G-548)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2271#anc-search-results>.

This course is designed to acquaint experienced COOP practitioners and instructors with the COOP Program Managers Course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

Determined Accord Workshop (E/L-554)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2151#anc-search-results>.

The goal of the Determined Accord Workshop is to assist in increasing a department's or agency's continuity readiness for a pandemic incident. It also focuses on mitigating vulnerabilities during a continuity influenza pandemic outbreak and identifying gaps or weaknesses in pandemic planning in the organization of continuity plans, policies, and procedures.

Devolution Planning Workshop Train-the-Trainer (E/L/G-551)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2149#anc-search-results>.

This workshop is designed to provide participants with the hands-on experience necessary to develop a department or agency devolution plan as part of their overall COOP program. Topics include conditions under which devolution would be appropriate, identifying special considerations for devolution planning, and how to develop a devolution plan.

Guardian Accord Terrorism-based Planning Workshop (E/L-556)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2152#anc-search-results>.

The purpose of the Guardian Accord Workshop is to increase federal department and agencies, state, local, territorial, and tribal jurisdictions' awareness about the importance of incorporating the specific risks of terrorism into continuity planning.

Mission Essential Functions Workshop (Continuity Guidance) (E/L-557)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2153#anc-search-results>.

The purpose of the Mission Essential Functions Workshop is to assist federal, state, local, territorial, and tribal levels of government continuity personnel to develop essential functions to support continuity of essential operations during and following a significant disruption to normal operations and reconstitution.

Reconstitution Planning Workshop (E-549)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2147#anc-search-results>.

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing COOP plans and programs. The purpose of the Reconstitution Planning Workshop is to assist federal department and agency, state, local, territorial, and tribal jurisdictions with the importance of developing effective and comprehensive reconstitution planning.

Resilient Accord Cyber Security Planning Workshop (E/L-553)

FEMA Emergency Management Institute. Available online at <https://www.firstrespondertraining.gov/frt/npccatalog?courseId=2150#anc-search-results>.

The purpose of the Resilient Accord Cyber Security Planning Workshop is to increase federal department and agency, state, local, territorial, and tribal jurisdictional continuity of operations awareness and discuss how to execute continuity operations resulting from a cyber security incident.

Rural Domestic Preparedness Consortium

Business Continuity Planning (MGT 381)

Available online at <https://www.ruraltraining.org/training/courses/mgt-381>.

This eight-hour management-level course is designed to prepare small and large businesses to effectively plan for emergencies of all types. This course strives to teach executive-level managers and small business owners how to develop a comprehensive and effective business continuity program from start to finish.

Business Continuity Planning for Rural Power Companies (MGT 410)

Available online at <https://www.ruraltraining.org/training/courses/mgt-410>.

This eight-hour course is designed to inform risk managers and business continuity planners of rural power companies and their key partners how to develop a comprehensive and effective business continuity program to rapidly restore service in response to an emergency event and take steps to ensure long-term recovery. The power industry is skilled at developing solid response plans aimed at restoring service to their customers, but organizational continuity gaps remain for many companies. These gaps include building lasting relationships with local first responders; conducting detailed business impact analysis; maintaining resilient essential functions like payroll, accounts receivable, and accounts payable; and mitigating for the most likely hazards. For many rural power companies closing these gaps can be very difficult in the face of ever-tightening budgets and reduced staffing. This tuition free course will expose participants to the benefits of expanding response plans into all-hazards continuity plans, ensuring that rural electric companies can better survive disasters and serve their customers.

Introduction to Continuity of Government Planning for Rural Jurisdictions (MGT 416)

Available online at <https://www.ruraltraining.org/training/courses/mgt-416>.

This eight-hour course is designed to help government officials and emergency responders from rural communities in the development of plans that will ensure the continuity of essential government functions across a spectrum of emergencies. History demonstrates that disasters and emergencies often interrupt, degrade, or destroy local government's ability to perform essential functions. This is especially true in rural communities where resources are typically limited under the best of circumstances. These jurisdictions must develop plans that address succession planning, redundant communications, and alternate site needs for their communities to face increasingly frequent threats. This tuition free course will expose participants to the benefits of developing continuity of government plans for rural communities with special focus on succession planning, delegation of authority, redundant communications, and alternate facilities.

Texas A&M Engineering Extension Service

Disaster Recovery for Information Systems (AWR176)

Texas A&M Engineering Extension Service, 2015. Available online at <https://teex.org/Pages/Class.aspx?course=AWR176&courseTitle=Business+Information+Continuity>.

Disaster Recovery for Information Systems trains business managers to respond to varying threats that might impact their organization's access to information. This course provides requisite background theory and recommended best practices needed by managers to keep their offices running during incidents of different types. Topics include an overview of business continuity planning, disaster recovery planning, guides for implementing and managing disaster recovery plans, a discussion of technical vulnerabilities faced by organizations, and an examination of legal issues that may confront an organization.

FEMA Independent Study Program

Building Design for Homeland Security for Continuity of Operations (IS-156)

FEMA Emergency Management Institute, June 2014. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-156>.

The purpose of this course is to provide guidance to the building sciences community working for public and private institutions, including COOP planners/managers, building officials, etc. It presents tools to help decision-makers assess the performance of their buildings against terrorist threats and to rank recommendations.

Continuity of Operations Awareness Course (IS-546.a)

FEMA Emergency Management Institute, October 2013. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-546.a>.

This course introduces students to the concept of continuity planning. The course provides a brief overview of continuity, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and essential elements of a viable continuity program.

Devolution Planning (IS-551)

FEMA Emergency Management Institute, October 2010. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-551>.

This course is designed to provide students with the tools and practical knowledge necessary to develop their organization's devolution plans and procedures. Upon completing this course, participants will be able to identify the conditions under which devolution would be appropriate for their organization; describe the activation protocols for devolution; tailor the devolution template to meet their organization's needs, and identify special considerations for devolution planning.

Exercising Continuity Plans for Pandemics (IS-522)

FEMA Emergency Management Institute, August 2010. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-522>.

This course covers fundamental continuity principles and processes but is focused on the special continuity requirements for pandemics. Strategies, such as telework and other social distancing strategies, are described, as well as special protection strategies for first responders; healthcare personnel; and others who have daily contact with the public. The flexible delivery version of this course includes the Determined Accord tabletop exercise based on the recent H1N1 pandemic. In this online version, students watch a discussion among first responders and respond to related questions.

Guardian Accord (GA) Workshop (IS-525)

FEMA Emergency Management Institute, February 2014. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-525>.

The purpose of the GA Workshop is to increase federal department and agencies, state, territorial, tribal, and local jurisdictions awareness about the importance of incorporating the specific risks of terrorism into continuity planning. The objectives for this course are focused on improving continuity programs by addressing the unique planning considerations of terrorism. The following objectives support the overall course goal: increase awareness of the sources, methods, and targets of terrorism; explore the unique implications of a terrorist event on continuity programs and the ability to continue essential functions; and provide a forum to identify and correct gaps or vulnerabilities in organizational continuity plans and procedures.

Introduction to Continuity of Operations (IS-547.a)

FEMA Emergency Management Institute, October 2013. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-547.a>.

This course describes the Continuity Management Cycle and how it should be used to develop sound continuity of operations plans. At the completion of this course,

participants will be able to define COOP; identify the legal basis for COOP; describe the structure of the continuity planning team; explain the continuity program management cycle; identify the phases of continuity, and recognize the steps in the continuity planning model.

Introduction to Continuity of Operations Planning for Pandemic Influenzas (IS-520)

FEMA Emergency Management Institute, October 2013. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-520>.

This course introduces students to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic.

Reconstitution Planning Course (IS-545)

FEMA Emergency Management Institute, August 2014. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-545>.

The purpose of the Reconstitution Planning Course is to assist federal department and agency, state, local, tribal, and territorial jurisdictions with the importance of developing effective and comprehensive reconstitution planning.

Resilient Accord—Exercising Continuity Plans for Cyber Incidents (IS-523)

FEMA Emergency Management Institute, August 2013. Available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-523>.

The course is to increase federal department and agencies, state, territorial, tribal and local jurisdictional continuity of operations awareness and discuss how to execute continuity operations during a cyber security incident. This course is designed to increase organizational awareness about the importance of incorporating cyber security into continuity planning; establish and enhance relationships between information technology professionals and emergency managers or continuity planners; and discuss how cyber disruptions may impact the performance of essentials functions and identify solutions to address vulnerabilities in existing continuity plans.

Helpful Websites

Association of Continuity Professionals

Available online at <https://www.acp-international.com>.

The Association of Continuity Professionals is the preeminent national voice of continuity professionals. The organization provides continuing professional development, knowledge, and career opportunities to members while building public understanding around the world of the importance of continuity planning.

Business Continuity Institute

Available online at <http://www.thebci.org>.

The Business Continuity Institute (BCI) is the world's leading institute for business continuity. Established in 1994, the BCI has established itself as the leading membership and certifying organization for Business Continuity professionals worldwide.

Business Continuity Management Institute

Available online at <http://www.bcm-institute.org>.

The Business Continuity Management Institute promotes and develops the BCM and Resilience disciplines of ISO22301 BCM Audit, Business Continuity Management (BCM), Crisis Management (CM), Crisis Communication (CC), and Disaster Recovery Planning (DRP) for a variety of industries and clients around the world.

Continuity Central

Available online at <http://www.continuitycentral.com>.

Continuity Central is the source for business continuity, enterprise risk management and resilience news and information from around the world.

Disaster Recovery Institute International

Available online at <https://www.drii.org>.

The Disaster Recovery Institute (DRI) serves continuity professionals through conferencing, outreach, and volunteerism. DRI acts in an advisory capacity to organizations and government institutions worldwide helping to develop professional standards and promote greater resilience.

Disaster Recovery Journal

Available online at <https://www.drj.com>.

The Disaster Recovery Journal (DRJ) delivers how-to, in depth knowledge into business continuity planning more than any other business publication. DRJ has an abundance of resources and materials and delivers the most informative and up-to-date information available in the industry.

Texas Courts COOP Template

Available online at [www.txcourts.gov/media/1353217/Generic Court COOP Plan AJB.doc](http://www.txcourts.gov/media/1353217/Generic_Court_COOP_Plan_AJB.doc).

This template is useful for superior courts in the State of Texas that need to develop a COOP plan.

Texas Department of Information Resources

Available online at <http://dir.texas.gov>.

The Texas Department of Information Resources (DIR) provides statewide leadership and oversight for management of government information and communications technology. The agency's executive director also serves as the chief information officer (CIO) for the State of Texas. DIR provides technology leadership, solutions, and value to Texas state government, education, and local government entities to enable and facilitate the fulfillment of their core missions. DIR facilitates and supports government use of information and communications technology so that health, education, transportation, and other services are delivered to the citizens and businesses of Texas efficiently, economically, and innovatively.

Texas Division of Emergency Management TDEM COOP Unit

Available online at <https://www.dps.texas.gov/dem/Preparedness/coop.htm>.

The COOP Unit serves as the Texas Department of Public Safety's (DPS) subject matter expert for COOP planning. The COOP Unit develops, articulates, and maintains DPS's COOP strategy and continuity procedures; facilitates COOP training workshops for federal, state, and local government organizations; and develops continuity policy and procedures.

Texas Municipal Courts Education Center, "Disaster and Emergency Preparedness"

Available online at <http://www.tmcec.com/resources/more-resources/disaster-emergency-preparedness>.

This website includes resources relating to COOP for court system.



Continuity of Operations Resource List

Texas State Office of Risk Management

Available online at <https://www.sorm.state.tx.us/coop>.

This website includes state and federal resources to assist Texas agencies in the development of actionable COOP products.

Texas Taskforce on Judicial Emergency Preparedness

Available online at <http://www.txcourts.gov/organizations/policy-funding/task-force-on-judicial-emergency-preparedness>.

The taskforce is charged with reviewing the status of the state's Interim Plan's implementation and evaluates the adequacy of the Interim Plan as an ongoing means of ensuring that the Texas judiciary can continue performing its essential functions amid disruptive events.