

Task Title: COOP Template for Virginia PSAPs

Work Group Chair: Jason Malloy

Work Group Participants:

Task Business Case

Overview
Develop a template document that includes sample text that Virginia PSAP managers can use as a model to formalize COOPs for their respective agencies.
Benefit/Jeopardy
Establishing a COOP template that includes technology, operations, and impacted personnel will promote a standardized and holistic approach to COOP planning among Virginia PSAPs and protect the reliability and security of the commonwealth's 9-1-1 system.
Goal/Objective
Create a scalable COOP planning document that focuses on the role of disaster recovery and cybersecurity in the 9-1-1 system. This document should include the following: technology continuity management for disaster response, recovery activities for PSAP assets and communications infrastructure, NG9-1-1 network survivability, human resource needs, and the role GIS. Also, this document should be scalable to ensure its usefulness to PSAPs of varying sizes.

Deliverables

Milestone 1
Locate existing templates and determine requirements for document.
Milestone 2
Assign sections of document to be completed by work group members.
Milestone 3
Develop draft document for review by RAC. Webinar and workshops.

Initiatives Resources and Dependencies

Resources Required

The most critical resource is the time commitment of knowledgeable SMEs.

Dependencies

Completion of this task is dependent upon the availability of work group members.

Risks

This task is a heavy lift and will require significant time commitments among work group participants to complete identified deliverables. Any significant delays will impact the ability to provide deliverables by established deadlines.

Schedule

Overall Schedule

This task will be accomplished through bi-monthly conference calls. Work products are to be completed by March 31, 2018.