

Emergency Preparedness & COOP

Continuity of Operations planning for federal programs

Summary

How federal program offices can build, exercise, and maintain a Continuity of Operations Plan that actually activates under pressure — with annexes for cyber incidents, pandemic response, and physical disruption.

The COOP that no one reads

Most COOPs are written for compliance and forgotten. We outline the three artifacts that make a plan executable: the activation card, the role roster, and the recovery sequence.

Tabletop exercises that change behavior

A short-form tabletop format that drives real updates to the plan, run quarterly in under ninety minutes.

Cyber incident annex

Integrating CISA guidance with agency-specific reporting timelines.

Pandemic and biological annex

Lessons from COVID-era continuity activations across HHS and CDC partners.

Maintenance discipline

How to keep a COOP current without a dedicated team — a quarterly review checklist with named owners.

This document is a practitioner briefing prepared by Regency Consulting Group for federal program leaders. It is intended for review, internal distribution, and discussion with engagement teams. For the full appendix, templates, and implementation checklists referenced above, contact your Regency partner.