



## Decision Process Table

Level of Emergency	Impact on Agency and COOP Decision
1	<p><b>Impact:</b> Disruption of up to 12 hours, with little effect on services or impact to essential functions or critical systems.</p> <p><b>Example:</b> Major accident on highway or transit system.</p> <p><b>Decision:</b> No COOP activation required.</p>
2	<p><b>Impact:</b> Disruption of 12 to 72 hours, with minor impact on essential functions.</p> <p><b>Example:</b> Computer virus, small fire or moderate flooding.</p> <p><b>Decision:</b> Limited COOP activation, depending on transportation agency requirements.</p>
3	<p><b>Impact:</b> Disruption to one or two essential functions or to a vital system for no more than three days.</p> <p><b>Example:</b> Power outage, heightened Homeland Security Advisory System Threat Level.</p> <p><b>Decision:</b> May require partial COOP activation to move certain personnel to an alternate facility or location in the primary facility for less than a week.</p>
4	<p><b>Impact:</b> Disruption to one or two essential functions or to the entire agency with potential of lasting for more than three days but less than two weeks.</p> <p><b>Example:</b> Snow/ice storm; hurricane, workplace violence, major telecommunications failure or major power outage.</p> <p><b>Decision:</b> May require partial COOP plan activation. For example, orders of succession for some key personnel may be required; in addition, movement of some personnel to an alternate work site or location in the primary facility for more than a week may be necessary. Personnel not supporting essential functions may be instructed not to report to work, or be re-assigned to other activities.</p>
5	<p><b>Impact:</b> Disruption to the entire agency with a potential for lasting at least two weeks.</p> <p><b>Example:</b> Explosion in/contamination of primary facility; major fire or flooding; earthquake, tsunami.</p> <p><b>Decision:</b> COOP plan activation. May require activation of orders of succession for some key personnel. May require movement of many, if not all, essential personnel to an alternate work site for more than two weeks. Personnel not supporting essential functions may be instructed not to report to work, or be re-assigned to other activities.</p>