A pandemic is defined by the geographical spread of a disease and is based on how severe it is along with the impact it has.

- **A COOP (Continuity of Operations Plan) Should**
  - Describe prioritized mission essential functions
  - Specify orders of succession
  - Specify emergency delegation of authority
  - Identify continuity facilities and locations
  - Provide for continuity communication systems
  - Identify and provide for safekeeping of vital records
  - Specify devolution of control and direction
  - Provide for reconstitution
  - Provide for training, tests, and exercises

- **How to Build a COOP**
  - Do a risk analysis
  - Determine Mission Essential Functions (Identify required staff/resources)
  - Determine a line of succession.
  - Determine emergency and administrative authorities
  - Identify continuity facilities and locations.
  - Provide for continuity of communication systems.
  - Identify and document for the safekeeping of vital records
  - Provide for human capital planning (Personal and family support)
  - Reconstitution (Procedures when emergency ceased/resuming operation)
  - Provide for training, tests, and exercises (Train/test plans and procedures)

- **CDC Recommendations**
  - The CDC has a new section on their website: "Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes"
  