## Summary of Discussion

1. Capabilities-based planning is defined as planning, under uncertainty, to build capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice.
2. Continuity of Operations (COOP) plans are designed to address disruptions in service through a denial of access to a facility, reductions in workforce and equipment or systems failures.
3. COOP plans should be capable of implementation with and without warning (<12 hours) and can be sustained for up to 30 days.
4. A mission essential function are those processes that are critical to your business functions and must continue with no or minimal disruptions.
5. Cross-training staff on essential functions, identifying alternate facilities and regularly maintaining call rosters are three easily ways to make your organization more disaster resilient.

## Notes