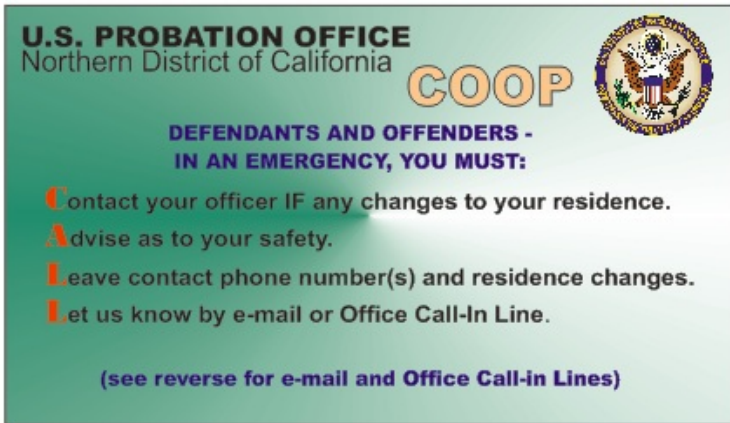


CONTINUATION OF OPERATION PLAN (“COOP”) AGREEMENT

**Instructions for Defendants and Offenders:**

The U.S. Probation Office for the Northern District of Probation has contingency plans in place in the event of a natural or man made emergency (e.g., earthquakes, floods, and a pandemic). In case of a catastrophic event resulting in temporary closure of one or all of our government buildings, the following are specific instructions you will be required to follow.

- 1) Check the COOP status for the U.S. Probation Office, Northern District of California by:  
Accessing our website: [COOP.CANP.USCOURTS.GOV](http://COOP.CANP.USCOURTS.GOV) Or, calling the Office Call-in Line (shown on COOP card below)
- 2) Unless otherwise instructed by your Probation Officer, if your residence, employment, and schedule **is not affected or changed in any way**, you are not required to contact your Probation Officer for the first 3 days of the event. After three days, it is expected you contact your Probation Officer and await further instructions.
- 3) In the event of a catastrophe where you are evacuated and are moved to a temporary shelter it is your responsibility to immediately inform your officer of any changes in residence, contact information or employment:
  - Your safety is important to us. Based on the event, you may be required to temporarily relocate with very little notice, possible out of our district. Once you (and your family) are safe, immediately contact the number(s) provided to you on the wallet sized COOP card (sample below) or any other number provided by your Probation Officer.
  - Once you relocate either back to your home or to another temporary location, you would again contact your Probation Officer and update your temporary residence.



**U.S. PROBATION OFFICE**  
Northern District of California

**COOP**

**DEFENDANTS AND OFFENDERS -  
IN AN EMERGENCY, YOU MUST:**

- C**ontact your officer IF any changes to your residence.
- A**dvice as to your safety.
- L**eave contact phone number(s) and residence changes.
- L**et us know by e-mail or Office Call-In Line.

(see reverse for e-mail and Office Call-in Lines)



**U.S. PROBATION OFFICE**  
Northern District of California

**COOP**

Check COOP status on: [COOP.CANP.USCOURTS.GOV](http://COOP.CANP.USCOURTS.GOV)  
Provide contact info to your officer by:

- Calling #s provided by your Probation Officer
- Calling the Office Call-In Line (below) or
- Sending E-Mail to:  
[CANP\\_COOP@canp.uscourts.gov](mailto:CANP_COOP@canp.uscourts.gov)

Call your office Call-in Line:

- San Francisco: (415) 436-7585
- Oakland: (510) 637-3642
- San Jose: (408) 535-5352
- Santa Rosa: (415) 436-7585

- 4) When leaving a message, clearly state your name and exact address of where you are temporarily residing. Also provide a call back number if possible. Please take your time and speak clearly when leaving a message.

<b>I have read the above instructions carefully and will follow the directions noted.</b>	
Offender Signature:	Date:
Witness Signature:	Date: