

Worksheet #37: COOP Planning Checklist

This document may aid the business or organization in the COOP plan development process from beginning to end.

Date Completed	Item Description	On Page (#) in Plan
OVERARCHING ITEMS		
	Plan objectives are clearly stated in the opening of the plan.	
	Provisions for the protection of critical equipment, records, and other assets are included in the overall planning process.	
	Provisions are included which maintain efforts to minimize human loss, damage, and losses of resources.	
	Considerations for an orderly response and recovery from any emergency are incorporated into the planning process.	
CAPABILITIES SURVEY		
	Vulnerability to natural and man-made emergencies is addressed.	
IDENTIFYING ESSENTIAL FUNCTIONS		
	Essential functions required by law are identified.	
	Essential functions that support public safety are identified.	
	Essential functions that are required by contract are identified.	
	Essential functions that are time specific are identified.	
	Essential functions that are day-of-the-week specific are identified.	
	Essential functions that are monthly/seasonally specific are identified.	
	Essential functions that are prioritized based on above criteria.	
COOP PLAN DEVELOPMENT, REVIEW, AND APPROVAL/SUPPORTING PROCEDURES		
	Decision making conditions are clearly outline for activation.	
	The plan can be activated during non-working hours.	
	The plan can be activated if no person can access or use the facility.	
	The plan can be activated if no person can access the surrounding area.	
	Communication process in times of advance threat warning well-established.	
	Communication process to notify all agency personnel is established.	
	Communication process is coordinated for all affected decision makers.	
	Communication is coordinated with other agency offices/facilities.	
	Communication is coordinated with external emergency personnel.	
	Communication process is coordinated with suppliers/partners.	
	Time-phased procedures facilitate response, relocation, restoration.	
	Personnel are assigned to functions based on skills and knowledge.	
	Authorities are identified which can and may be delegated.	

	Positions to which the authorities are delegated are listed.	
	The limitations of the delegations of authority are identified.	
	Plans are made for succession to key leadership positions.	
	Time or geographical limitations to succession are identified, addressed.	
	Succession order is described by position or titles rather than by person.	
	Orders of succession are revised and distributed as necessary.	
	Alternate facilities and the resources available at each facility are identified.	
	Pre-positioning of assets and resources at alternate facilities considered.	
	Reliable support services, infrastructure at alternate facility identified.	
	Alternate facilities will be available within 12 hours, up to 30 days.	
	Physical security and access at alternate facility considered.	
	Data/communications systems identified to support essential functions.	
	Interoperable communications plans for internal and external use.	
	Provisions for redundant communications are included in the COOP plan.	
	Planning includes potential off-site storage of duplicate records.	
	Regular and timely maintenance of alternate facility is scheduled.	
	Plan ensures back-up for legal and financial records.	
	Transportation, lodging, meals at alternate facility all addressed.	
	Relocation of personnel, receiving plan at alternate site addressed.	
	After-action review process identified for use after COOP activation	
	Staff roster for each essential function by position, with contact info	
	Reliable processes are in place to acquire additional resources to sustain operations for 30 days.	
	Documentation of all supporting procedures and/or checklists.	
	Procedures in place to notify customers, of new work location, phone numbers, re-route US mail, etc.	
	The COOP plan contains updated appendices with detailed information on specific procedures, contact names, numbers always up to date.	
	Provisions are included for the preparation and pre-positioning off-site of drive-away kits.	
	Measures are included in the planning which address pay status, administrative leave, and layoffs.	
	Information has been included which provide guidance to personnel on medical, special needs, and travel issues.	
	The physical security of the primary facility during the COOP activation and operations has been addressed within the COOP plan or procedures.	

TRAINING PERSONNEL, TESTING THE PLAN, KEEPING PLAN UP TO DATE		
	Training and orientation curriculum has been developed which creates awareness and enhances the skills of the agency's personnel.	
	Training is developed which ensures that they key leadership are prepared to perform their emergency duties.	
	Training plan addresses knowledge and skill sets.	
	The COOP plan contains a comprehensive test, drill, and exercise program.	
	Provisions are included for periodic test of the alert and notification procedures.	
	Periodic exercises of operational plans, alternate facilities, and interoperable communications are incorporated into the COOP plan.	
	Periodic validation and test are included for equipment at the alternate facility in the COOP plan.	
	A remedial action plan/process has been established which incorporates lessons from the test, training, and exercise program.	
	Procedures are included which ensure that this plan will be maintained at a high level of readiness.	