

Who should be Involved in COOP Planning?

COOP planning is a team effort. Responsibility belongs to people at every level of the organization, including:

- Senior Management
- The COOP Coordinator/Point-of-Contact (POC)
- The COOP Planning Team
- Help from the North Carolina Division of Emergency Management (NCEM)

In every organization, Senior Management is responsible for ensuring that the agency is capable of carrying out each respective function related to COOP, including planning, activation and reconstitution. While agency leaders may delegate much of their authority, responsibility may never be delegated. Overall accountability remains theirs.

The COOP Coordinator/POC serves as the agency's manager for all COOP activities. The Coordinator has responsibility for developing, coordinating and managing all activities required to allow the agency to continue its essential functions during an emergency or other situation that might disrupt normal operations.

An effective COOP Planning team requires a good mix of organization professionals and includes members from all levels of management and staff. It also consists of members from various parts of the organization, including support activities not directly related to the mission. Team members should act as COOP coordinators for their parts of the organization.

While NCEM is not responsible for developing individual agency COOP plans, it does play an important role as a coordinator of COOP activities across the State and as a provider of guidance to other agencies and local governments. NCEM's duties include coordinating Executive Branch COOP activities, providing guidance for the development of COOP plans, and possibly chairing a COOP Steering Committee. This group provides the principal interagency forum for discussing COOP matters, for dissemination of information and managing inter-agency dependencies, coordinating COOP exercises including inter-agency exercises, accommodating ongoing legal and regulatory requirements, facilitating or managing the overall COOP program and project plans along with the supporting financial/budget plan for North Carolina, and, as required, conducting assessments of statewide COOP capabilities and reporting the results to the Governor.