

Elements of a COOP Plan

A viable COOP Plan consists of ten critical elements:

- Essential Functions
- Delegations of Authority
- Orders of Succession
- Alternate Facilities
- Interoperable Communications
- Vital Records
- Human Capital Management
- Tests, Training and Exercises
- Devolution
- Reconstitution

These elements are intertwined and dependent upon one another. They combine to make a plan that can be smoothly and effectively implemented during an emergency. COOP elements, when properly addressed, provide an easy transition back to normal operations at the primary facility.

Structure of a COOP Plan

In assembling agency COOP plans, a planning framework is useful to ensure consistency. This also provides a mechanism for validating completeness of the assembled plan using a “desk check” approach. Annex D to this manual provides a framework to be followed in assembling COOP plans for North Carolina government agencies.