

Creating a COOP Plan

The COOP planning process can be divided into seven different phases:

- I. Project Initiation
- II. Identification of Functional Requirements
- III. Design and Development
- IV. Implementation
- V. Training, Testing and Exercises
- VI. Execution
- VII. Revision and Updating

This manual provides guidance for preparing and implementing a COOP plan. The two main tools are worksheets and the COOP Plan Template, which coincide with the seven phases of the planning process.

Completing the worksheets will assist in assembling the information necessary to develop the ten critical components of a COOP plan. Because every agency has a unique mission, each COOP plan will be unique. Merely filling in blanks on the worksheets is not a substitute for a plan that ensures continuity of operations in the event of a disruption.

The template provides a structure for the plan itself. This, combined with the information gathered through use of the worksheets will help insure a comprehensive COOP plan specific to each individual agency's mission and needs.

Should there be questions, NCEM is available for assistance.

I. Phase I: Project Initiation. The project initiation phase consists of:

- Appointing a COOP Coordinator
- Organization of a COOP Team
- Initial Project Meeting