

Worksheet #44: COOP Planning Checklist

North Carolina State Government agencies may wish to use this COOP planning checklist to guide 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 support emergency responders 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 are prioritized based on above criteria.	
COOP PLAN DEVELOPMENT, REVIEW & APPROVAL/ SUPPORTING PROCEDURES		
	Decision making conditions are clearly outlined 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 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.	