

Annex B
North Carolina COOP Planning Manual

Date Completed	Item Description	On Page (#) in Plan
	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 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.	