

Annex C
North Carolina COOP Planning Manual

SAMPLE COOP PLAN MAINTENANCE SCHEDULE

Activity	Tasks	Frequency
Plan update and certification	<ul style="list-style-type: none"> • Review entire plan for accuracy • Incorporate lessons learned and changes in policy and/or philosophy • Manage distribution of plan updates 	Annually (November of each year) or as needed
Maintain and update Orders of Succession	<ul style="list-style-type: none"> • Obtain names of current incumbents and designated successors • Update delegations of authorities 	Annually (November of each year) or as needed
Update checklists	<ul style="list-style-type: none"> • Update and revise checklists • Ensure annual update/validation 	Annually (November of each year) or as needed
Appoint new COOP team members	<ul style="list-style-type: none"> • Review qualification requirements • Issue appointment letters • Schedule new member orientation 	As needed
Maintain alternate worksite readiness	<ul style="list-style-type: none"> • Test all systems • Verify access codes and systems • Cycle supplies and equipment as needed 	Quarterly
Review/update supporting MOUs/MOAs	<ul style="list-style-type: none"> • Review MOUs/MOAs for currency and new needs • Incorporate revisions, as required • Obtain signatures of reviewing authorities to confirm validity 	Annually
Monitor and maintain equipment at alternate sites	<ul style="list-style-type: none"> • Train users and provide technical assistance as needed • Monitor volume/age of materials and assist users with cycling/updating/removing files 	Ongoing
Train new Key Personnel	<ul style="list-style-type: none"> • Provide orientation • Schedule participation in training and exercises 	Within 30 days of appointment
Orient new policy officials and senior management	<ul style="list-style-type: none"> • Brief officials on COOP philosophy • Brief each official on his/her COOP responsibilities 	Within 30 days of appointment
Plan and conduct exercises	<ul style="list-style-type: none"> • Conduct internal exercises • Conduct joint exercises with agencies • Support and participate in interagency exercises 	<ul style="list-style-type: none"> • Semiannually • Annually • Annually or as needed
Maintain security clearances	<ul style="list-style-type: none"> • Obtain, maintain and update appropriate security clearances 	Ongoing

The above tables are examples from the Federal Emergency Management Agency (FEMA).