

A. Appointing a COOP Coordinator

Use Worksheet # 1 to complete this task.

The first step in the COOP planning process is selecting a COOP coordinator, also known as the Point-of-Contact (POC). Although the head of the agency may act as the POC, it is usually best for the head to designate another individual.

The POC is important to the COOP planning process. The POC needs to be familiar with each part of the agency, organized and comfortable in leadership positions. The POC maintains communication with North Carolina Emergency Management.

Responsibilities of the COOP Coordinator include:

- Developing short-term and long-term goals and objectives.
- Assisting in the identification of planning team members.
- Creating a framework for developing the COOP program.
- Identifying and assisting in resolving issues related to COOP plan development, activation, implementation and reconstitution.
- Developing measurable criteria for measuring and evaluating COOP performance.
- Acting as a liaison between the planning team and agency leaders.
- Serving as a liaison to the COOP Steering Committee

B. Organization of a COOP Team

Use Worksheet # 2 to complete this task.

Both the COOP Coordinator and senior management need to be involved in the selection of a COOP Team. **Having the support of senior management is essential.** It will ensure members of the team realize the importance involved with their selection. It also represents a level of support for the overall planning process.

As mentioned above, the COOP Team needs to consist of a wide range of individuals from all parts of an agency. The number of team members will depend on the size of the agency.

Ideally a team will consist of 8 to 10 members representing various parts of the agency. This size team provides enough members for necessary diversity without having too many to achieve consensus.