

Plan Component	Assessment Element	Assessment Criteria
A. Command and Control/ Governance	Program Management Structure	<p>The program management structure overall should include:</p> <ul style="list-style-type: none"> • Management Personnel: a Senior COOP Program Manager/Officer who should be an elected or appointed State official who includes the following components: <ul style="list-style-type: none"> • Senior Management: Senior Management should be committed to conducting key stakeholder information and coordination and overall leadership to the COOP Program; • State Program Management Office; • Agency Field Disaster Coordinator (FDC) or Unit (URD); • A Single Point of Contact (POC) for each agency. <p>The program's coordination efforts should meet on a regular basis in order to provide direction and guidance to the Program Management Office. The Program Management Office should manage COOP activities across the various agencies working with the individual Agency POC. The POC will typically lead the agency DRT.</p>
B. Concept of Operations	Plan Procedures	<ul style="list-style-type: none"> • Providing for personnel accountability throughout the duration of the emergency; • Establishing reliable processes and procedures to acquire resources necessary to continue essential functions • The duration of time that operations should be continued along with the organization's approach to transitioning back to normal operations • Managing public communications