

## COOP Plan Template

- **EXECUTIVE SUMMARY**--Briefly outline the organization and content of the coop plan and describe what it is, whom it affects and the circumstances under which it should be executed. Further, it should discuss the key elements of coop planning and explain the organization's implementation strategies.
- **TABLE OF CONTENTS**--List by paragraph and page. For CD/electronic copies of the plan, design the table of contents for one click access to the desired plan section.
- 1. **INTRODUCTION**--Explain the importance of COOP planning to the organization. It may also discuss the background for planning, referencing recent events that have led to the increased emphasis on the importance of a COOP capability for the organization.
  - a. **PURPOSE**-- Explain why the organization is developing a COOP Plan. Briefly discuss applicable Federal guidance and explain the overall purpose of COOP planning, which is to ensure the continuity of mission essential functions. Because of today's changing threat environment, there should be a stipulation that the COOP plan is designed to address the all-hazards threat.
  - b. **APPLICABILITY AND SCOPE**-- Describe the applicability of the plan to the organization as a whole, headquarters as well as subordinate activities, co-located and geographically disperse, and to specific personnel groups of the organization. Include a description of the scope of the plan. Ideally, plans should address the full spectrum of potential threats, crises and emergencies-- natural as well as manmade.
- 2. **ESSENTIAL FUNCTIONS**--The essential functions section should include a list of the organization's prioritized essential functions. Essential functions are those organizational functions and activities that must be continued under any and all circumstances.

Organizations should:

- Identify all functions, then determine which must be continued under all circumstances
- Prioritize these essential functions
- Establish staffing and resource requirements
- Integrate supporting activities
- Develop a plan to perform additional functions as the situation permits