

The following table shows examples of prioritized essential functions for a fictitious organization, the Bureau of Water Management:

Priority	Essential Functions
1	Administer programs to protect the region's water supply and the health of the public.
2	Ensure the protection of fish and aquatic life.
3	Ensure pollution prevention and compliance assurance.
4	Provide technical support and information to assist in planning and restoration.
5	Approve and oversee cleanups of contaminated sites.
6	Plan and implement regional flood control programs.

3. **AUTHORITIES AND REFERENCES**--This section should reference an annex that outlines all supporting authorities and references that have assisted in the development of this coop plan.
4. **CONCEPT OF OPERATIONS**--This section should explain how the organization will implement its COOP Plan, and specifically, how it plans to address each critical COOP element. This section should be separated into three phases: activation and relocation, alternate facility operations, and reconstitution.
  - a. **PHASE I: ACTIVATION AND RELOCATION**--The Phase I section should explain COOP Plan activation procedures and relocation procedures from the primary facility to the alternate facility. This section should also address procedures and guidance for non-relocating personnel.
    - (1) **Decision Process**--This section should explain the logical steps associated with implementing a COOP Plan, the circumstances under which a plan may be activated (both with and without warning), and should identify who has the authority to activate the COOP Plan. This process can be described here or depicted in a graphical representation.
    - (2) **Alert, Notification, and Implementation Process**--This section should explain the events following a decision to activate the COOP Plan. This includes employee alert and notification procedures and the COOP Plan implementation process.
    - (3) **Leadership**
      - (a) **Orders of Succession**--This section identifies orders of succession to key positions within the organization. Orders should be of sufficient depth to ensure the organization's ability to manage and direct its essential functions and operations. Also included are conditions under which succession will take place, the method of notification, and any temporal, geographical, or organizational limitations of authority.