

5. COOP Planning Responsibilities--This section should include additional delineation of COOP responsibilities of each key staff position, to include individual Emergency Relocation Group (ERG) members, those identified in the order of succession and delegation of authority, and others, as appropriate.

SAMPLE

The following table shows examples of some COOP responsibilities for the Bureau of Water Management:

Responsibility	Position
Update COOP plan annually.	Division Head, Standards and Planning Division
Update telephone rosters monthly.	Communications Specialist, Standards and Planning Division
Review status of vital files, records, and databases.	Records Specialist, Standards and Planning Division
Conduct alert and notification tests.	Communications Specialist, Standards and Planning Division
Develop and lead COOP training.	Training Specialist, Standards and Planning Division
Plan COOP exercises.	Training Specialist, Standards and Planning Division

6. Logistics.

- a. ALTERNATE LOCATION--The alternate location section should explain the significance of identifying an alternate facility, the requirements for determining an alternate facility, and the advantages and disadvantages of each location. Senior managers should take into consideration the operational risk associated with each facility. Performance of a risk assessment is vital in determining which alternate location will best satisfy an organization's requirements.

Alternate facilities should provide:

- Sufficient space and equipment
- Capability to perform essential functions within 12 hours, up to 30 days
- Reliable logistical support, services, and infrastructure systems
- Consideration for health, safety, and emotional well-being of personnel
- Interoperable communications
- Computer equipment and software