

- b. **INTEROPERABLE COMMUNICATIONS**--The interoperable communications section should identify available and redundant critical communication systems that are located at the alternate facility. These systems should provide the ability to communicate within the organization and outside the organization.

Interoperable communications should provide:

- Capability commensurate with an agency's essential functions
- Ability to communicate with essential personnel
- Ability to communicate with other agencies, organizations, and customers
- Access to data and systems
- Communications systems for use in situations with and without warning
- Ability to support COOP operational requirements
- Ability to operate at the alternate facility within 12-hours, and for up to 30 days
- Interoperability with existing field infrastructures

7. **TEST, TRAINING, AND EXERCISES**--This section should address the organization's Test, Training, and Exercise (TT&E) Plan. Tests, Training, and Exercises familiarize staff members with their roles and responsibilities during an emergency, ensure that systems and equipment are maintained in a constant state of readiness, and validate certain aspects of the COOP Plan. Managers may be creative when it comes to COOP readiness and include snow days, power outages, server crashes, and other ad-hoc opportunities to assess preparedness.

COOP TT&E plans should provide:

- Individual and team training of agency personnel
- Internal agency testing and exercising of COOP plans and procedures
- Testing of alert and notification procedures
- Refresher orientation for COOP personnel
- Joint interagency exercising of COOP plans, if appropriate

8. **MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN**--This section should discuss how the organization plans to develop their Multi- Year Strategy and Program Management Plan (MYSPMP). The MYSPMP should address short and long term COOP goals, objectives, and timelines, budgetary requirements, planning and preparedness considerations, and planning milestones or tracking systems to monitor accomplishments. It should be developed as a separate document.