

9. **COOP PLAN MAINTENANCE**--This section should address how the organization plans to ensure that the COOP Plan contains the most current information. Federal guidance states that organizations should review the entire COOP Plan at least annually. Key evacuation routes, roster and telephone information, as well as maps and room/building designations of alternate locations should be updated as changes occur.

10. **ANNEXES AND COVER PAGE**

ANNEX A: AUTHORITIES AND REFERENCES-- This annex should cite a list of authorities and references that mandate the development of this COOP Plan, and provide guidance towards acquiring the requisite information contained in this COOP Plan.

ANNEX B: OPERATIONAL CHECKLISTS--This section should contain operational checklists for use during a COOP event. A checklist is a simple tool that ensures all required tasks are accomplished so that the organization can continue operations at an alternate location. Checklists may be designed to list the responsibilities of a specific position or the steps required to complete a specific task.

Sample operational checklists may include:

- Emergency Calling Directory
- Key Personnel Roster and Essential Functions Checklist
- Senior Emergency Response Team (SERT) Roster
- Emergency Relocation Team Checklist
- Alternate Site Acquisition Checklist
- Emergency Operating Records and IT Checklist

ANNEX C: ALTERNATE LOCATION/FACILITY INFORMATION--This annex should include general information about the alternate location/facility. Examples include the address, points of contact, and available resources at the alternate location.

ANNEX D: MAPS AND EVACUATION ROUTES--This annex should provide maps, driving directions, and available modes of transportation from the primary facility to the alternate location. Evacuation routes from the primary facility should also be included.

ANNEX E: DEFINITIONS AND ACRONYMS-- This annex should contain a list of key words, phrases, and acronyms used throughout the COOP Plan and within the COOP community. Each key word, phrase and acronym should be clearly defined.

COVER PAGE--The cover page should identify that the COOP Plan is a confidential document and not subject to public review. Seek legal advice for this.