

Next, for each area of responsibility identified, list the functions performed and provide a brief description of the activities typically completed in the identified function.

Current and former employees provide excellent sources of information on an agency's functions. COOP planners ought to collaborate with individuals from each part of the agency and ask about the functions they and their coworkers perform on an everyday basis.

Refer to existing SOPs, EOPs and reports on operations for information about various functions performed by the agency. The mission statement or regulations promulgated by the agency may also contain information on functions.

### **2. Identify Essential Functions**

Use Worksheet #12 to complete this task.

The COOP Team in collaboration with senior management should determine the criteria for selecting essential functions. For example, if other organizations are dependent on a particular function to continue their operations, then the function is probably an essential function. These criteria should be based on a review of emergency response plans, emergency operating procedures, and brainstorming sessions.

Make sure to review the North Carolina Emergency Operations Plan to identify functions appropriated to agencies during a disaster situation. Those functions must be considered essential.

Based on pre-determined criteria, the COOP planner should go back to Worksheet #11 and for each of the functions listed under the various areas of responsibility indicate which ones are considered essential.

Senior management must approve and take ownership of the final list of essential functions.

### **3. Determine Essential Function Resource Requirements**

After the essential functions are determined, examine the processes and services that support them. Essential functions and their supporting processes and services are intricately connected. Each essential function has unique characteristics and resource requirements, without which the function could not be sustained. Those processes and services that are necessary to assure continuance of an essential function are considered critical.