

It is also important to determine whether a system or piece of equipment is dependant on another particular system or piece of equipment. For example, computer systems depend on electricity. There might also be a calendar component—a disruption to an electronic tax return filing system would be a bigger problem in April than in August. Look at Worksheet # 13.

**b. Select and Arrange Protection Methods for Critical Systems and Equipment**

Use Worksheet # 21 to complete this task.

Review the list of vital systems and equipment and assess the best protection methods. The assessment will depend on the nature of the system or equipment, but every protection plan for systems and equipment should include maintenance programs that regularly test these systems and equipment and the associated protective measures for optimal performance.

**C. Name Key Personnel**

Every employee is important to the achievement of the agency's mission. However, like critical processes and services, each essential function has associated key personnel and positions that are necessary for the continuity of operations. They represent vital management and authority, and they underscore the essential functions that cannot be allowed to lapse. If these positions are left unattended, the agency will be unable to meet customer requirements or accomplish its mission. Because of this, a comprehensive COOP plan always includes succession planning and management. Succession planning and management ensures continued effective performance by making provisions, when necessary, to replace people in key positions.

Naming key personnel consists of two components: delegation of authority and orders of succession.

**1. Delegation of Authority**

Delegations of authority specify who is authorized to make decisions or act on behalf of the department or agency head and other key individuals. In COOP planning, delegation of authority ensures rapid response to an emergency situation that requires COOP plan activation.

Delegation of authority planning involves the following tasks:

- Identify which authorities can and should be delegated.
- Describe the circumstances under which the delegation would be exercised, including when it would become effective and terminate.
- Identify limitations of the delegation.