

2. Evaluate the Risks

To evaluate the risks associated with each hazard, determine who and what might be harmed and how. Information from Worksheet #13 may be helpful during this process. Once the likelihood of a hazard causing harm is established, determine which mitigation actions can reduce or eliminate the risk.

III. Design and Development

Here the COOP team should decide whether the plan should consist of one large plan or of a series of smaller COOP plans—one for each part of the agency. Whether the overall COOP plan consists of a single comprehensive plan covering all levels or components of an agency or of the individual COOP plans for part will depend on the structure of the organization, the complexity of its mission, and the resources available for planning. For example, an organization with few parts and a narrow mission may opt for a single comprehensive COOP plan, while an agency with many parts organized according to essential functions may construct a plan that links the individual COOP plans for each part. **In North Carolina state government, it is generally expected that COOP plans will be written at the division level.**

An organization or division can use existing standing operating procedures (SOPs) and emergency operations plans (EOPs) as building blocks for development of a COOP plan. Year 2000 (Y2K) plans (if they remain available) might also be good foundations for developing division COOP plans. It is important to note, however, that SOPs and EOPs are not substitutes for COOP plans at any level. Each organization or division must thoroughly examine its operations in light of COOP concerns.

When an organization is ready to place collected data into a COOP plan draft, it should develop a format that ensures consistency and that all of the pertinent information from the worksheets is incorporated into the plan. ANNEX E is a template that agencies may use in final development of their COOP plans.

COOP plans will differ in substance and structure, but the following sections should be evident in each agency's individual COOP plan:

- **Executive Summary** – Briefly outline the organization and content of the COOP plan and describe what it is, whom it affects and the circumstances under which it should be executed. Further, it should discuss the key elements of COOP planning and explain the organization's implementation strategies.
- **Table of Contents**--List by paragraph and page. For CD/electronic copies of the plan, design the table of contents for one click access to the desired plan section.
- **Introduction** - Explain the importance of COOP planning. It may also discuss the background for planning, referencing recent events that have led to the increased emphasis on the importance of a COOP capability for the organization.