

- Making general management related business decisions.
- Keeping the operations going and servicing constituencies.

The organization of these recovery teams, and all teams included in the COOP plan, should be based on organizational structure recommended by the Federal Emergency Management Administration (FEMA) and the National Incident Management System (NIMS). Reference to these structures should be included in the text of the COOP plan.

### **VII. Revising and Updating**

An organization should review and update its plans regularly. The work of the POC and COOP team does not end with the development and implementation of a COOP program. Development and implementation are just the beginning. An effective COOP plan will not remain viable without regular review and revision.

To maintain COOP readiness, the following tasks are necessary:

- Training key personnel.
- Conducting periodic COOP exercises.
- Institution of a multiyear process to ensure the plan continues to be updated as necessary.

#### **A. Training Key Personnel**

After the COOP plan is developed, all personnel who will be involved in COOP activities should be trained and equipped to perform their emergency duties. Consideration should be given to cross-training team members. Cross training will ensure the team is prepared to deal with unusual demands that may arise when essential functions must be continued with a reduced staff.

Effective COOP training plans will provide for:

- Individual and team training to ensure currency of knowledge and integration of skills necessary to carry out essential functions.
- Refresher training for key personnel as they arrive at the alternate facility.
- Training courses and materials designed to improve knowledge and skills related to carrying out COOP responsibilities.