

Because tracking changes to a hardcopy plan may be difficult or impossible, it is preferable to distribute the plan electronically. It is important to alert agency personnel when revisions are posted to the plan.

In certain scenarios neither the local office nor the agency's electronic resources will be accessible. In these cases, there must be clearly documented and available procedures to instruct the response team as to the location of paper copies of the COOP Plan.

Worksheet #44 is a COOP Planning Checklist. Agencies may want to use the checklist to guide the COOP plan development process from the beginning.