

## North Carolina COOP Planning Manual

- Locate alternate facilities in areas where the ability to initiate, maintain and terminate COOP is optimal. In North Carolina, assistance in assigning and prioritizing alternate facilities will be provided by the Department of Administration as part of the State consolidated COOP plan. Alternate facility assignments will be based on criticality of program services.
- Take advantage of existing agency field infrastructures and give consideration to other options, such as telecommuting, work-at-home and shared facilities.
- Consider the distance of the alternate facility from the primary facility.
- Include development, maintenance and review of COOP capabilities using a Multi-Year Strategy and Program Management Plan (MYSPMP) to ensure funding is available in future budgets.

North Carolina General Statute 147-33.89 requires development and implementation of business and disaster recovery plans with regard to information technology. State agencies must:

- Establish disaster recovery planning teams to develop and administer implementation of plans considering the business environments in which these plans would be implemented, preventative measures to be taken and types of disaster most likely to occur.
- Annually submit business continuity plans to the State Chief Information Officer.

Every COOP plan must incorporate these requirements.