



Continuity of Operations (COOP) 2017 Plan Review Checklist

Agency Name: _____

(Note: Some planning elements may not be applicable to your specific COOP operations. Please note if that is the case.)

Planning Element	Criteria Met? / Comments
Administrative	
1. Signed by agency lead, deputy, or designated representative.	
2. Identification of who can activate plan.	
3. Identified purpose, scope, goals / objectives, assumptions, plan authority, situation, functional roles for internal / external agencies, logistical needs to support implementation of the plan, concept of operations.	
4. Are all Division, offices, etc. within this agency covered under a COOP plan? If no, do they have a separate plan?	
5. Procedures exist for a review (plan maintenance) of this agency COOP plan.	
6. A Record of Change table is included to highlight major changes from the previous revision.	
Essential Functions	
1. Essential functions are listed and prioritized.	
2. Essential Support Activities are listed and prioritized.	
3. Are you reliant on fuels (diesel, E-85, natural gas, propane, regular gasoline, or any others)? If so, this should be identified as one of your Essential Supporting Activities. This would apply not only to the fueling of your vehicles but for your facility's back – up generators. If not, a note under the Alternate Location / Facility section, should be made stating something to the effect that fuel needs do not impact your agency.	
Orders of Succession / Delegations of Authority	
1. Orders of succession are established for the leadership positions.	
2. Delegations of authority have been approved by legal counsel and are listed.	
Alternate Facilities	
1. Alternate work location(s) identified (this does include the work from home option).	
2. MOA / MOU with alternate facility signed and current.	
3. Alternate work location(s) have sufficient distance, based upon risk management from the primary facility based upon the potential source of the disruption, hazard, or threat.	

Planning Element	Met/Comments
Concept of Operations	
1. The role of the Emergency Response Group (ERG) is outlined as well as other appropriate groups.	
2. Phases of Readiness / Preparedness, Activation, Continuity Operation, and Reconstitution actions are addressed.	
Continuity Communications	
1. Procedures / plans exist for communications with COOP contingency staffs, management, and other components.	
2. Procedures/plans exist for access to data and systems necessary to conduct essential activities and functions.	
3. Identification of mission critical systems (IT) and needed communications resources.	
4. Plan includes provisions for establishing communications with all appropriate entities.	
Essential Records and Databases	
1. Essential records, such as accounts receivable; contracting and acquisition files; official personnel files; Social Security, payroll, retirement, and insurance records and property management and inventory records, are identified.	
2. Provisions for classified or sensitive data are included.	
3. Location and accessibility to essential records are identified.	
Tests, Training and Exercises	
1. Plans include annual individual and team training of agency COOP emergency personnel.	
2. Plans include annual agency testing and exercising of COOP plans and procedures.	
3. Have completed trainings or exercises been documented (for example on Record of Change table).	
Human Resources	
1. Procedures for employee advisories, alerts and COOP plan activation are included.	
2. Procedures for personnel accountability throughout the duration of the emergency are included.	
Devolution of Control and Direction	
1. Trigger point(s) for devolution are established with procedures to turning MEFs over to devolution agency(ies)	
2. Trigger point(s) and procedures for returning operations from devolution agency (ies) are established	
Reconstitution Operations	
1. Determine how the organization will assess the status of affected organization personnel, assets, and facilities	
2. Include redeployment plans for phasing down continuity operations and returning operations to the primary facility.	