

Lesson Overview

COOP planning is a team effort. The tasks required to develop; test, train, and exercise; and implement the COOP plan are far too many and complex for a single individual to complete.

This lesson will cover the roles and responsibilities for key COOP planning personnel. The lesson will also cover the responsibilities that every employee has for assisting with COOP planning and implementation.

Who Are the Key Players in COOP Planning?

There are several key players in COOP planning.

- Agency leaders
 - The COOP Program Manager
 - The COOP Planner
 - COOP planning team members
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Agency Leaders

Senior agency leaders set the tone for COOP planning by:

- Establishing COOP planning as an agency priority.
- Formulating agency policy to support COOP planning.
- Appointing the COOP Program Manager.
- Identifying the agency's essential functions.
- Providing budgetary and other support for the planning process.
- Ensuring that systems are tested, staff is trained, exercises are conducted, and lessons learned are fed back into the plan.

In short, senior agency leaders make or break the COOP planning process.

The COOP Program Manager

The COOP Program Manager has responsibility for day-to-day COOP planning. He or she:

- Recommends personnel for the planning team.
 - Develops program goals, objectives, and milestones.
 - Develops and monitors the budget.
 - Coordinates the plan development.
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COOP Planner

When possible, a COOP Planner should also be assigned to the planning team. He or she will:

- Have experience in emergency planning.
 - Have knowledge of agency operations—including the agency's Occupant Emergency Plan (OEP).
 - Provide planning guidance to the Program Manager and the planning team.
 - Put Plan together.
 - Make recommendations for testing, training, and exercising; and revise the plan based on lessons learned.
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COOP Planning Team Members

COOP planning team members should be selected based on their knowledge and experience in areas critical to COOP. The exact membership of the team will vary depending on the agency. However, personnel who are critical to any COOP plan include managers or other designees from:

- Operations identified as essential functions.
 - Information technology.
 - Communications.
 - Human resources.
 - Logistics.
 - Facilities.
 - General Counsel.
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Other Employees' Responsibilities

Other employees will have responsibilities for COOP planning as well. Planning team members will coordinate with personnel in their offices to gather information; develop procedures; or identify vital records, files, and databases.

Planning team members in special offices, such as Human Resources or the Office of General Counsel may need assistance in reviewing policies, procedures, or parts of the plan itself to provide input on sufficiency and workability.

Role of Non-ERG Personnel in COOP Planning

Even personnel not designated as ERG members during COOP operations may have a role in the planning process. These personnel can contribute by:

- Ensuring that you understand your role should COOP implementation become necessary.
- Participating in tests, training, and exercising the COOP plan, as necessary.
- Ensuring that you and your family will be safe in an emergency that requires COOP implementation.
- Being prepared to deploy to support the ERG, if required.

You may be assigned other responsibilities as well, depending on the agency's needs.
