



*Or Not?*

## Continuity of Operations Planning (COOP) for Non-Profit Organizations

### Planning Checklist

TOPIC AREA	YES	NO	COMMENTS
<b>COOP Planning Team</b>			
Has someone been identified as a COOP Program leader and has a COOP team been designated?			
Have all key elements of the agency been involved in the planning process such as, information technology, public affairs, programming, security, etc.?			
Are shelter-in-place guidelines outlined?			
Are emergency evacuation procedures included?			
<b>Essential Functions</b>			
Have the agency's essential functions been identified?			
Are personnel, equipment, and policies in place to support essential functions?			
Are essential functions prioritized by order in which they need to be restored in?			
Are there services your agency provides to other agencies? Is there a system for maintaining the provision of those services?			
Are seasonal/calendar priorities considered in the COOP plan?			
<b>Continuity of Personnel</b>			
Has sufficient delegation of authority and chain of command been identified to ensure continuance of agency operations?			
Is there clear and documented order of succession for management positions and/or key officials to ensure control and command during an emergency?			
Have all personnel designated as successors or as holders of emergency			

responsibilities been briefed or trained on their responsibilities?			
Is contingency staffing available to perform essential functions?			
Have employees received education regarding how to prepare their family members for emergencies?			
<b>Critical Documents, Records, and Systems</b>			
Is there sufficient capability to maintain important documents and records to support administrative functions?			
Is there a plan for protecting and restoring vital records?			
Is there a plan for the protection and recovery of vital systems and equipment?			
Is there a communications plan that identifies alternate methods and restoration of communication systems?			
Is there a staff communications plan?			
<b>Alternate Facilities</b>			
Are there predetermined alternate work sites which are ensured with appropriate contracts, agreements, or understandings?			
Are alternate work sites capable of supporting essential functions and operations?			
Is there a relocation plan? Does the plan include arranging for transportation, food, security, and lodging for essential personnel operating out of that facility?			
Do employees have the capability of working at home?			
Is there a plan for returning to the primary location?			
<b>COOP Implementation and Maintenance</b>			
Is there a system for training personnel on how to implement the COOP plan?			
Is there a training and exercise program to test the operations outlined in the COOP plan?			
Is there a schedule for review and revision of the COOP plan?			