

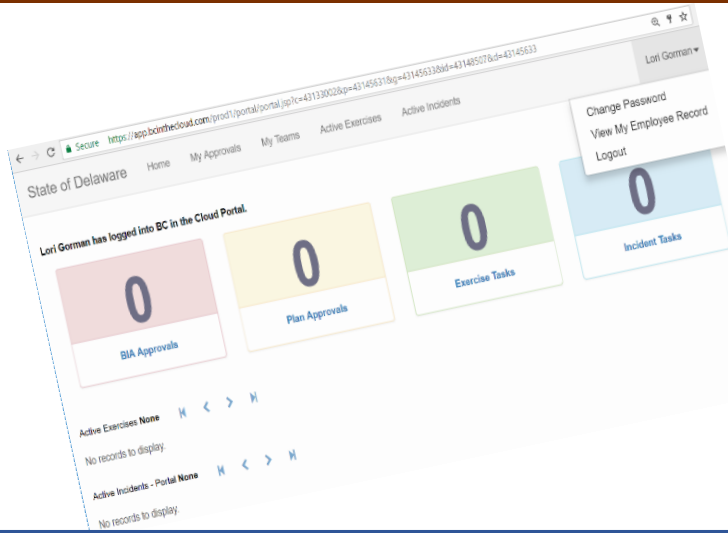


COOP Plan Approval Process

Summary:

All COOP (Continuity of Operations Process) plans should go through a final approval process each year to ensure plan contents are valid and that those responsible during an emergency are familiar with their organization’s plan. Plan approvers should include the plan owner (Director or highest position in the organization), Section Leaders familiar with section’s operations, and all key personal responsible for over-all incident response to an event impacting the organization.

Approval Steps...



Step 1- Create Portal User Account:

- In order to review/approve a plan, each approver will be set up to access a BC in the Cloud system portal. Once activated as a portal user, you will find the BC in the Cloud Approval tile on ID.Delaware.gov.
- Select the Plan Approvals tab to locate your plan to review

Step 2- Review the COOP Plan:

- Open the plan and review contents for accuracy and completeness-
 - Sections 1-2: COOP response activities
 - Section 3: Processes Dependencies
 - Section 4: Plan Teams and Tasks
 - Section 5: Alternate Facilities
 - Section 6: Resources- software, supplies, assets/equipment, customers/partners, vendors
 - Section 7: Call Trees
 - Section 8: Acronyms and Definitions
 - Section 9: Documents



Step 3- Approve/ Reject the Plan:

- Select the Approval Action: Approval/Reject
- Provide Approval Comments: approve or items to correct
- Submit

Questions: Contact [COOP Coordinator name, email address]