



## CONTINUITY OF OPERATIONS (COOP) PLAN COORDINATOR

The Organization’s Continuity of Operations (COOP) Plan Coordinator serves as the focal point for coordinating and maintaining a State organization’s Continuity of Operations Plan. In the event of a regional incident, the highest level of State leadership needs to determine the order in which business services are restored. COOP planning is a state-wide, multiple-year program documenting the recovery of Delaware State Government services in a systematic order, per the State’s Criticality Rating Scale. For additional information see <https://extranet.coop.state.de.us/>. *This form is not applicable to K12 organizations.*

### COOP Coordinator Responsibilities

- Good overall knowledge of the organization
- Access to Senior Leadership
- Ability to take ownership of the program for their organization
- Ability to work with others in the organization
- Good computer skills
- Good communication skills
- Candidate should be able to spend 36 hours per year on COOP related maintenance activities
- If an existing COOP Plan is not available, more time is involved in creating a new plan

### Organization Information

Organization Address

City

State

Zip Code

Organizations Covered

Indicate if all agencies are included

Yes

No

### COOP Coordinator - Primary

Name

Title

Phone

E-Mail

### COOP Coordinator - Alternate (Optional)

Name

Title

Phone

E-Mail

### Approving Authority

Name

Title

Phone

E-Mail

***A live signature is not required. The submission of this form via e-mail must come from the mailbox of the Approving Authority (e.g. Cabinet Secretary, Superintendent, Executive Director).***