**Instructions for Completing the Basic COOP Template**

**Version 2018**

**University of North Dakota**

**Office of Emergency Management**

1. The Basic COOP template is usually developed by the unit head or designated person and should only take 30-45 minutes to complete.
2. Please refer to the “Basic COOP Template Version 2018,” “Sample COOP plan,” and “Detailed Instructions for Completing the Basic COOP” on the UND Emergency Management website.
3. Unit Head and Plan Developer (items 2 & 3) can be the same. If the Unit Head does not develop the plan, then s/he must approve it.
4. Item #4: Alternate phone number is either a business or personal cell #.
5. #5 Emergency Communication is the Unit Head.
6. #6 Priority Operations: The unit’s basic responsibilities (usually 4 or 5 main priorities).
7. #7 Essential Personnel: see Sample COOP for language.
8. #8 List Essential Personnel: only those staff who are always or usually considered Essential Personnel.
9. #9 Unit IT Support: primary person responsible for the unit’s IT support.
10. #10 Essential Functions: One Essential Function box for each priority listed in #6. **Continuity Strategy:** you can develop a specific strategy for each Priority or you can simply state “Provide support as needed either onsite or via cell phone, email or network connectivity to required applications and files.”
11. #11 Relocation Site: probably work from home unless you have identified another physical location. Identify the Essential Functions that can be accomplished from the Relocation Site.
12. Alternate Locations: Some units may have more possible physical relocation sites to be listed here.
13. #12 Vital Data Systems: usually “Laptops/tablets, cell phones, network/internet connectivity, and other applications, systems and files.”
14. #13 Special Considerations: any special considerations or needs the unit may have in an emergency.
15. Submit the completed COOP to [michael.lefever@UND.edu](mailto:michael.lefever@UND.edu) for final approval.
16. If you have questions please contact Mike Lefever, Associate Director for Emergency Management, at email above or 7-2030.
17. Thank you.