COOP Roll-Out Checklist

Congratulations on completing your Continuity of Operations (COOP) plan! Use this checklist to ensure the preparedness of your Department/School to be able to implement your plan.

Everyone:

☐ See the Contact Roster (Appendix A) and add the contacts to your mobile device.

☐ Notify your Continuity Planner if your contact information changes.

☐ Read the plan to be familiar with all the roles that are assigned to you and others. If more information or resources are needed, discuss with your Continuity Planner.

Continuity Planner:

☐ Ensure everyone listed in the COOP plan has an electronic and paper copy of it.

☐ Ensure follow through and implementation of continuity strategies, identified during development of the plan, such as:

   o Implementation of backups, remote access, and workarounds for essential equipment, software, and communication tools.

   o Confirming all essential IT systems have backups and remote accessibility.

   o Ensuring critical data is regularly backed up and accessible from alternate locations.

   o Verifying all essential personnel have access to telework platforms, such as VPNs or software licenses.

   o Pre-positioning resources at an alternate location.

   o Confirming essential personnel have card/key access to backup location(s).

   o Establishment of contracts for essential services, equipment, and supplies.

   o Cross training needed for those serving as backup personnel.

☐ For each essential function, confirm each Primary person has spoken with backup personnel to ensure they are prepared to perform the essential function. Ensure back-up personnel have:

   o Sufficient information about performing the essential function.

   o Access to alternate locations, applications, records, and/or equipment.

☐ Stock supplies identified needed to execute continuity strategies.

☐ Finalize emergency contracts in advance with standing purchase orders.

☐ Regularly review the COOP plan to ensure it remains up to date.

Department Leadership:

☐ Clearly communicate essential functions to your Department/School to help employees prioritize tasks during an emergency disruption. Confirm personnel identified in the COOP plan understand expectations of them.

☐ Confirm your Department/School employees verify their contact information in UMB Alerts at least annually, here: https://www.umaryland.edu/emergency/alerts/

☐ Test your COOP plan to identify and address gaps prior to an incident.