

Arkansas Continuity of Operations Program Plan Review

Date of Review	09/11/2012		
Plan Reviewer	SAMMY HUGEN		
Agency Name	JASPER S.D.		
Lead Planner	ALIZA JONES		
Plan Name	JASPER S.D.		
ACOOP Score	98 %	Totals	
ADLA Score	94 %	39	40
		16	17
		DIS	ADLA
Functions	Y/N		Notes
Are there an appropriate number of functions?	Y		
Is each function description clear?	Y		
Has function priority been established?	Y		
Have external dependencies been assigned?	Y		
	Y/N		Notes
Locations			
Is there one or more close alternate locations entered?	Y	★	
Is there one or more distant alternate locations entered?	Y	★	
Is there an offsite storage location listed?	Y	★	
Is access to the alternate locations and offsite storage location listed?	Y	★	
Is there an alternative IT processing site including address, name and contact information for those with access to key or codes?	Y	★	
If the alternative IT processing site is not in control of the entity, has the entity included a signed Memorandum of Understanding (MOU)?	Y	★	
	Y/N		Notes
Tests			
Is there a plan test report showing at least 2 tests per year?	Y		
Is there a lessons learned/areas for improvement list included?	Y	★	
Has the plan been tested in the past 12 months?	Y	★	
	Y/N		Notes
Employees			
Have a reasonable amount of employees been entered?	Y		
Does each employee have contact information?	Y		
Does each employee have an emergency contact with information?	Y		
	Y/N		Notes
Teams			
Are there teams with positions and task's in the plan?	Y		
Is there an IT recovery team listed for each critical application?	Y	★	
Does each team have positions?	Y		
Does each position have employees?	Y		
Do task's address initial response?	Y		
Do task's address the steps of IT system recovery?	Y	★	
Have teams been assigned to the function?	Y		
	Y/N		Notes
Call list			
Is every employee on a call list?	Y		
	Y/N		Notes
Reporting Structure			
Has a reporting structure been entered?	Y		

	DIS	ADLA	
	Y/N		Notes
Succession Plans			
Is there an orders of succession document?	Y		
	Y/N		Notes
Resource Assignments			
Is there a list of vital records need to support critical functions?	Y	★	
Is there a list of critical software including priority of restoration?	Y	★	
Is there a list of critical vendors including contact information?	Y		
Is there a list of supplies needed to support critical functions?	Y		
Is there a detailed list of system hardware requirements for critical applications?	Y	★	
Is there a list of essential equipment needed to support essential functions?	Y	★	
	Y/N		Notes
Additional Elements of a Viable COOP			
Is there a multi-hazard response plan?	Y		
Is there an office manual/manual procedures included?	Y	★	
Are there pandemic flu policies/considerations documents?	Y		
Is there a devolution document ?	Y		
Is there a media statement?	Y		
Is there procedure documentation for restoring IT systems?	N	★	ADD DETAIL
Is there procedure documentation for critical functions?	Y	★	
Is there a cross training plan addressing critical functions?	Y		
	Y/N		Notes
Table of Contents			
Is there a table of contents?	Y		