Continuity of Operations Planning Team

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| **Planning Team Member** | **COOP Role** | **Department Represented** | **Email** | **Phone** |
| *Example: Bob Jones* | *COOP Planning Team Manager* | Human Resources *Client Services* | *bobjones@email.com**b.jones@cummunity.org* | *617-888-888* |
| *Marry Smith* | *COOP information Collector* | *Policy Division*  | *Marry.smith@email.com* | *617-888-888* |
| *Ed Davis* | *IT Representative* | *IT* | *Ed.davis@email.com* | *617-666-555* |
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List your organization/departments’ Continuity of Operations Planning Team Members. The Planning Team should include a COOP Planning Team Manager charged with managing the process of gathering all relevant information, developing and maintaining the plan, as well as representatives from key departments and elements of your organization such as, finance/budget, human resources, information technology, and service providers.

*Source:* *Volunteer Florida, “COOP for Smaller Community Based Organizations”. Volunteer Florida, The Governor’s Commission on Volunteerism and Community Service*