



OFFICE OF THE DIRECTOR
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 845-8506
FAX: 845-8511



September 19, 2006

To: California Executive Branch Agencies

Subject: Executive Order S-04-06 – Continuity of Operations (COOP)/
Continuity of Government (COG) Plan

Executive Order S-04-06 directs all California executive branch agencies to update and submit their Continuity of Operations (COOP)/Continuity of Government (COG) plans to the Cabinet Secretary and the Director of the Governor's Office of Emergency Services (OES) by September 30, 2006. Due to the fact that September 30 falls on a Saturday, we are asking agencies and departments to submit their draft plans by 5:30 p.m., Friday, September 29, 2006.

Submission:

Agencies and their respective departments should provide the following:

1. A signed ***Executive Summary*** which describes, by major section, conformance with the COOP/COG plan development criteria established by OES pursuant to Executive Order S-04-06. The Executive Summary is a brief description of the agency or department's entire COOP/COG plan. If applicable, the Executive Summary should document that no essential functions are performed by the agency, and that a COOP/COG plan is not required. Enclosure 1 is a template for the Executive Summary and enclosure 2 is an example Executive Summary. Both are available on the OES website at: www.oes.ca.gov.
2. A signed ***Plan Review Checklist and Certification of Completion*** form, enclosure 3. Please note this is an updated form, also available on the OES website. The Plan Reference section of the form should document the status at the department level, of each plan element. Please attach to the ***Plan Review Checklist and Certification of Completion*** form an explanation or schedule for completion, as applicable, for each planning element that is not included in the plan, or not yet completed, as well as agency and department level Point of Contact(s) for obtaining additional information.
3. A complete hardcopy of your agency's or department's ***COOP/COG Plan*** (in a three-ring binder).
4. ***Procedures*** for the testing and exercising of your ***COOP/COG Plan*** (if separate or not included in your plan).

Package:

All documents are to be placed in either a sealed envelope or sealed box. Agency and department plans shall be submitted together. The **Agency Name/COOP/COG Plan and Draft/Confidential** must be on the outside of each envelope or box. If there is more than one box or envelope they should be numbered. The sealed envelope or box shall be signed by the Agency Secretary or designee. It is important you indicate the total number of envelopes or boxes submitted by the agency.

Delivery:

a - Cabinet Secretary copy:

The sealed and labeled envelope or box should be addressed as follows and hand delivered to Jennifer Grutzus or Philip Southard in the Governor's Office reception area:

Governor's Office
Attn: Fred Aguiar, Cabinet Secretary
State Capitol
Sacramento, CA 95814

b - OES copy:

The sealed and labeled envelope or box should be addressed as follows and hand delivered to Scott Marotte or Sheri Blankenheim of the Preparedness Branch at the Governor's Office of Emergency Services lobby:

Governor's Office of Emergency Services
Attn: COOP/COG
3650 Schriever Avenue
Mather, CA 95655

Confidential Information:

Agency secretaries and department directors should be aware that some information contained in the COOP/COG plans may be sensitive, e.g., employee home phone numbers, vulnerability analysis, etc. All agencies and departments should maintain internal distribution procedures based upon operational needs. We will continue to maintain the confidentiality of the documents once they are in our possession. Please consult your agency or department legal staff on any matters of confidentiality. All Public Records Act (PRA) requests should be coordinated with OES prior to any action.

Next steps:

The next step will be to build on each of the draft COOP/COG plans. A team made up of representatives from several agencies will conduct a review of the plans to determine any major areas where additional effort is needed by state agencies and where there are cross-cutting issues between the various departments and agencies. We will be in contact with you about this plan review team.

If you have any questions, please contact Grace Koch, Deputy Director, Preparedness and Training Division at (916) 845-8506 or your staff may contact Sheri Blankenheim, Senior Emergency Services Coordinator and program lead at (916) 845-8789 or Sharon.Blankenheim@oes.ca.gov.

Thank you for your continued assistance in this effort. Please share this information with your departments, boards, commissions, and offices.

Sincerely,

ORIGINAL SIGNED BY

HENRY R. RENTERIA
Director

Enclosures:

1. Executive Summary Template
2. Executive Summary Example
3. Plan Review Checklist and Certification of Completion form