

**State of California
Continuity of Operations (COOP) and
Continuity of Government (COG)
Planning Program**

June 1, 2006



Why COOP and COG?

- The changing threat environment has shifted our awareness to the need for Continuity of Government (COG) and Continuity of Operations (COOP) capabilities that enable state and local governments to continue their essential functions across a broad spectrum of emergencies.



Continuity of Operations (COOP)

- Continuity of Operations, similar to Continuity of Government, is a federal planning concept that focuses on government's ability to continue essential functions. In order to ensure continuity of essential federal functions under all circumstances, all Federal agencies are directed to develop a Continuity of Operations capability.



Continuity of Government (COG)

- In anticipation of major catastrophic disasters, governmental units must be prepared to maintain operations throughout all types of destructive events including enemy attack by any method. Continuity of Government has been defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities



Governor's Executive Order S-04-06

3. By June 1, 2006, the Director of the Office of Emergency Services shall promulgate model Continuity of Operations/Continuity of Government plans and guidelines to be provided to state and local agencies in order to assist them in ensuring the continuity of government and ensuring the provision of essential services to the public during and after a catastrophic event.



Governor's Executive Order S-04-06

4. By September 30, 2006, all Executive Branch agencies shall update their Continuity of Operations/Continuity of Government plans consistent with the guidelines and submit them to the Cabinet Secretary and the Director of the Office of Emergency Services and include procedures for the testing and exercising of these plans.



Continuity of Operations (COOP) and Continuity of Government (COG) Planning Program

The planning program being made available today consists of the following:

- OES COOP/COG Program Description
- Template and Guidance
- Worksheets
- Facilitator's Guide
- Participant's Guide for Workshops
- Workshops
- Discussion Papers
- Plan Review Checklist and Certification of Completion



Program Materials

Program Materials are available for download right now on the OES website at www.oes.ca.gov look to the right side of the page for the COOP/COG button

A limited number of CD's are available after this presentation. Please take only one per agency.

The materials are a mix of Word, Excel, Acrobat pdf, and Access documents.



Program Materials

OES COOP/COG Program Description:

- A description of COOP/COG and the planning program.

Template and Guidance:

- A plan template that includes descriptions of each of the sections.

Worksheets:

- A series of sixteen worksheets have been developed to assist with data collection and organization.



Program Materials

Facilitator's Guide:

- A guide that explains the COOP/COG Planning process, associated workshops and worksheets.

Participants Guides - Workshops:

- A brief participants guide that briefly describes the purpose, agenda, and who should attend.



Program Materials

Workshops:

A series of four PowerPoint Workshops that address the following:

- I: COOP/COG Project and Program Management
- II: Identifying Essential Functions and Operations Vulnerabilities
- III: Resumption Strategies
- IV: Command and Control and Constructing the COOP/COG Plan



Discussion Papers

A series of Discussion Papers are also available that cover different topics related to COOP/COG planning:

- Executive Command and Control Issues
- Rating and Prioritizing an Organization's Functions for Continuity Planning
- Business Impact Analysis/Assessments
- Linking Threats to Disruption Scenarios
- COOP and COG a Consolidated Approach

**Other topics may be added as needed or requested.



Plan Review Checklist and Certification of Completion:

Plan Review – Certification:

- A plan review checklist and certificate of completion.
- A completed copy of this document must accompany each plan that is being submitted to the Cabinet and OES.
- Includes a list of elements and a certification section to be completed and signed by both the Senior Planner and Agency or Department Director submitting the plan.
- Certifies the COOP/COG capability level of the plan being submitted.



OES COOP/COG Webpage

The OES COOP/COG webpage can be accessed from the OES main webpage at www.oes.ca.gov

On the webpage you will find the following:

- OES COOP/COG Program Description
- Link to Executive Order
- COOP/COG Planning Program documents
- COOP/COG Plan Review and Certification
- Links to other COOP/COG related websites



COOP/COG Planning Questions

- The OES website includes a location where questions on COOP/COG planning can be submitted.
- Questions may also be submitted directly using the following email address: COOPCOG@oes.ca.gov
- Over time questions submitted will result in a link to a list of frequently asked questions (FAQ's) with answers.
- The OES COOP/COG program will be able to provide limited technical assistance throughout this planning process.



COOP/COG Planning Time Frame

- The Executive Order requires that COOP/COG Plans be submitted by September 30, 2006.
- Some Departments may already have a plan in place that meets the OES guidelines. They will need to complete the Plan Review and Certificate of Completion and submit it with their plan.
- Departments that are in the beginning stages of COOP/COG planning will be constructing the first version of a plan that will require additional work and effort as the planning effort progresses.
- The goal is to establish the COOP/COG planning framework and operational plan so that it can continue to be augmented with additional planning efforts, training, and exercise.
- The COOP/COG plan should be a living document that incorporates lessons learned and changes with the organization as it grows and matures.



COOP/COG TRAINING



First COOP/COG Question:

What do I do with existing Departmental Plans that already cover COOP/COG elements?

Answer:

Existing information can be incorporated by reference. There is no need to duplicate the information in the COOP/COG Plan. The COOP/COG plan is not intended to replace other required plans such as the Operational Recovery Plan (ORP). If your existing COOP/COG Plan contains all of the elements listed on the Plan Review and Certification then just complete the Certification and submit your plan.



Second COOP/COG Question:

Is Pandemic Influenza separate from COOP/COG planning?

Answer:

Some of your pandemic planning efforts will be included as part of the COOP/COG Plan because it is another one of the identified threats. Particularly as it relates to the continuation of essential functions and the potential reduction in available work force.



Third COOP/COG Question:

When our agency/departmental plan is completed, where and to who's attention do I send the OES Copy?

COOP/COG Plans submitted under Executive Order S-04-06 must be submitted with a completed copy of the Plan Review and Certification of Completion and can be either mailed or hand delivered here.

Mailing Address:

Governor's Office of Emergency Services
Attn: Planning Section, COOP/COG Plans
3650 Schreiver Ave.
Mather, CA 95655



Questions

- We have a few minutes to briefly answer some of your initial questions.
- The COOP/COG Program Materials cover a great deal of information. We recommend that you take some time to review that information prior to submitting questions.
- Questions can be emailed to COOPCOG@oes.ca.gov Planning staff can be contacted through the OES Planning Section at (916) 845-8731.



Thank you for Attending

