FACT SHEET

**Statewide Continuity of Operations Planning Initiative
Training and Technical Assistance**



**Introduction**

On August 26, 2011 Governor Parnell convened a Cabinet meeting at the State Emergency Operations Center (SEOC) to discuss emergency preparedness. The governor tasked each department to develop its Continuity of Operations Plan (COOP). As the state subject matter experts for COOP, the Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management (DMVA/DHS&EM) will provide technical assistance to support the Statewide COOP Initiative as described in this fact sheet.

**The Goal for Continuity**

Continuing essential functions within state government under all conditions is the ultimate goal of the Statewide Continuity of Operations Planning Initiative. Continuity planning identifies and documents the processes to ensure the Primary Mission Essential Functions (PMEFs) necessary during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies. As part of the governor’s initiative, each department will identify Essential Functions (EFs) and the mechanisms to continue and support those functions during an emergency or event. The plan itself should be a “living” document that is regularly exercised, trained toward, and updated as organizational processes, programs, and staffing change.

**COOP Planning Process Assumptions**

Basic assumptions of the Statewide COOP Initiative:

* Each department will designate a COOP planning lead.
* This fact sheet is intended for the COOP planning lead.
* Each department will develop and author its COOP plan. The plan must incorporate essential functions of diverse or specialized divisions.
* Each department will convene one or more COOP working group, coordinated by the departmental COOP planning lead.
* Departments may develop one or more division COOP plans where appropriate.
* DMVA/DHS&EM is the subject matter expert in COOP planning; not the author of the plan.
* Training and technical assistance will be facilitated by DMVA/DHS&EM.

**Training and Technical Assistance**

To support departmental COOP planning leads and their department working groups, DMVA/DHS&EM is providing training and technical assistance based on current best practices. All contractors and COOP subject matter experts will use standardized materials and processes from the Department of Homeland Security/ Federal Emergency Management Agency (DHS/FEMA) Continuity Offices.

The following training and technical assistance is available:

1. **Continuity of Operations Planning Workshop (3 days)**.Essentials of COOP planning, intended for COOP planning lead, authors of the plan, and planning team members (where appropriate).
2. **Technical Continuity Guidance**.
Technical assistance to support departmental COOP planning team as they develop and complete departmental COOP plan.
3. **Facilitation of departmental follow-on meetings with COOP workgroups**.External facilitators allow the workgroup to actively participate in planning and provide expertise in COOP fundamentals.
4. **COOP Plan Review**.
As part of the promulgation process, the State Emergency Response Commission (SERC) All Hazards Plan Review Committee reviews critical jurisdiction, state, and private sector plans for consistency and continuity.
5. **Assistance in designing table top exercise (TTX)**.
Templates and other technical assistance to develop a table top exercise that tests existing or nearly-developed plan.

Continuity of Operations planning is an ongoing effort. DMVA/DHS&EM is committed to providing ongoing support to maintain the COOP planning efforts.

**Next Steps**

* ***Designate Departmental COOP Planning Lead***

Designate Departmental COOP planning lead for the Statewide Continuity of Operations Plan Initiative.

* ***Notify DMVA/DHS&EM***

Email COOP planning lead to**kim.weibl@alaska.gov****.**

* ***Complete COOP Independent Study***

DMVA/DHS&EMstrongly recommends that each COOP planning lead and workgroup member complete the Continuity of Operations Planning Workshop prerequisite, **IS-546 Continuity of Operations Awareness**. This independent study course is available at FEMA’s COOP training Site: <http://www.fema.gov/about/org/ncp/coop/training.shtm>.

**The State of Alaska points of contact for COOP planning are:**

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