

**DIRECTIVE BY THE GOVERNOR
12-XX**

October XX, 2012

TO: Washington State Agencies

FROM: Christine O. Gregoire, Governor

SUBJECT: Continuity of Government Operations Preparation

Keeping essential state government functions operating through any condition is necessary to properly serve the people of this state. Washingtonians depend on state government for a variety of essential services and we need to ensure that state government is ready in all situations to provide those services to our citizens. In June of 2007 I directed you to develop or update continuity of operations plans (COOP). It is required that those plans be updated on a regular basis and that we incorporate lessons learned from events such as the January 2012 storm. In order for state agencies to provide essential services, it is important that individual agency plans are coordinated with the other agencies that provide and receive essential services. In order to ensure state agencies are prepared to respond in the event of disasters, I am issuing the following directives.

Each agency head will conduct a review of their continuity plan/procedures to ensure that:

- Employee contact lists are current;
- The plan identifies staff that perform essential functions, that those staff members know their responsibilities, and that they have access to phones and other technology to carry out those responsibilities;
- Procedures exist for updating agency web sites in a timely manner to reflect current agency status (open/closed/delayed);
- Procedures exist for internal and external communication when normal methods may be disrupted, including information on whether the agency is open or closed; and,
- Performance of the agencies critical functions, including technology systems that support those functions, are possible when disruptions occur due to a disaster or emergency.

By December 1, 2012, agency heads will verify to the Military Department this review has been completed. In order to ensure regular updates of agency plans, updates will be completed annually by June 1. In addition, agencies will practice/exercise these capabilities by December 31, 2012 and verify to the Military Department that this has been done. Agencies will exercise continuity plans annually beginning in 2013 and report completion to the Military Department.

- Each agency head will designate the person or persons responsible for their agency's Continuity of Operations (COOP) and Information Technology Disaster Recovery (DR) responsibilities, if not already accomplished, and provide contact information for that/those individual(s) to the Military Department by October 31, 2012.

- The Military Department will formalize the Interagency Continuity of Operations Working Group. It will be chaired by the Governor's Chief of Staff. The individuals identified above will comprise the membership of the Working Group which will become a committee, formalized by charter. This committee performs the function of coordinating continuity activities (COOP and DR) for the state and submits progress reports to the Governor's Chief of Staff. In addition, the Working Group will identify potential state level Executive Branch essential functions and interdependencies between agency essential functions. This work is to be completed by September 30, 2013.
- The Interagency Continuity of Operations Working Group will promote the use of best practices and strategies for Continuity of Operations and Disaster Resilience and Recoverability. Using the results of the agency reviews and lessons learned, the workgroup will identify and prioritize required policies, methodologies and initiatives to improve the ability of the state to provide essential services during a disaster. These recommendations will be proposed to the Military Department, Office of the Chief Information Officer, Department of Enterprise Services and Consolidated Technological Services, who will set state procedures, identify standards, tool sets, and solutions necessary to achieve the necessary delivery of service. The initial list of initiatives and priorities will be presented by the working group by March 29, 2013 with subsequent quarterly review of additional needs and progress against those priorities from the participating agencies.
- Each agency will complete the Federal Emergency Management Agency Continuity Assistance Tool for Non-Federal Entities (FEMA P-788 July 2009) which is based on the FEMA Continuity Guidance Circular 1, by April 30, 2013. This assessment becomes the driving force behind the Agency COOP updates due June 30, 2014. This update should also include disaster recovery plans for technology systems that support the agencies essential functions. Agencies will report progress quarterly on accomplishment of the Continuity Assistance Tool and on COOP update to the Military Department beginning January 15, 2013 for the period Oct 1 to Dec 31, 2012.
- I encourage non-cabinet agencies, boards and commissions; agencies directed by separately elected officials; and two and four year educational institutions to perform the activities in this directive. Ensuring your essential functions continue is extremely important to the delivery of government services in all conditions.

It will take all of us in state government to ensure that we are ready to provide vital government services at any time and during any situation.