

**DIRECTIVE BY THE GOVERNOR  
12-XX**

August XX, 2012

TO: Washington State Agencies

FROM: Christine O. Gregoire, Governor

SUBJECT: Continuity of Government Operations Preparation

Keeping state government operating through any condition is essential to properly serving 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 essential 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 vital services, it is essential 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;
- 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 November 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 November 1. In addition, agencies will practice/exercise these capabilities by November 30, 2012 and verify to the Military Department that this has been done.

- Each agency head will designate a continuity point of contact, if not already accomplished, and identify that individual to the Military Department by October 15, 2012.
- The Military Department will formalize the Interagency Continuity of Operations Working Group, which is currently an informal group. It will be chaired by the Governor's Chief of Staff. The agency continuity points of contact will be core members of the Working Group and develop a charter. This committee performs the function of coordinating continuity activities 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 Office of the Chief Information Officer, Department of Enterprise Services and Consolidated Technological Services will work with the Interagency Continuity of Operations Working Group to update the current OCIO Policy and Standards for Disaster Recovery by December 31, 2012. This update should be more specific in disaster recovery procedures for systems that support agency essential functions versus systems that support other functions.
- As part of the long term effort to ensure that state government is always ready, agencies will complete the Federal Emergency Management Agency Continuity Assistance Tool (FEMA P-788) 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.

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.