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# Devolution Overview

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# Devolution Definition:

*The capability to transfer statutory authority and responsibility for mission essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period*



# Relationship between COOP & DEVOP

	Continuity of Operations	Devolution of Operations
CONCEPT	Relocate existing staff to the organization's alternate facility	Transferring the continuity mission to the agency's devolution site
PLANNING	<p>"Continuity Plan"</p> <p>Continuity personnel will perform essential functions at the alternate facility</p>	<p>"Devolution Plan"</p> <p>Devolution site personnel will perform essential functions</p>
TRIGGERING EVENT	Change in COGCON Level, or Senior leadership or successor determines HQ facilities are not viable for mission support. Senior Leadership or successor activates the COOP Plan accordingly.	<p><u>Active Trigger</u>: A deliberate decision by senior decision makers to activate the devolution plan,</p> <p><u>Passive Trigger</u>: When senior leadership is unavailable to initiate activation and the DERG Director learns of a severe/ catastrophic incident occurring at HQ.</p>
IMPLEMENTATION	Continuity personnel deploy to alternate facility to perform essential functions	Devolution site personnel perform essential functions



# Plans Should Include

- Elements of a viable continuity capability.
- Identify essential functions, define supporting tasks, and determine resource requirements for their immediate and seamless transfer.
- Identify likely activation protocols, or “triggers,” for devolution.
- Specify how and when direction and control will be transferred to and from the devolution site.



# Plans Should Include

- List the resources required to facilitate the performance of essential functions at the devolution site.
- Establish and maintain reliable processes and procedures for acquiring necessary resources.
- Establish and maintain a reconstitution capability.

# Conditions For Devolution

## Devolution may be:

- Long-term: An overall plan for ensuring an organization's continuity capability.
- Short-term: A planned, temporary transfer of essential functions to a continuity site until the alternate facility is operational.



# Plan Activation Conditions

- Active Triggers are based on a deliberate decision by senior authorities, such as when activating the devolution plan:
  - Based on a threat assessment.
  - When an incident occurs that incapacitates the facility and/or personnel.

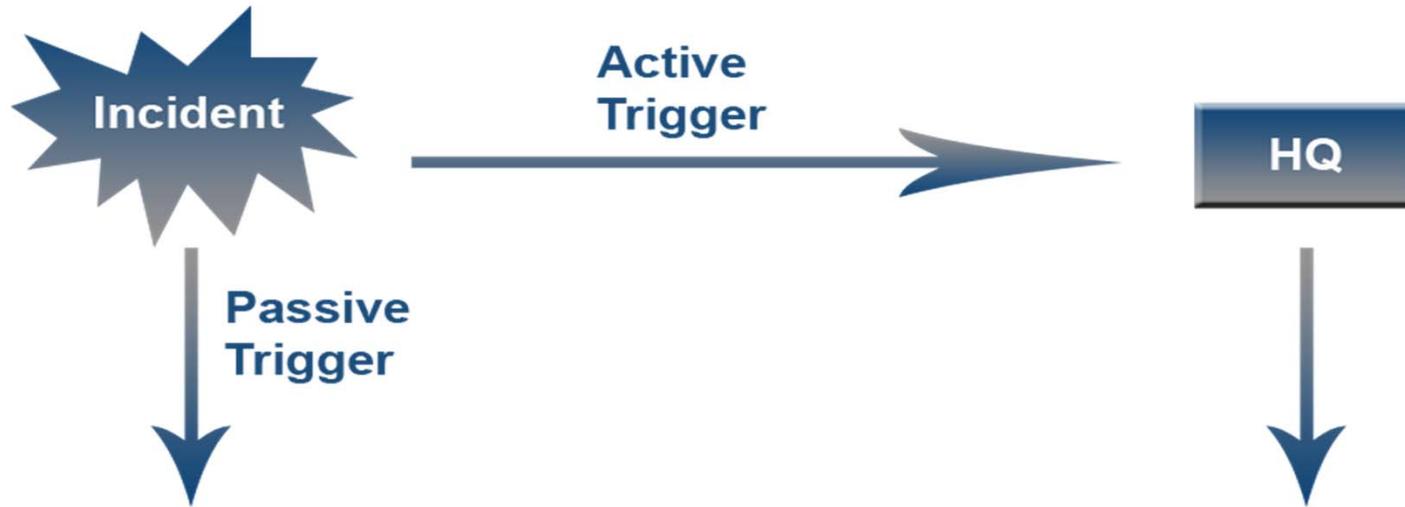


# Plan Activation Condition

- Passive Triggers occur in situations where an organization's leadership is not available to initiate activation procedures. For example:
  - Media are reporting that a catastrophic incident has occurred near your organization's headquarters.
  - An incident severely impacts the headquarters staff's availability and ability to relocate to its alternate facility. The headquarters area's infrastructure (communications, electric, and water) have been severely disrupted.



# Activation and Transfer of Authority



HQ and devolution region are notified of event.  
Active or passive triggers activate the Devolution of Operations Plan or continue to monitor the situation.  
Devolution Emergency Relocation Group (DERG) deploys to devolution site.



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# Developing a Devolution Plan

## Developing a devolution plan involves:

- Prioritizing essential functions that must devolve.
  - Some functions designated as essential in a continuity situation may not be essential functions in a devolution scenario. The priority for essential functions may change based on requirements and circumstances.
- Creating a roster of personnel equipped to perform their assigned essential functions from the devolution site
- Identifying activation protocols for the devolution plan



# Developing a Devolution Plan

## The Devolution Plan must include:

- A description of how and when direction and control of agency operations will be transferred.
- A list of the resources necessary for devolution. The devolution plan must include resources—people, equipment, and materials—required to continue Mission Essential Functions and sustain operations.
- Reliable processes and procedures for acquiring necessary resources.
- Capabilities for restoring—or reconstituting—agency authorities to their pre-event status





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## Continuity Guidance Circular 1 (CGC 1)

Continuity Guidance for Non-Federal Governments  
(States, Territories, Tribes, and Local Government  
Jurisdictions)

July 2013



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Devolution covered in Annex L  
of the CGC 1:

1. Develop a Devolution option.
2. Take into consideration the elements of Continuity.
3. Identify necessary resources at the Devolution site to transfer MEFs.
4. **Roster of trained DERG members.**
5. Identify the “trigger” of the devolution option.
6. **Indicate in the plan, how you would Transfer control.**
7. **“equipment and materials” to support MEFs at the Devolution site.**
8. Acquiring resources to continue devolution for extended period of time.
8. Reconstitution from a Devolution scenario



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# Continuity Assistance Tool (CAT)

Continuity Guidance for Non-Federal Governments

(States, Territories, Tribes, and Local Government Jurisdictions)

FEMA P-788 / September 2013



- Section 1.9 “Devolution of Control and Direction” can be used to assess your Devolution plan/annex
  - Answer “Yes,” “No,” or “N/A” in the assessment.
  - Section 1.9 asks the following questions:
    1. Do you have a Devolution Option?
    2. Address the elements of a Viable Continuity capability?
    3. Identify necessary resources to transfer MEFs to the Devolution Site?
    4. Roster of DERG members?
    5. Identify “Triggers” for Devolution?
    6. How to transfer direction and control?
    7. Necessary resources to perform MEFs at Devolution site?
    8. Necessary resources to continue Devolution operations for an extended period of time?
    9. Reconstitution procedures identified?

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## Continuity of Operations

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Guidance and Directives, Planning and Templates

### Upcoming Events

Please join us the 1st Wednesday of every month at 2 p.m. EST for our [Continuity Webinar Series](#).

The next webinar is scheduled for Wednesday, March 5, 2014 at 2 p.m. EST. The discussion topic will be posted soon!

### News and Resources

Please visit our [resources page](#) for further information on policy documents, continuity guidance, templates, training and more including: [Continuity Guidance Circular 1 \(CGC 1\)](#) (revised July 2013), [Continuity Guidance Circular 2 \(CGC 2\)](#) (revised October 2013), and [Continuity Assistance Tool \(CAT\)](#) (revised October 2013).

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## Planning & Templates

### FEMA Continuity Planning Guidance

An organization's continuity of operations plan documents the overarching strategy, policies, and procedures required to support its headquarters continuity of operations program. As the DHS entity for coordinating the Executive Branch continuity of operations program, National Continuity Programs (NCP) has developed detailed planning guidance and plan templates to help other federal and non-federal entities in their continuity planning.

- [Continuity Plan Templates](#)
- [Pandemic Influenza](#)
- [ERG Member Planning Guide](#)
- [Reconstitution Template](#)
- [Devolution Template](#)
- [Exercise Templates](#)

Devolution template

### Continuity Plan Templates





**Sound Response 2013  
Continuity Tabletop Exercise on Devolution  
Seattle FEB CWG – FEMA Region 10  
After Action Report Summary**



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# Areas for Improvement

- Many agencies that participated in the event need a Devolution plan-annex/Devolution partner.
- Some agencies do not have redundant computer/IT systems.
- Confusion about the decision making process, communication with the Devolution partner (expectations).
- Need to expand social media capability in agency to inform stakeholders and general public.
- Increase continuity communications capabilities to support coordination with Devolution partner.



# Significant Learning

- Development of a Devolution plan-annex/identification of Devolution partner.
- Identification of “Triggers” that would identify the need to Devolve.
- Need to have redundant IT systems in which access could be shared. Increase in Continuity comms, such as satellite phones.
- In support of plan development, having a discussion with Regional agency leadership and HQ about expectations during a Devolution. Devolution is different for every office/agency.
- Identification of those areas that are not easily transferred; Authorities, MOUs, contracts, etc.



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# FEMA REGION X TRAINING OPPORTUNITY



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## Course: L551 Continuity of Operations (COOP) Devolution Planning Workshop

**Date:**

Wednesday, April 30 – Thursday, May 1, 2014

**Time:**

8:30am-4:30pm PST

**Course Description:**

The goal of this two (2) day workshop is to provide government and other planning staff with the knowledge and tools to develop their organization's devolution plans. This training includes a train-the-trainer module to equip planners to facilitate the workshop to others.

**Objectives:**

Upon completion of this workshop, participants will become familiar with the following tasks:

- Identifying the conditions under which devolution would be appropriate for your organization.
- Describing the activation protocols (triggers) for devolution in your organization.
- Tailoring the Devolution Template to meet your organization's needs.
- Identifying special considerations for devolution planning.
- Developing/revising your organization's devolution plan.

**Prerequisites:**

There are no prerequisites for this workshop.

**Location:**

Seattle Federal Courthouse  
19th floor conference room  
700 Stewart Street  
Seattle, WA 98101

<http://www.wawd.uscourts.gov/visitors/seattle-courthouse>

**Target Audience:**

Course is for Federal, State, Local, Private and Tribal employees responsible for managing a Continuity of Operations Program.

**Funding:**

There is no cost for the training; however, the employee's office, directorate, or agency is responsible for all travel costs associated with this training.

**To Apply:**

Please see page titled, "Enrollment Procedures and Points of Contact"

Please apply for the course by Wednesday, April 23, 2014. Class size is limited to 25 students. Applicants with special needs should contact Andrew Cleaves, FEMA Region 10 Regional Continuity Manager, at [andrew.cleaves@fema.dhs.gov](mailto:andrew.cleaves@fema.dhs.gov). If you need to cancel your reservation, please cancel at least 72 hours prior to the start of the course by emailing [Andrew Cleaves](mailto:Andrew.Cleaves).



# Questions?

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