



## Continuity of Operation Planning / Continuity of Government Newsletter

Edition No. 11 June 2008

This newsletter is developed to inform employees of the State of Colorado on the efforts being performed to ensure the recovery of critical functions and the safety of employees in the face of man-made, or natural disaster.

### Introduction

Welcome to the eleventh edition of the COOP/COG newsletter. This newsletter is intended to keep employees informed about this important effort which could affect us all as employees and also residents of Colorado. This newsletter will be produced on a regular basis to show the progress being made and benefits to citizens, employees, and State government itself. Feel free to ask questions and provide feedback as this is a collaborative effort that affects everyone.

### COOP Table Top Exercises

The COOP Table Top Exercise's are underway. The Department of Military and Veteran's Affairs were the first to complete their Tabletop exercise. They added into the exercise a visit to their alternate site in the Lowry area so that their employees could familiarize themselves with that location. The After Action Report has been completed

Planners are welcome to come along and see how the process works. Please contact Kent Smiley on 303 866 3830 or [kent.smiley@state.co.us](mailto:kent.smiley@state.co.us) to find out when the exercises are being held so we can prepare you for the role of evaluator and observer.

For those who have yet to organize their COOP Table Top, please contact me to discuss as we need to get these done prior to the end of June.

### Pandemic Influenza and COOP

The submission of State Pandemic Readiness to the US Dept of Health and Human Services is coming due. The important part COOP planners play in this submission is addressing the Continuity aspects of the submission. You should all have the annex and the employee assessment work sheet by now and I need to know these have been included, started or completed by the middle of June. If you have any questions about this then please contact Kent Smiley on 303 866 3830 or [kent.smiley@state.co.us](mailto:kent.smiley@state.co.us).

### The Main Message

I always think it's important to re-state the message and goal as often as possible. So here it is again in bullet form.

- The immediate focus will be on functions in the Denver Metro area in phase 1, prior to August 2008,
- The goal is to have a workable plan that is understood by those who will use it,
- The review of the plans is to provide some constructive suggestions on how the plan can be improved prior to exercising,
- It is more important for the planner to be comfortable with the plan vs. holding the template format,
- Table Top Exercises will educate, build awareness amongst staff

- Mitigation of plan assumptions or directions will take place after the exercise as well as mitigation of any processes, practices, equipment, facilities or staffing issues found during the exercises to the extent possible.

**For more information**

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