

Continuity of Operation Planning / Continuity of Government Newsletter

Edition No. 8, March 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 Eighth 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.

Self Training

It never hurts to mix a little training with your work! FEMA is still the primary support agency for State, Local and Tribal governments and is gracious enough to offer web based and classroom courses at no cost. A couple of classes are the COOP Awareness Course (IS 546) and Introduction to COOP (IS 547). They are both available at <http://training.fema.gov/IS/crslist.asp>. FEMA also runs classes locally. The COOP Program Managers Call (L 548) is a more advanced program than IS 546 and 547.

For those who deal with paper based or non-electronic forms of records, the National Archives runs an Emergency Planning and Response for Vital Records and Essential Information class. The next is in Denver June 11-13 and you can sign up at www.archives.gov.

For those interested in business continuity certification, ICOR (www.theicor.com) is running a class in Westminster April 8th and 9th. There is a discount for Government employees.

COOP Table Top Exercises

March is one of the last months you have to ready your plans in preparation for the COOP Table Top Exercise period in April, May and June. See the February newsletter for an overview of the exercise program. I have already started working with some agencies on scheduling these and the best way to get on the schedule is to contact me at 303 866 3830 or kent.smiley@state.co.us

Save the Date!

FEMA Region VIII is hosting a State, Local & Tribal COOP Conference on May 20 – 22, 2008 here in Denver. There are a variety of speakers on various topics. This conference will be beneficial to both you professionally and to your agencies COOP. This conference is fully sponsored by FEMA Region VIII and a list of topics is included in the February newsletter.

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 provide some constructive suggestions to 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,
- Exercises will be scheduled beginning the second quarter of 2008
- 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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