

## Continuity of Operation Planning / Continuity of Government Newsletter

Edition No. 5, December 2007

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 Fifth 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.

### Change of Method

Just to recap, a revised COOP program was developed in response to funding and resource issues encountered in October. When the COOP/COG plan was first conceived, the COOP planners were going to use a web based tool to capture, store and utilize the information about contacts, essential functions, alternate locations and the like. Now, the information will be stored in MS Word and Excel documents. Functionally, this will still be a workable solution.

Since the last newsletter, the time has been spent meeting with agency COOP planners with specific plan of action for the next few months. The schedule is not yet confirmed as it need to be determined what can and cannot be done in the limited time frame before the Democratic National Convention in August 2008. However, the prediction is that reviewing, exercising and mitigating plans at the agency level can be achieved before August next year.

A checklist was developed for the planners to review and assist in performing a gap analysis on what the state of plans is today vs. what they need to be. The output of this will be a constructive write up of what areas are sufficient and what is not and what needs to be done to get them to the required level. All of this will be done in consultation with the COOP planner.

The main messages in the meetings have been as follows:-

- The immediate focus will be on functions in the Denver Metro area in phase 1, prior to August 2008,
- The goal is to have an adequate workable plan that is understood by those who will use it,
- The review of the plans is identify what has been done in the past and how it can be utilized for the plans today,
- 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

### What's Next

Expect to hear from the Program Manager more often over coming weeks and months and the plans become more refined and exercises are scheduled.

### For more information

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