July 2024 Issue 1

# THE CONTINUITY PLANNER

FLORIDA DIVISION OF EMERGENCY MANAGEMENT



#### **COOP SUBMISSIONS**

State agency COOPs should be submitted on or before December 31, 2024, to

COOP@em.myflorida.com

### ARE YOU TESTING YOUR PLAN?

Test, training, and exercise events assess and validate continuity plans, policies, procedures, systems, and alternate locations.

**Annual Requirement** 

### **COOP MEETING**

September 12, 2024, at 2pm.

Communicate, collaborate, and discuss best practices.
Click the link below to register.
docs.google.com/forms/d/e/1FAIpQLSc
YIHkBWEPATFjFQyBsZCS0siNAe9CJuqyi
pTivkx2NkvHWRw/viewform?vc=0&c=0
&w=1&flr=0

# ESSENTIAL FUNCTIONS, WHAT ARE THEY?

- The foundation of all our continuity activities
- Deemed critical to your organization and must be continued regardless of the circumstances

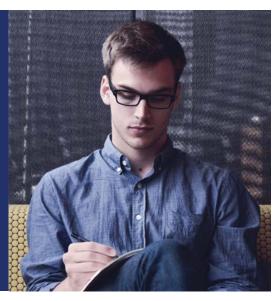
- ✓ URGENT
- ✓ CAN NOT BE DELAYED
- ✓ SOMETHING NO ONE ELSE DOES
- ✓ REVIEW ANNUALLY

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### **HELPING YOU ACHIEVE YOUR** PREPAREDNESS GOALS

Registration is now available in SERT TRAC for the following courses:

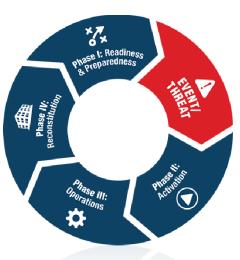
- OCTOBER 8-9, 2024, REGION 2: E/L/K1301 -**CONTINUITY PLANNING**
- OCTOBER 22-23, 2024, REGION 2: E/L/K1302 -CONTINUITY OF OPERATIONS PROGRAM **MANAGEMENT**



### PLAN MAINTENANCE

Factors that may affect plan maintenance include:

- Change in leadership or personnel;
- Re-organization;
- · Results of test, training, and exercise or real-world activations:
- Results of assessments;
- Change in continuity resource, requirements or quidance.



#### VIABLE COMPONENTS OF A CONTINUITY PLAN

- 1. Purpose
- 2. Scope
- 3. Supersession4. Policy and Background Roles and Responsibilities
- 5. Operational Phases & Implementation
- 6. Coordination with State, Local, and Private Organizations
- 7. Operations Security
- 8. Point of Contact
- 9. Distribution

- 10. Program Management, Plans, and Procedures
- 11. Essential Functions
- 12. Orders of Succession
- 13. Delegation of Authority
- 14. Communication & Information Systems (Including Cybersecurity)
- 15. Essential Records Mamt.
- 16. Alternate Locations
- 17. Human Resources
- 18. Devolution
- 19. Reconstitution

- 20. Test, Training, and Exercise Program
- 21. Continuity Operational Phases and Implementation
- 22. Acronyms
- 23. Definitions
- 24. Authorities and Resources
- 25. Pandemic Capabilities

Your plan should also include a Record of Changes & Annual Review Log