



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



TO: State Agency Commissioners and State Agency Heads
FROM: William P. Shea, Deputy Commissioner
DATE: June 4, 2014
RE: State Agency Continuity of Operations Plan (COOP)

As discussed in our February briefing, as part of the Governor's EPPI Exercise and the State's Emergency Management Accreditation Program (EMAP) Initiative, state agencies will be enhancing their Continuity of Operations Plans (COOP).

Completion of this year's COOP activities will be accomplished in two phases:

- **Phase One:** The *State's Primary Emergency Support Function (ESF) agencies* submit the five attached topic worksheets to DEMHS by **August 15, 2014**. All state agencies listed in the State Response Framework are requested to submit the five completed worksheets by August 15, 2014 as well, but in any event, no later than September 15, 2014.
- **Phase Two:** The *State's Primary ESF agencies* complete All Hazards Continuity of Operations Plans by **September 15, 2014** (this is an extension of the completion date originally outlined in our April 9, 2014 memorandum). DEMHS will provide an All-Hazards COOP template to you by June 15, 2014. The All-Hazards COOP template will build on elements of the Influenza Pandemic Plan developed by each state agency some years ago.

The **State's Primary ESF agencies** are those agencies that most often participate in the Governor's Unified Command when the State Emergency Operations Center is activated, and include the following:

- Department of Administrative Services.
- Department of Agriculture.
- Department of Correction.
- Department of Emergency Services and Public Protection.
- Department of Energy and Environmental Protection.

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- Department of Public Health.
- Department of Transportation.
- Military Department.

PLEASE NOTE: It is anticipated that some or all of these primary agencies, as well as select other state agencies, will be asked to participate in the statewide EPPI Exercise June 21 and/or June 23, 2014. An exercise staffing memorandum will be released shortly.

Attached, you will find five topic worksheets to be reviewed and completed by each state agency with a role outlined in the State Response Framework. The five topics are:

- Agency COOP Incident Management Team.
- Essential Functions.
- Essential Records.
- Continuity Communications.
- Continuity/Alternate Facilities.

Your agency has been given these worksheets in advance of the June 23, 2014 EPPI Exercise so that you can plan how to allocate the time you have set aside for the exercise to develop the narrative associated with each of the topic worksheets. These worksheets will become your agency's annex for the newly developed State Emergency Management Continuity of Operations Base Plan. In addition, these topic worksheets will also assist the State's Primary Emergency Support Function agencies (ESF) in the development of their All Hazards Continuity of Operations Plans.

The new State Emergency Management Continuity of Operations Base Plan (Plan) will help to ensure the State's capability to continue essential functions within the recovery priority time frames for up to 30 days and to facilitate the State's return to normal operations. The Plan is designed to enable the Governor and other Constitutional State Officers, the Division of Emergency Management and Homeland Security (DEMHS) and the State ESF agencies (see attached chart) to preserve, maintain, and/or reconstitute state government's capability to function effectively in the event of a catastrophic disruption in its operations and services. The Plan is also a requirement of the Emergency Management Accreditation Program.

DEMHS staff will be available to assist agencies in completing the worksheets/annex and the All Hazards COOP. Please contact Tessa Gutowski, DEMHS Planning Manager, at tessa.gutowski@ct.gov or 860.250.3455 for questions that you may have or to request assistance.

Thank you for your commitment to this initiative.

Sincerely,

A handwritten signature in black ink that reads "William P. Shea". The signature is written in a cursive style and is followed by a horizontal line that extends to the right.

William P. Shea
Deputy Commissioner
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security