STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

**CHARLIE CRIST**
Governor

**W. CRAIG FUGATE**
Director

## MEMORANDUM

**TO:** Emergency Coordination Officers of Executive Departments
Water Management Districts, Public Service Commission
Fish and Wildlife Conservation Commission

**FROM:** W. Craig Fugate, Director

**DATE:** November 3, 2008

**SUBJECT:** Review Schedule for Continuity of Operations Plans

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Pursuant to section 252.365, Florida Statutes, and consistent with guidance issued by the Division on September 9, 2002, the Emergency Coordination Officer of each Executive Department, the Executive Director of each Water Management District, the Public Service Commission, and the Fish and Wildlife Conservation Commission is responsible for coordinating with the Division on emergency preparedness, including preparing an effective program to ensure Continuity of Operations (COOP) following an emergency or disaster.

In order to ensure that your Continuity of Operations (COOP) plan is consistent with State Emergency Management plans, procedures, and best practices, we ask that you submit your COOP plan to Ms. Wendell Dumas, COOP Program Manager **on or before March 1, 2009** at the following address:

Division of Emergency Management
Natural Hazards Unit
2555 Shumard Oak Boulevard
Tallahassee, Florida, 32399
wendell.dumas@em.myflorida.com

Please also be advised that the Division will now require you to submit your COOP plan each year for review. If the Division finds that the COOP plan does not meet all of the criteria established in the Division's COOP Implementation Guidance dated September 9, 2002, the Division shall withhold a notice of compliance and issue an official notification specifically stating the reasons the plan does not meet the criteria. Upon receipt of the official notification, your agency shall be provided 60 days to revise the plan, notify the Division of the changes and make the changes available to the Division for review. If your agency does not submit a revised plan, the Division shall issue a notice of non-compliance specifically stating the reasons for non-compliance.

WCF/wd