

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/1FAIpQLScYlHkBWEPATFjFQyBsZCS0siNAe9CJuqyjPtivkx2NkvHWRw/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

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 guidance.



VIABLE COMPONENTS OF A CONTINUITY PLAN

<ol style="list-style-type: none"> 1. Purpose 2. Scope 3. Supersession 4. 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 	<ol style="list-style-type: none"> 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 Mgmt. 16. Alternate Locations 17. Human Resources 18. Devolution 19. Reconstitution 	<ol style="list-style-type: none"> 20. Test, Training, and Exercise Program 21. Continuity Operational Phases and Implementation 22. Acronyms 23. Definitions 24. Authorities and Resources 25. Pandemic Capabilities <p>Your plan should also include a Record of Changes & Annual Review Log</p>
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