

Continuity of Operations Planning

2023 Governor's Directive



INTRODUCTION

Governor Kotek issued a directive on Jan. 11, 2023, requiring state agencies, boards and commissions to have in place and update annually a continuity of operations plan (COOP). Agency plan submissions and updates must be submitted within Veoci by September 30th.

NEW PLANNING SOFTWARE

ODEM and the Department of Administrative Services (DAS) are working cooperatively to replace the current software solution to facilitate continuity of operations planning efforts for all eligible organizations statewide. The solution supports the life cycle of emergency management, from planning and preparedness to actual response and recovery. When complete, the tools will provide continuity plans and processes to increase the readiness and resiliency of state government operations for the benefit of Oregonians.

The Statewide COOP Platform migrated from a project to a program in October of 2023 and is available to all covered entities.

Note: Use of the software is not required to complete a continuity of operations plan. Agencies can choose to use a different solution or process if it meets the requirements in statewide policy [107.001.010](#).

TRAINING OPPORTUNITIES

COOP TRAINING (GENERAL)

Please visit the Oregon Continuity Website for current training opportunities:
<https://www.oregon.gov/oem/emresources/Pages/continuity-of-operations-planning.aspx>

Online, self-paced training is available through the FEMA Emergency Management Institute:

- [IS-1300: Introduction to Continuity of Operations](#)
- [IS-520: Introduction to Continuity of Operations Planning for Pandemic Influenzas](#)
- [IS-545: Reconstitution Planning Course](#)

COOP DEVELOPMENT

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For agencies without a current COOP, we encourage use of the new software solution for creation and management of your plan. In preparation for upcoming trainings, we also encourage you to review the current [FEMA Continuity Guidance Circular](#) and to begin collecting the following information:

- Agency COOP sponsor and agency COOP coordinator
- Business impact analysis (BIA) to identify or update essential business functions
 - Order of succession for each essential business function
- Delegation of authority
- Two to three alternate work facilities
- Modes of communication
- Personnel contact(s)

RESOURCES

As additional information becomes available it will be posted at:

If you have questions, please email the Statewide COOP Support Team at oem.continuity@oem.oregon.gov