



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

*P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • [www.governor.wa.gov](http://www.governor.wa.gov)*

**DIRECTIVE BY THE GOVERNOR  
13-02**

March 21, 2013

TO: Washington State Agencies, Boards, Commissions, and Councils

FROM: Jay Inslee, Governor

SUBJECT: Continuity of Government Operations Preparation

The people of Washington depend on state government for a variety of essential functions and services. As public servants, we must ensure state government is prepared to serve its citizens during an emergency or disaster. Keeping state government's essential functions operating during such events is necessary to properly serve the people of this state.

For state executive branch organizations to provide essential functions and services during an emergency or disaster, it is essential that each individual agency, board, commission, and council develop a Continuity of Operations Plan (COOP) for their organization. The COOP plan of each agency must not only ensure its ability to deliver essential functions and services to the citizens of the state during any disaster or emergency, but agencies must coordinate actions to ensure that essential functions that overlap with other agencies continue without interruption.

Delivery of some essential functions and services involves multiple agencies working together. In those situations, it is critical that agencies conduct comprehensive interagency coordination of COOP plans. Multiple agency systems/networks often have numerous interdependencies that might be missed if relying solely on single agency plans. To protect public safety, we must conduct thorough continuity planning not only within each organization, but also between organizations, to ensure that interdependent systems and networks can continue to function during an emergency or disaster.

To ensure state executive branch organizations are prepared to respond in the event of an emergency or disaster, I am issuing the following directives. Each agency, board, commission, and council head will conduct a review of and exercise their COOP to ensure that:

- Employee contact lists are current;
- The plan identifies staff who perform essential functions, that those staff members know their responsibilities, and that they have access to phones and other technology to carry out those responsibilities;
- Procedures exist to determine the status of the organization (open/closed/delayed);

- Procedures exist for updating organizational websites in a timely manner to reflect current organizational status (open/closed/delayed);
- Procedures exist for internal and external communication when normal methods may be disrupted, including information on whether the organization is open or closed; and
- Performance of the organizational critical functions, including technology systems that support those functions, are possible when disruptions occur due to an emergency or disaster. Actions already performed under Governor Gregoire's Executive Directive 12-20 fulfill this requirement.

Additionally, each agency, board, commission, and council head will:

- Verify to the Military Department that the specified COOP review and exercise are complete by May 31, 2013.
- Ensure regular updates of organizational COOP. Organizations will update and exercise continuity plans annually beginning in 2013 and report completion to the Military Department. Annual updates to organizational COOP will be completed by June 30 each year. Actions already performed under Governor Gregoire's Executive Directive 12-20 for review and exercising fulfill this requirement for 2013.
- Designate the person or persons responsible for their agency's Continuity of Operations (COOP) and Information Technology Disaster Recovery (DR) responsibilities, if not already accomplished, and provide contact information for those individuals to the Military Department by April 30, 2013. Actions performed under Governor Gregoire's Executive Directive 12-20 for this action fulfill this requirement.
- Complete the Federal Emergency Management Agency Continuity Assistance Tool for Non-Federal Entities (FEMA P-788 July 2009) which is based on the FEMA Continuity Guidance Circular 1, by April 30, 2013. This assessment becomes the driving force behind the organizational COOP updates due June 30, 2014. This update should also include disaster recovery plans for technology systems that support the agency's essential functions. Organizations will report progress quarterly (on the 15th of the month following the calendar quarter) on accomplishment of the Continuity Assistance Tool and on COOP update to the Military Department beginning April 15, 2013, for the period January 1 to March 31, 2013.

For my administration, the Interagency Continuity of Operations Committee will be chaired by The Adjutant General (TAG). He, along with the individual identified by each agency, will comprise the membership of the Committee, formalized by charter, and should commence work by April 1, 2013. This Committee will coordinate continuity activities (COOP and DR) for the state and submit progress reports to the Governor's Chief of Staff through TAG quarterly. In addition, the Committee will identify potential state level Executive Branch essential functions

and interdependencies between agency essential functions. Recommendations that involve legislative approval will be recommended to and coordinated with the Governor's Executive Policy Office. Initial work is to be completed by December 31, 2013.

The Interagency Continuity of Operations Committee will promote the use of best practices and strategies for Continuity of Operations and Disaster Resilience and Recoverability. Using the results of the organizational reviews and lessons learned, the Committee will identify and prioritize required policies, methodologies, and initiatives to improve the ability of the state to provide essential services during an emergency or disaster. These recommendations will be proposed to the Military Department, Office of the Chief Information Officer, Department of Enterprise Services, and Consolidated Technological Services, who will set state procedures, identify standards, tool sets, and solutions necessary to achieve the necessary delivery of service. The initial list of initiatives and priorities will be presented by the committee by June 30, 2013, with subsequent quarterly review of additional needs and progress against those priorities from the participating agencies.

I encourage agencies directed by separately elected officials and all two and four year educational institutions to perform the activities in this directive. Ensuring your performance of your essential functions during an emergency or disaster is extremely important in fulfilling our service to the people of this state.

It will take all of us in state government to ensure that we are ready to serve our citizens and provide vital government services at any time and during any situation.