



Support Annex 1 Continuity of Government, Continuity of Operations



Coordinating Agencies

Office of the Governor (GO)
West Virginia Department of Military
Affairs and Public Safety (WVDMAPS)

Support Agencies and Organizations

The Constitutional Officers
The Legislative Branch
The Judicial Branch
All Executive Branch Departments

Purpose

This Continuity of Government (COG), Continuity of Operations (COOP) Support Annex to the State of West Virginia Emergency Operations Plan (WVEOP) describes the framework used to ensure the continuation of State-level government (COG) and preservation of essential governmental functions (COOP). Included are essential emergency management program functions as well as measures regarding the preservation of essential records, systems, and equipment during an emergency or disruption.

Scope

- A. This annex provides guidance on the continuation of State government, activation and restoration responsibilities for the executive branch agencies of State government and is directly supported by agency continuity of operations plans.
- B. The restricted COG/COOP Plan includes guidance and procedures for the restoration of essential constitutional government and emergency management functions.
- C. The Constitutional Officers, the Legislative Branch, and the Judicial Branch are encouraged to develop, and maintain internal plans for COG/COOP and to conduct training and exercises based on those plans and procedures within their offices.
- D. This annex does not address the development or maintenance of agency specific emergency plans or agency specific continuity of operations plans.

Policies

- A. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).

- B.** All agencies assigned responsibilities within this Annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to successfully accomplish their tasks.
- C.** Executive Order #13-10 reaffirms the requirement that executive branch agencies must develop continuity of operation plans and on an annual basis ensure those plans are current and viable.
- D.** WVDMAPS and WVNG are responsible for the development and maintenance of this annex.
- E.** All records are preserved and kept in accordance with local, State, and Federal records retention schedules.
- F.** Alternate facilities for use during the activation of the COG/COOP plan have been identified.
- G.** All agencies are required to conduct an annual test or exercise of their continuity of operations plan that includes alert, notification, and activation procedures for key personnel.
- H.** All agencies will include emergency preparedness planning and training as a core component of their mission and strategic planning performance management process.
-

Situation

- A.** An incident or emergency has occurred that impacts essential State government functions and may necessitate the activation of the WVEOP COG/COOP Plan.
- B.** A major disaster could include death or injury of key officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operation of government. Law and order must be preserved and government services maintained. Applicable portions of the Constitution of the State of West Virginia and the West Virginia Code provide authority for the continuity and preservation of State government.
- C.** The Governor is responsible for the public safety and welfare of the people of the State of West Virginia.
- D.** The continuity of government leadership and operation is essential to the ability of the State to recover from a disaster.
- E.** Continuity of government operations are essential to command and control.
-

Planning Assumptions

- A. An incident can occur at any time, with or without warning, and may disrupt the ability of State government to provide critical services to citizens of the State of West Virginia.
 - B. Each agency with responsibilities within this COG/COOP Annex has a viable COOP plan.
 - C. An emergency may result in the incapacitation of government leadership thereby requiring the need for succession.
 - D. In order to ensure continuity of government and the uninterrupted provision of essential governmental functions, contingency plans must be developed that will provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.
 - E. An emergency may necessitate the relocation or sheltering in place of key government officials and their staffs.
 - F. Extraordinary measures will be required to ensure a rapid return to normal conditions.
 - G. The Constitutional Officers, the Legislative Branch, and the Judicial Branch have developed and are able to activate their own COG/COOP Plans.
-

Organizational Structure

- A. WVDMAPS is the coordinating agency for the State of West Virginia in times of emergencies. In the event of an emergency that may require the activation of the COG/COOP plan, it will be the responsibility of WVDHSEM to verify the emergency, notify, and coordinate with all other State agencies necessary to handle the emergency
 - B. The State organization for response to activation of the COG/COOP plan is the same as that for other incidents and events
 - C. State resources will be utilized in accordance with the WVEOP, unless otherwise directed by the Governor or WVDHSEM Director.
-

Concept of Operations

Due to its sensitive nature, the comprehensive Concept of Operation for the Continuity of Government Support Annex is maintained in a separate restricted document by WVDHSEM.

Agency Responsibilities Matrix

Supporting Agency	Acronym	Responsibilities
Office of the Governor	GO	<ul style="list-style-type: none"> • Uses his authority to ensure that the State government continues to operate in order to support response and recovery efforts. • Encourages the Legislative and Judicial Branches of State government, along with the Constitutional Officers, to undertake similar measures to ensure continuity of their government responsibilities. • Ensures alternate locations for government operations, identified by the various agencies, meet the requirements of the current situation. • Ensures all agencies plan for continuity of operations during an emergency. • Ensures security is provided to protect government resources and personnel.
West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"> • Coordinate the response to and recovery from a Continuity of Government event. • Coordinate with external agencies to include Federal, local and other States. • Coordinate with other constitutional offices to ensure de-confliction of continuity plans and maintain necessary contact and line of succession information. • Receive and disseminate reports through the warning point of disruptive events at State owned or leased facilities which impair the ability of agencies located within the affected facilities to continue operations.

Authorities & References

Authorities

West Virginia Code §15-5

West Virginia Code §15-6.

West Virginia Code §6-1A

Executive Order No. #13-10 (November 10, 2010).

EMI COG/COOP - <http://training.fema.gov/programs/coop/>

Emergency Management Accreditation Program (EMAP) - Operational Planning and Procedures
- 4.4.1 The Emergency Management Program, through formal planning processes involving

stakeholders and addressing all hazards identified in Standard 4.1.1, has developed the following Plans: (4) Continuity of Government.

Operational Planning and Procedures - 4.4.5 The Emergency Management Program has Continuity of Operations (COOP) Plan(s), that identify the essential program functions and describe how those functions will be continued and recovered. Each organization performing essential program functions has a COOP Plan that identifies the following:

- (1) processes and functions that must be maintained;
- (2) essential positions;
- (3) lines of succession;
- (4) how critical applications and vital records will be safeguarded;
- (5) communications resources;
- (6) priorities for recovery of processes, functions, critical applications and vital records; and
- (7) alternate operating capability and facilities.

EMAP Standards

4.4.1 – Operational Planning and Procedures

4.4.2 – Emergency Operations, Recovery, Continuity of Operations and Government

