

Continuity of Government/Operations Capability Standard

A Continuity of Government/Operations Capability ensures and documents how continuity of the government (COG) of each branch of government is implemented during emergencies, including vital government functions, essential responsibilities, and planning for the incapacitation of executive leadership.

The jurisdiction has created and maintains an Emergency Operations Plan and a Resource Manual that:

- | 1 | 2 | 3 | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Identifies and describes the jurisdiction's essential governmental (functions that cannot be interrupted for more than 12 hours), and describe the plans that the jurisdiction has in place to maintain these identified essential functions. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes plans for establishing recovery time objectives, recovery point objectives, or recovery priorities for each essential function. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Identifies personnel and/or teams needed to perform essential functions. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Identifies the order of succession to agency leadership. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Identifies the delegations of authority/documents that permit legal authority to make policy decisions in an emergency. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes the jurisdiction's provisions for alternate work facilities. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes the jurisdiction's provisions of back-up and interoperable communications. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes the jurisdiction's plans to protect vital records essential for government functions (tax records, birth/death/marriage certificates, payroll and accounting data). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes plans for devolution or direction and control. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes plans for reconstitution of operations. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes the jurisdiction's provisions for the conduct of regular tests, training, and exercises of COOP and COG plans. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes the processes for evaluations, AARs, and lessons learned. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Describes the process and criteria for corrective action plans. |

A fully-functioning EOC and Administrative and Financial Management Capability should address the following measures:

- | 1 | 2 | 3 | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Safe Storage of Vital Records for Continuity of Government |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | A vital record identification and preservation function has been established and is maintained in EOP/SOP/SOG. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | The jurisdiction has identified a person to assist agencies in the identification, preservation, restoration & safe storage of vital records. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | A continuity of government function has been established in accordance with local and state laws and is maintained in the jurisdiction's plans, procedures and guidelines. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | The jurisdiction has designated successors to chief local officials. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | The jurisdiction has designated and defined departmental succession. |

- ○ ○ The jurisdiction has established and maintains a response and recovery operations reporting function in plans, procedures and guidelines.
- ○ ○ The jurisdiction has created a reporting system for periodic situation reports on damages, actions taken, services rendered, & unmet needs in the EOC.