



Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

CONTINUITY OF OPERATIONS PLAN (COOP)

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
47	May 9, 2019	April 15, 2015	All Members

References

S. 252.365, F.S.; IMPP 1.18

1 POLICY

- A** It is the policy of the Division to establish a plan for disaster prevention, response, and recovery as outlined in section 252.365, Florida Statutes and FWC's Internal Management Policies and Procedures Section 1.18.
- B** It is the policy of the Division to safeguard all members, protect critical Division programs, systems and property, and to recover from any disaster as efficiently as possible.
- C** It is the policy of the Division to ensure that a viable Continuity of Operations Plan exists to continue essential Division functions across a wide range of potential emergencies, specifically when the primary office (GHQ) is either threatened or inaccessible. The objectives of this plan should include:
 - (1)** Ensure the continuous performance of the Division's essential functions during an emergency;
 - (2)** Ensure the protection of essential facilities, equipment, records, and other assets;
 - (3)** Reduce or mitigate disruptions to operations;
 - (4)** Reduce loss of life, minimize damage and losses;
 - (5)** Provide for a time-phased implementation of partial or full execution of the Continuity of Operations Plan to mitigate the effects of the emergency and shorten the crisis response time;
 - (6)** Identify and designate principles and support staff to be relocated;
 - (7)** Facilitate decision-making for execution of the Continuity of Operations Plan and the subsequent conduct of operations; and
 - (8)** Achieve a timely and orderly recovery from the emergency and resumption of full service to all Division customers.

2 RESPONSIBILITIES

- A** The Director of the Division of Law Enforcement shall be designated as the Florida Fish and Wildlife Conservation Commission's Emergency Coordination Officer (ECO), with the Division's Operational Support Section Leader acting as the alternate.

- (1) The ECO or designee shall be responsible for overall coordination with the Florida Division of Emergency Management on emergency preparedness issues, preparing and maintaining emergency preparedness and post disaster response and recovery plans for the Commission, maintaining rosters of personnel to assist in disaster operations, and coordinating appropriate training for agency personnel.
 - (2) The Division's Operational Support Section Leader shall ensure that every Commission facility has a COOP that is coordinated with the applicable local emergency management agency and approved by the Florida Division of Emergency Management.
- B** The Division's Operational Support Section Leader or designee(s) shall ensure that each Division facility has an Emergency Preparedness Plan/COOP that is coordinated with the appropriate Commission Regional Director and the local emergency management agencies.
 - C** The Operational Support Section Leader or designee shall ensure that a copy of all Division Emergency Preparedness Plans/COOP are reviewed and updated on or before December 31st of each year.
 - D** Each Regional Commander, in conjunction with the appropriate Commission Regional Director, shall ensure that each of their law enforcement offices (buildings) has an Emergency Preparedness Plan/COOP that is coordinated with the applicable local emergency management agencies.
 - E** The Division's Operational Support Section Leader or designee shall maintain the COOP for the Bryant building in Tallahassee (GHQ) and shall be the custodian of all the Commission's Continuity of Operations plans state-wide.
 - F** The Fleet and Technical Services Section Leader shall ensure that each Division Maintenance Facility has a Division Emergency Preparedness Plan/COOP.
 - G** The Training Section Leader shall ensure that the Division's Training Center has a Division Emergency Preparedness Plan/COOP.

3 PROCEDURES

A Continuity of Operations Plan (COOP)

- (1) A COOP is an effort to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. Each COOP must be maintained at a high level of readiness, be capable of implementation both with and without warning, be operational no later than 12 hours after activation, maintain sustained operations for up to 30 days, and take maximum advantage of existing Division or Commission infrastructure.
- (2) Each office (building) shall have a COOP that includes the following procedures at a minimum:
 - (a) Identify mission essential/critical functions, programs, and employees within each facility annually.
 - (b) Establish procedures documenting how members within an office or other entity will be notified that a disaster has occurred at their facility and what action, if any, they are required to take. In addition, the procedure shall provide accountability of all members and visitors present in a facility before, at the time of, and after a disaster.
 - (c) Establish procedures that specify delegations of authority and clear lines of succession (three deep minimum) for each office or entity including those essential members for each mission essential function. Position titles and assignment area shall be provided with no individual names being listed. Typically, essential members constitute only 12% to 25% of the workforce, excluding sworn personnel.
 - (d) Establish procedures for identifying alternate facilities and related infrastructure required to restore critical functions and programs, including communications within their areas.
 - (e) Establish procedures identifying and protecting vital records and databases.

B Training and Exercises

- (1) Each office (building) shall ensure the COOP is periodically tested and members are trained in implementing the COOP. A periodic mock disaster exercise for all members, within their area of responsibility, shall also be scheduled. A written report documenting the testing, training, and mock disaster exercise including recommendations for improvement, where necessary, shall be forwarded to the Operational Support Section Leader within 30 business days of completing the test, training, and mock exercise.

4 FORMS

FORM NUMBER	FORM TITLE
	Continuity of Operations Plan Annex Template