



AUTHORITY FOR COOP PLANNING

Authority, support, and guidance for Continuity of Operations (COOP) planning activities are provided in the following documents. These are a representation of the Federal, State and Local declarations and rules that establish the need for COOP planning. Additional guidance will be followed and could be added as required.

- **Executive Order 12148 – Federal Emergency Management** - EO 12148 establishes Federal Policies and coordinates civil emergency planning, management and assistance functions. It also establishes the President's role in working with State and Local governments.
- **Executive Order 12472 – Establishment of the National Communications System** EO12472 establishes the National Communications Systems as a Federal interagency group assigned national security and emergency preparedness telecommunications responsibility throughout the full spectrum of emergencies. Responsibilities include planning, developing, and implementing enhancements to the national telecommunications infrastructure to achieve measurable improvements in survivability, interoperability, and operational effectiveness under all conditions. This is accomplished by effective management and by using national telecommunication resources to support the Government during an emergency.
- **Executive Order 12656 – Assignment of Emergency Preparedness Responsibilities** EO 12656 is the foundation of these mandates. It requires Federal agencies to develop plans and procedures that ensure the survival of the U.S. Constitution and American Government by enabling them to continue to provide essential functions and services during and following a disaster or emergency. Executive Order 12656 assigns national security management preparedness responsibilities to Federal departments and agencies.
- **Presidential Decision Directive 63 PDD-63**
PDD-63 is a national-level effort to ensure the security of the increasingly vulnerable and interconnected infrastructure of the United States. It requires departments and agencies to develop a plan for protecting critical Infrastructures, including



telecommunications, banking, and finance, energy, transportation, and other essential functions and services. The directive addresses those services provided by Federal, State, and Local governments.

- **Presidential Decision Directive 67 PDD-67**

PDD-67 directs the Federal executive branch departments and agencies to have a viable COOP Plan and capability. Departments and agencies must be able to operate at their alternative facilities with or without warning no longer than 12 hours after the disaster and to maintain sustained operations for a minimum period of up to 30 days. The plans identify those requirements necessary to support the primary functions, such as emergency communications, establishing a chain of command, and delegations of authority.

- **Executive Order 13228-Establishing the Offices of Homeland Security and the Homeland Security Council.**

EO 13228 establishes the Office of Homeland Security in response to the terrorist attacks on September 11, 2001. Responsibilities of the office include developing and coordinating the implementation of a comprehensive national strategy to secure the United States from terrorist threats or attacks. The office shall coordinate the executive branch's efforts to detect, prepare for, prevent, protect against, respond to, and recover from terrorist attacks within the United States.

- **Executive Order 13231- Critical Infrastructure Protection of Information Age**

EO-13231 establishes a protection program that consists of continual efforts to secure information systems for critical infrastructure that includes emergency preparedness communications. To achieve this policy, there will be a senior executive branch committee to coordinate that will have cognizance over all Federal efforts and programs involving continuity of operations, continuity of government, and Federal department and agency information systems protection.

- **Robert T. Stafford Disaster Relief and Emergency assistance Act Amended (U.S. Code Title 42 Section 5121)**

This act provides for orderly and continual means of assistance by the Federal Government to state and local governments for carrying out their responsibilities to alleviate the suffering and damage that result from disasters. 42USC 5121 encourages the development of comprehensive disaster preparedness and



assistance plans, programs, capabilities, and organizations by the States and local governments.

- **U.S. national Archives & Records Administration (NARA) Code of Federal Regulations)**

The NARA code of Federal Regulations (CFR), Subchapter B, Records Management provides guidance and prescribes policies for records management programs relating to record creation and maintenance, adequate documentation, and proper record disposition.

- **Homeland Security Presidential Directive -1**

The Homeland Security Council (HSC) shall ensure coordination of all homeland security-related activities among executive departments and agencies to promote the effective development and implementation of all homeland security policies. The HSC Principals Committee (HSC/PC) shall be the senior interagency forum under the HSC for homeland security issues. The HSC Deputies Committee (HSC/DC) shall serve as the senior sub-Cabinet interagency forum for consideration of policy issues affecting homeland security. HSC Policy Coordination Committees (HSC/PCC) shall coordinate the development and implementation of homeland security policies by multiple departments and agencies throughout the Federal Government, and shall coordinate those policies with State and local government.

- **Homeland Security Presidential Directive -3**

The Homeland Security Advisory System provides warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of threat increases. At each threat condition, Federal departments and agencies implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert. This system is intended to create a common vocabulary, context, and structure for ongoing national discussion about the nature of threats that confront the homeland and appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.



- **FEMA Federal Preparedness Circular (FPC) N0.65 – Federal Executive Branch Continuity of Operations (COOP)**

FPC-65 provides guidance to Federal executive branch departments and agencies for developing viable and executable contingency plans for continuity of operations. COOP planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations. FPC 65 requires that each agency appoint a senior Federal Government executive as an emergency coordinator to serve as program manager and agency point of contact for coordinating agency COOP activities. This ensures continuous performance of an agency's essential functions during an emergency and protects essential facilities, equipment, records, and other assets. The actions recommended in FPC-65 will reduce disruptions to operations and loss of life, and minimize damage and losses. It achieves a timely and orderly recovery from an emergency and resumption of full service to customers.

- **FEMA Federal Preparedness Circular No. 66-Test, Training and Exercise (TT&E) Program for Continuity of Operations (COOP)**

FPC-66 provides guidance to Federal executive branch departments and agencies for use in developing viable and executable TT&E programs to support the implementation and validation of COOP plans. These activities are important elements of a comprehensive emergency preparedness program necessary to improve the ability of agencies to effectively manage and execute their COOP plans.

- **Federal Preparedness Circular No. 67- Acquisition of Alternate Facilities for Continuity of Operations (COOP)**

FPC 67 provides guidance to Federal executive branch departments and agencies for acquiring alternative facilities to support their COOP. FPC 67 requires agencies to designate alternative operating facilities as part of their COOP plans and prepare their personnel for the possibility of sudden relocation of essential functions or COOP contingency staff to these facilities should an emergency necessitate that action.



STATE / LOCAL AUTHORITIES AND REFERENCES

Commonwealth of Massachusetts Chapter 639 of the Acts of 1950, Chapter 33 - The legislation provides basic Civil Defense / Emergency Management responsibilities for meeting dangers presented to the Commonwealth and its people by emergencies and disasters. The document directs preparedness efforts related to common defense, protection of the public peace, health, security and safety.

Interim Guidance on Continuity of Operations Planning for State and Local Governments, May 2004

Governor's Executive Order No. 144 – EO 144 requires all Commonwealth Agencies to prepare for emergencies and disasters, and to provide emergency liaisons to the Massachusetts Emergency Management Agency for coordinating resources, training, and operations.

Survivable Crisis Management Plan 1994 – The Commonwealth of Massachusetts Survivable Crisis Management (SCM) Plan provides the foundation and structural framework for managing the individual capabilities of the different agencies with emergency response and continuity of government responsibilities.

Town of Dalton By-Laws

Dalton Comprehensive Emergency Management Plan