



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis  
Governor

Kevin Guthrie  
Director

## MEMORANDUM

**TO:** Emergency Coordination Officers of Executive Departments Water Management Districts, Public Service Commission  
Fish and Wildlife Conservation Commission, State Universities

**FROM:** Kevin Guthrie, Director

**DATE:** January 25, 2022

**SUBJECT:** Review Schedule for Continuity of Operations

Pursuant to section 252.365, Florida Statutes, and consistent with guidance issued by the Division of Emergency Management on January 24, 2022, the Emergency Coordination Officer of each Executive Department, the Executive Director of each Water Management District, the Public Service Commission, Fish and Wildlife Conservation Commission and State Universities are responsible for coordinating with the Division on Emergency Preparedness, including preparing an effective program to ensure Continuity of Operations (COOP) following an emergency or disaster.

In order to ensure that your Continuity of Operations (COOP) plan is consistent with State Emergency Management plans, procedures, and best practices, we ask that you submit your COOP plan and supplemental documents electronically the COOP/COG Program Manager on or before December 31, 2022 at the following address: [COOP@em.myflorida.com](mailto:COOP@em.myflorida.com)

Please also be advised that the Division requires you to submit your COOP plan each year for review. If the Division finds that the COOP plan does not meet all of the criteria established in the Division's COOP Implementation Guidance dated January 2022, the Division shall withhold a notice of compliance and issue an official notification specifically stating the reasons the plan does not meet the criteria. Upon receipt of the official notification, your agency shall be provided 60 days to revise the plan, notify the Division of the changes and make the changes available to the Division for review. If your agency does not submit a revised plan, the Division shall issue a notice of non-compliance specifically stating the reasons for non-compliance.

KG/kp