

THE CONTINUITY PLANNER

FLORIDA DIVISION OF EMERGENCY MANAGEMENT



CONTINUITY GUIDANCE CIRCULAR (CGC)

CGC provides guidance for everyone who practices continuity across the whole community. It takes federal guidance and translates it into plain language for a wide audience.

<https://www.fema.gov/emergency-managers/national-preparedness/continuity/circular>

CONTINUITY RESOURCE TOOLKIT

FEMA offers training, technical assistance, and outreach to assist organizations and governments develop and maintain a continuity plan, continuity program, and implement the concepts found within the CGC.

<https://www.fema.gov/emergency-managers/national-preparedness/continuity>

CONTINUITY COURSES

Continuity Planning L/1301 scheduled October 7th-8th, 2024, has rescheduled to December 17th-18th, 2024. For any questions or additional assistance, please reach out to Regina Harris, COOP/COG Program Manager at (850) 815-4337 or send an e-mail to COOP@em.myflorida.com

Continuity Working Group (CWG)

The State Continuity Program is creating a CWG. The intent of this working group is to foster a collaborative environment where members can exchange information, receive input on critical program elements, and develop products to meet the requirements of the continuity program. One person from each state agency is preferred.

If you are interested in participating with the CWG, please click the link below to register.

<https://forms.gle/G87rqwMHsFLtjYYV8>

ALTERNATE LOCATION SITES, WHAT YOU SHOULD KNOW

Alternate location sites have been a hot topic lately and its no wonder due to the current and past history of Florida's real world, severe weather events. FDEM is not responsible for obtaining facilities for state agencies; however, we are happy to assist with guidance and technical assistance.

The alternate location site is a facility, within the same region, that is adequately distant from the primary facility. The location should be in an area that would not be affected by the same incident that disrupts or impacts the essential functions at the primary location site. Agencies must ensure that capabilities present in the primary location will exist at the alternate location prior to activation or will become available as soon as possible but not later than 12 hours after activation.

Agencies should also consider maintaining multiple sites in the immediate geographic location for varying risk such as a burst pipe, fire, or sewage overflow. Although a viable option includes telework, it is best practice for agencies to have a physical location due to the risk of mass power outages, task that can not be performed via telework, telecommunication issues, or cyber events. Telework can help perform essential functions during change to normal operating issues such as pandemic, flood, or partial building closure.

Alternate sites that are not owned must have an up to date signed memorandum of agreement or understanding (MOU/MOA) with the owner or occupant of the facility. MOA/MOU must specify:

- The amount of time required for the owner/occupant to have the facility configured for occupancy;
- The capabilities that exist in the primary facility must exist in the alternate facility prior to activation or will become available in the alternate site as soon as possible but no later than 12 hours after activation.
- Details of the space and services to be provided at the facility;
- Access control procedures for the allocated space during occupancy; and
- The date of the review and, at minimum, the name, position title, and contract information of the senior most person and alternate who conducted the review.

Agencies may relocate to another agency's facility (Co-location). The relocating agency may occupy available space in the receiving agency's conference room, training facilities, or field offices. Co-location should be coordinated with mutual agreements/reciprocal agreements. Each agency agrees to host the other in a contingency that may affect only one of the agencies.

Department of Management Services (DMS) may be able to assist with the acquisition of space. For more information, please visit their website:

Acquisition of Space

https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/bureau_of_property_services/leasing_procurement/emergency_acquisition_of_space

Leasing Team Contact Information

https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/bureau_of_property_services/leasing_procurement/leasing_team_contact_information

Leasing Procurement

https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/bureau_of_property_services/leasing_procurement

Alternative options for obtaining alternate sites may include searching for commercial rental property, purchasing property using commercial real estate listings, networking with business owners, or drive around. Be sure to discuss options with your Executive Leadership for their perspective and approval.