

CHARTER  
ESTABLISHING THE CONTINUITY OF OPERATIONS PLANNING COMMITTEE

December 7, 2007

1. Introduction

The Kansas Continuity of Operations Planning (COOP) Committee is committed to cooperatively addressing the challenges of developing Continuity of Operations plans at the state agency level. In order to ensure consistency in the development of plans, in the application of human resources and in the maintenance of essential services during a disaster, agencies agree, at a minimum, to consider the following four scenarios:

**Scenario 1.** Infrastructures in place, but sufficient employees are not available or are not expected to be available to provide essential services.

**Scenario 2.** Infrastructure damaged but services can be moved temporarily to alternate locations that remain undamaged either locally or remotely. This scenario assumes that the relocation is for 30 days or less and that the goal of the COOP plan is eventually return to the original work site.

**Scenario 3.** Infrastructure is gone or damaged beyond repair. Essential infrastructure services must be re-established. Personnel are limited and essential business functions cannot be completed. This scenario is intended to address mutual aid issues between agencies and identified alternate sites, including IT "Hot Sites."

**Scenario 4.** During a COOP event, Agency A is unable to provide a service essential to Agency B.

The committee exists to address the challenges facing COOP across multiple agencies in a coordinated fashion, and provides a forum for each agency to discuss related planning initiatives that may or may not impact the work of this committee.

2. Authority

- a. This committee has the authority to convene and discuss the various facets of COOP within state government, review agency plans, review tools and templates to assist Kansas State Governmental agencies in their planning, and to create/approve a planning template for state agencies to use in their internal COOP efforts.
- b. All policies, plans, and projects will be submitted to and approved by the Commission on Emergency Planning and Response.
- c. This committee shall also identify potential sources of funding for COOP efforts throughout the state.
- d. The members of this committee were selected by agency leadership and have the authority to represent the views of their respective agency.

3. Outcomes

The desired results that the committee will accomplish are listed below:

- a. Evaluate the status of COOP planning efforts in all state agencies
- b. Work with consultants to create a statewide COOP planning template and integrate those plans throughout state government.

- c. Manage implementation of the statewide COOP plan.
- d. Create best practices, policies, procedures, and protocols for COOP, including those related to human resources.
- e. Ensure training opportunities pertaining to COOP are available throughout the state.

#### 4. Government

The committee will:

- A. Work toward the implementation of a statewide COOP plan at the agency level.
- B. Work with the state agencies and consultant to prevent duplication of efforts.
- C. Use its relationship with the CEPR to educate public officials and ensure the success of the COOP planning efforts.

#### 5. Inclusion

The committee will focus on leadership/designated representatives from state agencies and include additional disciplines as subject matter experts.

#### 6. Function

This committee will address the technical and operational elements of COOP planning.

#### 7. Membership

- A. Designated representatives from all state agencies are welcome to participate in the COOP Planning Committee.
- B. Currently, the statewide COOP Planning Committee shall be of open-ended term and be comprised of an agency head, secretary, or person with decision-making authority from each of the following agencies or organizations:
  - 1. Adjutant General's Department
  - 2. Department of Administration
  - 3. Department on Aging
  - 4. Department of Agriculture
  - 5. Animal Health Department
  - 6. Board of EMS
  - 7. Department of Commerce
  - 8. Department of Corrections
  - 9. Department of Education
  - 10. Division of Emergency Management
  - 11. State Fire Marshal's Office
  - 12. Department of Health & Environment
  - 13. Juvenile Justice Authority
  - 14. National Guard
  - 15. Department of Revenue
  - 16. Department of Social & Rehabilitation Services
  - 17. Department of Transportation

## 18. Department of Wildlife and Parks

C. Agencies (not included above) applying for a new seat on the COOP Planning Committee shall provide written notice to the committee chairperson notifying committee of membership application. Such addendum to the membership will need a simple majority vote from the current membership for seat approval.

D. Voting members are to be responsible for representing their agency or organization. If a voting member is unable to attend a committee meeting, an alternate voting member from that agency or organization may be appointed to attend the meeting. The voting member must notify the committee chair previous to the meeting that an alternate has been designated to represent the agency at the meeting. Without prior notification, the alternate will not be allowed to vote during the meeting.

- i. The committee chairperson will be elected annually by the members
- ii. The vice-chair shall be designated by the chair

### E. Decision Making

- i. Each member shall cast only one vote.
- ii. If a voting member is unable to attend, the alternate voting member shall cast a "proxy" vote for the voting member.
- iii. A simple majority shall rule on decisions presented to the CEPR.
- iv. A two-thirds majority vote is required for charter amendments.
- v. Decisions and recommendations of the committee shall be reported to the CEPR through the committee chair.

### F. Meeting Frequency

A. The committee will initially meet on a monthly (not to exceed quarterly) basis to establish a statewide COOP planning framework. Once the framework is in place and approved, the committee will meet as needed (not to exceed biannually) in order to review and amend the COOP planning framework and ensure training is in progress.

