

# COOP CONNECTION

EMI SIG Continuity of Operations Subcommittee Newsletter



*Leadership, Staff, Facilities, and Communications*

## Welcome to COOP Connection



Hello fellow members of the EMI SIG COOP Subcommittee.

We are proud to introduce you to our first edition of the COOPSC's newsletter, *COOP Connection*.

Jeff Morrison

A newsletter concept has been discussed for several years, and we have finally been able to make it a reality.

Our goal for this newsletter is to provide COOP-related information to COOP personnel across the DOE Complex.

We have connected with the Exercise and Drill and Emergency Public Information Subcommittees to get their perspectives on COOP issues, and the newsletter will cover all topical areas of COOP.

The success of *COOP Connection* hinges on the content submitted by the COOPSC members. Please send your input and suggestions so we can make this a valuable and useful tool.

I would like to thank personally Sally Fitzgerald, Diane Senutovitch, and Becky Bullard for their support in making this happen. Enjoy the *COOP Connection*!

Your Chairperson,  
Jeff Morrison

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## Introduction from Jim Colson



Jim Colson

Please allow me to take this opportunity to introduce myself to all of you. My name is James (Jim) Colson, your new EMI SIG Steering Committee Advisor for the COOP Subcommittee.

It is a pleasure to have the opportunity to work with all of you, and I am fortunate to have this opportunity to work with and learn from people who have a positive impact on preparedness and readiness in the DOE/NNSA complex.

WE'RE CONNECTED:



## Senutovitch Receives Award in Excellence at EMI SIG Annual Conference

Diane Senutovitch, COOPSC Co-Chair, Los Alamos National Laboratory, received the EMI SIG Excellence in Emergency Management Award for outstanding contribution to the emergency management profession, which includes providing valuable services to the EMI SIG, sharing useful information with EMI SIG members, and making presentations at EMI SIG meetings.

Diane also received the Meeting Presentation Award for most outstanding presentation made at the 2013 EMI SIG Annual Meeting in Chicago, Illinois.



Diane Senutovitch receives the EMI SIG Excellence in Emergency Management Award

## COOP Mentors – Level I and II

### Level I – Professional Continuity Practitioner

Becky Bullard, ORISE  
 Katrina Burnett, DOE-CH  
 Sally Fitzgerald, HQ, EM-44  
 Christy Munro, BPA

Tonya Petty, ANL  
 Chris Polit, U.S. Army Joint Base Lewis McChord  
 Mark Short, LLNL

### Level II – Master Continuity Practitioner

Avery Church, Excalibur Associates, Inc. HQ, NA-41  
 Diana de la Rosa, SNL-NM  
 Dale Leschnitzer, LANL

Matt Mahar, HQ, NA-41  
 Diane Senutovitch, LANL



**FEMA**

If you want to join these mentors and receive certification as a Professional Continuity Practitioner, check out FEMA's Emergency Management Institute [Continuity Excellence Series](#). To sign up or to view a complete listing of courses, visit FEMA's [EMI Courses & Schedules](#) site.

## COOP Frequently Asked Question

### Who is required to accomplish Accountability and how?

In accordance with DOE Order 150.1 – Continuity Programs, all DOE/NNSA organizations (including Field Elements) are required to have an Accountability System in place. HQ DOE/NNSA personnel assigned to the National Capital Region (NCR) are required to conduct and report accountability to the Continuity Emergency Management Team (when activated) or the DOE Office of Human Capital point of contact when directed by a Continuity of Government Condition (COGCON). DOE/NNSA organizations outside of the NCR are not required to conduct accountability for their personnel in response to a COGCON change.

If a Field Element is affected by a continuity event, personnel accountability must be conducted and the results passed through their Program Secretarial Officer (PSO) to the DOE Office of Human Capital (HC) point of contact (POC). They must ensure attempts to contact all employees are made, including those who may work offsite, to verify their location, contact information, and availability to return to work.

The intent of Accountability Reporting is to capture a real-time snapshot of personnel availability. The appointed Accountability POC must be able to account for all assigned personnel; their location, status, and availability for work and report that information to HC. The POC must continue to update the DOE HC POC until he or she has accounted for each employee assigned to the organization.

Although RingCentral has been designated as the corporate enterprise system for Accountability within HQ DOE/NNSA, the use of RingCentral is not mandatory. HQ PSOs and organizations subordinate to HQ DOE/NNSA can use any system that can return an accurate “account” of all personnel, wherever they may be.

## COOP Publications and Training Opportunities



The Emergency Operations Training Academy (EOTA) has a variety of free continuity courses for the DOE/NNSA community.

Check out the [EOTA website](#) for more information.

The *COOP Coordinators Good Practice Guidelines 2013* publication can also be found on the [EOTA website](#). The guide was developed to identify and explain the responsibilities of DOE/NNSA’s COOP Coordinators and their role in supporting the continuation of DOE/NNSA’s essential functions, regardless of the situation warranting a COOP event.

## Continuity Videos

The FEMA Continuity of Operations website contains a series of videos that address how you and your workplace can continue operating under the worst circumstances. Topics include:

- Continuity and You
- Essential Functions
- Alternate Operating Facilities
- Vital Files, Databases, and Records
- Leadership and Staff
- COOP Plan Development
- Communications and Technology
- Gaining Executive Support
- Continuity: The Pandemic Scenario
- Delegation of Authority
- Test, Training, and Exercise Program
- Devolution
- Reconstitution
- Program Management

The FEMA COOP video series can be found [here](#).

## What's New in COOP?



ISO 22313 (Societal Security – Business Continuity Management Systems – Guidance), released in December 2012, is an auxiliary

standard that assists with the implementation of ISO 22301 (Societal Security – Business Continuity Management Systems – Requirements).

The main difference is that ISO 22301 specifies requirements, whereas ISO 22313 gives only the guidance, or best practices, on how the requirements from ISO 22301 could be implemented.

ISO 22313 is generic and applicable to all sizes and types of organizations, including organizations operating in industrial, commercial, public, and not-for-profit sectors that wish to:

1. Establish, implement, maintain, and improve a business continuity management system.
2. Ensure conformance with the organization's business continuity policy.
3. Make a self-determination and self-declaration of compliance with this international standard.

## Lessons Learned from DHS



The Department of Homeland Security (DHS) recently published a report on the department's needs to strengthen information technology continuity and contingency planning capabilities.

A PDF of the report can be found [here](#).

## COOP Subcommittee Conference Calls

COOP Subcommittee conference calls typically occur on the second Thursday of each month from 3-4 p.m., Eastern. The schedule for the next three calls in 2013 is below.

- Thursday, Oct. 10
- Thursday, Nov. 7 (rescheduled)
- Thursday, Dec. 12

Agendas are sent prior to each call. If you have questions about the COOP Subcommittee conference calls, please contact Becky Bullard at [Becky.Bullard@orau.org](mailto:Becky.Bullard@orau.org) or (865) 576-9623.

## Want to Contribute to COOP Connection?

If you'd like to contribute continuity stories, calendar items, or any other news related to COOP, please send them to Becky Bullard at [Becky.Bullard@orau.org](mailto:Becky.Bullard@orau.org), or to Jeff Morrison at [morrisj@nv.doe.gov](mailto:morrisj@nv.doe.gov). The deadline for submissions for the January issue is December 5, 2013.

## Upcoming Continuity Conferences and Webinars

- [Disaster Recovery Journal Webinar Series](#), Social Media Basics for the BC Professional – Oct. 9, 2013, 3-4 p.m. Eastern
- [Global Conference on Disaster Management](#), Los Angeles, CA – Oct. 24, 2013
- [IAEM-USA 61<sup>st</sup> Annual Conference & EMEX 2013](#), Emergency Management in a Changing World, Reno, NV – Oct. 25-30, 2013