



December 16, 2015

To: All State Agencies and Departments

Subject: Updated Guidance on Continuity Planning

In 2006, the Governor signed Executive Order S-04-06, which required state agencies and departments to use guidance promulgated by the Governor's Office of Emergency Services (Cal OES) to update their continuity plans. This business practice has been affirmed by the incorporation of continuity planning into the National Incident Management System (NIMS) and the State of California Emergency Plan.

In 2013, the federal government issued new continuity guidance updates to address many of the lessons learned from catastrophic events such as Hurricane Sandy, Colorado flooding, and ongoing drought and wildfires. More recently, the Napa Earthquake and outbreak of the Ebola Virus serve as reminders of the need to plan for disasters and business disruptions. State agencies are advised to update their Continuity Plans to make certain they address the various challenges that could arise through an all-hazard planning approach.

To enhance California's existing continuity program and better prepare state agencies, Cal OES incorporated new concepts from the federal program into a revised continuity guide, the *Continuity Planning Guidance*. The elements of a viable continuity plan are described in the *Guidance*. These elements are critical to establishing and maintaining a comprehensive and effective continuity capability.

The *Guidance* includes a list of changes to the revised state continuity program, summaries of the new federal continuity documents, and a description of the self-certification program for state agencies and departments that began in 2010.

If your department Continuity Plan is currently up to date, you can incorporate this revised *Guidance* in the regular course of maintaining your continuity planning program documents.

In further support of the State Continuity Program, Cal OES has also updated its continuity web page (<http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/continuity-planning>) to include helpful guides, tools, best practices, news about upcoming training opportunities, and links to assist agencies with the maintenance of their continuity plans.

Thank you for your continued support of this critical effort. If you have any questions please contact Deputy Director, Tina Curry at (916) 845-8506, or your staff may contact Jami Childress-Byers, Disaster Planning and Support Unit Manager, at (916) 845-8795.

Sincerely,  
MARK S. GHILARDUCCI  
Director