

*Continuity planning is simply the good business practice of ensuring the execution of essential functions through all circumstances, and it is a fundamental responsibility of public and private entities responsible to their stakeholders.*

Federal Continuity Directive 1, October 2012

### What is Continuity of Operations?

Continuity of Operations (COOP), as defined in the Presidential Policy Directive 40 (PPD-40) is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

### What is the Goal of Continuity?

The ultimate goal of continuity is the continuation of National Essential Functions (NEFs). In order to achieve that goal, the objective for organizations is to identify their Essential Functions (EFs) and ensure that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. The Federal Government has an important partnership with other non-federal government entities and with private sector owners and operators who play integral roles in ensuring our homeland security.

### When is the COOP Plan Activated?

The plan could be activated in response to a wide range of events or situations – from a fire in the building; to a natural disaster; to the threat or occurrence of a terrorist attack. Any event that makes it impossible for employees to work in their regular facility could result in the activation of the Continuity plan.



In July 2013, Herbert Seales, Administrative Specialist and COOP Planner, United States Bankruptcy Court Central District of California, was named co-chair for the Greater Los Angeles Area Federal Executive Board (GLAFEB) Continuity Working Group (CWG). Mr. Seales' appointment was recognized by the US Bankruptcy Court as providing additional resources for the Court's COOP planning and as supporting regional efforts to prepare for emergency situations.



The GLAFEB Continuity Working Group (CWG) is co-chaired by one or two representatives from the membership-at-large and a representative from the DHS/FEMA Region IX Continuity Program Office.



FEMA Region IX, National Preparedness Division, Planning and Analysis Branch Chief, Christine Borgognoni, serves as the co-chair of the GLAFEB CWG. Mrs. Bor-

gognoni and her Branch supports Federal Executive Boards and Associations to promote Continuity of Operations (COOP) preparedness, planning, training, and exercises, as well as other National Continuity Program initiatives with regional, federal, state, territorial, and tribal government agencies throughout FEMA Region IX.

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## Greater Los Angeles Area Federal Executive Board Continuity Working Group



### PURPOSE

Promote the development of Continuity plans.

Enhance our Federal Partners' overall emergency preparedness efforts.

Encourage collaborative continuity planning activities among Federal and Non-Federal organizations such as state, local, and tribal governments; volunteer agencies; private sector entities; and critical infrastructure operators.



## About the GLAFEB

By Presidential Directive in 1961, President John F. Kennedy established FEBs to achieve better interagency coordination and communication among federal departments and activities outside of Washington, DC. Today approximately 84% of all federal employees work outside of the National Capital Area and most federal programs are implemented through regional and local offices of departments and agencies. FEBs provide a forum for local federal leaders to connect and discuss management challenges and strategies, enable collaboration on agency mission and goals, common issues and special initiatives, as well as share best practices.

There are now 28 FEBs located throughout the country. Federal Executive Boards report to the President through the Director of the Office of Personnel Management (OPM).

Disruptive events, such as, civil unrest, active shooter situations, use of improvised explosive devices (IED), or a natural hazard like a major earthquake or pandemic could adversely affect the ability of government offices and the private sector to provide essential functions and services to our community. These tragic events can last mere minutes or go on for days. Thus, we have a critical and ongoing need to prepare our agency and employees, in addition to ensuring the effectiveness of our continuity capability through planning, testing, training, and exercises.



## GLAFEB Accomplishments

- Maintain the LA area distribution list of 700+ Federal contacts and 300+ non-Federal contacts and frequently share local opportunities for no or low cost training
- Facilitate collaboration across agency/jurisdiction lines and promote sharing of best practices and resources
- Facilitate the L.A. Area COOP Working Group (CWG) (meets quarterly) and CWG Steering Committee (meets every month), to include topic calendar, speakers, all logistical needs, and Annual Table Top Exercise.
- Provide updates to Washington, D.C. and Situational Awareness to local Federal agencies on local emergencies.
- Migrated L.A. Area 275 federal agency contacts to the Everbridge System for 24/7 emergency notification system; 99% success rate with contacts during Eagle Horizon Exercise

### Where can I learn more about COOP?

You can start with the COOP point of contact (POC) for your organization. Next, reach out to the GLA-FEBCWG: Kathrene Hansen Kin at 562-435-2025 or Kathrene.L.Hansen@cbp.dhs.gov

Additionally, the following links contain more great resources.

<https://www.fema.gov/policy-plans-evaluations>

<https://www.fema.gov/media-library/assets/documents/72598>

<https://www.fema.gov/guidance-directives>

<https://training.fema.gov/EMIWeb/COOP>



## Working Group Structure

The CWG membership is open to emergency managers from every Federal Executive Branch in the GLAFEB Service Area, to include the Federal Legislative and Judicial Branches. Representatives from state, local, and tribal governments; volunteer organizations; the private sector; and Critical Infrastructure owners and operators are also invited to participate in GLAFEB CWG activities.

The CWG is co-chaired by a representative from the DHS/FEMA Region IX Continuity Program Office and one or two representatives from the membership-at-large. Co-chairs serve a two-year term and may be re-elected for consecutive terms. The co-chairs for Calendar Years 2019-2020 are:

**Herbert Seales, U.S. Bankruptcy Court**

**Christine Borgognoni, FEMA Region IX**

The CWG has a Steering Committee to help guide and accomplish CWG activities. The steering committee is representative of the membership-at-large and members may be from Federal and Non-Federal organizations. Steering Committee Members for CY 2019 & 2020 are:

- **Margaret Ayala**, Jet Propulsion Laboratory
- **Mark Benthien**, Southern California Earthquake Center, USC
- **Romie Duarte**, Environmental Protection Agency
- **Jim Eades**, Constant Associates
- **Dean Grose**, City of Los Alamitos & Regional Military Affairs Committee
- **Kathrene Hansen Kin**, Greater Los Angeles Federal Executive Board
- **Michael Hurley**, FEMA Region IX
- **Christina Johnson-Ohwotemu**, U.S. District Court
- **Pauline Louie**, U.S. Department of Housing & Urban Development
- **Mike Metzroth**, Federal Aviation Administration
- **Jacqueline Nguyen**, CalOptima, A Public Agency
- **Sherman Patterson**, Department of Veterans Affairs
- **Mark Rosner**, Defense Contract Audit Agency
- **Joe Steinmetz**, APS-Development & Infragard