


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE	IMPP 1.18
	Continuity of Operations Plan (COOP) and Emergency Preparedness Plan	EFFECTIVE DATE 04/09/2020
	APPLICABILITY ALL MEMBERS	RESCINDS/AMENDS 10/01/2018

REFERENCES: SECTION 252.365, FLORIDA STATUTES

AUTHORITY: EXECUTIVE DIRECTOR

IMPP OWNER: DIVISION OF LAW ENFORCEMENT

POLICY

This policy establishes the Commission's plan for emergency/disaster prevention, response and recovery as outlined in [section 252.365, Florida Statutes](#). It shall be the intent of this policy to safeguard all employees, protect critical state programs, systems and property, and to recover from any disaster as efficiently as possible.

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- 1.18.1 Continuity of Operations Plan (COOP)
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1.18.1 DEFINITIONS

- A.** MyFWCAAlert - the Commissions official emergency notification system
- B.** System Administrator - the overall system administrator who will send authorized emergency notifications and upload, edit and/or delete users
- C.** Group Administrator - oversee the users within their predefined set of contacts or groups. Able to edit and/or delete users within the predefined group.
- D.** User - any member who has a profile and will receive notifications from the MyFWCAAlert official emergency notification system

1.18.2 CONTINUITY OF OPERATIONS PLAN

- A.** The Continuity of Operations Plan (COOP) is an effort to ensure the continued performance of mission-essential functions during a wide range of potential emergencies. The COOP must be maintained at a high level of readiness, be capable of implementation both with and without warning, be operational within 12 hours of activation, maintain sustained operations for up to 30 days and take maximum advantage of existing Commission field infrastructures. The Commission shall ensure the COOP includes the following procedures at a minimum:

1. Identify mission-essential/critical functions, programs and employees. Document how members will be notified that a disaster has occurred and what action, if any, they are required to take. In addition, the procedure shall provide accountability of all members and visitors present in an occupied building before, during, and after a disaster.
2. Specify delegations of authority and three clear lines of succession for each office or entity including those essential members for each mission-essential function. Position titles and assignment areas shall be provided with no individual names listed. Typically, essential members constitute only 12% to 25% of the workforce, excluding sworn personnel.
3. Establish procedures for identifying alternate locations and related infrastructure required to restore critical functions and programs, including communications within their areas.
4. Establish procedures identifying and protecting vital records and databases.
5. Provide periodic testing, training and mock disaster exercises. A written report documenting the test, training and mock disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to the Section Leader of Operational Support of the Division of Law Enforcement (DLE) within 30 business days of completion.

1.18.2 EMERGENCY PREPAREDNESS PLAN

- A. The Emergency Preparedness Plan (EPP) is an effort to establish procedures for response to major emergencies. Each EPP must be maintained at a high level of readiness, be capable of implementation both with and without warning. Each occupied building where the majority of occupants are employed by FWC shall have an EPP that includes the following at minimum:
1. Procedures documenting how members will be notified that an emergency has occurred and what action, if any, they are required to take. In addition, the procedure shall provide accountability of all members and visitors present in a facility before, at the time of, and after an emergency.
 2. Incident-specific emergency response plans, i.e. fire, bomb threat, etc.
 3. Location-specific emergency information that includes at minimum:
 - a. Building, office, or facility-specific information;
 - b. Designated responsible personnel and contact information;
 - c. Description of where to obtain information related to evacuation routes; and
 - d. Local emergency contact information i.e. police, fire, hospital, etc.

1.18.3 RESPONSIBILITIES

- A. The Director of the Division of Law Enforcement (DLE) shall be designated as the agency's Emergency Coordination Officer (ECO) with the Section Leader of Operational Support of DLE acting as the alternate. The ECO or designee shall be responsible for:

1. The overall coordination with the Florida Division of Emergency Management on emergency preparedness issues, preparing and maintaining emergency preparedness and post-disaster response and recovery plans for the Commission, maintaining rosters of personnel to assist in disaster operations and coordinating appropriate training for agency personnel.
 2. The overall coordination and annual emergency/disaster preparedness training for the personnel located in the law enforcement offices and maintenance shops as outlined in [Division of Law Enforcement General Orders](#).
- B.** The Section Leader of Operational Support of DLE or designee shall ensure that the Commission's COOP is coordinated with the applicable state and local emergency management agencies and approved by the Florida Division of Emergency Management. The Section Leader of Operational Support of DLE shall be responsible for:
1. Ensuring that the Commission has a COOP that is submitted to and approved by the Florida Division of Emergency Management (DEM);
 2. Coordinating the COOP with the Commission Regional Directors and Regional Commanders;
 3. Overall coordination and documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, within 30 business days of completion.
 4. Maintaining and coordinating the EPP for GHQ with the appropriate state and local emergency management agencies; and
 5. Updating and reviewing the Commission's COOP and the EPP for GHQ on or before December 31st of each year.
 6. Submits the COOP to DEM on or before March 31st of each year for approval.
- C.** Regional Directors or designees in conjunction with the appropriate DLE Regional Commander/Section Leader shall be responsible for:
1. The overall coordination and annual emergency/disaster preparedness training for all personnel located in the region under their responsibility.
 2. Documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to Section Leader of Operational Support of DLE within 30 business days of completion.
 3. Ensuring each occupied building under their responsibility has an EPP and that they are updated, reviewed and approved on or before December 31st of each year.
 4. Coordinating the Commission's COOP and their Region's EPP's with the applicable local emergency management agency(s).
- D.** Division Directors or designees, in conjunction with the appropriate Regional Director/DLE Regional Commander/Section Leader shall be responsible for:
1. The overall coordination and annual emergency/disaster preparedness training for all personnel under their responsibility.

2. Documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to Section Leader of Operational Support of DLE within 30 business days of completion.
 3. Ensuring each occupied building under their responsibility has an EPP and that they are updated, reviewed and approved on or before December 31st of each year.
 4. Coordinating the Commission's COOP and their Division's occupied building EPPs with the applicable local emergency management agency(s).
- E. The Commission's Chief Information Officer (CIO) or designee shall be responsible for:
1. Overall coordination and annual emergency/disaster preparedness for recovery, maintenance and alternative planning for information technology systems and communication systems.
 2. Documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to Section Leader of Operational Support of DLE within 30 business days of completion.
 3. Coordinating the Commissions COOP with the appropriate state and local emergency management agency(s).

1.18.4 MYFWCALERT

- A. MyFWCAAlert is the Commission's official Emergency Notification System and shall be utilized during declared emergencies.
- B. The Director of the Division of Law Enforcement (DLE) or designee shall serve as the Emergency Coordination Officer (ECO), activate the COOP and issue emergency notifications.
- C. FWC provides each employee (FTE and OPS) access to the MyFWCAAlert system to update their personal and work contact information. The website is accessible via the [MyFWCAAlert member portal](#).
- D. MyFWCAAlert emergency notifications will be sent to users based on contact information recorded in People First and MyFWCAAlert. Users shall affirm their contact information is correct in People First and on MyFWCAAlert on a bi-annual basis. A reminder will be provided via [PowerDMS](#). The following items are required to be kept current:
 1. Work cell phone number (if applicable)
 2. Work desk phone number
 3. Work email address
 4. Personal cell phone number
 5. Personal home phone number (if applicable)
 6. Personal email address
 7. Physical home address (necessary for wellness check)
- E. Users shall update their People First and [MyFWCAAlert](#) contact information within 10 business days of a change.
- F. [MyFWCAAlert](#) System Administrators will have access to the system to issue alert notifications to all users, specific divisions, offices or individuals as needed. Each notification will have a report that may be reviewed for the results of the notification receipt.

- G. [MyFWCAAlert](#) Group Administrators will have access to their specific division/office/region as determined by the respective division/office/region directors.
- H. Quarterly tests of the [MyFWCAAlert](#) system shall be executed. Notice to users will be sent two (2) working days prior to the testing of the system.
- I. OIT shall perform a backup of the [MyFWCAAlert](#) Emergency Notification System annually in conjunction with the annual COOP and EPP reviews.
- J. Critical Event Messages (MyFWCAAlert Emergency Notifications) shall meet the following requirements:
 - 1. Authorization shall only be granted by the Office of the Executive Director (OED), the Emergency Coordination Officer (ECO), Regional Director, Division Director, Office Director, or Division Deputy Director.
 - 2. Emergency notifications shall be drafted on approved templates, which shall include:
 - a. The MyFWCAAlert Banner will be across the top of the message
 - b. The designating authority will be at the bottom of the message

3 FORMS

FORM NUMBER	FORM TITLE
None	None
None	None

Approved: **Jennifer Fitzwater**
Eric Sutton, Executive Director or Designee

Date: **April 9, 2020**

History: Est.: 3/15/03 Revised: 9/23/2016, 10/01/2018, 04/09/2020