

Continuity of Operations

Agency Plan

Texas Department of Public Safety

August 2016

This document is intended to provide guidance and is not prescriptive or comprehensive. Agency personnel should use judgment and discretion to determine the most appropriate actions at the time of the incident. The guidelines provided in this document are not intended to override agency policy, but should complement those planning activities. This document does not prohibit any division from implementing additional requirements or operating procedures.

Distribution of COOP documents that contain law-enforcement sensitive material is limited to those personnel who must know the information in order to successfully implement the plan. The Texas Division of Emergency Management (TDEM), Continuity of Operations Unit, distributes updated versions of this document annually or as critical changes occur.

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Preface

The Texas Department of Public Safety (DPS) provides vital services to people throughout the state as well as critical support to key federal functions. A significant interruption of these services can have severe implications and potentially devastating consequences.

A comprehensive response plan is among the first and best defenses against interruptions, from a locally contained emergency to a catastrophic incident. Continuity of operations (COOP) planning is a critical part of preparedness.

DPS uses continuity planning to anticipate and prepare for incidents and threats. Such planning allows DPS leadership and staff to make critical decisions in advance of an incident, rather than in the midst of a crisis.

This document outlines the recommended processes and suggested procedures for restoring affected DPS operations after an incident or threat. In order to ensure that it provides clear and concise guidance, this document focuses on response and continuity procedures rather than on planning procedures.

Applicability and Scope

As of this writing, the Continuity of Operations Agency Plan and related documents apply to DPS headquarters and associated facilities. Except for tests and training, the agency's COOP plan is activated only in response to an incident or threat that reduces or has the potential to reduce the operating capacity of DPS to an unacceptable level.

This document complies with Section 412.054 of the Texas Labor Code, Section 418.1101 of the Texas Government Code, and Governor of the State of Texas Executive Order RP 40 on continuity planning and the adoption of NIMS standardized procedures for streamlining incident management processes.

Using This Document

The COOP Agency Plan summarizes and provides insight into continuity planning concepts and COOP implementation at DPS. This page explains this document's organization and its relation to other COOP documents.

This document is not designed to be read from cover to cover. Use this page as a navigation tool to quickly find the information you need.

Find general background information, goals and assumptions here.	02
An overview of roles and responsibilities, turn here.	05
For a summary of the COOP Preparedness Phase, turn here.	06
Turn here for a list of steps in COOP Activation Phase.	08
An overview of the COOP Continuity Operations Phase, turn here.	11
For a summary of the COOP Reconstitution Phase, turn here.	12

The COOP Agency Plan is the capstone document of a suite of seven types of COOP documents, as shown in the following table:

Document	Description
Agency Plan	Summarizes continuity planning concepts and COOP implementation Contains promulgation, authority, and references for all COOP documents
Executive's Operations Guide	Summarizes COOP operations Offers guidance to Agency director and management down to the Deputy Assistant Director position
Executive's Activation Resources	Provides key information to Agency director and management down to the Deputy Assistant Director position during COOP activation
Emergency Relocation Group (ERG) Operations Guide	Defines continuity planning concepts Describes COOP implementation at DPS Provides step-by-step guide to COOP activation
ERG Response Resources	Provides information to ERG leaders during COOP activation

For an explanation of the acronyms and terms in this document please refer to the State of Texas Acronyms and Terms (STAT) book, which is located at <http://www.txdps.state.tx.us/dem/documents/planState/STAT.pdf>.

Overview and Purpose

The COOP Agency Plan provides stakeholders with a useful summary of key continuity planning concepts and COOP implementation at DPS. The Agency Plan also contains the plan's approval signatures, authority and references.

Goal

- Provide a transparent and accessible description of DPS' continuity of operations plan, including key continuity planning concepts and COOP implementation at DPS.
- Memorialize the plan's executive approval, authority, and references.

Objectives

- Summarize vital COOP response and continuity information and instructions.
- Summarize relevant information about communication, status reporting and procurement during a continuity event.
- Provide recommendations about COOP planning, training and plan maintenance.
- Help fulfill state and federal COOP mandates and guidelines.
- Reflect and support DPS' mission.

Audience

- DPS emergency relocation group (ERG) leaders and members.
- DPS leadership.
- DPS staff.
- Interested members of the general public.

Planning Assumptions

- An incident may require ERGs to move essential functions to continuity facilities.
- DPS communication and information systems are available within the recovery time objective (RTO) for all essential functions.
- Continuity activities may continue for at least 30 days from plan activation.
- DPS regional operations are unaffected and remain responsive to DPS leadership.
- External organizations, such as vendors and government agencies, are reasonably cooperative during the continuity operations period.
- DPS organizations with COOP plans have vetted vendors to ensure they are fully responsive throughout all phases of COOP implementation.
- DPS organizations with COOP plans have established stand-by contracts with secondary vendors in case primary vendors are unavailable.
- Support groups, (e.g., Information Technology, Facilities Management, Media and Communications, Human Resources) provide timely support to the continuity operations activities.
- If an ERG cannot perform its essential function(s) in a timely manner, then functional responsibility and authority transfers, by mutual agreement, to another organization or agency, if possible.
- Qualified personnel are available in sufficient quantities to perform recovery responsibilities, or alternate organizations with agreements to perform the function(s) are willing and able to perform the function(s).

- The Information Technology (IT) division supports ERGs at continuity facilities and works within functional RTOs and recovery point objectives (RPOs).
- Off-site storage locations for critical backup files and information are intact and accessible.
- Continuity strategies and activities are reevaluated and tested following any business environment or procedural modification, but not less than annually, and any identified exposures are rectified.
- Continuity activities are performed in accordance with the procedures that have been set forth within this continuity plan and applicable related documents.
- Information backup and rotation practices (including paper and electronic media) are performed regularly. Any vulnerabilities have been rectified.
- Guidance and information in this document may be used for continuity activities, training, testing and exercising.
- Sufficient alternate facilities are identified and available.

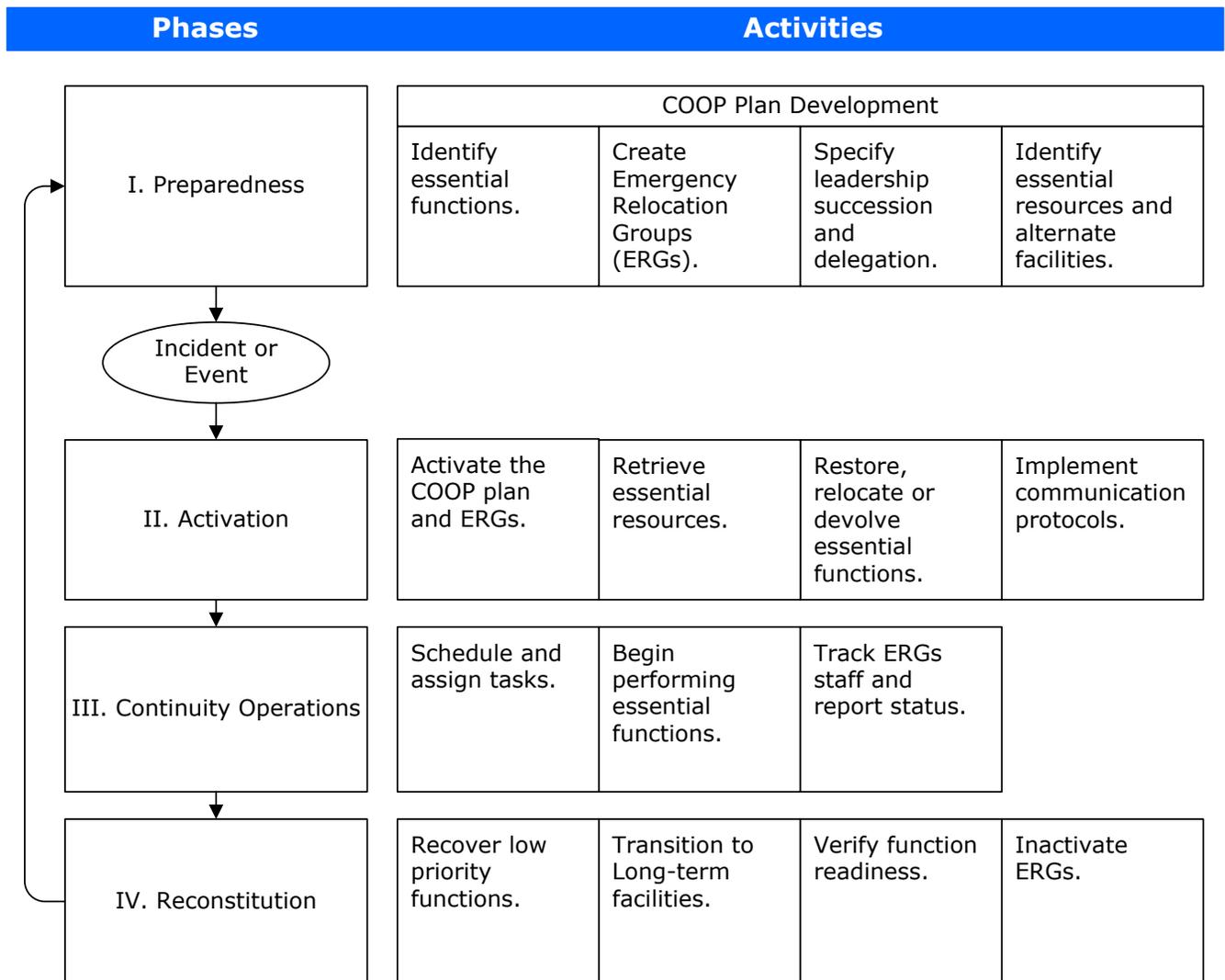
Concept of Operations

COOP plans are implemented in four phases. This section provides an overview of these phases and the DPS staff involved in COOP implementation.

DPS COOP planning takes an all-hazard approach to incident preparedness. Regardless of the size and scope of the incident, DPS relies on this plan to help it maintain essential functions or restore them as soon as possible.

COOP Implementation

COOP plans are implemented in four phases. During Phase I, DPS develops and tests the plan. The remaining three phases are implemented in response to an incident or during training. Phase IV, Reconstitution, begins as soon as possible after the incident and continues concurrently with other COOP activities.



Who is Involved

The table below identifies who implements COOP according to their roles and responsibilities. Some roles are activated only as needed. For example, the agency would not appoint a COOP incident manager in response to a minor incident.

COOP Incident Roles and Responsibilities

Role	Responsibility	Reports to
DPS Director	Manages the agency May direct the reconstitution manager	The Governor and the Public Safety Commission
Division Leadership	Activates the COOP Manages ERG managers Member of the COOP management team	DPS Director
COOP Incident Manager	Assigned as needed Manages all COOP activities Member of the COOP management team	DPS Leadership
ERG Manager	Manages two or more ERGs Member of the COOP management team	COOP Incident Manager
ERG Leader	Manages one ERG Executes the COOP plan Coordinates reconstitution team activities May help draft and develop the COOP plan	ERG Manager
ERG Staff	Members of one ERG Help the ERG leader execute the COOP plan May help draft and develop the COOP plan	ERG Leaders
Reconstitution Manager	Activated as needed Manages reconstitution teams	COOP Incident Manager
Reconstitution Team	Coordinates the plan to return the Agency to normal operations.	Division Leadership or Reconstitution Manager

Phase I: Preparedness

By developing and maintaining its COOP plan DPS ensures that it is prepared to restore operations after any incident. This section outlines the activities DPS performs to develop its plan.

DPS performs five critical COOP planning activities. These activities ensure the COOP plan is a reliable source of essential information and instruction.

Identify Essential Functions

A function is essential if it has one or more of the following characteristics:

- DPS is required by law to perform the function.
- DPS leadership determines the function is essential to the agency's mission.
- Not performing the function in a timely manner places life, property or essential records at severe risk.
- Create Emergency Relocation Groups
- Emergency relocation groups (ERGs) exist for each DPS essential function. ERGs consist of staff who normally perform the function and are therefore subject matter experts. During an incident, ERGs use COOP plan documents to restore essential functions quickly and efficiently.

Recovery Time Objective

Each essential function has a recovery time objective (RTO). The RTO is the length of time a system or record can be unavailable before causing an unacceptable loss. Once an essential function is restored, ERGs are prepared to perform the function for at least 30 days in continuity operations mode.

Essential Function RTOs

Management prioritizes each essential function according to its importance. DPS prioritizes essential functions using a tiered time-frame approach. Refer to the [ERG Operations Guide](#) for a table of essential-function RTO priority levels.

Data Recovery Point Objective

Just as ERGs aim to meet or beat RTOs, ERGs also aim to meet or beat recovery point objectives (RPO). The RPO is the point in time beyond which the amount of data lost critically undermines the essential function. RPOs apply to essential data in print, photographic, digital or other form.

Specify Leadership Succession and Delegation

DPS pre-identifies leadership orders of succession to ensure leadership positions are always filled. Staff members in certain positions have the legal authority to approve actions that support essential functions. During an incident, legal authorization may be required to support an essential function. If the staff member with this legal authority is unavailable, the authority can be legally delegated to another position according to orders of delegation.

Identify Essential Resources and Alternate Facilities

DPS identifies the essential resources necessary to recover essential function(s). This information includes information about the location and/or operation of:

- Computer hardware and application software.
- Specialized equipment.
- Telecommunications equipment.
- Essential records.

DPS also identifies alternate facilities where essential functions can be recovered and performed. Information about both types of resources is included with the **ERG Response Resources**.

Vendor Due Diligence

On an ongoing basis DPS conducts due diligence on contracted vendors that support essential functions. Due diligence consists of:

- Ensuring vendors have their own business continuity plans.
- Establishing plans for communication and operations between vendors and DPS during all phases of COOP plan implementation.
- Establishing stand-by contracts with secondary vendors for use if primary vendors are unavailable or cannot fulfill their obligations.

Note: Please refer to the **ERG Operations Guide** for additional definitions and critical information about the information presented in this section.

Phase II: Activation

DPS' response to a disruptive incident depends on the size and severity of the incident. This section outlines the process by which DPS activates the COOP plan and ERGs.

The size and severity of the triggering incident determines who is involved. A catastrophic incident engages DPS' director, incident command and possibly the governor. A minor COOP incident engages division leadership, management, and the respective ERG(s). Division leadership assigns a COOP incident manager, if necessary.

Activate the COOP Plan and ERGs

A disruptive incident may cause DPS leadership to activate incident command to oversee emergency response operations. Onsite staff may be evacuated while offsite staff monitor DPS' emergency communication line (512-424-7777) and/or local news. DPS also activates the COOP plan as outlined below.

1. Activate COOP Management Team

A disruptive incident may cause DPS leadership to alert affected division leaders who in turn activate the COOP incident manager. Together, division leaders and the COOP incident manager form the COOP management team for this incident.

2. Activate COOP Plan

The COOP management team determines which essential functions are affected, then uses this information to activate all or part of the COOP plan.

3. Activate ERG Leaders

The COOP incident manager activates ERG leaders and sets the date, time and place for the initial briefing.

4. Hold Initial Briefing

At the initial briefing of the ERGs, division leaders or management present an incident overview of the original work area. ERG leaders record critical briefing information.

5. Authorize ERG Leaders to Activate ERGs

The COOP management team decides how and when to activate the ERGs. The management team then communicates this information to ERG leaders and authorizes them to contact and activate their ERGs.

6. Activate and Brief ERGs

ERG leaders activate and brief their ERGs with information and instructions. ERG leaders provide each ERG member with written documentation regarding their predetermined roles and responsibilities.

Retrieve Essential Resources

The incident's size and severity determines who is in charge of the incident site. The site commander or manager decides whether the site is safe to enter. If ERGs are allowed into the site, their next step is to retrieve essential resources.

1. Gain access to original work area

ERGs follow briefing instructions from their leaders to meet at the incident site and enter the original work area. If ERGs are unable to enter the original work area, the ERG leader and COOP incident manager coordinate relocation activities, which are outlined in the next section.

2. Perform initial assessment

Once inside, ERG leaders assess essential functions in the original work area.

3. Record findings

ERG leaders record their findings using their ERG Response Resources forms.

4. Report condition of essential function

ERG leaders prepare and send an essential function condition report to the COOP incident manager.

5. Retrieve essential resources

Following guidance in their ERG Response Resources, ERG leaders direct their ERGs in retrieving essential resources.

Restore, Relocate or Devolve Essential Functions

At this point, the COOP incident manager, ERG leaders and possibly division leadership choose a location for essential functions. Management decides whether to restore essential functions on site, relocate them, or devolve them to another agency or organization. They consider:

- Capacity of ERG staff.
- Condition of original site, work-area and essential resources.

This decision is not made until the ERG leader assesses the original work-area and reports the findings to the COOP incident manager. The condition of essential resources affects decision-making when the essential resources are unique or difficult to replace or repair. Refer to the [COOP ERG Operations Guide](#) for additional information about the relocation decision.

Once the decision is made, ERGs pursue one of the following courses of action:

- Restore the function in the original work area
- Relocate the function to the continuity facility
- Devolve the function to another agency or organization

Devolution

Devolution is the prearranged transfer of responsibility for a function to another agency or organization that can perform the function for the duration of the continuity operations phase. Essential functions devolve when staff or resources fall below minimum requirements needed to restore the function within its RTO.

Not all functions can devolve to another organization. Usually this is due to capability or geographic distance from area of service. In such cases, ERG leaders and management may request additional staff if necessary for continuity operations.

Staff Considerations

If special conditions prevent staff from responding, ERG leaders and the COOP incident manager decide if unassigned staff can assist and help resolve the issue.

ERG managers monitor their ERG's capacity continuously. If staff capacity falls below an acceptable level in one or more critical area of effort, the function may devolve to another organization.

Implement Communication Protocols

Clear and accurate communication is vital to any recovery effort. During COOP activation, it is vital to avoid the spread of rumor and incorrect information. Remind team members to avoid any public statement regarding the situation. When ERG leaders and members are communicating with other DPS personnel, government agencies, contractors and vendors, ensure only information authorized for release is given out. Refer all inquiries from media and the public to the DPS Public Information Officer (PIO).

DPS Priority Information

DPS leadership relies on ERG leaders for certain information it must collect and report. Examples include the following:

- Personnel accountability
- Operational status
- Hazard information

Refer to the **COOP ERG Operations Guide** for additional information about who receives this information, when they receive it, and in what form. Refer to this resource also for information on the following:

- Telephone Contact Protocols
- Communication with Vendors and Other Partners
- Family Communication and Support

Injury or Death

If a staff member is severely injured or dies, local authorities are usually the first to notify the family. Shortly thereafter a senior leader of the employee's organization contacts the family or next of kin personally.

Phase III: Continuity Operations

During the continuity operations phase, ERGs begin performing essential functions in their continuity locations. This section outlines the continuity operations process and the tools available to the ERGs.

After ERGs have established essential functions in their continuity locations, ERG leaders develop a schedule to resume each essential function according to its priority and recovery time objective (RTO). ERGs are prepared to operate essential functions at their continuity locations for at least 30 days if necessary.

Schedule and Assign Tasks

ERG leaders develop and refine their schedules in response to conditions and available resources at the continuity location. Their first schedule covers the first 24 to 48 hour period. Subsequent schedules cover longer periods of time.

Begin Performing Essential Functions

Once tasks are scheduled and assigned, ERGs begin performing essential functions. Even as normal operations resume, ERG leaders remain prepared to respond to rapidly changing circumstances and priorities.

Emergency Purchasing Procedures

ERGs may need to repair retrieved materials and equipment and begin replacing any that were lost. Leaders submit a purchase request to management when they need to replace or repair essential resources, per DPS procedures. Purchasing procedures may vary depending on incident severity. Refer to the **COOP ERG Operations Guide** for emergency purchasing guidelines.

Information Technology

Unless it is highly specialized, most computer equipment is maintained by DPS' Information Technology (IT) division. This division is responsible for recovering essential DPS IT systems and equipment. Under leadership's guidance IT balances its priorities between those of its own operations and those of the essential functions that depend heavily on IT's direct support.

Track ERG Staff and Report Status

In order to keep DPS leadership up to date, ERG leaders continue to provide regular status reports. ERG leaders report the status of staff, including location and shift hours. Leaders also report the status of their essential functions, including recovery progress and condition of ERG, facilities and other resources.

Phase IV: Reconstitution

Reconstitution is the process of returning all DPS functions to normal operation, including any low priority functions that do not involve the ERGs. This section summarizes the recommended process for reconstituting essential and low priority functions.

While ERGs recover DPS' essential functions, other staff members recover DPS' low priority functions. Reconstitution is complete when all functions have been recovered to normal operations. Although presented sequentially here, reconstitution begins as soon as possible after the start of an incident and runs concurrently with ERG activities.

Recover Low Priority Functions

Leadership usually initiates reconstitution when the COOP plan is activated or shortly thereafter. Other factors leadership considers include DPS priorities, ERG progress and function readiness. Management then notifies the reconstitution team.

1. Initiate reconstitution

DPS leadership coordinates with the COOP management team to decide when and where to initiate reconstitution.

2. Activate reconstitution team(s)

Division leadership activates one or more reconstitution teams. If warranted by the incident size and scope, leadership may instead activate a reconstitution manager who activates multiple reconstitution teams.

3. Coordinate recovery of low priority functions

COOP management teams coordinate with ERG leaders to determine the recovery priority, timing and integration of each low priority function.

Transition to Long-Term Facilities

Leadership verifies the location and condition of the long-term work area, which may be in a new location or in the original work area after it has been restored. Management authorizes the reconstitution team(s) to relocate (if applicable) and to recover low priority functions in their long-term work area.

1. Transition to long-term facilities

The reconstitution team(s) coordinate closely with the COOP management team and ERG leaders to schedule, move and integrate low priority functions where they are to be housed for the long-term.

2. Recover low priority functions

The reconstitution team(s) follow low priority function recovery instructions as provided by division leadership or management. The team(s) coordinate closely with the COOP management team and ERG leaders as needed.

Verify Function Readiness

ERG leaders track and verify that each function is recovered to an acceptable level and has resumed operation. When all functions are recovered, ERG leaders notify the COOP incident manager or management team that essential and low priority functions have resumed normal operations.

Deactivate the ERGs

Once all functions are returned to normal operating levels at their long-term work areas, the ERGs have completed their assignment. ERG leaders report this status to the COOP incident manager. DPS leadership or the COOP incident manager officially deactivates the ERGs by notifying ERG leaders who in turn notify their ERGs.

ERG leaders' first, most important task after ERG deactivation is to conduct an after-action review as described in the Maintenance and Changes section of the **ERG Operations Guide**.

Maintenance and Changes

This section outlines how DPS' COOP Agency Plan is kept accurate, current and valid throughout DPS.

COOP plans remain useful when they are regularly tested, trained on and maintained. Not doing so exposes DPS and the people it serves to substantial and unnecessary risk. The COOP unit assists DPS organizations with the following aspects of COOP Agency Plan development and maintenance.

Development

Section 412.054 of the Texas Labor Code stipulates that agencies must develop agency-level continuity plans to keep the agency operational in case of disruptions. The COOP unit develops and maintains continuity operations guides as required by state law and in accordance with federal guidelines. The COOP unit collaborates with each DPS organization to help it develop its ERG response resources.

Maintenance

Division and program leaders ensure that all COOP plan documents in their purview are validated annually and updated as needed. Validation includes regular training, testing and exercise, as discussed below. Leaders are also responsible for updating their documents when staff, facility and essential resource changes affect essential functions.

Test, Training and Exercise

DPS' COOP Agency Plan is tested, trained on and exercised annually. This provides practical, controlled and operational experience and information to responsible ERGs, division and program leadership.

After-Action Reports and Corrective Action Plans

ERG leaders develop an After-Action Report (AAR) immediately after a training exercise or continuity event. Prepared for management, the AAR evaluates the response and identifies areas for improvement. Unresolved issues transfer to Corrective Action Plans (CAP) for follow-up and resolution. Once all issues are resolved, ERG COOP plan documents are revised and reissued.

Record Keeping

Division and program leadership ensure that updated COOP plan documents are available as needed. Duplicates are stored at alternate locations. DPS leadership or division and program leadership authorizes and issues changes to this document until such time as it is superseded. This document and all attachments are living documents.

The DPS COOP Agency Plan and all subsidiary documents are maintained by the COOP unit in a secure location. All document changes, updates and approvals are made there.

Record of Changes

This section describes changes made to this document, when they were made, what they were, and who authorized them.

Use this table to record:

- Change number, in sequence, beginning with 1
- Date change was made to the document
- Description of change and rationale if applicable
- Initials of person who made the change

Number	Date	Description	Initials
1	8/19/2015	1) Clarified the role of the reconstitution team 2) Replaced National Essential Functions with Texas Essential Functions 3) Clarified the responsibility of assigning a COOP incident manager 4) Updated Authority table 5) Changed Phase II Recovery to Phase II Continuity Operations and updated all applicable references to Phase II Recovery to Phase II Continuity Operations.	AS
2	8/30/2016	Updated dates Updated Using This Document section	AM AS

Authority

Strategic planning guidance and authorities governing the implementation of the DPS COOP Agency Plan are summarized below.

The following table presents specific sources, their relevance to the DPS COOP Agency Plan, and hyperlinks to their online location.

Source	Relevance	Link
Texas Executive Order RP 40	Directs state agencies and organizations to use the NIMS standardized procedures for managing personnel, communications, facilities and resources in order to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.	http://governor.state.tx.us/news/executive-order/3690/
Texas Government Code Section 418.1101	Authorizes any political subdivision to adopt a plan for the continuity of functions of the political subdivision to be carried out during a disaster or catastrophic event.	http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.418.htm
Texas Labor Code Section 412.054	Directs each state agency to develop an agency-level continuity plan that outlines procedures to keep the agency operational in case of disruptions to production, finance, administration, or other essential operations.	http://www.statutes.legis.state.tx.us/Docs/LA/htm/LA.412.htm
Texas Essential Functions	The Texas Essential Functions represent the overarching responsibilities of State Government to lead and sustain the State. They are the primary focus of State Government’s leadership during and in the aftermath of an emergency. The Texas Essential Functions correlate directly to our National Essential Functions and incorporate guidance outlined in FEMA Continuity Guidance Circular 2.	http://www.sorm.state.tx.us/coop/texas-coop
Executive Order 12148	Directs the Federal Emergency Management Agency to work with state and local governments to stimulate vigorous participation in civil emergency preparedness and to support the development of integrated federal, state and local resources, systems and plans that are developed, tested and used to prepare for and respond to the effects of all forms of emergencies.	http://www.archives.gov/federal-register/codification/executive-order/12148.htm
Executive Order 12472	Assigns the Director of the Federal Emergency Management Agency to advise and assist state and local governments in developing plans and procedures for identifying and satisfying their national security or emergency preparedness telecommunications requirements.	http://www.archives.gov/federal-register/codification/executive-order/12472.html
Executive Order	Assigns responsibilities to the Department of	http://www.archives.gov/federal-register/codification/executive-order/12472.html

Source	Relevance	Link
12656	Justice and Federal Emergency Management Agency for, respectively, “coordinating federal government domestic law enforcement activities” and “guiding and assisting federal agencies for national security and emergency preparedness.”	gov/federal-register/codification/executive-order/12656.html
Homeland Security Presidential Directive (HSPD 7)	Directs federal departments and agencies to work with state and local governments to identify, prioritize, and coordinate the protection of critical infrastructure and key resources to mitigate the risk of terrorist attack.	https://www.dhs.gov/homeland-security-presidential-directive-7#top
Homeland Security Presidential Directive (HSPD 8)	Specifies an all hazards approach to improve coordination between local, state and federal agencies.	http://www.dhs.gov/presidential-policy-directive-8-national-preparedness
Homeland Security Presidential Directive (HSPD 20) and National Security Presidential Directive (NSPD 51)	Establishes national essential functions; provides guidance for state, local, territorial, and tribal governments in order to ensure a comprehensive and integrated national continuity program that enables a more rapid and effective response to and recovery from a national emergency.	http://www.fema.gov/pdf/about/org/ncp/nspd_51.pdf
National Communications System Directive (NCSD) 3-10	Requires that all departments and agencies that support National Essential Functions operate and maintain—or have dedicated access to—communications capabilities to ensure continuation of mission critical functions.	https://www.hsdl.org/?view&did=487839

References

The following documents and publications were consulted during the development of this document.

U.S. National Archives and Records Administration. *Code of Federal Regulations*. Title 36, Part 1236, Management of Vital Records, July 1, 2000.

U.S. National Archives and Records Administration. *Code of Federal Regulations*. Title 41, Section 101.20.103-4, Occupant Emergency Program, July 1, 2000.

Presidential Decision Directive 62 (PDD-62), "Protection against Unconventional Threats to the Homeland and Americans Overseas," May 1998.

Homeland Security Presidential Directive 1 (HSPD-1), "Organization and Operation of the Homeland Security Council," October 2001.

Homeland Security Presidential Directive 3 (HSPD-3), "Homeland Security Advisory System," March 2002.

Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," February 2003.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors," August 2004.

Federal Emergency Management Agency (FEMA). *Continuity Guidance Circular (CGC 1), Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, January 2009.

Federal Emergency Management Agency (FEMA), *Continuity Guidance Circular (CGC 2), Continuity Guidance for Non-Federal Entities: Mission Essential Functions Identification Process (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, July 2010.

Office of the Governor of the State of Texas, *Texas Homeland Security Strategic Plan 2010-2015*, May 2010.

The State Office of Risk Management, *Texas Essential Functions*, Texas COOP, 2015.

Texas Division of Emergency Management. COOP Unit.
<http://dps.texas.gov/dem/Preparedness/coop.htm>

For More Information

For more information on this plan send your request to TDEM.COOP@dps.texas.gov.

