



GOVERNOR LAURA KELLY

**EXECUTIVE ORDER 23-03**

Mandating Continuity of Operations Planning

**WHEREAS**, natural and human-made emergencies or disasters can impact state agencies and degrade their ability to deliver essential functions and services to the citizens of Kansas; and

**WHEREAS**, state agencies perform essential functions and services that must be delivered regardless of the situation or circumstance; and

**WHEREAS**, individual agency Continuity of Operations planning is necessary for the implementation of coordinated and well-managed delivery of essential functions and services during disruptions to normal operations; and

**WHEREAS**, effective Continuity of Operations planning within state agencies is vital for the State of Kansas to maintain the continuity of government established to serve the citizens of Kansas.

**NOW, THEREFORE**, pursuant to the authority vested in me as Governor of the State of Kansas and head of the Executive Branch, I hereby order that:

1. By December 31, 2023, all entities under my jurisdiction, shall develop and adopt a Continuity of Operations Plan (COOP) to ensure the timely delivery of essential functions and services regardless of the disruption to normal operations.
2. Each COOP shall address, at minimum, the following areas:
  - a. Essential Functions
  - b. Critical Facilities
  - c. Orders of Succession
  - d. Delegations of Authority
  - e. Continuity Communications
  - f. Critical Applications and Vital Records
  - g. Human Resources
  - h. Test, Training, and Exercises
  - i. Reconstitution
  - j. Devolution

3. Entities under my jurisdiction shall:
  - a. Designate a Continuity Manager responsible for the development and maintenance of the agency COOP;
  - b. Submit its proposed COOP to the Kansas Division of Emergency Management for review;
  - c. Formally adopt the COOP by the entity's senior official;
  - d. Use and implement the COOP template and application planning software approved by the Kansas Division of Emergency Management (KDEM);
  - e. Follow guidance within the Kansas Response Plan (KRP), Continuity of Government (COG) Annex for the development and maintenance of COOPs.
  - f. Submit status reports to the Kansas Division of Emergency Management by September 30, 2023, and November 30, 2023, regarding the entity's progress towards developing and implementing a COOP due by December 31, 2023.
  
4. The Kansas Division of Emergency Management shall serve as the lead agency for Continuity of Operations planning and shall:
  - a. Provide technical assistance in the review and development of a COOP;
  - b. Maintain a central repository of all COOPs of entities under the jurisdiction of the Governor;
  - c. Maintain an application for the development of a COOP;
  - d. Maintain a standardized COOP template;
  - e. Seek input from the Commission on Emergency Planning and Response COOP Planning Committee to inform state continuity preparedness decisions.
  - f. Appoint the Planning and Mitigation Bureau Director to serve as the COOP Planning Committee chairperson, and host (at a minimum), quarterly COOP Planning Committee meetings and/or planning workshops.
  - g. Submit to the Governor by October 6, 2023, an overall summary of September status reports and submit to the Governor by December 8, 2023, an overall summary of the November status reports.
  - h. Submit to the Governor by January 5, 2024, a summary of all entities' progress in meeting the December 31, 2023, deadline to develop and adopt a COOP.
  
5. Entities under my jurisdiction shall perform COOP revisions annually, on or before December 31, and shall maintain a copy of the current plan on file with the Kansas Division of Emergency Management.
  
6. The Kansas Division of Emergency Management shall submit an annual report detailing state continuity preparedness to the Commission on Emergency Planning and Response annually, in September of each year.
  
7. Other statewide elected officials, independent boards and commissions, the Regents Universities, and the Judicial and Legislative Branches are encouraged to implement

Continuity of Operations planning and to engage in state continuity preparedness discussions.

This document shall be filed with the Secretary of State as Executive Order No. 23-03 and shall become effective immediately.

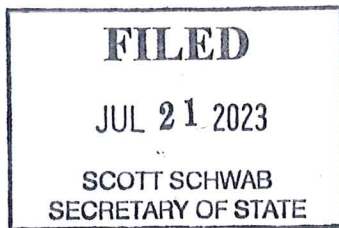
THE GOVERNOR'S OFFICE

BY THE GOVERNOR

Laura Bell

DATED

7.21.23



Scott Schwab

Secretary of State

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