



**To: Bay Area UASI Approval Authority**

**From: Corinne Bartshire, Regional Resilience and Recovery Project Manager**

**Date: January 8, 2015**

**Re: Item #9: Continuity of Operations / Continuity of Government Toolkit project update**

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**Staff Recommendation:**

None

**Action or Discussion Item:**

Discussion only. This item updates the Approval Authority on the Continuity of Operations / Continuity of Government (COOP/COG) Toolkit project. In December 2013, the AA approved funding for this recovery project and a previous update was provided in May 2014.

**Discussion:**

*Background*

The purpose of this project is to develop benchmark criteria for Bay Area COOP/COG planning and establish a toolkit to assist local jurisdictions with completion of COOP/COG plans. COOP/COG planning strengthens the community's resiliency and enhances their ability to respond and recover from disasters.

*Update on Activities*

To date, a regional capabilities assessment has been completed and two regional workshops have been conducted with the Regional Catastrophic Planning Team (RCPT) and other identified stakeholders. The project stakeholders continue to serve as oversight in the development of the toolkit's components through the current review of draft materials. The toolkit components consist of:

- 1) COOP Plan Template
- 2) COOP Planning Handbook
- 3) COOP Planning Benchmarks

All final products will be available on the Bay Area UASI website [www.bayareauasi.org](http://www.bayareauasi.org).