



BOB RILEY
GOVERNOR

STATE OF ALABAMA
EMERGENCY MANAGEMENT AGENCY

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(205) 280-2200 FAX # (205) 280-2495



BROCK LONG
DIRECTOR

October 21, 2009

TO: State Agency Head or Emergency Preparedness Manager

The Alabama Emergency Management Agency (AEMA) and the Alabama Department of Public Health (ADPH) are releasing the State Agency All-Hazards/Pandemic Influenza Continuity of Operations (COOP) Plan integrated template. As many of you know, the Honorable Governor Bob Riley released a memorandum on April 10, 2009, directing all state agencies to initiate and complete COOP Plans. In response to this directive, AEMA and ADPH in collaboration with the University of Alabama at Birmingham (UAB) created an integrated COOP template that meets FEMA and CDC guidelines.

There are many FEMA publications that have been released with guidance for developing an effective continuity plan. The Governor stated that the State of Alabama has elected to use FEMA's Continuity Guidance Circular 1 (CGC 1) as the basis for developing COOP Plans. A copy of CGC 1 can be found at http://www.fema.gov/pdf/about/org/ncp/cont_guidance1.pdf. Other FEMA guidance materials can be found on the ADPH website. FEMA's newest guidance/assessment material is the Continuity Assessment Tool, <http://www.fema.gov/pdf/about/org/ncp/cat.pdf>.

In addition to the release of this template and the FEMA guidance materials, AEMA, ADPH, and UAB will develop a series of 20-minute webcast sessions that will soon be available for viewing on the ADPH and/or AEMA websites. ADPH staff is also available to conduct a one hour live presentation regarding Pandemic Influenza, Personal Preparedness, and Do 10 Fight the Flu campaign.

The following individuals are available to provide technical assistance in the form of COOP education, consultation, and/or review of your plan(s):

For all-hazard COOP plans, please contact:

Patrick Tritz	or	Cherie Cornelius
205-280-2270		205-280-2406
patrick.tritz@ema.alabama.gov		cherie.cornelius@ema.alabama.gov

For pandemic influenza COOP matters or to schedule pandemic training for your staff, please contact:

Cindy Lesinger	or	Rita Maynard
334-206-2018		334-206-6412
cindy.lesinger@adph.state.al.us		rita.maynard@adph.state.al.us

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If your agency is interested in assistance completing the integrated COOP Template, please contact:

Dr. Andy Rucks
205-975-8967
ARucks@uab.edu

Please contact Dr. Rucks within 1 month from the date of this letter to assist with scheduling.

For scheduling purposes, the state agencies have been divided into tiers. Please see the enclosed attachment. The tiers are based on the agency's essential emergency functions in the State of Alabama and on their participation with ADPH in Pandemic Influenza planning in the past. Each tier has been assigned a tentative COOP development/update completion date that is synchronized with the CDC's annual deadline (tentatively July 31, 2010) for the submission of state COOP and PI Operational Plans. Completed or updated COOP plans should be submitted to AEMA by the completion date for the agency's tier level. AEMA and ADPH will review all plans and provide comments to the agency.

Thank you for your time and attention on this important project to ensure Alabama is ready for any type of emergency.

Sincerely,



Brock Long
Director
Alabama Emergency Management Agency



Donald E. Williamson, M.D.
State Health Officer
Alabama Department of Public Health

BL/DEW/pat/cl

Enclosed – Alabama State COOP Tiers

Alabama State COOP Tiers

Please note if a representative is not listed or the representative has changed, please email Cherie Cornelius, cherie.cornelius@ema.alabama.gov, with your agency's current COOP representative.

Tier 1 completion date is February 1, 2010.

Agency	Representative
Governor's Office/Faith-Based Initiative	Margaret McKenzie/Lisa Milliman
Department of Public Health	Don Williamson, M.D.
Alabama Development Office	Mark Yarbrough
Alabama Forestry Commission	
Alabama Military Department	John McGuinness, M.D.
Alcohol Beverage Control	Andy Knight/Stan Goolsby
Banking Department	Nelson Cook
Department of Agriculture and Industries	Ron Sparks
Department of Archives and History	Steve Wheat
Department of Children's Affairs	Tammy Williams
Department of Conservation and Natural Resources	Donald Brooks
Department of Corrections	Glen Casey
Department of Economic and Community Affairs	Jessica Dent
Department of Education	Sue Adams/Tom Mock
Department of Educational Television	Charles Grantham
Department of Finance	Jeff Samuel/Yvonne Trafford
State Personnel Department	Doug Lunsford
Department of Homeland Security	Shirrell Roberts
Department of Human Resources	James Slaughter
Department of Industrial Relations	Vivian Handy
Department of Insurance	Belinda Johnson
Department of Labor	Ralph Pate
Department of Mental Health and Mental Retardation	Acquanetta Knight
Department of Postsecondary Education	Linda Cater
Department of Public Safety	Gerone Grant/Lt. Wes Clark
Department of Revenue	Clint Baggott
Department of Senior Services	Russ Black
Department of Transportation	Ellis Paulk
Department of Treasury	Daria Story

Emergency Management Agency	Charles Williams
Medicaid Agency	Robert Moon/Allen Stokes
State Employee Insurance Board	Debbie Unger
Public Service Commission	Jim Sullivan
Department of Examiners of Public Accounts	Keith Blackwell
State Auditors	Kathie Lynch

Tier 2 completion date is April 1, 2010.

Agency	Representative
ACJIC	
Alabama Department of Environmental Management	Bruce Freeman
Attorney General's Office	Lori Farshee
Board of Funeral Services	
Board of Pardons and Paroles	Eddie Cook
Emergency Alert System	
Department of Forensic Sciences	
Alabama LP Gas Board	Loretta Cook
Military Department/Alabama National Guard/State Defense Force	LTC Dennis Butters/Maj Wyatt Gordon
RACES/ARES	
Department of Veteran Affairs	
Department of Youth Services	
Indian Affairs Commission	

Tier 3 completion date is May 1, 2010.

Agency	Representative
Alabama Building Commission	Katherine Lynn
Children's Trust Fund	Leslie Gettys
Choctawhatchee, Pea, & Yellow River Watershed Management Authority	Barbara Gibson
Cosmetology Board	
Council on the Arts	

Crime Victims Compensation Commission	Cassie Jones
Ethics Commission	Barbi Lee
General Contractors License Board	
Geological Survey	
Health Planning & Development	
Historical Commission	
Home Builders Licensure Board	
Oil & Gas Board	
Board of Nursing	Richard Pasley
Plumbers & Gas Fitters Exam Board	
Professional Engineers Registration Board	
Public Education Employee Health Insurance Board	
Public Library Services	
Real Estate Commission	Molli Jones
Rehabilitation Services	Tina Howell
Retirement Systems	
Secretary of State	
Securities Commission	
State Port Authority	
Surface Mining Commission	
Tourism	

Tier 4 completion date is June 1, 2010.

Agency	Representative
Agriculture & Conservation Development Comm	
Agricultural Museum Board	
Agriculture Center Board	
Architects Registration Board	Cindy McKim
Assisted Living Examiners Board	
Chiropractic Examiners Board	
Counseling Examiners Board	
Credit Union Administration	
Dietetics/Nutrition Practice	

Farmer's Market Authority	Margaret Raines
Board of Registration for Foresters	Alexis London
Heating, AC, Refrigeration Contract Board	
Judicial Inquiry Commission	
Manufactured Housing Commission	Jay Johnson
Nursing Home Administrators Exam Board	Katrina Magdon
Occupational Therapy Board	
Onsite Wastewater Board	
Peace Officers Annuities & Benefits Fund	John Hixon
Peace Officer Standards & Training	
Physical Fitness Commission	
Physical Therapy Board	
Polygraph Examiners	
Social Work Examiners Board	Karen Hester
Soil & Water Conservation Commission	
Speech-Language Pathology & Audiology Exam Board	Wanda Rawlinson
Vet Medical Examiners Board	
Women's Commission	
Alabama Court of Criminal Appeals	Lane Mann
Alabama School of Fine Arts	John Northrop
Board of Medical Scholarship Awards	Kelly Parker
Historic Chatahoochee Commission	Deborah Shaw
State Board of Public Accountancy	Carol Preston
Alabama Housing Finance Authority	Gary Donegan
Alabama Real Estate Appraisers Board	Carolyn Greene
University of West Alabama	Sandra Booen
Presbyterian Home for Children	Felicia Walker

*Tier 4 also includes any state agency not listed in the above tiers.