



BOB RILEY
GOVERNOR

(334) 242-7100
FAX: (334) 242-0937

STATE OF ALABAMA

MEMORANDUM

TO: Heads of All State Departments, Boards, Commissions, and Agencies

FROM: Governor Bob Riley *B.R.*

DATE: April 10, 2009

RE: **PREPAREDNESS FOR PANDEMIC INFLUENZA AND ALL-HAZARD EMERGENCIES**

In accordance with federal, state, and local laws, plans, and administrative guidance to prepare a state-wide Continuity of Operations Plan (COOP) or Continuity of Government (COG), all government entities must be prepared to respond to pandemic influenza and all-hazard emergencies. The State of Alabama has elected to use the Federal Emergency Management Agency (FEMA) Continuity Guidance Circular 1 (CGC 1) for Non-Federal Entities for State, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations as the basis for the development of Alabama's COG. Below is a list of references:

- Homeland Security Presidential Directive 20/HSPD-20, dated May 9, 2007, http://www.dhs.gov/xabout/laws/gc_1219245380392.shtm
- National Preparedness Guidelines (NPG), dated September 2007, http://www.dhs.gov/xlibrary/assets/National_Preparedness_Guidelines.pdf
- National Response Framework, dated January 2008, <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
- Continuity Guidance Circular 1 (CGC 1) for Non-Federal Entities, dated January 21, 2009, http://www.fema.gov/pdf/about/org/nep/coop/continuity_guidance_circular.pdf

Under the authority vested in me as Governor of the State of Alabama by the Constitution of Alabama and the Alabama Code of Laws, the Departments, Boards, Agencies, and Commissions of the State of Alabama are directed to initiate and complete both strategic and operational plans for the incident scenarios specified in the National Preparedness Guidelines.

The plans should be designed:

- To clearly and succinctly define the roles, responsibilities, resources, and procedures necessary to ensure that operations to provide assistance to citizens remain available before, during and after an emergency.
- To open and maintain a line of communication/dialog with public and private entities that are functionally-related to the activities and responsibilities of the state.
- To encourage functionally-related public and private entities to cooperate with government entities to allow the government entities to be a central information collection and dissemination liaison agency for the functional area.

AEMA will provide state agencies with the COOP planning templates and technical assistance will be provided by Patrick Tritz. He can be reached at 205-280-2270.

BR/BL/psd