EXECUTIVE ORDER No. 107

CONTINUITY OF OPERATIONS PLANNING

OCTOBER 2, 2007

WHEREAS, City agencies currently employ a variety of contingency planning approaches to maintain essential operations during an emergency or other incident that may disrupt normal agency operations; and

WHEREAS, City agencies must have comprehensive and effective plans in place to continue such essential operations, as well as to support Citywide emergency response; and

WHEREAS, New York City Charter § 497 authorizes the Office of Emergency Management ("OEM") to, among other things, coordinate the City's response to all emergency conditions and potential incidents that require a multi-agency response and prepare plans for responding to emergency conditions and potential incidents; and

WHEREAS, New York City Charter § 1072 directs the Department of Information Technology & Telecommunications ("DoITT") to, among other things, plan, formulate, coordinate and advance information technology policies for the City, including support for disaster recovery; and

WHEREAS, a Continuity of Operations ("COOP") Plan establishes a plan for the continuity of essential operations during an emergency or other incident that may disrupt normal agency operations; and

WHEREAS, a pilot project to develop a standardized COOP planning methodology across City agencies was initiated in October 2006 through OEM and DoITT; and

WHEREAS, OEM and DoITT selected three City agencies for this pilot project and provided them with the tools and assistance required to complete a COOP plan; and

WHEREAS, based upon the lessons learned from the COOP pilot project, remaining City agencies will be able to develop and implement a COOP plan to suit their particularized needs and to continue essential operations during an emergency or other incident that may disrupt normal agency operations;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Upon completion of the pilot project, OEM and DoITT shall establish a standardized COOP planning methodology, agency planning guide and software tool for use by City agencies to develop and implement an individualized COOP plan, which may build on any existing agency contingency plans.

§ 2. The COOP planning methodology, guide and software tool shall be introduced to City agencies by a COOP Management Team, which shall be co-chaired by the Commissioner of Emergency Management and the Commissioner of Information Technology and Telecommunications. Each such commissioner may designate a senior manager from his or her agency to act as co-chair in his or her stead. The COOP Management Team shall consist of employees of OEM and DoITT designated by the co-chairs. All members of the COOP Management Team shall serve without additional compensation.

§ 3. The COOP Management Team shall provide training to City agencies on the creation and/or migration of existing agency contingency plans and the use of the software tool to develop an agency-wide COOP plan. The COOP Management Team shall provide oversight and guidance to City agencies as they fulfill their responsibility to develop a COOP plan to enable them to continue essential operations during an emergency or other incident that may disrupt normal agency operations. To support this effort, each City agency shall designate a project planning team within such agency that shall include the following: a deputy commissioner or other senior official responsible for internal COOP executive management; a project liaison to serve as the day-to-day COOP project manager for the agency and liaison to the COOP Management Team; and a project analyst to provide support services for the liaison and project planning team.

§ 4. All City agencies shall cooperate in providing the COOP Management Team with information and other assistance as may be necessary and appropriate for the COOP Management Team to carry out its responsibilities pursuant to this Order.

§ 5. Each City agency shall have a COOP plan in place no later than December 31, 2009.

§ 6. This Order shall take effect immediately.

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Michael R. Bloomberg
Mayor