



## MEMORANDUM

**JEB BUSH**  
**GOVERNOR**

**TO:** AAA Directors **NOTICE #:** 041503-1-I-CFM  
AAA Emergency Coordinating Officers

**FROM:** Terry White  
Secretary

**DATE:** April 14, 2003

**SUBJECT:** Notice of Instruction: Continuity of Operations Plan

**TERRY F. WHITE**  
*SECRETARY*

As you may be aware, Chapter 252.365, F.S., has been amended to further expand disaster preparedness, recovery and mitigation to the continuation of an agency's operations. The purpose of this memo is to ask each area agency and service provider to follow the outline and guidelines, which was previously provided by the Department for the purpose of integrating the Continuity of Operations Plan with their current disaster plan.

The Department's disaster plan and the Continuity of Operations Plan have been combined to reflect the new requirements that can be implemented as a result of any natural or manmade disaster and when it is necessary to relocate to an alternate facility. Disasters can be any weather related or manmade disaster such as hurricanes, tornadoes, civil disturbances, contractual disputes, epidemics, massive migrations, fires, nuclear power plant accidents, train derailments, terrorism, bio-terrorism and hazardous materials.

Area agencies should have their plans completed and forwarded to the Office of Disaster Preparedness and Operations for review and approval by August 1, 2003. Service providers should have their plans completed and forwarded to their respective area agency by October 1, 2003. If you have any questions or need assistance, please call Gwen Wall, Emergency Coordinating Officer, at (850) 414-2064 or [wallg@elderaffairs.org](mailto:wallg@elderaffairs.org).

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