# State of North Carolina

## PAT McCRORY

GOVERNOR

**September 1, 2015**

**EXECUTIVE ORDER NO. 78**

**CONTINUITY OF OPERATIONS PLANNING**

**WHEREAS,** natural and man-made emergencies and disasters can hinder the ability of State agencies to deliver essential services to the People of North Carolina; and

**WHEREAS,** the purpose of Continuity of Operations and Continuity of Government planning is to ensure survival of a constitutional form of government and the continuity of essential State functions under all circumstances; and

**WHEREAS**, effective State agency planning is vital to the implementation and operation of coordinated and well-managed Continuity of Operations and Continuity of Government plans; and

**WHEREAS,** the possibility of a communicable disease emergency is real and demands planning effort in government as well as the private sector; and

**WHEREAS,** personnel shortages that could result from a communicable disease emergency or other widespread disease should be included in Continuity of Operations planning; and

**WHEREAS,** it is imperative that all State agencies have in place a viable Continuity of Operations Plan which ensures the performance of their essential functions during any emergency or situation that may disrupt normal operations; and

**WHEREAS,** a standard format will lead to more consistent, understandable, and executable Continuity of Operations plans;

**NOW, THEREFORE,** pursuant to the authority vested in me as Governor by the Constitution and laws of North Carolina, **IT IS ORDERED:**

**Section 1:**

Each North Carolina Executive Branch agency shall prepare a Continuity of Operations Plan to ensure the State's ability to deliver essential services under any circumstance. Plans will be developed using the North Carolina Continuity of Operations Planning Manual. Such plans shall be coordinated with existing business continuity plans for information technology pursuant to N.C.G.S. 147-33.89 and shall include:

1. Identification and listing of Essential Functions
2. Delegations of Authority
3. Orders of Succession
4. Alternate Facilities
5. Interoperable Communications
6. Essential Records
7. Human Resources Management
8. Provisions for Tests, Training, and Exercises
9. Devolution
10. Reconstitution

**Section 2:**

Each North Carolina Executive Branch agency shall include in its Continuity of Operations Plan provisions to address a communicable disease emergency. Plans shall be developed using guidance available from the North Carolina Office of State Human Resources, the North Carolina Division of Public Health, and the Federal Emergency Management Agency.

**Section 3:**

The North Carolina Department of Public Safety (DPS), North Carolina Emergency Management is designated as the lead agency for Continuity of Operations plans. DPS is directed to establish and organize a Continuity of Operations Steering Committee comprised of all executive agency heads or their designated representatives and chaired by the Secretary of DPS or his designated representative. North Carolina Emergency Management is directed to provide advice and assistance to all State agencies developing Continuity of Operations plans.

**Section 4:**

The Secretary of Department of Public Safety, as designated executive agent for the North Carolina State Government Complex Continuity of Operations Plan, shall delegate to Emergency Management, with necessary coordination, and approval authority for changes to this plan and assure it is reviewed at least annually and updated as necessary. The Department of Administration remains the lead agency for purposes of procuring and assigning alternate facilities to displaced agencies.

**Section 5:**

An annual review of each agency's Continuity of Operations plans is due on November 1st of each year. Continuity of Operations plans are to be updated as necessary. Compliance with this requirement should be documented by attestation submitted by November 15th each year from Executive Branch Agency heads to the Director of Emergency Management.

**Section 6:**

State agencies outside the Executive Branch not directly subject to this order are invited and encouraged to comply with this order and to participate fully in the North Carolina Continuity of Operations planning effort.

**Section 7:**

This Executive Order supersedes and replaces all other executive orders on this subject. It shall remain in effect until rescinded.

**IN WITNESS WHEREOF,** I have hereunto signed my name and affixed the Great Seal of the State of North Carolina at the Capitol in the City of Raleigh, this first day of September in the year of our Lord two thousand and fifteen, and of the independence of the United States the two hundred thirty-nine.

Pat McCrory
Governor

**ATTEST:**

Elaine F. Marshall
Secretary of State