

**Continuity of Operations**

Section/Number:	1-5	Total Pages:	2
Dept. Responsible:	Information Services	Effective Date:	12/10/2014
Special Note:		Last Revision Date:	
		Last Review Date:	
		Revision No.	N/A

**I. Policy**

The Metropolitan Council will develop, exercise, and maintain comprehensive and quality continuity of operations plans that address an unexpected, catastrophic disruption of the services it provides to the region.

Continuity of operations plans will focus on three specific phases following a catastrophe – incident and damage assessment, service recovery, and service resumption. Continuity of operations planning will not include the emergency response phase which addresses first actions and activities (e.g., evacuation planning, assembly, escalation protocols, medical response, and hazardous materials response) designed to protect life and property immediately following an emergency event. The Metropolitan Council has developed and maintains its emergency response plans outside of the business continuity domain.

**II. Purpose of policy**

The purpose of this policy is to establish a business continuity program and continuity of operations planning within the day-to-day operations of the Metropolitan Council.

The program will provide assurance to all stakeholders that the Metropolitan Council performs the due diligence required to anticipate and mitigate the potential harm caused by a service-disrupting catastrophe. The continuity of operations planning process and cycle will ensure the Metropolitan Council’s ability to respond to and recover efficiently and effectively from a catastrophe.

**III. Background and reason for policy**

MN Governor’s Executive Order (GEO) 13-13 requires all State agencies with responsibilities in the Minnesota Emergency Operations Plan to develop, maintain, and test continuity of operations plans. Specifically, it states that agencies “*shall carry out the general emergency preparedness, planning, response, recovery, hazard mitigation, continuity of operations and service continuation activities described within the GEO.*”

Continuity of operations planning will serve to establish and continuously improve the organizational resilience of the Metropolitan Council and reduce the potential severity, financial impacts, and service recovery time frames of a catastrophe by

- identifying and protecting critical physical and knowledge assets of the organization,
- identifying critical roles and personnel to sustain and recover services,
- defining viable recovery strategies, and
- identifying and documenting service recovery dependencies, resource requirements, processes, and procedures.

## IV. Accountability / Implementation

All Metropolitan Council employees are responsible for adhering to this policy in the development, implementation, and maintenance of comprehensive and viable continuity of operations plans. Leaders and managers are responsible for monitoring planning progress and performance within their areas of jurisdiction. The Business Continuity Program Office is responsible for reporting continuity of operations progress and deviations to appropriate management. Implementing procedures and guidelines are published on the Council's MetNet site.

### *Revision/Review Tracking*

Date	Revision No.	Review Only – No changes
xx/xx/2014	1	