

**MSP/EMHSD Publication 110a – Local Continuity Planning Handbook and Template
Opportunity to Review and Provide Suggested Revisions to May 2011 Draft**

BY NO LATER THAN JUNE 24, 2011

The MSP/EMHSD has completed a review draft of the new MSP/EMHSD Publication 110a, “Local Continuity Planning Handbook” and its companion plan development template. These two documents have been posted on the MSP/EMHSD web site (www.michigan.gov/emhsd) for stakeholder review. The review period will run until Friday, June 24, 2011. Michigan stakeholders are encouraged to visit the web site and take this opportunity to review and provide suggested revisions to the draft documents. Suggested revisions (in “camera ready” format) may be submitted in writing during the open review period to Mr. Doran Duckworth of the State Support Unit using one of the methods listed in the yellow shaded box below. **Only written responses** will be considered; the telephone should not be used to convey suggested revisions.

The handbook and companion template are intended to provide guidance and a format to aid local and tribal governments in the development of a Continuity of Government (COG) Plan and Continuity of Operations Plans (COOPs) for Essential Functions to ensure the continuation of Constitutional and legal governance in time of catastrophe. The continuity provisions contained in the handbook comply with the Michigan Constitution of 1963, the Michigan Continuity of Government Plan (MCOGP), and applicable State of Michigan and federal laws, policies, rules and regulations. The handbook is also consistent and compliant with the National Incident Management System (NIMS), supports continuity recommendations provided by the U.S. Department of Homeland Security, and meets current (at the time of writing) COOP and COG Standards under the Emergency Management Accreditation Program (EMAP). The separate planning template document is identical in content to the handbook but has all of the explanatory notes (in green text boxes) and sample text in tables removed so it is ready for local customization.

Suggested revisions can be provided electronically, or handwritten on hardcopy, using one of the following methods:

By e-mail, at duckword@michigan.gov. Revisions submitted electronically should be in one of the following formats: 1) **green type** inserts or strikethroughs in the text; 2) Microsoft “Track Changes” format; or 3) a simple chronological e-mail list of revisions with corresponding page numbers and paragraph identifiers.

-OR-

By facsimile, at 517/333-4987, Attn: Doran Duckworth. This method can be used for submittal of either electronically revised pages (include ONLY the revised pages, not the entire document) or handwritten notes on hardcopy pages.

-OR-

By mail, to Doran Duckworth, State Support Unit Manager and State Planner, Michigan State Police / Emergency Management and Homeland Security Division, 4000 Collins Road, Lansing, MI 48910. This method can be used for submittal of handwritten notes on hardcopy pages.

Questions about the draft documents or this review process should be submitted in writing to Doran Duckworth at the e-mail address above. Once the two documents are finalized in early summer, the MSP/EMHSD will make them available electronically to local and tribal stakeholders and other parties that may benefit from or be affected by their implementation.

Thank you in advance for your assistance with this important emergency planning effort!

Clarification Note: It must be stressed that these documents are provided as guidance only and local and tribal governments are free to use or not use them as deemed appropriate. For jurisdictions without a COG Plan or COOPs for Essential Functions, the handbook and template can provide a solid starting point for plan development. For jurisdictions with established continuity plans, the handbook can simply be used as a check to ensure that critical continuity elements have been adequately addressed in local plans. For jurisdictions somewhere in between, the handbook can provide an additional source to consult for background information and/or format suggestions.

