

# Memorandum



CITY OF DALLAS

DATE May 7, 2021

Honorable Members of the Public Safety Committee  
TO Jennifer Staubach Gates (Chair), Lee Kleinman (Vice Chair), Carolyn King Arnold,  
Adam Bazaldua, David Blewett, Adam McGough, Adam Medrano, Cara Mendelsohn,  
Casey Thomas.

SUBJECT **Annual Continuity of Operations Program Status Report**

Pursuant to Administrative Directive #2-56, the Office of Emergency Management is submitting this this annual Continuity of Operations Plan update to you for your review. All updated departmental COOP annexes can be viewed at the OEM Intranet site at: <http://www.cod/OEM/> in the Internet Explorer browser. If accessing remotely, you must VPN into the city system first.

The COOP plan outline protocols for re-establishing departmental essential functions following an emergency, disaster, or significant public health emergency. Each departmental annex delineates how, where, and with what each department will reconstitute it mission essential functions. The COOP Basic Plan and the departmental annexes are available for review on the OEM COOP Share Point site

OEM is committed to the COOP program and has implemented the following actions to simplify the departmental annex creation/revision for the departments as well as the training of departmental personnel:

- Created boiler plate templates for departments to use to create annexes.
- Created an annotated annex that specifies what is needed in the annex.
- Sit down with department's COOP Coordinator and go annotated annex.
- Perform multiple reviews of annexes and a final review to ensure consistency of annexes.
- Provide a printed copy for director signature.
- Convert annex to PDF format and post on the SharePoint site.
- Send out appropriate notices, when time, for annex review with deadlines.
- Created individual training power points for each department.
- Offered assistance in creating departmental exercises.

The COVID-19 pandemic has illustrated the need for COOP planning on behalf of the departments. With all that has gone on and the ongoing pandemic, city department have been responding almost not stop for almost two years. Even so, progress has been made by many departments not only in updating their plans, but several departments created new departmental COOP Plans as evidenced in the table below. Please find below the COOP Program Status as of 04-29-2021:

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Annex Status	2019 Status	2020 Status
Annex Current	3-1-1, Budget, CES, CTS, DDOT, DFR, DPD, DWU, Library, OCC, OEM	3-1-1, Auditor, AVI, BMS, BSD, CES, CMO, CTS, DDOT, DEV, DFR, DWU, EFM, HNR, IPPS, ITS, Library, MCC, OAC, OCC, OEM, OEQS, OGA, OHP, OPS, ORM, PBW, PKR, SAN,
Fall review not completed	BSD, ITS, CCO, CMO, MCC, ORM, PBW, PKR DOA, CAO, CODE, EFM, OEQS, OPS, SAN, SDC	CAO, CCO, Code, COM, DPD, HR
New annex / Work identified	HNR, Planning & Urban Design	CPO, Equity, Planning & Urban Design
New annex / No work identified	OHS	Bond, DAS, DBI, Economic Development, OHS
No work done on annex since October, 2018	CSO, Fair Housing, HR, PAO, SPGA	CSO

Please contact me if you have any questions or need additional information.



Jon Fortune  
Assistant City Manager

cc: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager

Majed A. Al-Ghafry, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity, and Inclusion  
Directors and Assistant Directors