



## State of Minnesota CIO POLICY

### Enterprise Security Policy on Continuity of Operations *Security Policy 2007 - 01*

#### *Policy Statement*

State agencies shall develop, implement, test, and maintain a Continuity of Operations Plan.

#### *Reason for the Policy*

Adopting an enterprise approach to continuity of operations planning will assure the state's ability to respond to any incident affecting the delivery of services in a timely and effective manner, minimizing the consequences of the incident.

#### *Who Should Know about this policy*

Leaders of state agencies in the executive branch of government.

Any third party contracted by a government entity that participates in the continuity of operations for the State.

This policy is offered as guidance to local government, higher education, K-12, or other government related entities.

#### *Related information*

[Minnesota Statutes 16E.01 Subdivision 3](#) Office of Enterprise Technology Security Duties  
[Minnesota Statutes 16E.03 Subdivision 7](#) Cyber Security Systems

#### *Contacts*

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*Revision History*

This policy is effective on December 31, 2007.

*Applicability and Exclusions*

All departments, agencies, offices, councils, boards and commissions in the executive branch of Minnesota State Government must comply with this policy by June 30, 2011.

This policy is applicable to any arrangement with third parties who participate, support, or conduct services related to continuity of operations for the State.

This policy is offered as guidance to local government, higher education, K-12 or other government related entities.

*Definitions*

**Continuity of Operations Plan (COOP)**

Series of plans used to respond, recover, resume and restore from a business interruption.

*Responsibilities*

**Office of Enterprise Technology Responsibilities**

1. Establish policies and standards for managing the business continuity program for the State of Minnesota.
2. Manage recovery strategy funding.
3. Provide and maintain templates that agencies can use to develop their COOP.
4. Provide and maintain an enterprise tool that agencies must use to develop their COOP.
5. Provide planners to assist agencies in developing their COOP.
6. Review each agency's COOP to ensure critical sections are addressed.

**Department of Public Safety – Homeland Security & Emergency Management**

**Responsibilities:**

1. Coordinate emergency response activities in the event of a community-wide disaster.
2. Manage the State Emergency Operations Center.
3. Provide training and awareness on the Minnesota Incident Management System (MnIMS).
4. Administer federal disaster reimbursement grants.

**Department of Employee Relations/Finance Responsibilities:**

1. Manage personnel services at the State Emergency Operations Center.
2. Interface with unions.
3. Manage labor contracts.
4. Coordinate the reassignment of state employees between agencies during an emergency.
5. Authorize payment to employees for time off work during an emergency.

**Department of Administration – Risk Management Responsibilities:**

1. Manage the Risk Management Fund, which operates as the state's internal insurance provider.
2. Provide ongoing loss control services.

**Agency Responsibilities:**

1. Develop and maintain a COOP in accordance with enterprise policies and standards.

*Procedures*

Refer to standards associated with this policy.

*Forms and Instructions*

Refer to standards associated with this policy.

*Appendices*

Not Applicable