



State of Iowa  
Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

**EXECUTIVE ORDER NUMBER FORTY**

**WHEREAS,** natural and man-made emergencies can hinder the ability of State agencies to deliver essential services to the people of Iowa; 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,** it is imperative that all State agencies have in place a viable Continuity of Operations capability which outlines the performance of their essential functions during any emergency or situation that may disrupt normal operations; and

**WHEREAS,** Homeland Security Presidential Directives 3, 5 and 7, as well as Federal Preparedness Circular 65 and National Response Plan, 9230, require the establishment and implementation of Continuity of Operations and Continuity of Government planning; and

**WHEREAS,** Iowa Code chapter 29C requires the Homeland Security and Emergency Management Division of the Iowa Department of Public Defense to administer emergency planning matters and prepare a comprehensive plan and emergency management program for homeland security, disaster preparedness, response, recovery, mitigation, emergency operation and emergency resource management for the state; and

**WHEREAS,** Iowa's citizens should expect to receive and State agencies must be prepared to deliver essential services to citizens and customers regardless of situation or circumstance;

**NOW, THEREFORE, I,** Thomas J. Vilsack, Governor of the State of Iowa, by the power vested in me by the Laws and the Constitution of the State of Iowa, do hereby order that all Iowa State executive branch agencies, in collaboration with the Homeland Security and Emergency Management Division of the Iowa Department of Public Defense, shall prepare a Continuity of Operations and a Continuity of Government plan to ensure the State's ability to deliver essential services under any circumstance.

**I.** Such plans shall address:

1. succession to office and emergency delegation of authority in accordance with applicable law;
2. safekeeping of essential resources, facilities, and records; and
3. establishment of emergency operating capabilities.

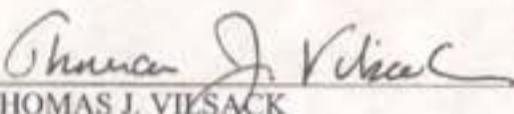
II. Such plans shall outline each agency's strategies for:

1. ensuring the continuous performance of the agency's essential functions/operations during an emergency;
2. reducing loss of life, minimizing damage and losses;
3. ensuring the continuous operations of the three major branches of Iowa state government;
4. executing, as required (citing accompanying authorities), successful succession of elected or appointed offices in the event a disruption renders incumbent leadership unable, unavailable, or incapable of assuming and performing the responsibilities and authorities of said office;
5. reducing or mitigating disruptions to operations;
6. achieving timely and orderly recovery from an emergency and resumption of full service to citizens and customers; and
7. ensuring and validating readiness through a dynamic, integrated test, training, and exercise program designed to support and maintain the implementation of Continuity of Operations and Continuity of Government plans.

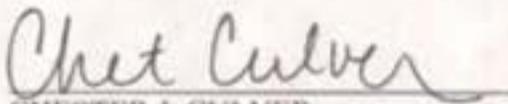
III. All State executive branch agencies shall develop the above outlined Continuity of Operations and Continuity of Government plans, have said plans certified by the head of the agency, and present for review to the Homeland Security and Emergency Management Division of the Iowa Department of Public Defense, on or before July 1, 2005.



IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of Iowa to be affixed. Done at Des Moines this 3<sup>rd</sup> day of March, in the year of our Lord two thousand five.

  
THOMAS J. VILSACK  
GOVERNOR

ATTEST:

  
CHESTER J. CULVER  
SECRETARY OF STATE  
*By J. Klaassen, Deputy*