



B. J. Walker, Commissioner

Georgia Department of Human Resources • Division of Family and Children Services • David Statton, Interim Director  
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**MEMORANDUM**

**TO:** DFCS Deputy Directors  
Regional Directors  
Regional Managers

**FROM:** David Statton, Interim Director  
Division of Family and Children Services

**SUBJECT:** **2008 County Continuity of Operations Plan:  
Action Required**

**DATE:** June 6, 2008

A handwritten signature in black ink, appearing to read "David Statton", is positioned to the right of the "FROM:" field.

We never know when a disaster will strike as shown by the first tornadoes in recorded history to strike downtown Atlanta on March 14, 2008. Therefore, it is incumbent upon us to be prepared. To aid us in being prepared, it is time for us to update our emergency operations plans that we refer to as Continuity of Operations Plans (COOP).

**The deadline for submitting your updated 2008 COOP is July 15, 2008. We are allowing a little extra time this year because of other demands on your time.**

Attached to this memo are several documents for you to use in completing your COOP. The first is a guide for completing the COOP. The second is the actual COOP template that you will fill out and return. The third document is comprised of sample forms that may be used to provide information that is requested in the COOP. The fourth document is a Red Cross checklist for inclusion in your plan and is completed in the event that it is necessary to open a shelter.

These documents are being provided to the Regional Offices for your review. You will need to forward the documents to the counties in your region. Completed documents should be returned from the counties back to the Regional Offices for your approval. If you have any questions regarding the plans or the process, please contact Danny Pitchford at 404-463-3964. Approved plans should be submitted to Danny Pitchford at [jdpitchford@dhr.state.ga.us](mailto:jdpitchford@dhr.state.ga.us) . As always, we value the work you do on the local level to serve and protect the citizens of Georgia. Continue to work with and collaborate with your community partners in emergency management in order to provide quality services in times of need.