



March 6, 2020

Dear Colleague,

As a follow up to the message you received about the new [Critical Event Preparation and Response Policy](#), we thought additional information regarding business continuity and steps you can take to help us prepare would be appropriate.

Ensuring the continuation of government services during a crisis is critical. The Ohio Department of Administrative Services and the Ohio Department of Public Safety have been leading the statewide effort to develop agency business continuity programs since 2015. This includes Continuity of Operations and Continuity of Government plans. **We are asking you to help by taking time to familiarize yourself with your agency's business continuity program.**

We also are asking that you appoint or reappoint an agency business continuity coordinator to help us improve business continuity plans and programs across the enterprise. **Please email the name, email address, and phone number of your agency's business continuity coordinator to Melinda.Craig@das.ohio.gov** by March 20, 2020.

As you review and consider your plan, we suggest asking the level of importance of each service you provide and what is needed to execute those tasks. This will help us be better prepared to continue providing the best service to Ohioans during and after any crisis. Your plan should support the six state-essential functions: maintaining civil law and order, providing essential services to the public, ensuring economic stability, ensuring the continuity of government, ensuring the availability of critical infrastructure, and providing resource and logistical support to federal, state, local, and other non-profit partners.

For more information about business continuity, see the attached flier, as well as this [video](#).

Thank you for your partnership. If you have any questions about the Continuity of Operations and Continuity of Government plans or how your agency may contribute to the larger state effort, please contact:

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Sincerely,

Matthew M. Damschroder, Director
Ohio Department of Administrative Services

Thomas J. Stickrath, Director
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