

Continuity of Operations Plan

Elections Clearinghouse Notice

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SHB 2528, passed by the Legislature in 2018, addresses county election continuity of operations plans (COOP). A continuity plan outlines how an agency recovers when their operations are interrupted by natural disasters, cyberattacks, facility issues, etc. Each county with a continuity plan should submit the plan each election cycle to the Emergency Management Division of the Washington Military Department.

Why do we need this?

SHB 2528: “The legislature finds that, in 2017, the federal Department of Homeland Security designated election infrastructure as part of our nation’s critical infrastructure. Given the federal designation of election infrastructure as critical infrastructure, counties should maintain a continuity of operations plan for the continuity of elections and the full execution of essential election operations in emergencies.”

Requirements

Section 2 adds a requirement that the Director of the Department of the Military maintain a copy of the election operations COOP for each county that has a plan.

Counties with COOPs need to provide their plans to the Military Department, upon request. You are not required to contact the Military Department. Counties should submit updated plans to EMDcontinuity@mil.wa.gov. The Secretary of State’s Office also requests a copy of the plan that is submitted; please email to CTsupport@sos.wa.gov.

Prior to submitting a COOP, we recommend that personal contact information be redacted as if it were a public records request.

Templates and training materials are available on our website. Assistance in developing or testing a continuity plan is available through the Emergency Management Division. For more information, please contact CTsupport@sos.wa.gov.