

From: Augino, Lori
Sent: Friday, January 16, 2015 2:52 PM
To: Augino, Lori
Subject: COOP Scoop | Being prepared in the event of an emergency

Dear County Auditor,

Over the past year, we started the work to ensure that we are prepared to conduct elections in the event of an emergency. The goal we set out to achieve is for each County and the OSOS Elections Division to have a Continuity of Operations Plan (COOP).

A COOP outlines “...the activities a department will perform to ensure essential functions continue, or quickly resume, during an emergency. While we cannot predict the type of emergency, we can mitigate the impact of the emergency by having a written COOP and testing it against different emergency scenarios.” (Pierce County Auditor’s *Emergency Response Guide*, 2013).

I’m very excited to keep you in the “COOP Loop” and invite you to fully participate in our COOP Certificate Program. This program aims to develop plans that help us help each other in the face of adversity.

Each County Auditor’s Office (or elections department) may [register](#) and receive support to complete the following:

1. COOP training series *and*
2. Write and file an Elections COOP

Secretary Wyman will acknowledge your county’s participation and leadership at the 2015 Elections Conference. To be truly successful, you’ll want to engage your decision-makers and essential staff.

Benefits of the COOP Certificate Program:

- Technical expertise to complete your plan
- Election-specific training and credit hours
- Acknowledgment of your hard work and leadership

Required elements of the COOP Certificate Program:

- Lessons Learned from Hurricane Sandy (video/webinar – contact [us](#) if you missed this opportunity)
- COOP with the Expert, Part 1 (Jan 29 [webinar](#))
- COOP with the Expert, Part 2 (March workshops)
- Write, publish, and submit a county COOP (May 5)

Some of us have already begun working on the [template](#) provided by Pierce County at the conference (which is never really finished), but our office is poised to provide more training and technical support for your county’s specific needs.

I hope you’ll join us and register your county today for the COOP Certificate Program!

Lori Augino | Director of Elections
Office of the Secretary of State
(360) 725-5771 | www.vote.wa.gov

