

Bannock County Commissioners' Office

Continuity of Operations Plan (COOP)

December 2013

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INTRODUCTION

PURPOSE

The Continuity of Operations Plan (COOP) establishes policy and guidance to ensure execution of the essential functions normally conducted in the Bannock County Commissioners' Office, located at 550 S. 5th Ave. Pocatello, when an emergency threatens or incapacitates operations, and the relocation of selected services and waste disposal functions is required.

APPLICABILITY AND SCOPE

This Plan is applicable to the Bannock County Commissioners' Office Bannock County, Idaho.

LIMITATIONS

This COOP is not intended to address isolated incidents that may disrupt some normal activities in the Bannock County Commissioners' Office if employees are still able to conduct reasonably normal business without threats to their health or safety. Examples of such events include equipment failure (i.e., conveyors, lighting or water supply) or loss of information technology capabilities such as database or e-mail services.

DEPARTMENT LEVEL ASSUMPTIONS

For purposes of planning the most effective and efficient response to a continuity situation, the following assumptions are being made:

1. Activation of this Plan may be required at any time.
2. Some or all information or communications systems may be degraded or unavailable.
3. Operational capability will be achieved within twelve hours of activation and may be sustained for up to thirty days.
4. Any task not deemed "essential" must be deferred until additional personnel and resources become available.
5. For ease of transition during COOP activation, alternate facility selections will be considered in this order:
 - a. TBD
 - b. TBD
6. This Plan and the implementation must be flexible to adapt to the needs of the particular situation.

PLANNING SCENARIOS

The Plan is designed to address a disruption described in the following four potential scenarios:

Scenario 1: The Bannock County Courthouse is affected

Under this scenario, the Bannock County Courthouse is closed for normal business activities but the cause of the disruption has not affected surrounding

buildings, utilities, or transportation systems. The most likely causes of the disruption are structural fire, system/mechanical failure, or loss of utilities such as electricity, telephone, or water systems. If the Bannock County Courthouse is the scene of a significant crime, the facility may be closed for crime scene processing.

Scenario 2: General vicinity is affected

In this scenario, the general vicinity of the Bannock County Courthouse is closed for normal business activities as a result of widespread utility failure, massive explosion, earthquake, tornado, civil disturbance, or credible threats of actions. Under this scenario, there could be uncertainty regarding whether additional events (secondary explosions, aftershocks, or cascading utility failures) could occur.

Scenario 3: Entire region is affected

Under this scenario, the entire region is affected by an event or events that disrupt transportation systems, cause widespread utility failure and loss of life.

Scenario 4: Pandemic Influenza

In this scenario, Bannock County and regional infrastructure remain intact, but a significant portion of the workforce is absent due to death, illness, care-giving, or refusal to report to work.

INTERDEPENDENCIES

The Bannock County Commissioners' Office is dependent upon many other agencies, departments, and services to complete their mission, thus they cannot operate effectively without interagency cooperation and coordination. Vital internal and external partners include:

- Clerk's Office
- Treasurer's Office
- Assessor's Office
- IT Department
- Human Resources
- Building and Grounds Department
- Southeastern District Health
- City of Pocatello
- City of Chubbuck

There is interdependency between the Commissioners' Office and all county departments.

CONTINUITY OF OPERATIONS PLANNING ORGANIZATION

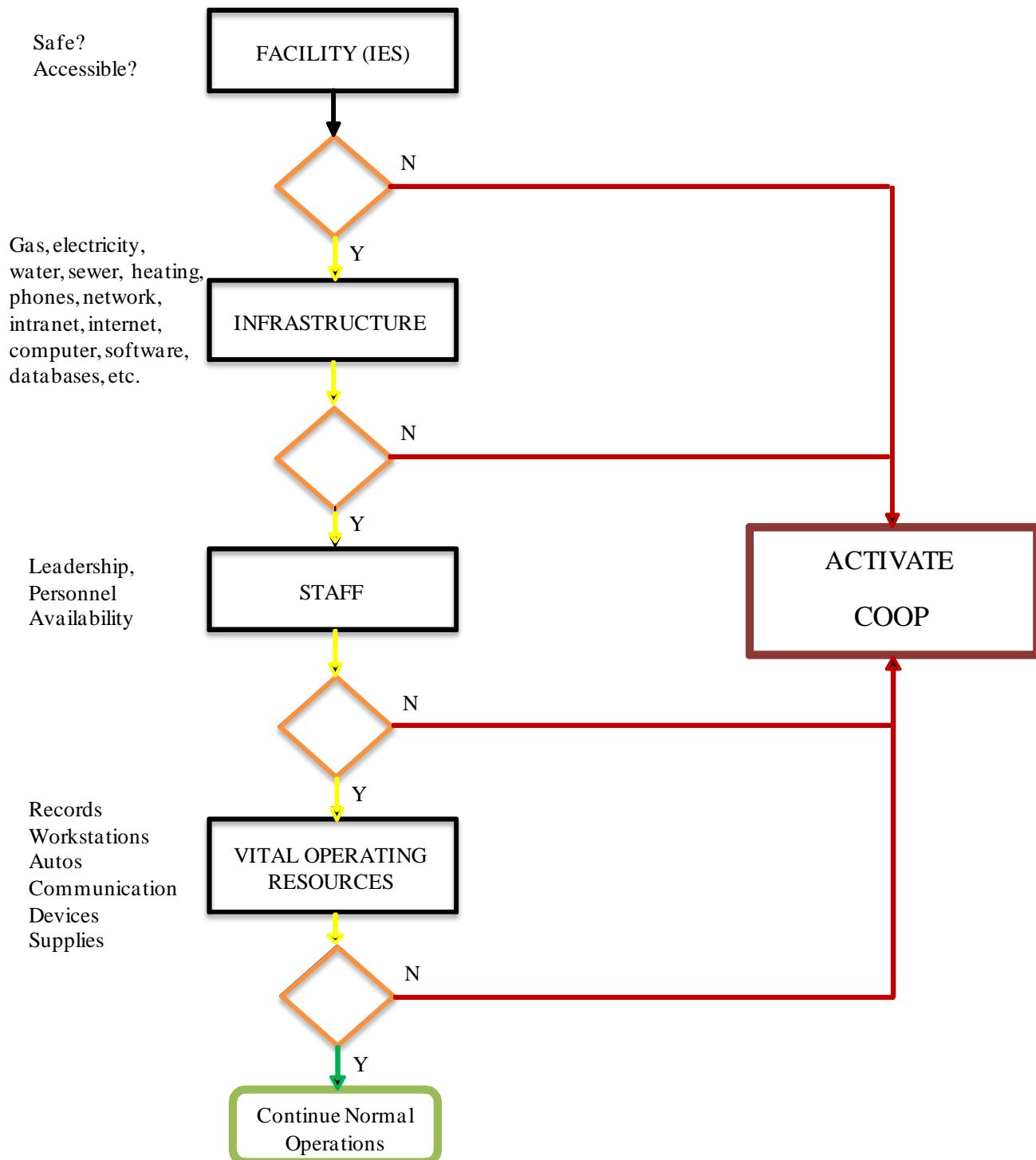
The COOP Coordinator for the Bannock County Commissioners' Office is the Office Manager. As COOP Coordinator he/she is a member of the Bannock County COOP Planning Team and will perform all functions as described for the position in the Bannock County COOP Base Plan.

CONTINUITY OF OPERATIONS CONCEPT OF OPERATIONS

ACTIVATION

1. In an event so severe as to interrupt normal operations, or if such an event appears to be imminent and it would be prudent to discontinue use of any or all of the Bannock County Commissioners' Offices, the Bannock County Commissioners or the Office Manager have the authority to activate the COOP.
2. If the Commissioners are unavailable, successors to the Commissioners are the individual department heads.

COOP ACTIVATION ALGORITHM



ALERT PROCEDURES

If the situation allows, Commissioners' Office personnel will be alerted prior to the activation of the COOP.

1. Information and guidance for Commissioners' Office employees will be provided by the Office Manager using one or more of the following methods:
 - a. Emergency phone tree
 - b. Face-to-face communication
 - c. Email
2. Announcements on the local Emergency Alert Station (EAS), radio and television. This will be rebroadcast by other participating stations to provide broad notification. All Commissioners' Office personnel should listen for specific instructions. They should remain at their normal work location or home depending on time of day until specific guidance is received.

NOTIFICATION PROCEDURES – COOP PERSONNEL

1. Non-operation hours –The Bannock County Commission Chair or designee will then notify the Office Manager who will then notify the employees. If conditions warrant, the COOP will be activated.
2. Office hours – If the COOP triggering event occurs during business hours, the Bannock County Commission Chair or designee will activate the evacuation Plan and assure that everyone has been safely evacuated. If conditions dictate, the Office Manager will notify the Commission Chair to request COOP activation.

Upon the activation of the COOP:

- a. The Commission Chair will alert the Office Manager to stand by for further direction.
- b. The Commission Chair or designee will direct members of the Activation and Relocation Team to assemble and determine the most suitable site in which to establish the essential functions of the Commissioners' Office.
- c. Upon site selection, the Commission Chair will begin directing the Activation and Relocation Team for movement to the alternate sites.
- d. The Office Manager or designee will notify the alternate site managers to expect the relocation of the Commissioners' Office.
- e. The Commission Chair will direct the Reconstitution Team to assemble and begin operations.
- f. Upon arrival at the alternate site, the Office Manager, or designee, will notify the Continuity of Operations Team to assemble and begin operations of equipment and facilities necessary for accomplishing the essential functions of the Commissioners' Office.

NOTIFICATION PROCEDURES – ALL COMMISSIONERS' OFFICE PERSONNEL

Upon the decision to activate the COOP:

1. The Office Manager will notify their personnel using the established phone tree or other means of communication.
2. The Office Manager or designee will contact media outlets to inform them of the Department's Plans.
3. Non-essential personnel will be directed to go home, or stay at home, until further notice.
4. Notification should occur in the following manner:
 - a. Personnel should be given the information and guidance as provided by the Commission Chair or designee
 - b. If an initial attempt at contact is unsuccessful, the Office Manager will leave a message and try to make contact at a later time
 - c. Once initial contacts/attempts are made, the Office Manager will contact the Commission Chair or designee with the results (both successful and unsuccessful) of the notifications
 - d. Notification may be made in any available manner, i.e., personal contact, telephone, or radio, and television broadcasts
 - e. Employees, for whom messages were left, should immediately make contact with the person who attempted to contact them
 - f. All attempts and actual contacts with employees should be documented
5. Employees will report their work status and availability to their immediate supervisor/manager daily during COOP Activation.
6. The Commission Chair will notify employees of their work assignments, schedules, and work locations during COOP Activation.

If a disaster occurs during working hours, it is likely that Commissioners' Office employees may be injured or killed. In this case, family notification or notification of next of kin must occur as quickly as possible by the Bannock County Human Resources/Risk Management Director or designee.

ESSENTIAL FUNCTIONS

Based on the criteria established in the Bannock County COOP Base Plan the Commissioners' Office has identified the following as essential functions.

Priority Level	Function
2	Budget
2	Tax Issues
2	Employee Issues
2	Payroll
2	Payments
2	General Administrative
3	Contracts
3	Laws & Ordinances
4	Bid Openings

ALTERNATE FACILITIES

The Bannock County Commissioners' Office has chosen the following facility to relocate to.

- Landfill Conference Room

ORDERS OF SUCCESSION

Primary	Successor 1
Commissioners	Individual Department Heads

DELEGATION OF AUTHORITY

If the Commissioners are unavailable, successors to the Commissioners are the individual department heads

DEVOLUTION OF CONTROL AND DIRECTION

The Bannock County Commissioners or designee will determine if COOP Operations can be successfully accomplished, if not the Bannock County Commissioners will halt operations until COOP Operations can be accomplished.

HUMAN CAPITAL

The Bannock County Commissioners will follow all Human Resource COOP Requirements as specified in the Bannock County Personnel Policy Manual as adopted.

VITAL RECORDS

The County IT department maintains all electronic records as detailed in the Bannock County COOP Base Plan. The Commissioners' Office also maintains the following hard copy records:

- Commissioners' Meeting Minutes
- Agreements

TEST, TRAINING, AND EXERCISE PROGRAM

The Bannock County Commissioners' Office will follow the requirements for TT&E as outlined in the Bannock County COOP Base Plan and will document TT&E activities on the following report form which will be provided to the Bannock County Office of Emergency Management annually.

Bannock County Commissioners' Office Continuity of Operations Plan Training and Exercise Report

Training:

Training held on: ___/___/___

Training held on: ___/___/___ (staff)

Training held on: ___/___/___

Training held on: ___/___/___ (staff)

Annual Exercise:

Exercise held on: ___/___/___

Objectives achieved? _____

Changes needed: _____

Exercise report reviewed by: _____

Title: _____

Annual Exercise:

Exercise held on: ___/___/___

Objectives achieved? _____

Changes needed: _____

Exercise report reviewed by: _____

Title: _____

Annual Exercise:

Exercise held on: ___/___/___

Objectives achieved? _____

Changes needed: _____

Exercise report reviewed by: _____

Title: _____

COOP PLAN MAINTENANCE

The responsibility of reviewing, maintaining, and updating this COOP is given to the Office Manager in association with the Commission Chair.

The Plan will be reviewed annually and updated as necessary based on exercises and actual events. The Office Manager, in cooperation with the Commission Chair will assure that personnel contact information is updated quarterly.

The adequacy of the alternate sites included in this Plan will be reviewed annually by the Office Manager and Commission Chair. The memoranda of agreements, where used, will be updated annually.

The Bannock County Commissioners' Office COOP Coordinator will document the COOP Plan review and update on the following report form which will be provided annually to the Bannock County Office of Emergency Management.

Bannock County Commissioners' Office Continuity of Operations Plan Revision / Review Report

PLAN COMPLETION DATE: ____ / ____ / ____

Revision / review: Date changes made ____ / ____ / ____

Content / pages changed _____

Department Head _____

Revision / review: Date changes made ____ / ____ / ____

Content / pages changed _____

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