



# **Bannock County Building and Grounds Maintenance Department**

## **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 Building and Grounds Maintenance Department (Maintenance Department), located in the Courthouse Annex, 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 Maintenance Department located in the Bannock County Courthouse.

### **LIMITATIONS**

This COOP is not intended to address isolated incidents that may disrupt some normal activities in the Bannock County Maintenance Department 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. Courthouse or Old Jail
  - b. Road and Bridge Building
  - c. Sheriff’s Maintenance Department
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 Maintenance Department is dependent upon many other agencies, departments, and services to complete their mission, thus they cannot operate effectively without interagency cooperation and coordination. The Maintenance Department serves nearly all other County departments

### **CONTINUITY OF OPERATIONS PLANNING ORGANIZATION**

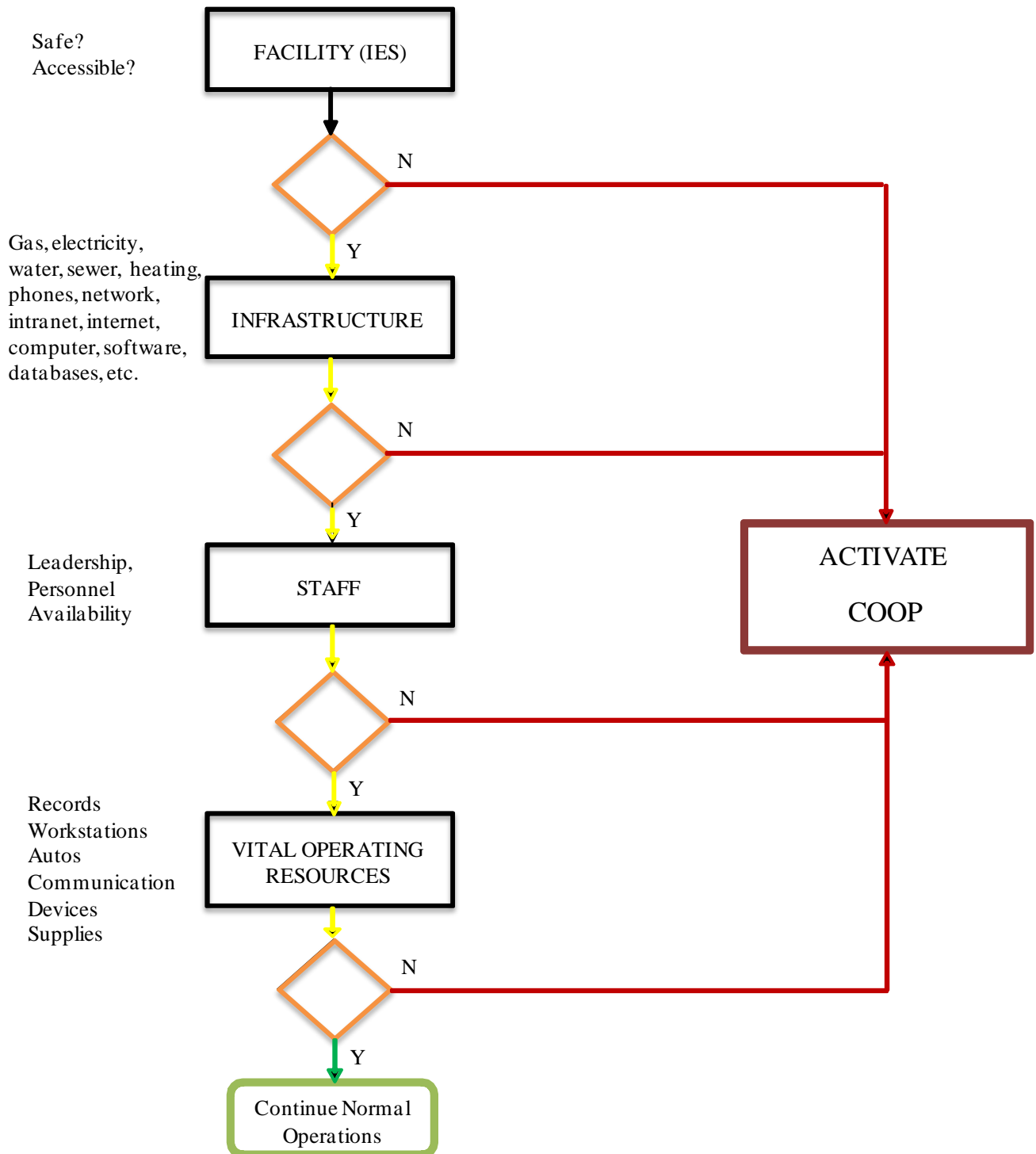
The COOP Coordinator for the Bannock County Maintenance Department is the Maintenance Supervisor. As COOP Coordinator he/she is a member of the Bannock County COOP Planning Team and will perform all functions as described for the position in the Bannock County COOP Base Plan.

### **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 Maintenance Department offices, the Bannock County Maintenance Supervisor and the Assistant Maintenance Supervisor or designated successors have the authority to activate the COOP.
2. If the Maintenance Supervisor is unavailable, successors to the Maintenance Supervisor are as follows (in order):
  - a. Assistant Maintenance Supervisor
  - b. Lead Custodian

# COOP ACTIVATION ALGORITHM



## **ALERT PROCEDURES**

If the situation allows, Maintenance Department personnel will be alerted prior to the activation of the COOP.

1. The Bannock County Board of County Commissioners will be notified by the Maintenance Supervisor or designee.
2. Information and guidance for Maintenance Department employees will be provided by Assistant Maintenance Supervisor using one or more of the following methods:
  - a. Emergency phone tree
  - b. Face-to-face communication
  - c. Email
3. Announcements on the local Emergency Alert Station (EAS), radio and television. This will be rebroadcast by other participating stations to provide broad notification. All Maintenance Department 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 Maintenance Supervisor or designee will then notify the Assistant Maintenance Supervisor 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 Maintenance Supervisor or designee will activate the evacuation Plan and assure that everyone has been safely evacuated. If conditions dictate, the Assistant Maintenance Supervisor will notify the Maintenance Supervisor to request COOP activation.

Upon the activation of the COOP:

- a. The Maintenance Supervisor will alert the Assistant Maintenance Supervisor to stand by for further direction.
- b. The Maintenance Supervisor 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 Maintenance Department.
- c. Upon site selection, the Maintenance Supervisor will begin directing the Activation and Relocation Team for movement to the alternate sites.
- d. The Assistant Maintenance Supervisor or designee will notify the alternate site managers to expect the relocation of the Maintenance Department.
- e. The Maintenance Supervisor will direct the Reconstitution Team to assemble and begin operations.
- f. Upon arrival at the alternate site, the Assistant Maintenance Supervisor, 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 Maintenance Department.

## **NOTIFICATION PROCEDURES – ALL MAINTENANCE DEPARTMENT PERSONNEL**

Upon the decision to activate the COOP:

1. The Assistant Maintenance Supervisor will notify Maintenance Department personnel using the established phone tree or other means of communication.
2. The Assistant Maintenance Supervisor 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. The Maintenance Supervisor or designee will contact the Board of County Commissioners to notify them of the Department's Plans.
5. Notification should occur in the following manner:
  - a. Personnel should be given the information and guidance as provided by the Maintenance Supervisor or designee
  - b. If an initial attempt at contact is unsuccessful, the Assistant Maintenance Supervisor will leave a message and try to make contact at a later time
  - c. Once initial contacts/attempts are made, the Assistant Maintenance Supervisor will contact the Maintenance Supervisor 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
6. Employees will report their work status and availability to their immediate supervisor/manager daily during COOP Activation.
7. The Maintenance Supervisor 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 Maintenance Department 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 Maintenance Department has identified the following as essential functions.

Priority Level	Function
2	Maintenance of the Buildings and Grounds (5 Buildings)
3	Monthly Safety Inspections
2	Invoices
2	Ordering Supplies

## ALTERNATE FACILITIES

The Bannock County Maintenance Department administrative offices will be relocated to an alternate facility chosen by the Maintenance Supervisor in consultation with the Bannock County Board of Commissioners.

## ORDERS OF SUCCESSION

Primary	Successor 1	Successor 2
Maintenance Supervisor	Assistant Maintenance Supervisor	Lead Custodian

## DELEGATION OF AUTHORITY

If the Maintenance Supervisor is unavailable, successors to the Maintenance Supervisor are as follows (in order):

- a. Assistant Maintenance Supervisor
- b. Lead Custodian

## DEVOLUTION OF CONTROL AND DIRECTION

The Bannock County Maintenance Supervisor or designee will determine if COOP Operations can be successfully accomplished, if not the Bannock County Maintenance Supervisor will cease maintenance operations until COOP Operations can be accomplished.

## HUMAN CAPITAL

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

## TEST, TRAINING, AND EXERCISE PROGRAM

The Bannock County Maintenance Department 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 Maintenance Department Continuity of Operations Plan Training and Exercise Report

**Training:**

Training held on: \_\_/\_\_/\_\_

Training held on: \_\_/\_\_/\_\_ (staff)

Training held on: \_\_/\_\_/\_\_

Training held on: \_\_/\_\_/\_\_ (staff)

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**Annual Exercise:**

Exercise held on: \_\_/\_\_/\_\_

Objectives achieved? \_\_\_\_\_

Changes needed: \_\_\_\_\_

Exercise report reviewed by: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

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**Annual Exercise:**

Exercise held on: \_\_/\_\_/\_\_

Objectives achieved? \_\_\_\_\_

Changes needed: \_\_\_\_\_

Exercise report reviewed by: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

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**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 Assistant Maintenance Supervisor in association with the Maintenance Supervisor.

The Plan will be reviewed annually and updated as necessary based on exercises and actual events. The Assistant Maintenance Supervisor in cooperation with the Maintenance Supervisor 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 Assistant Maintenance Supervisor and the Maintenance Supervisor. The memoranda of agreements, where used, will be updated annually.

The Bannock County Maintenance Department's 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.

<b>Bannock County Maintenance Department Continuity of Operations Plan Revision / Review Report</b>		
PLAN COMPLETION DATE:		___ / ___ / ___
Revision / review:	Date changes made	___ / ___ / ___
	Content / pages changed	_____
	Department Head	_____
Revision / review:	Date changes made	___ / ___ / ___
	Content / pages changed	_____
	Department Head	_____
Revision / review:	Date changes made	___ / ___ / ___
	Content / pages changed	_____
	Department Head	_____