

Support Annex 1. Continuity of Government Plan

Continuity of Government is the preservation, maintenance, and/or reconstitution of the county's capability to carry out daily functions, operations and services under the threat or occurrence of any emergency condition that could disrupt such processes and services. It includes preservation of lawful leadership and authority, preservation of critical records/documents and maintenance of essential daily operations and services.

1. Purpose

1.1 Provide the framework for the preservation, maintenance, and/or reconstitution of the county's ability to carry out its executive, legislative, municipal and judicial processes.

1.2 Establish the basis for County departments to develop plans and procedures for maintaining and/or restoring their daily functions, operations, and services, under the threat or occurrence of any emergency condition that could disrupt such processes and services.

2. Situation and Assumptions

2.1 Situation

2.1.1 All of the hazards that threaten the County have the potential for disrupting services provided by the County, in part or entirely.

2.1.2 The greater the severity of the disaster/emergency, the greater the chance of limited resources including employees and utilities.

2.2 Assumptions

2.2.1 Even during disasters and emergencies, there is an expectation by the public that government will continue to provide its normal services.

2.2.2 Those services that directly impact the preservation of life, property, and the environment will be given the highest priorities for receiving resources.

2.2.3 The County will be competing with business industry, and the public in general, for limited resources after a disaster which could delay the recovery of County services.

3. Concept of Operations

3.1 Line of Succession

3.1.1 If the Chairperson of the Board of Commissioners, for any reason, is unable or unavailable to perform the duties identified under the Emergency Management Plan, those duties shall be performed by the following in order of succession:

- 3.1.1.1 Vice Chair
- 3.1.1.2 Commissioner
- 3.1.1.3 Sheriff
- 3.1.1.4 Captain
- 3.1.1.5 Emergency Management Program Manager
- 3.1.1.6 Emergency Management Coordinator

3.1.2 The powers of the successor to the Commissioner shall be limited to those granted in the Coos County Emergency Operations Plan (EOP). The duration of succession shall be until such time as the Chairperson is able and available to perform the duties.

3.2 County and Emergency Operation Center Staffing

3.2.1 While staffing the EOC (Emergency Operation Center) is critical during disasters and emergencies, it must be balanced against the staffing levels required to maintain other County services.

3.2.2 County staffing levels during disasters and emergencies will be based on the level of service needed and the number of employees available.

3.2.3 Depending on the magnitude of the incident, the EOC and some County departments may be required to work up to 12 hour shifts. Other departments may need to limit their hours and days of operation and some of the services they provide.

3.2.4 As EOC activities evolve from response to recovery, fewer personnel will be needed to staff the positions in the EOC; however, EOC staffing will need to transition to eight-hour shifts to reduce the chance of “burnout”. The night shift may require only minimal staffing, if there are only limited activities being conducted during that timeframe.

3.3 Prioritization of County Services

3.3.1 General

3.3.1.1 Services provided by each County department must be identified and prioritized based on the impact they will have on county residents if they are not provided, and on the severity of the disaster or emergency.

3.3.1.2 The prioritization will be used to determine which services will be suspended during disasters and emergencies and which will receive preference for staffing and other resources.

3.3.1.3 Some services provided by a department may become that responsibility of an EOC staff member during response and recovery.

3.3.1.4 A general list of services and priorities is listed on the last several pages of this appendix. These priorities may change depending on the type and scope of incident.

3.3.2 Priority Levels of Services

3.3.2.1 Critical Services: Services that directly impact public health and safety such as law enforcement, Emergency Medical Service and fire protection.

3.3.2.2 Vital Services: Services that could generate major disruptions and/or financial loss to the public, businesses, and the County if not provided.

3.3.2.3 Essential Services: Services that impact the public's ability to conduct business or meet other important needs but which can be delayed for a short period of time (one month or less).

3.3.2.4 Other Services: Services that are not considered critical, vital, or essential and which can be delayed for a longer period of time than Essential Services without serious consequences.

3.3.3 Sub-levels: Depending on the scope and severity of the incident, the priority levels of services might need to be sub-divided to indicate priorities within each of them.

4. Responsibilities

4.1 Continuity of Government

(Note: The Incident Command functions/positions listed in this section refer to those that are in the EOC and not those of an incident scene.)

4.1.1 Leadership and Authority

4.1.1.1 Function: Preservation of lawful leadership and authority and prevents unlawful assumption of authority. This is done through documented lines of succession and specified limits of power.

4.1.1.2 Responsibility:

- Commissioners
- Sheriff
- County Counsel
- Policy Group

4.1.2 Direction and Control

4.1.2.1 Function: Assures that the mechanisms and systems necessary for continued government direction and control are in place prior to the crisis (such as

the ability to communicate between departments and levels of government, as well as the public).

4.1.2.2 Responsibility:

- Commissioners
- Sheriff
- Emergency Management

4.1.3 Preservation of Records

4.1.3.1 Function: Provides guidance and procedures for the safeguarding and preservation of vital records and documents. Includes, but is not limited to, records and documents that are:

- Required to be maintained by law,
- Essential for the continuation of services,
- Are of a historical nature - Develops recommendations that may include transferring archival information to computer or microfiche formats and establishing off-site or safe storage locations for departmental back-up file

4.1.3.2 Responsibility:

- County Clerk
- Record Clerks for all departments
- Emergency Management

4.1.4 Prioritization of Services Provided

4.1.4.1 Function: Categorizes the types of services provided and identifies the levels of service that can and should be provided during all levels of emergency situations.

4.1.4.2 Responsibility:

- Commissioners
- Department Head/elected Official
- Sheriff

4.1.5 County's Legal Obligations

4.1.5.1 Function: Ensures that all of the County's criminal and civil legal obligations are met.

4.1.5.2 Responsibility:

- County Counsel

4.1.6 Communication and Automation

Communication/Automation resources may include, and are not limited to, public and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, copiers and computers.

4.1.6.1 Function

- Provides telecommunications and automated data processing abilities for continued operation of City departments.
- Identifies mitigation actions to protect current resources, procedures for prioritizing and sharing limited resources, and maintaining procedures for procurement of additional resources during emergencies.

4.1.6.2 Responsibility:

- Communication Supervisor(s)
- Emergency Management
- Sheriff

4.1.7 Utilities

4.1.7.1 Function: Provides for the facilitation and coordination of efforts to restore utility services following a disaster to includes phone, water, and sanitation.

4.1.7.2 Responsibility:

- Health Department/Sanitation
- Sheriff
- Emergency Management

4.1.8 Financial Management

4.1.8.1 Function: Provides guidance and procedures for disaster cost documentation and contingency funding for County departments to establish and maintain their required levels of service. Items of concern may include, paying bills, meeting payrolls and maintaining or establishing contractual relationships.

4.1.8.2 Responsibility:

- Treasurer
- County Counsel
- Commissioners

4.1.9 Facility Procurement

4.1.9.1 Function: Locates and leases facility space to be used by County departments/offices dislocated by the disaster. In addition to office space, space for storage of documents, resources, and equipment may be needed, as well as places to hold meetings.

4.1.9.2 Responsibility:

- Treasurer
- County Counsel
- Commissioners
- Emergency Management

4.1.10 Resource Recovery

4.1.10.1 Function: Develops guidelines to retrieve needed resources from damaged County buildings.

4.1.10.2 Responsibility:

- Road Department
- Solid Waste
- Emergency Management
- Sheriff
- Commissioners
- County Counsel

4.1.11 Employee Responsibilities

4.1.11.1 Function: Ensures all employees are aware of their responsibilities in responding to a disaster and facilitate the training they need to perform those duties.

4.1.11.2 Responsibility:

- Department Heads/Elected Officials
- Emergency Management
- Commissioners

4.1.12 Capabilities Monitoring

4.1.12.1 Function: Tracks capabilities of departments to provide their required levels of service and the resources they need to reach and/or maintain those levels.

4.1.12.2 Responsibility:

- Department Heads/Elected Officials
- Commissioners

4.2 Continuity of Services

4.2.1 Continuity of departmental operations and services includes the preservation, maintenance, or reconstitution of a department's capability to carry out its daily functions and operations under the threat or occurrence of any emergency condition that could disrupt such processes and services.

4.2.2 All County Departments are responsible for developing plans and procedures for maintaining and/or restoring daily functions, operations, and services. At a minimum, these procedures should address the following functions:

4.2.2.1 Leadership and Authority: Provides for documented lines of succession and specified limits of power within the department.

4.2.2.2 Direction and Control: Ensures that the mechanisms and systems necessary for continued department direction and control are in place prior to the

crisis (such as the ability to communicate between departments and with the EOC).

4.2.2.3 Preservation of Records: Safeguards and preserves the department's vital records and documents in accordance with established procedures. Includes, but is not limited to, those records and documents that are required to be maintained by law, essential for the continuation of services, or are of a historical nature.

4.2.2.4 Prioritization of Services Provide: Categorizes the types of services provided by the department resources, and develops internal procedures for prioritizing and sharing limited resources, and reports status of resources to the appropriate agency during emergencies. Communication/Automation resources may include, but are not limited, to public and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, copiers and computers.

4.2.2.5 Financial Management: Maintains documentation of departmental disaster costs and coordinates contingency funding needs with the County Treasurer to establish and maintain required levels of service.

4.2.2.6 Resource Recovery: Develop and maintain a list of essential resources, necessary for continued operations that would need to be retrieved from department offices inside damaged County buildings.

4.2.2.7 Employee Responsibilities: Ensures all employees are aware of their responsibilities in responding to a disaster and facilitate the necessary training needed to carry them out effectively.

4.2.2.8 Capabilities Monitoring: Notifies the appropriate County agency of capability during/after an emergency and of the resources needed to reach and/or maintain required levels of service.

5. Annex Development and Maintenance

The Coos County Board of Commissioners and all other Department Heads identified in this annex in conjunction with Coos County are responsible for ensuring that this annex is updated and revised, as necessary.

6. Appendix A – Continuity of Government Priorities List

PRIORITIES		OF COUNTY SERVICES	
Note: "Incident Dependent" indicates those programs/services that may have different priorities depending on the type and severity of the incident.			C - Critical : health & safety
			V - Vital : financial loss
			E - Essential : impact ability
			O - Other : w/o consequence
Department /Agency		Program/Services Provided	Priority of Service
Commissioner's Office		Liaison to State and Federal Agencies	E
		Advise & Promote State and Federal persons	C
		Provide Public Information & Respond to Public Inq.	C
		Media Inquiry Response	C
		Meet as an Executive Body	V
		Coordinate All County Departments	E
		Budget Preparation & Oversight	V
		Responsibility of Management of All County owned Property	V
		Serve on a Variety of Local & State Committees	O
		Arbitrate Disputes	E
		Codes Enforcement	E
County Attorney		Provide Legal Advise to the County	E
		Represent/Defend the County	O
		Prepare/Review Documents	E
		Numerous Other Tasks	O
Personnel Office		Classification & Compensation	O
		Workers Compensation	C
		Claims for Employees	C
		Safety/Risk Management	C
		Employee Relations	E
		Benefits Information	E
Switchboard		Reception area to the Public	C
		Dissemination of Telephone Calls	C
Printing Dept.		Printing orders for Departments	O
		Process mail	E
Data Processing Dept.		Purchase, Service, Maintain computer equip. for Co.	E
Maintenance Dept.		General service & maintenance to buildings	E
		Security to buildings	V
Treasurer/Tax Dept.		Budgeting	E
		Accounting	V
		Financial Reporting	E
		Accounts Receivable	E
		Tax Collection	E
		Cash Management	V
Assessor Dept.		Real Market Value of Property	C
		Assessed Values of Property	C
		Veteran Exemption Program	O
		Senior Deferral Program	O
		Disabled Deferral Program	O
		Transfer title & Certificate issues Mobile Homes	E
	Process Deeds	E	

	Ratio Studies of Market	C
	Budget & Impose Tax for Property Tax all Municipal within County	V
Clerk's Dept.	Recording / Land Records	V
	/Official Records for the County	E
	Elections	E
	Board of Property Tax Appeals	E
	Payroll/ Accounts Payable	V
	Passport Applications	O
	Marriage Applications/Licenses	E
	Perform Marriages	E
	Dog Licenses	E
	Notary	E
Surveyor Dept.	Restoration & Re-monumentation of Gov. corners	V
	Subdivision Plat & Field Cks & Office Cks of Partition Plats.	E
	Assist Public/ research surveys filed	O
	Surveys for Co. Departments as directed by BOC	E
	Surveys of Crime Scenes as directed by LE	C
	File Private Surveys as required by ORS	V
	Post Vacations of Streets, Lots and Blocks in Subdivision Plats.	O
Planning Dept.	Rural Addressing	C
	Mapping	E
	Land Use Applications	E
	Partition Applications	E
	Subdivision Applications	E
	Floodplain Applications	E
	Variance Applications	E
	Zoning Compliance Letters	E
	Rezoning	E
	Plan Amendments	E
	Public Hearings	E
	Site Plan Applications	E
	Property Line Adjustments	E
	Appeals	E
	Discrete Parcel Determinations	E
	State and Federal Permit Review	E
	Pre-Application Conference	E
	Road Name Applications	E
	Ordinance Text Amendments	E
	Maintain Zoning & Land Development Ordinances	E
	Maintain County Comprehensive Plan	E
Veterans Dept.	File Compensation Claims for Disabilities	E
	File Pension Claims for Disabled Veterans	E
Parks Dept.	Establish & Maintain Recreational Facilities for public	V
Highway Dept.	Administrative i.e. payroll, accounting	E
	Bridge Inspection	C
	Brush Cutting	E
	Culvert Cleaning	V
	Grading	E
	Inspecting Driveways for Confirmations	E
	Issuing Right-Of-Way Permits	E
	Issuing Truck Over Limit Permits	E

	Operating Crusher	E
	Slide Removal	C
Health Dept.	Screens & Monitors Children w/ Special Health Needs	E
	Communicable Disease Program	C
	Diabetes Program	E
	Environmental Health Program	C
	Family Planning Program	E
	Healthy Beginnings Program	E
	HIV Prevention/Support Program	E
	Immunizations Program	C
	Oregon Mother's Care Program	O
	S.T.A.R.S. Program	O
	STD Services Program	C
	Tobacco Prevention Program	O
	Vital Records Program	C
	WIC Program	E
	Women's Health Check Program	O
Mental Health	Walk-in Crisis Stabilization & Triage	C
	Referrals to CCMH Child & Family Programs	E
	Referrals to CCMH Geriatric Programs	E
	Crisis and Non-crisis referrals for M H treatment	C
	Scheduled Assessments /eligibility	E
	Liaison w/ BAH psychiatric coord. & discharge	C
	Civil Commitment Services	E
	Short Term Counseling	E
	Case Management	E
	Psychiatric Assessment & Consultation	E
	Community Education Programs	O
	Developmental Disabilities Program	O
	Alcohol & Drug Programs	O
Juvenile Dept.	Detention Program	C
	Counseling Program	E
	Case Management	E
	Oregon Youth Authorities Program	O
	High Risk Juvenile Program - CCYOP	E
	Cognitive Thinking Program	E
	Referrals for Mental Health Counseling	C
District Attorney's Dept.	Preserve Safety of the Public	C
	Protect Rights of Crime Victims	C
	Pursue justice for all Citizens	C
	Filings with State Courts	E
Child Support Services	Grand Jury - Felony Investigation	E
	Prosecution of Criminals	E
Crime Victims Assistance	Children's Advocacy Center	C
	Compensation for Victims of Crime	V
	Assist w/ Violations of Release	C
	Maintain System of Notification - Final Disposition	E
	Assist w/ Restitution Matters & Return Property	E
	Accompany Victims to Court	O
	Provide Referrals to Outside Agencies	O
	Intervene w/ Employers, Creditors, etc.	O
Commission on Children and Families	Alternative Youth Activities, Inc. - AYA Regular	E
	Alternative Student Program & Youth Parent Program	E
	Alternative Youth Activities, Inc. - Healthy Start	E

	Bob Belloni Ranch, Inc. - Adolescent Shelter Care	E
	Care Connection - Healthy Start	E
	Coos County Health Department - Healthy Start	E
	Coos Co. Health Department - Parents as Teachers	E
	Coos/Curry Resource and Referral	E
	Court Appointed Special Advocates (CASA)	E
	South Coast Head Start - Healthy Start	E
	Comprehensive Planning	E
	Special Projects - Youth Summit & Training	E
	Grant Writing & Facilitation	E
	Committee Facilitation	E
	Community Outreach & Development	E
Community Corrections	Field Services	C
	Substance Abuse Program	E
	Correctional Treatment Center Program	C
	Sex Offender Counseling Program	E
	Day Reporting Center Program	C
	Transitional Housing Program	E
	Subsidy Program	V
	Corrections Mental Health Counselor Program	E
Sheriff's Dept.	Incarceration of Convicted persons	C
	Incarceration of Persons Awaiting Trial	C
	Civil Process Serving	V
	Criminal Investigation	C
	Emergency Management Program	C
	Participation within S.C.I.N.T.	V
	Management of the Animal Control Facility	V
	Management of the Dispatch /911 Center	C
	Management of Vital Records	V
	Emergency Response and Criminal Investigation	C
Medical Examiner	Assume Control of Death Investigations w/ DA	C
	Order Autopsy in a Death req. Investigation	C
	Certify the Cause & Manner of Death req. Investigation	C
	Amend Previously Completed Death Certificates	E
	Order a Body Exhumed in a Death Investigation	E
	File Death Certificate for Missing Person following a reasonable & Thorough Investigation.	E
	Responsibility for Admin. & Supervision of CCMEO	E
	Responsibility for Investigation of all ME Cases	C
	Work with LE to Conduct Death Scene Assessment, Evidence Collection, Photo's & Documentation.	C
Forestry Dept.	Preparing, Selling & Administering Timber Sale Cont.	V
	Follow-up Reforestation	V
	Young Stand Management Activities i.e. - planting, thinning & pruning.	V
	Issue of Special Forest Products Permits i.e. - mushrooms, cedar pole & shake bolt material, evergreen brush products & personal use firewood.	V
Solid Waste Dept.	DEQ Permit Requirements	C
	Management of Municipal Solid Waste	C
	Maintenance of Facility Equipment	C
	Monitor of Air Quality	C
	Monitor of Surface and Ground Water	C