

Annex P – Continuity of Government



Basic Overall Continuity Plan

Introduction

The purpose of the Government Continuity Plan is to provide guidance for city staff and elected officials in the event a city facility or function experiences an emergency. The Continuity of Government Plan is the part of the Emergency Operations Plan that is designed to deal with disaster/emergencies that may affect residents, businesses, schools, government facilities, and/or other locations in the city.

The top priority during any emergency is to ensure the safety and security of the city’s employees, residents and visitors. To the extent it is possible, the second priority is to protect city equipment, facilities, functions and records from sustaining further damage and to repair any damage that does occur ASAP. In the event essential records cannot be kept safe, it may be necessary to provide an on-site watch person (employee) who will be responsible for ensuring the record information is safe. Without comprising the safety of the employee, vital information will be obtained and kept safe to the best of our ability.

This Plan is divided into two parts. The first part (Basic Overall Government Continuity) is designed to provide continuity of operations in the event a disaster disables a city facility or function. The second part (Employee Preparedness/Response) describes what to do immediately when an event is occurring or about to occur, including protection, evacuation and emergency shelter information.

These plans shall be updated on an annual basis in order to ensure accuracy and necessary changes. The Emergency Management Department shall initiate the update and each department head and division head shall be responsible for updating their individual recovery plans.

This plan has several objectives:

- ✓ Ensure the continuous performance of a department, division or a facility's essential functions (hopefully during and following an emergency);
- ✓ Ensure the safety of employees;
- ✓ Protect essential equipment, records, and other assets;
- ✓ Reduce disruptions to operations;
- ✓ Prevent/minimize damage and losses;
- ✓ Achieve an orderly recovery from emergency operations; and
- ✓ Identify relocation sites and ensure operational and managerial requirements are met before and during an emergency.

These objectives fit within the scope of the responsibility and expectations of local government, and represent the Continuity of Government's general planning principles.

Initial Action Steps

The purpose of the Continuity of Government Plan is to ensure that government service to the community is maintained and employees are protected. Should a disaster occur that impairs services, this plan needs to be implemented. The Initial Action Steps are those activities designed to start repair/recovery of the high priority and essential functions of all city departments. Each Department Head is responsible for maintaining a checklist of Initial Action Steps that need to be completed ASAP. Part of their individual plan includes a Function/Location Checklist. This lists all functions, locations, and equipment that need to be checked for problems should a disaster occur.

Listed below are basic functions that overlap all departments and are needed to proceed with handling an emergency situation and starting the repair/recovery phase.

Phone System

The Finance Director will work to ensure that the phone system is operable. The central phone system is stored in City Hall. If that system fails, we will utilize City issued cell phones. Both the Fire Station and Public Works have separate phone lines or systems that would enable them to have phone access if the phone system at City Hall is inoperable. Should the City Hall phone system become inoperable, the numbers of the analog phones will be provided to the media in order for them to inform the public.

Computer System

The central computer network server is located in the Police Department. If this system is destroyed in a disaster, the city's network will be out of commission until IT is able to restore the network. (The city is in the process of attaining wireless access to the server from outside locations.)

Purchasing

The Finance department will coordinate the securing of all office furniture (including desks, chairs and tables), office supplies (including pens and stationery); fax machines, phones, copy machines, PC's, and cell phones. This may involve purchasing, leasing, or borrowing from vendors or other sources.

Each department is responsible for securing items unique to their department, which are listed under "special supplies" in the relocation information section. These supplies may be purchased with department head approval using the city credit card or existing vendor accounts.

Insurance

The City's insurance is through the League of Minnesota Cities Insurance Trust (LMCIT). The policy covers all city facilities and vehicles. LMCIT reimburses based on dollar value – not actual items; therefore, we do not need to have an itemized account of each piece of furniture. LMCIT will pay the full cost to repair or replace items with materials of like kind and quality. Most city buildings (except park buildings) have contents coverage. Employee's personal items are not covered under the city's policy.

Immediately following a disaster, LMCIT will arrive on the scene to survey the extent of the damage. LMCIT representatives will need to meet with a representative from each department to discuss what needs to be done to preserve and protect the damaged property from further destruction. LMCIT representatives will contact restoration contractors to assist in this work. In addition, the LMCIT may hire contractors to make more permanent repairs if necessary.

Mutual Aid

The city has formal mutual aid agreements with a number of communities in the metropolitan area for public works and public safety. In addition, other neighboring communities are likely to offer their assistance outside of a formal agreement. In the event Mutual Aid is implemented, the Emergency Management Director or his/her designated representative will identify a Staging area for volunteers and Mutual Aid responders to arrive at and oversee their actions. The city will follow NIMS protocol when requesting outside help.

Vehicles

The Finance Department will coordinate with department heads to secure vehicles for all city departments including Police, Fire, and Public Works.

Long-Term Space Rental

This relocation plan covers short-term solutions. If departments are displaced on a long-term basis while buildings are being rebuilt, the city will investigate renting office space in the city to house city staff.

Roles & Responsibilities

Mayor

- Be available to declare state of emergency if necessary (see Appendix E)
- Talk to the media if appropriate
- Authorized to sign checks

Mayor & Council

- Handle ongoing policy decisions i.e. Council Meeting changes

City Administrator

- Serve as city spokesperson
- Coordinate public information activities, such as press releases, press conferences and web site updates to inform citizens where services have been relocated, new phone numbers, etc.

Emergency Management Director

- Talk to media if appropriate
- Coordinate public information activities, such as press releases, press conferences and web site updates to inform citizens where services have been relocated, new phone numbers, etc.
- Set up command center (either Fire Department or City Hall), and oversee the Continuity Plan activation

City Clerk

- Coordinate relocation efforts with affected departments.
- Begin phone tree – contact Mayor, Council, and all department heads or ask Clerk to do so.
- If City Hall is affected by disaster notify, all Commissions, and other groups using City Hall for meetings.

Department Heads

- Contact department staff
- Work with LMCIT on individual department needs
- Consult emergency plan and determine where to relocate department
- Direct staff to purchase unique department needs (not including computers, vehicles, phones, office equipment, or furniture)

Finance Director

- Contact LMCIT representative & TC Field rep re: property loss, insurance claims, etc.
- Work closely with LMCIT and TC Field reps throughout the process
- Retrieve back-up checks
- Coordinate securing office equipment and supplies for all affected departments including desks, chairs, tables, pens, stationery, fax machines, copy machines, phones, PC's, and cell phones if necessary
- Coordinate backup payroll process if necessary
- Secure backup network tapes if MIS Coordinator is unavailable
- Coordinate personal injury issues if necessary, i.e. worker's compensation

IT Technician

- Retrieve back-up network tapes
- Establish network
- Reset phone service
- Work with Finance Director to secure phones, PC's, fax machines and cell phones as necessary for city staff

Planner

- Rent mobile offices, portable bathrooms, and generators if necessary
- Contact building contractors if necessary (plumbing, electrical, security)

Risk Assessment

Following are examples of disasters/emergency events that could affect city facilities/operations and their likelihood of occurring.

Disaster	Probability	Severity
Bomb threat	Low	Low - High
Fire	Medium	Low - High
Gas explosion	Low	High
Chemical spill	Low	High
Water contamination	Low	High
Union strike	Low	Medium
Riot	Low	Low – Medium
Plane crash	Low	High
Nuclear attack/spill	Low	High
Food contamination	Low	Varies
Natural gas leak	Low	Low
Water main break	Low	Low
Hostile confrontation	Medium	Medium - high
Building issues: <ul style="list-style-type: none"> ▪ Power/phone outage ▪ No heat ▪ Mold/Environmental 	Medium	Low
Tornado/straight line winds	Medium	Low – High
Flood (internal)	Medium	Medium
Flood (external)	Medium	Medium
Blizzard/cold	Medium	Low - Medium
Sewer back up	Medium	Medium
Computer hacker	Low	Low - High
Burglary/vandalism	High	Medium - High
Lightning strike	High	High

The “probability” was determined by past experience, the design of the city and experience in cities similar to Jordan in terms of size, design/layout, and history of disasters.

The “Severity” is based on the harmful effects of the disaster, should it occur. Many of the potential disasters have a range of severity that depends on the extent of the disaster.

Facilities Inventory

<i>Facility</i>	<i># of add'l people bldg can accom.</i>	<i>Where in building?</i>	<i>Phone access?</i>	<i>Computer access?</i>	<i>Restroom access?</i>	<i>Adequate parking?</i>	<i>Heat?</i>	<i>A/C?</i>	<i>Other?</i>
City Hall 210 East First Street	8	Conf rooms, lunchroom, chambers	Yes	Yes	Yes	Yes	Yes	Yes	Minor modifications would be required, but could be accomplished within two-three working days.
Fire Department 501 North Varner	10-15	Fire training room, truck stalls	Yes	Yes	Yes	Yes	Yes	No	Minor modifications would be required, but could be accomplished within two-three working days.
Public Works Building Syndicate Street	10-15	Lunchroom, vehicle storage	Yes	Yes	Yes	Yes	Yes	No	Minor modifications would be required, but could be accomplished within two-three working days.

Relocation Plan by Building

These scenarios cover major disasters affecting City Hall, the Police Department, and the Public Works Buildings. Relocation plans and the fire stations are included in the “Relocation Information” section of this plan. Please note that this plan covers short-term displacement. If departments are displaced on a long-term basis, the city will investigate renting office space in the city to house staff.

Scenario 1: City Hall is destroyed

Admin:	Jordan High School
Building Inspections:	Public Works
Engineering:	Public Works
Finance:	Jordan High School
Planning:	Jordan High School
Police:	Jordan High School

Scenario 2: Fire Department is destroyed

Firefighters:	Equipment and personnel are moved to Public Works
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Scenario 4: Public Works building is destroyed

Public Works:	Fire Department
Admin:	City Hall

Scenario 5: City Hall, Public Works, and Fire Station Building are all destroyed

Operations will be moved to the public schools; if there is not enough available space, rental space will be acquired.

A copy of the plans shall be maintained at the home of: the Mayor, the City Administrator, and each Department Head. In addition, a copy of the plans shall be stored in each of the following buildings:

- ✓ City Hall
- ✓ Fire Station
- ✓ Public Works Building

Under the Homeland Security Act, HR5005 section 3532, this document is not public information. Safety and security require that it be designated “For Official Use Only”. A sanitized version (elimination of private information) is available to the public.

Line of Succession

The following table indicates the order of succession to request that the plan be implemented and to ensure that all essential levels of government are completed in a prudent and timely manner.

Primary Contact	Alternate #1	Alternate #2
Mayor	Acting Mayor	Unified Councilors
Emergency Management Dir	Fire Chief	Police Patrol Sergeant
City Administrator	City Finance Director	Public Works Director
Police Chief	Police Patrol Sergeant	Police Detective Sergeant
City Engineer	Building Official	City Planner
Building Official	City Planner	Public Works Director
Fire Chief	Assistant Fire Chief	Fire Captain

Essential Facilities

The following facilities listed below should be restored as soon as possible in this order following any event, but only when safe to do so for both the employees and the residents.

- A) Water Treatment Plants
- B) Sewer Lift Stations
- C) Wells
- D) City Hall (See pages 2, 3)
- E) Fire Station
- F) Public Works Building
- G) Contact Utility Companies (Electric, Gas)