

# Comprehensive Emergency Management Plan (CEMP)

## Annex V

# Continuity of Operations Plan (COOP)



*Butte-Silver Bow Office of Emergency Management*

## **Annex V**

# **Continuity of Operations Plan (COOP)**

### ***How we will maintain essential governmental functions.***

#### **A. Overview.**

1. Butte – Silver Bow requires each department to develop a COOP to ensure the continued performance of minimum essential functions during a wide range of potential emergencies or a situation that might disrupt normal operations. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, inoperable communications, and vital records/ databases. Each Department will make an independent determination of their mission-essential functions and will prepare the documents and procedures applicable to their COOP based on their unique organization operations and functions.

#### **B. COOP Objectives.**

1. The objectives of a COOP are to mitigate risks; reduce disruption of operations; protect essential equipment, records, and other assets; minimize damage and loss; provide organizational and operational stability; facilitate decision making during an emergency; and achieve an orderly recovery.

#### **C. Development Of Department COOP.**

1. Butte – Silver Bow Departments (this plan refers to all City and County departments, offices, and agencies as “departments”) are required to develop and maintain a department COOP and program that:
  - Is compatible with this CEMP.
  - Ensures the department is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
  - Assures that the department is prepared to provide its critical services in an environment that is threatened, diminished, or incapacitated.
  - Ensures the safety and welfare of all employees both during and after an emergency situation.
  - Provides a means of information coordination to ensure uninterrupted communications to and from elected officials, department management, critical customers, employees and citizens.
  - Provides timely direction, control and coordination of department critical functions before, during and after an event.
  - Provides a mechanism for the prompt notification of all department personnel during an emergency situation.
  - Establishes time-phased implementation procedures to ensure operational capability within 12 hours of activation, and continued performance of mission

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essential functions for up to 30 days.

- Identifies alternate facilities and outlines procedures for relocation.
  - Identifies vital records and outlines procedures for protection and reconstitution.
  - Facilitates the return of department critical functions to normal operating conditions as soon as practical based on circumstances and the threat environment.
  - Coordinates with MIS to reconstitute, as rapidly as possible, IT systems that are adversely affected due to an emergency or disaster.
  - Integrates COOP training into existing training programs.
  - Coordinates mitigation and prevention strategies that will enhance the survival of the department's critical IT infrastructure.
2. Sensitive information (such as special City-County/Department vulnerabilities, personal information, etc.) will be available only to the applicable Division/Department Head, the COOP Coordinator, and the BSBOEM. Such information will not be otherwise disseminated without approval of the BSBOEM) or other office having responsibility for the collection and protection of this information.
  3. A department COOP is activated anytime an emergency event impacts the department and/or a department's facility is declared unusable for normal operation.

*Prior to the development of comprehensive COOP plans, each department, in the interim, shall:*

- At a minimum, all department heads shall designate primary and alternate emergency successors for key supervisory positions. These lines of succession ensure the continuance of leadership, authority, and responsibilities of their departments.
- Designate interim emergency successors shall be instructed on their responsibilities and the conditions under which they will assume these positions. Generally, an interim emergency successor may assume leadership whenever the incumbent becomes unable to perform their functions or when requested to do so during periods of emergencies or disasters. They shall hold these positions until relieved by the incumbent or until the emergency or disaster has been brought to a successful conclusion. The criteria for succession of leadership will be delineated in the internal emergency operating procedures of each department.
- Provide the departmental lines of succession to the BSBOEM.

***D. Delineation Of Mission-Essential Functions.***

1. Mission-essential functions are those actions required by law or statute that must be provided regardless of the mission-limiting event. For purposes of this COOP, mission-essential functions are those critical activities of the City-County that cannot withstand a 30-day interruption. Neither all departments nor all functions within a

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department are necessarily mission-essential under this definition; however each department will create their list of prioritized, mission-essential functions that will be provided to the Mayor for review and incorporation into this plan.

### ***E. Roles Of CAT and EOC.***

1. Members of the Crisis Action Team (CAT) are responsible for monitoring and analyzing any situation that may threaten public safety, City-County property or the City-County's reputation. As emergency situations threaten or occur, the BSBOEM Director may convene the CAT to facilitate the process of incident evaluation and planning, and possible activation and implementation of emergency functions and resources.
2. Any event significant enough to require COOP implementation will result in the Emergency Operations Center (EOC) activation. If additional support from the EOC is required, activation will be considered in accordance with the methodology provided for in this CEMP.
3. Flexibility in planning and recovery is necessary in the event of a disaster so widespread that it involves multiple City-County buildings that have been planned as the alternate sites for each other. The EOC will be activated and interagency/inter-City and County mutual aid assistance will be requested. The EOC will:
  - Monitor and assess the situation requiring COOP activation.
  - Monitor the status of personnel and resources.
  - Plan and prepare for the restoration of operations in primary facilities or permanent alternate facilities as necessary.
4. Fully-functional and immediately available alternate facilities do not exist to support all defined mission essential functions. It is likely that in the event of a local emergency requiring activation of this COOP that a commercial facility may be required to support operations. The decision for relocation and authorization for occupancy of available commercial facilities will be made by the Chief Executive, the Council of Commissioners, or the EOC Policy Group.

### ***F. City-County Personnel.***

1. Personnel in affected buildings will report to pre-designated off-site locations for personnel accountability.
2. Essential staff personnel report to appropriate pre-determined location(s) to recover mission-essential functions in accordance with their Department COOP.
  - During COOP contingencies the Chief Executive will determine the hours of work for essential staff.

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3. Personnel not directly involved in response, recovery, and mission essential functions fall into two broad categories:
  - (a) Standby Personnel. Personnel who will be directed to remain at home in standby status (at current rate of pay and benefits) until provisions are made for their return to work. (Reference: B-SB Personnel Policy #103)
  - (b) Disaster Assistance Personnel: Those who are identified as having special skills that can be used in support of response, recovery, and other functions in accordance with their skills.

**G. COOP Activations.**

1. Emergencies or specific threats of emergencies may affect the ability of Butte – Silver Bow Government to perform mission-essential function from any or all City-County facilities. Such emergencies fall into two general categories:
  - Single City-County government facility closed to normal business activities as a result of an event or credible threat of an event that precludes access to or use of that facility, or;
  - A geographical area closed to normal activities as a result of a widespread utility failure, natural disaster, hazardous material event, civil disturbance, or terrorist attack. If one or more facilities are located within this affected geographic area, activation of the COOP may be required.
2. The decision to activate the COOP will be made based on the nature and severity of the incident or threat. Short duration events such as building evacuations may not require activation of the COOP.
3. In an event so severe that normal City-County government operations are interrupted or, if such an event appears imminent which requires evacuation and reconstitution at an alternate facility or facilities, the COOP will be activated at the discretion of the Chief Executive or the BSBOEM.
4. The BSBOEM will notify the Crisis Action Team, state emergency duty officer, the EOC staff, and all allied City and County agencies.
5. Department Heads will notify their personnel.
6. Designated staff will gather at the Emergency Operations Center (EOC) or alternate site, as provided for in this CEMP. The Chief Executive or designee will direct and ensure that mission-essential functions of the closed facility are maintained and capable of being performed until normal operations are re-established.

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7. The Crisis Action Team, coordinated by the BSBOEM Director and/or the COOP Coordinator, will ensure proper direction and support is provided to implement the COOP and other emergency actions required to ensure degraded mission-essential functions are identified within 2 hours, restored within 12 hours, and continued, as necessary, for up to 30 days.
8. All staff necessary to perform mission-essential functions will need to be contacted and advised to report to the primary facility, an alternate facility, a predetermined secure location, or other location.
9. As incidents may occur with or without warning, during or outside of normal working hours, the Chief Executive, BSBOEM and Department Heads must be ready to implement the COOP under a full range of possibilities.
10. Should the City-County or individual building/Department receive a warning prior to the event then full execution of the COOP with a complete and orderly alert, notification, and deployment of the assets should occur.
11. The ability to execute the COOP following an event without warning will depend on the nature and severity of the event, the number of survivors, the effects on available personnel, equipment loss, and the infrastructure and resources remaining.
12. Accurate personnel accountability throughout a COOP event is paramount, especially if the incident occurs without warning and during normal working hours. Individual building evacuation plans must provide for complete accountability of staff and authorized visitors.

### ***H. Time-Phased Implementation.***

1. Time-phased implementation provides for an orderly approach and diminishes the inherent confusion and loss of capability associated with trying to do everything at once. The extent to which re-constitution of mission-essential functions is possible will depend on the nature and scope of the emergency, the amount of warning time received, and whether personnel are on or off-site.
2. Departmental mission-essential functions will be recovered under a time-phased implementation procedure consistent with legal and statutory requirements. Essentially, those items affecting emergency response capability will be reconstituted first, with succeeding mission-essential functions re-activated as soon as possible, but no less than as described below.

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***I. Transition to Alternate Sites.***

1. When a non-emergency transition to alternate operations is possible, Department Heads will cease operations at the primary facility when operations are capable of being performed at the alternate location.
2. Readiness to conduct mission-essential functions at an alternate location will be transmitted to the EOC who will, in turn, notify appropriate officials (Chief Executive, Council of Commissioners, state warning point, allied agencies, etc.) of the alternate location and contact information.
3. Media releases will be prepared for the Chief Executive, EOC Manager in order to notify City-County employees, the public, City-County customers and vendors of the alternate location and extent of capability to conduct mission-essential functions and which non-mission-essential functions have been curtailed for the immediate and foreseeable future.
4. Following notification that a relocation of any City-County government function has been ordered or is in progress, the EOC staff, Director of MIS, and other applicable department Directors will take necessary action to implement site-support at the alternate location.

***J. COOP Termination.***

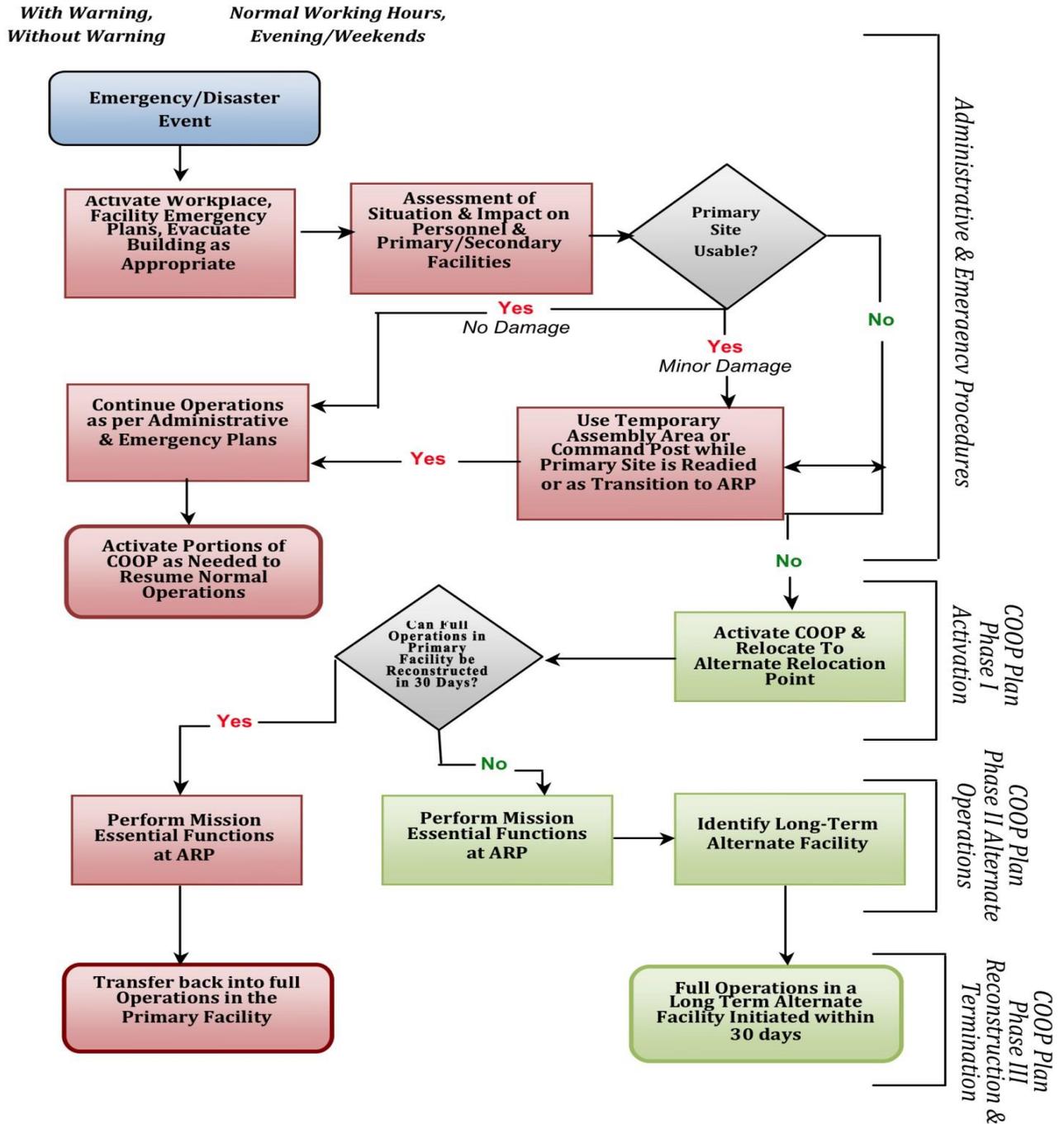
1. Department Heads will report their status to the EOC on a set schedule to allow development of a time line for reconstitution and termination of the COOP. Appropriate plans and schedules will be developed by each Department that will allow an orderly return to normal operations. The Chief Executive or designee will approve all plans and schedules for implementation.

***K. References.***

1. Butte – Silver Bow Department COOPs. (TBD)
2. COOP Process Flow Chart.

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**Attachment 1  
COOP PROCESS FLOW CHART**



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