



Chelsea County USA

Continuity of Operations (COOP) Plan

Chelsea County USA

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FOREWORD

Local counties have an ethical responsibility to ensure the safety of their county. They also have a legal obligation to operate in a prudent and efficient manner, even during an impending threat or following a disaster.

This continuity of operations (COOP) plan provides guidance for Chelsea County to perform its essential functions as part of a COOP capability.

Recommended changes to this document may be addressed, at any time, to the Chelsea County Emergency Management Director.

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I. INTRODUCTION

As of the 2010 census, Chelsea County had a population of 572,003 residents with an area of 798 square miles. The primary communities in Chelsea County are Tyler Town, Blakeville and Cole.

II. PURPOSE

This continuity of operations (COOP) plan for Chelsea County, hereinafter called the County, presents a management framework, establishes operational procedures to sustain essential functions, and guides the restoration of full functions if normal operations in one or more of the County's locations are not feasible.

This plan was prepared in accordance with Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004, which provides a structure for formulating a COOP plan; Presidential Decision Directive-67, "Ensuring Constitutional Government and Continuity of Government Operations," which requires all Federal departments and agencies to have a viable COOP capability; and the support of the State Division of Emergency Management (SDEM) for local communities and counties to prepare for emergencies and disasters by having a viable COOP plan.

This document focuses on the basic COOP elements: essential functions, critical systems, alternative facilities, orders of succession, delegations of authority, and vital records. Development of procedures that address the basic COOP elements and work in concert with business continuity and disaster recovery plans allows for uninterrupted delivery of the County's essential functions.

This document applies to the full spectrum of threats and emergencies that may affect the County. Specifically, this COOP plan is based on an event scenario that disrupts the County's essential functions. In this scenario, the County's location is closed for normal business activities. The most likely causes of such disruption are severe weather events (i.e., ice, snow, wind event), widespread utility failure, multiple explosions, civil disturbance, or credible threats of actions that would preclude access to or use of County facilities. Under this scenario, County offices relocate staff and resources to a remote facility identified as the Emergency Relocation Site (ERS).

III. ESSENTIAL FUNCTIONS

This COOP plan is based on the County's essential functions. It serves as an operational guide to facilitate the relocation of County staff to an ERS and the backup of critical systems and vital records so that essential functions may continue. The level and manner of support needed to continue essential functions is dependent on the nature of an event. This plan describes the processes and procedures needed to support continuation of essential functions identified in the following table.

Priority	Essential Functions
1	Public Safety-Lives and property
2	Maintaining vital non-emergency governmental services
3	Finance/Administration and basic government functions
4	Maintaining documentation of public records
5	Public Information
6	Planning

A specific County department oversees each essential function listed above, which, in turn, is supported by specific critical systems and/or vital records. Therefore, to maintain an operational status, the County must support the required department (staff), critical systems, and vital records at the ERS.

IV. AUTHORITIES AND REFERENCES

Authority, support, and justification for continuity of operations (COOP) planning are provided through the documents listed in Annex A.

V. CONCEPT OF OPERATIONS

A COOP plan must be maintained at a high level of preparedness and ready to be implemented without significant prior warning. It should be implemented fully no later than 12 hours after activation and provide guidance to sustain operations for up to 30 days. The broad objective of this COOP plan is to provide for the safety and well-being of County employees. In addition, this plan will facilitate the execution of the County's essential functions during any crisis or emergency in which one or more County locations are threatened or not accessible. Specific County COOP Plan objectives include the following:

- Enable staff to perform essential functions to prepare for and respond to the full spectrum of possible threats or emergencies including terrorism, technological catastrophes, natural or manmade disasters, and other crises.
- Identify key principals and supporting staff who will relocate.
- Ensure that the Emergency Relocation Site (ERS) can support Emergency Relocation Group (ERG) operations.
- Protect and maintain vital records and critical systems.

An emergency, such as an explosion, fire, or hazardous materials incident, may require the evacuation of one or more County locations with little or no advance notice. Building evacuation, if required, is accomplished via implementation of Occupant Emergency Plans for each location. *This COOP Plan is not an evacuation plan*, rather, it provides for a deliberate and preplanned movement of selected principals and supporting staff to the ERS.

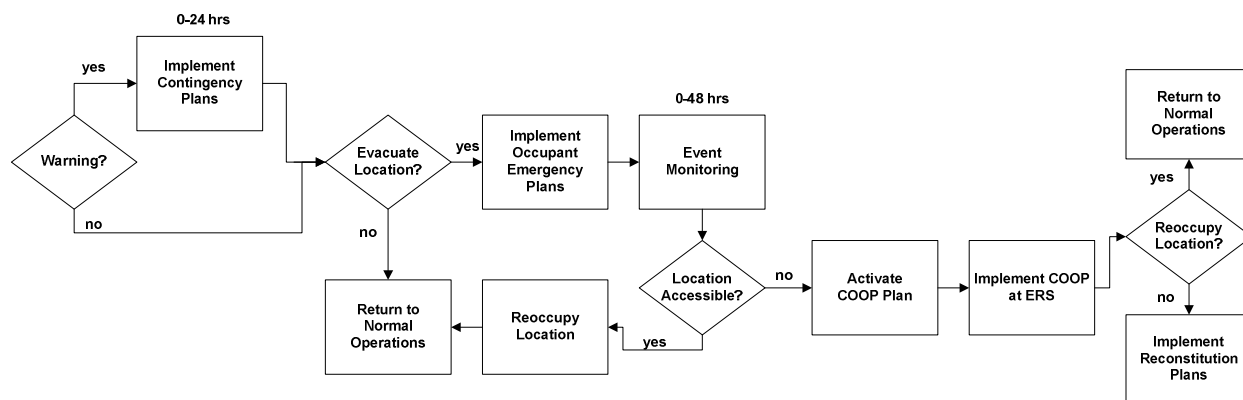
Following an incident so severe that one or more County locations are rendered unusable, or if such an event appears imminent, the Chairman of the Board of Commissioners instructs the Emergency Management Director or Senior COOP Official to activate the County COOP Plan. The Emergency Management Director or Senior COOP Official deploys the appropriate members of the ERG.

A. PHASE I: ACTIVATION AND RELOCATION

The extent to which orderly alert and notification is possible depends on the amount of warning received, whether personnel are on duty at County locations or off duty at home or elsewhere, and, possibly, the extent of risk for County personnel or locations.

1. Decision Process

Execution of this COOP plan focuses on continuing the County’s essential functions via the relocation of select personnel, ERS operations, and critical systems recovery. This COOP plan may be executed in several phases that are delimited by the time from warning dissemination and the activities being performed. Depicted below is the County’s decision process.



Any disaster, whether natural, manmade, or technological, that adversely affects the County’s ability to perform essential functions, requires activation of this plan.

2. Alert, Notification, and Implementation Process

County staff will be contacted with alert and notification information utilizing landlines, cell phones, radios or runner.

- County Emergency Telephone/Address Directory
- SDEM Contact Information

Note: Information and guidance for County members is normally relayed by network messages, e-mail, or phone using existing emergency calling plans. All members of the Emergency Relocation Group (ERG) will be notified initially by phone; however, other County staff members will be notified via network alerts and/or public address announcements, as appropriate. Depending on the situation, current information may

also available via announcements released to and made by local radio and TV stations.

Employees should listen for specific instructions and specifically for the words “Emergency Personnel.” All County employees should remain either at their office or at home until specific guidance is received.

3. Leadership

a. Orders of Succession

In the event of a vacancy in the position of Chairman of the Board of Commissioners, or the absence of the incumbent in this position, another individual serving in an acting capacity shall temporarily assume the duties of the position.

- Successor #1 will be the Chair Pro Tem of the Board of Commissioners
- Successor #2 will be the remaining Board of Commissioners members

Successors
Chairman
Chair Pro Tem
Commissioner
County Clerk
Refer to state statutes

b. Delegations of Authority

Along with this plan and the Chelsea County LEOP, the Continuity of Operations plan will primarily be put into effect in cases where the specific, measurable, actionable, realistic and time sensitive (SMART) incident objectives are in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS). This plan will be utilized primarily as incident related objectives move from response to recovery and centers on keeping Chelsea County functioning.

Delegations of authority from the position of the Chairman of the Board of Commissioners are established to ensure the ability of County staff members to perform essential functions while remaining a viable part of the organization. Persons in the following positions, listed in order of precedence, are assigned continuity of operations responsibilities by the Chairman of the Board of Commissioners:

- County Emergency Management Director
- Delegated County Department Head

c. Emergency Response Group

When the Continuity of Operations plan is implemented, a basic Incident Command System (ICS) structure is assumed for ease of transitioning personnel, with ICS training and qualifications, into active roles in running and supporting county activities. This concept of operation is reviewed daily based on the objectives at hand.

Command: Board of Commissioners starting with the Chairman, Chair Pro Tem commissioner then another designated Board member.

Operations: County Officials and Department Heads

Planning: Emergency Management Director

Logistics: Clerk's Office

Finance and Administration: County Commissioners, County Treasurer and County Clerk. Personnel with select knowledge, skills, and abilities are required to perform the tasks associated with the County's essential functions.

d. Execution

Departure of ERG Advance Team:

The Chairman of the Board of Commissioners, or other person with delegated authority, directs the Emergency Management Director or Senior COOP Official to begin the movement of the ERG.

- The Senior COOP Official notifies the Relocation Site Support Official that the ERG has departed.
- ERG members depart with their flyaway kits.
- The Senior COOP Official notifies other County offices outside the affected area and clients, as appropriate, that the activation of the COOP Plan is in progress.

Departure of Non-ERG Agency Personnel:

At the time of an emergency notification, and in the absence of guidance to the contrary, non-ERG personnel present at each affected County location are directed to go home to await further instructions.

Transition of Responsibilities to the Deployed ERG:

- Following arrival at the ERS, the Chairman of the Board of Commissioners, or designee, orders the cessation of operations at the affected County location(s).
- The Senior COOP Official notifies other offices outside the affected area that County operations have shifted to the ERS.
- The Senior COOP Official notifies County clients that operations have shifted to the ERS.

- As appropriate, the Senior COOP Official, or designated representative, notifies vendors and other service providers that County operations have been relocated temporarily and provides direction to either continue or temporarily suspend provision of service.

B. PHASE II: ALTERNATE FACILITY OPERATIONS

Alternative facilities (i.e., ERSs) must be capable of supporting operations in a threat-free environment in the event that essential functions and supporting staff are relocated to the site. A relocation site must have sufficient space and equipment to sustain operations for a period of up to 30 days. An ERS must also have the appropriate physical security and access controls.

The Senior COOP Official, or designated alternate, conducts semiannual reviews of the space allocations with each ERS Support Official to ensure the adequacy of space and other resources.

1. Mission Critical Systems

In general, the telecommunication and information system support provided at County locations is available independently at the ERS. It is imperative that the Senior COOP Official ensures that unique or critical information system requirements are considered in planning and, if appropriate, identified as capabilities to be provided by support organizations at the ERS. County offices shall maintain all necessary and up-to-date files, computer software, and databases required to carry out essential functions.

System Name	Current Location	Other Locations
Windows XP Professional, Chelsea County Administrative System to include document server, State Computer System	Chelsea County Administration Building	Chelsea County Sheriffs' Administration Building
Email Server and internet	Provided through USA Broadband	
Phone system	Chelsea County Administration Building	Chelsea County Sheriffs' Administration Building

2. Vital Files, Records, and Databases

One COOP Plan responsibilities is to comply with the U.S. National Archives and Records Administration Code of Regulations, Subchapter B – Records Management, to ensure the protection and continuous availability of vital records. Vital records are documents, references, and records, regardless of media type, that are needed to support essential functions under the full spectrum of emergencies and disasters.

All vital records must be protected from damage or destruction. County vital records are stored in a properly equipped, environmentally controlled facility that is secure but also accessible when needed for records retrieval. The Senior COOP Official is to make certain that databases and other references supporting the essential functions of the County are prepositioned at each ERS, carried with deploying personnel, or available through a backup process.

Over time, vital records become outdated and require updating through a process called cycling. Inclusion of cycling procedures in the Vital Records Management Program ensures that vital records are current and accurate when needed.

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
District Court	Hardcopy (prior to 1999)	No	Yes	No
District Court	Micro Film (1990-1999)	No	Yes	No
District Court	Electronic (1999-Present)	No	No	Yes
County Court	Electronic	No	No	Yes
County Court	Hardcopy	No	Yes	No
Sheriff's Office	Electronic	No	No	Yes
Veterans Services	Hardcopy	No	Yes	No
Emergency Management	Hardcopy	No	Yes	No
Emergency Management	Electronic	No	No	Yes
County Assessor	Electronic	No	No	Yes
County Assessor	Hard Copy	No	Yes	No
Probation Office	Electronic	No	No	Yes
Probation Office	Hardcopy	No	Yes	No
County Clerk	Electronic	No	No	Yes

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
County Clerk	Hardcopy	No	Yes	No
County Treasurer	Electronic	No	No	Yes
County Treasurer	Hardcopy	No	Yes	No
Extension Office	Hardcopy	No	Yes	No
Extension Office	Electronic	No	No	No
Commissioner's	Hardcopy	No	Yes	No
Commissioner's	Electronic (1991-Present)	No	No	Yes
District Shops	Hardcopy	No	Yes	No

C. PHASE III: RECONSTITUTION

Within hours of relocating to the ERS, the Senior COOP Official, with the approval of Federal, County, and local law enforcement and emergency services, initiates operations to salvage, restore, and recover the County location(s). These reconstitution efforts generally begin when the Chairman of the Board of Commissioners, or other authorized person, ascertains, in coordination with Federal, County, and local authorities that the emergency situation has ended and is unlikely to recur. However, once the appropriate County official determines that the emergency has ended; immediate reconstitution may not be practical. Depending on the situation, one of the following options should be considered for implementation:

- Continue to operate from the ERS.
- Begin an orderly return to County locations and reconstitute from remaining County offices or other resources
- Begin to establish a reconstituted County in some other facility.

VI. COOP PLANNING RESPONSIBILITIES

A. CHAIRMAN OF THE BOARD OF COMMISSIONERS

- Provides overall policy direction, guidance, and objectives for COOP planning.
- Provides policy direction, guidance, and objectives during an incident for the implementation of the COOP Plan.
- Consults with and advises appropriate officials during implementation of the COOP Plan.

- Serves as the principal County representative to external parties and groups during implementation of the COOP Plan.

B. EMERGENCY MANAGEMENT DIRECTOR (SENIOR COOP OFFICIAL)

- Serves as the County COOP program point of contact.
- Coordinates implementation of the COOP Plan and initiates appropriate notifications inside and outside the County during COOP Plan implementation.
- Coordinates the COOP Training, Testing, and Exercising Program.
- Aids ERG efforts at the ERS.
- Initiates recovery of County, as part of reconstitution.

C. ERS SUPPORT OFFICIAL

- Prepares site support plans to support the implementation of the COOP Plan to facilitate the smooth transition of direction and operations from the County location(s) to the ERS.
- Provides for the proper storage of backup copies of vital records and other pre-positioned items.
- Designates personnel responsible to assist the arriving ERG Advance Team.
- Maintains a current roster of designated site support staff.
- Supports periodic coordination visits by County offices.
- Keeps the Senior COOP Official informed of site vulnerabilities or changes in site resources that may impact the effective implementation of the COOP Plan.
- Requests an annual security risk assessment of the ERS by security staff to assist in ensuring COOP relocation site readiness.
- Coordinates appropriate billeting arrangements with the ERS, if appropriate, for employees who will not commute and need to remain overnight near the ERS.
- Conducts periodic coordination visits to the ERS.
- Participates in scheduled tests, training, and exercises.

D. DEPARTMENT HEAD/ELECTED OFFICIAL

- Appoints a COOP point of contact for coordination and implementation of the COOP Plan.
- Keeps the Senior COOP Official informed of any changes in the designation of the office COOP point of contact.
- Identifies essential functions to be performed when any element of the County is relocated as part of the COOP Plan.
- Identifies those functions that can be deferred or temporarily terminated in the event the COOP Plan is implemented.
- Maintains a current roster of office personnel designated as ERG members.
- Maintains current personnel emergency notification and relocation rosters.
- Prepares backup copies or updates of vital records.
- Ensures that the time and attendance function is represented on the ERG.
- Designates personnel to assist security officials in securing office equipment and files at County locations when implementing the COOP Plan.
- Conducts periodic tests of the office telephone notification cascade(s).

E. COUNTY STAFF

- Review and understand the procedures for emergency evacuation of County locations in the Occupant Emergency Plan.
- Review and understand responsibilities related to COOP support functions and performance of County essential functions at a relocation site.
- Report to work to perform essential functions as detailed in this COOP plan or as requested.
- Provide current contact information to Commissioners.

The planning efforts are shared primarily by the County Officials, County Board of Commissioners and Department Heads.

Responsibility	Position
Manage the planning process	Planning Section Chief
Resource management	Resource Unit Leader
Incident Action Plan (IAP) development per operational period	Planning Section Chief
Long range planning	Board of Commissioners
Reconstitution planning	Board of Commissioners

VII. LOGISTICS

A. ALTERNATE LOCATION

The County has designated one ERS to support the ERG following an event that disables the infrastructure supporting County activities that occur at the courthouse and/or department offices. The ERS should be used when the courthouse and/or department office buildings are closed for normal business activities. The relocation site has adequate space, the necessary equipment, and the connectivity to support relocating each ERG responsible for performing essential functions.

B. INTEROPERABLE COMMUNICATIONS

The success of County operations at the Emergency Relocation Site (ERS) depends upon the availability and redundancy of significant communication systems to support connectivity to internal organizations, other agencies, critical customers, and the public. Interoperable communication should provide a capability to correspond with the County's essential functions, to communicate with other Federal agencies, State agencies, and local emergency support personnel, and to access other data and systems necessary to conduct all activities.

VIII. TEST, TRAINING, AND EXERCISES

A changing threat environment and recent events emphasize the need for COOP capabilities that enable the County to continue its essential functions across a broad spectrum of emergencies. Federal Preparedness Circular (FPC) 66, in accordance with FPC 65, states that testing, training, and exercising of COOP capabilities are necessary to demonstrate and improve the ability of agencies to execute their essential functions. The County Tests, Training, and Exercises (TT&E) Program incorporates the three functional areas of testing systems and equipment, training personnel, and exercising plans and procedures.

IX. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT

A. MULTIYEAR STRATEGY

The County COOP Plan Multiyear Strategy includes the objectives and key strategies for developing and maintaining a viable COOP program, including the support for short- and long-term initiatives.

B. PROGRAM MANAGEMENT

The Program Management Plan is a critical element of the County's strategic planning activities because it documents the tactics executed to achieve the initiatives in the multiyear strategy. It describes the County's needs, defines roles and responsibilities, and documents specific program timelines. In addition, it provides an effective program management tool for oversight, resource allocation, and progress evaluation.

X. COOP PLAN MAINTENANCE

To maintain viable COOP capabilities, the County is continually engaged in a process to designate essential functions and resources, define short- and long-term COOP goals and objectives, forecast budgetary requirements, anticipate and address issues and potential obstacles, and establish planning milestones. Following is a list of standardized list of activities necessary to monitor the dynamic elements of the County COOP Plan and the frequency of their occurrence.

Activity	Tasks	Frequency
Plan update and certification	<ul style="list-style-type: none">• Review entire plan for accuracy.• Incorporate lessons learned and changes in policy and philosophy.• Manage distribution.	Annually
Maintain orders of succession and delegations of authority	<ul style="list-style-type: none">• Identify current incumbents.• Update rosters and contact information.	Semiannually
Monitor and maintain vital records management program	<ul style="list-style-type: none">• Monitor volume of materials.• Update/remove files.	Ongoing

Annex A: Authorities and References

Authority, support, and justification for continuity of operations (COOP) planning are provided through the documents listed below.

Federal Guidance

Executive Order 12148–Federal Emergency Management. EO 12148 establishes Federal policies and coordinates civil emergency planning, management, and assistance functions. It also establishes the President’s role in working with State and local governments.

Executive Order 12472–Establishment of the National Communications System. EO 12472 establishes the National Communication Systems as a Federal interagency group assigned national security and emergency preparedness telecommunications responsibility throughout the full spectrum of emergencies. Responsibilities include planning, developing, and implementing enhancements to the national telecommunications infrastructure to achieve measurable improvements in survivability, interoperability, and operational effectiveness under all conditions. This is accomplished by effective management and by using national telecommunication resources to support the Government during any emergency.

Executive Order 12656–Assignment of Emergency Preparedness Responsibilities. EO 12656 is the foundation of these mandates. It requires Federal agencies to develop plans and procedures that ensure the survival of the U.S. Constitution and American Government by enabling them to continue to provide essential functions and services during and following a disaster or emergency. Executive Order 12656 assigns national security management preparedness responsibilities to Federal departments and agencies.

Presidential Decision Directive 63. PDD–63 is a national-level effort to ensure the security of the increasingly vulnerable and interconnected infrastructure of the United States. It requires departments and agencies to develop a plan for protecting critical infrastructures, including telecommunications, banking and finance, energy, transportation, and other essential functions and services. The directive addresses those services provided by Federal, State, and local governments.

Presidential Decision Directive 67. PDD–67 directs the Federal executive branch departments and agencies to have a viable COOP Plan and capability. Departments and agencies must be able to operate at their alternative facilities with or without warning no longer than 12 hours after the disaster and to maintain sustained operations for a minimum period of up to 30 days. The plans identify those requirements necessary to support the primary functions, such as emergency communications, establishing a chain of command, and delegations of authority.

Executive Order 13228—Establishing the Office of Homeland Security and the Homeland Security Council. EO 13228 establishes the Office of Homeland Security in response to the terrorist attacks on September 11, 2001. Responsibilities of the office include developing and coordinating the implementation of a comprehensive national strategy to secure the United States from terrorist threats or attacks. The office shall coordinate the executive branch’s efforts to

detect, prepare for, prevent, protect against, respond to, and recover from terrorist attacks within the United States.

Executive Order 13231—Critical Infrastructure Protection in the Information Age. EO 13231 establishes a protection program that consists of continual efforts to secure information systems for critical infrastructure that includes emergency preparedness communications. To achieve this policy, there will be a senior executive branch committee to coordinate that will have cognizance over all Federal efforts and programs involving continuity of operations, continuity of government, and Federal department and agency information systems protection.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Amended (U.S. Code Title 42 Section 5121). This act provides for an orderly and continual means of assistance by the Federal Government to state and local governments for carrying out their responsibilities to alleviate the suffering and damage that result from disasters. 42 USC 5121 encourages the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by the States and local governments.

U.S. National Archives & Records Administration (NARA) Code of Federal Regulations. The NARA Code of Federal Regulations (CFR), Subchapter B, Records Management, provides guidance and prescribes policies for records management programs relating to record creation and maintenance, adequate documentation, and proper record disposition.

Homeland Security Presidential Directive–1. The Homeland Security Council (HSC) shall ensure coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies. The HSC Principals Committee (HSC/PC) shall be the senior interagency forum under the HSC for homeland security issues. The HSC Deputies Committee (HSC/DC) shall serve as the senior sub-Cabinet interagency forum for consideration of policy issues affecting homeland security. HSC Policy Coordination Committees (HSC/PCC) shall coordinate the development and implementation of homeland security policies by multiple departments and agencies throughout the Federal Government, and shall coordinate those policies with State and local government.

Homeland Security Presidential Directive–3. The Homeland Security Advisory System provides warnings in the form of a set of graduated “Threat Conditions” that would increase as the risk of the threat increases. At each threat condition, Federal departments and agencies implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert. This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

FEMA Federal Preparedness Circular (FPC) No. 65–Federal Executive Branch Continuity of Operations (COOP). FPC 65 provides guidance to Federal executive branch departments and agencies for developing viable and executable contingency plans for continuity of operations.

COOP planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations. FPC 65 requires that each agency appoint a senior Federal Government executive as an emergency coordinator to serve as program manager and agency point of contact for coordinating agency COOP activities. This ensures continuous performance of an agency's essential functions during an emergency and protects essential facilities, equipment, records, and other assets. The actions recommended in FPC 65 will reduce disruptions to operations and loss of life, and minimize damage and losses. It achieves a timely and orderly recovery from an emergency and resumption of full service to customers.

Federal Preparedness Circular No. 66–Test, Training and Exercise (TT&E) Program for Continuity of Operations (COOP). FPC 66 provides guidance to Federal executive branch departments and agencies for use in developing viable and executable TT&E programs to support the implementation and validation of COOP plans. These activities are important elements of a comprehensive emergency preparedness program necessary to improve the ability of agencies to effectively manage and execute their COOP plans.

Federal Preparedness Circular No. 67–Acquisition of Alternate Facilities for Continuity of Operations (COOP). FPC 67 provides guidance to Federal executive branch departments and agencies for acquiring alternative facilities to support their COOP. FPC 67 requires agencies to designate alternative operating facilities as part of their COOP plans and prepare their personnel for the possibility of sudden relocation of essential functions or COOP contingency staff to these facilities should an emergency necessitate that action.

State Guidance

The Constitution of the State – Articles III-29 and IV-16.

State Revised and Reissued State Statutes 13-705, 32-559, 32-563, 32-564, 32-566, 32-567; 32-568, 32-569, 32-571, 32-572, 72-701.05; 81-829.36, 829.37 to 81-829.40, 84-1102; 84-27, 84-120, 84-121, 84-122, 84-1101, 84-1103, 84-1104, 84-1106.

Annex B: Alternate Location/Facility Information

The County has determined some potential Emergency Relocation Sites (ERS) to support the Emergency Relocation Group (ERG) following an event that disables the infrastructure supporting County activities that occur at town hall and/or department offices buildings. The ERS should be used when the courthouse and/or department offices buildings are closed for normal business activities. The relocation site has adequate space, the necessary equipment, and the connectivity to support relocating each ERG responsible for performing essential functions.

Emergency Relocation Site Information	
Name	Chelsea County Fairgrounds
Address	25690 East Quincy Avenue
Phone Number	N/A
Relocation Site Official	Director of County Fair
Directions	
Map	

Emergency Relocation Site Information	
Name	Chelsea County Community Center
Address	2888 South Heather Gardens Way
Phone Number	N/A
Relocation Site Official	Community Center Director
Directions	
Map	

Emergency Relocation Site Information	
Name	Tyler Town Fire Authority Headquarters
Address	2015 South Dayton Avenue
Phone Number	
Relocation Site Official	Chief of Tyler Town Fire Authority
Directions	
Map	

Emergency Relocation Site Information	
Name	Zachary Issac Regional Airport
Address	7800 South Potomac Street
Phone Number	
Relocation Site Official	Director of Operations
Directions	
Map	

Emergency Relocation Site Information	
Name	Chelsea County Emergency Operations Center
Address	9195 East Mineral Avenue
Phone Number	
Relocation Site Official	Director of Operations of CCEOC
Directions	
Map	

Emergency Relocation Site Information	
Name	Chelsea County Community College
Address	5900 South Santa Fe Drive
Phone Number	
Relocation Site Official	Chelsea County Community College Vice President
Directions	
Map	

Annex C: Plan Activation and Notification

The County has determined some potential Emergency Relocation Sites (ERS) to support the Emergency Relocation Group (ERG) following an event that disables the infrastructure supporting County activities that occur at the courthouse and/or department offices buildings. The ERS should be used when the headquarters and/or regional office buildings are closed for normal business activities. The relocation site has adequate space, the necessary equipment, and the connectivity to support relocating each ERG responsible for performing essential functions.

Emergency Level	Type of Events	COOP Plan Activation Authority	Notification Method
Local Emergency	Fire, bomb threat, attack on the Courthouse, etc.	To be determined by the Chief Elected Official according to the habitability of the offices contained within the courthouse. Elected Officials reserve the right to direct their employees to the safer and most effective operational areas as determined by the Elected Official.	Notification will be made via telephone if possible. If not possible, notifications could be made via the KTCH radio station and other media outlets.
Regional or National Emergency	Tornado, flood or other localized disasters	To be determined by the Chief Elected Official according to the habitability of the offices contained within the courthouse. Elected Officials reserve the right to direct their employees to the safer and most effective operational areas as determined by the Elected Official.	Notification will be made via telephone if possible. If not possible, notifications could be made via the KTCH radio station and other media outlets.

<p>National Security Emergency</p>	<p>Terrorist use of weapons of mass destruction</p>	<p>To be determined by the Chief Elected Official according to the habitability of the offices contained within the courthouse. Elected Officials reserve the right to direct their employees to the safer and most effective operational areas as determined by the Elected Official.</p>	<p>Notification will be made via telephone if possible. If not possible, notifications could be made via local radio stations and other media outlets.</p>
		<p>Automatically activated when employees are unable to communicate with their Commissioners or Elected Officials within 4 hours after the President declares an emergency.</p>	

Annex D: Definitions and Acronyms

The following terms or phrases are found in this document.

Advance Team. ERG personnel who immediately deploy to the Emergency Relocation Site (ERS) upon receiving a COOP warning or activation, to initiate actions at the ERS in preparation for the arrival of the main body of Emergency Personnel. Advance Team plus Emergency Personnel constitute an ERG.

Business Continuity Plan (BCP). The BCP provides procedures for sustaining an organization's business functions during and after a disruption. An example of a business function may be an organization's payroll process or consumer information process. A BCP may be written for a specific business process or may address all key business processes.

Business Recovery Plan (BRP). The BRP addresses the restoration of business processes after an emergency, but unlike the BCP, lacks procedures to ensure continuity of critical processes throughout an emergency or disruption.

Continuity of Operations (COOP) Plan. An action plan that provides for the immediate continuity of essential functions of an organization at an alternative facility for up to 30 days in the event an emergency prevents occupancy of its primary facility.

Disaster Recovery Plan (DRP). The DRP applies to major, usually catastrophic, events that deny access to the normal facility for an extended period. Frequently, DRP refers to an IT-focused plan designed to restore operability of the target system, application, or computer facility at a relocation site after an emergency.

Emergency Personnel. The key principals and staff members of the ERG, responsible for the execution of essential functions. Advance Team plus Emergency Personnel constitute an ERG.

Emergency Relocation Group (ERG). Predesignated principals and staff who move to a relocation site to continue essential functions in the event that locations are threatened or incapacitated. The ERG comprises Advance Team plus Emergency Personnel.

Emergency Relocation Site (ERS). A remote alternative facility to which the ERG moves to continue essential functions in the event that traditional work sites are incapacitated.

Essential functions. Essential functions are those functions, stated or implied, that are required to be performed by statute or Executive order, or other functions deemed essential by the heads of principal organizational elements (i.e., administrators, office directors, and division directors).

Occupant Emergency Plan (OEP). The OEP provides the response procedures for occupants of a facility in the event a situation poses a threat to the health and safety of personnel, the environment, or property. Such events include a fire, hurricane, criminal attack, or a medical emergency.

Point of Contact (POC). The designated focal point for actions involving a specific plan, as in “COOP POC.”

Relocation Site (RS) Support Official. Serves as the COOP point of contact at each ERS. Responsible for the readiness and operational condition of the ERS, as appropriate, including telecommunications, infrastructure, and equipment; and support the billeting and meal needs of the ERG.

Senior COOP Official. Serves as the COOP point of contact. Responsible for coordinating implementation of the COOP Plan; initiating appropriate notifications inside and outside the Agency during COOP Plan implementation; being the point of contact for all COOP training, testing, and exercising; assisting ERG efforts at the ERS; and initiating recovery of the Agency as part of reconstitution.