



ADMINISTRATIVE POLICIES

SECTION: 500 - Health, Safety and Security		POLICY #:	526
TITLE: Continuity of Operations Policy		PROCEDURE #:	526-A
		ORDER #:	18-021
DEPT: Public Works		DIVISION:	Emergency Management
ADOPTED: 01/18	REVIEWED:	REVISED:	

PURPOSE: The purpose of this policy is to have in place a comprehensive and effective program to ensure continuity of essential county functions under emergency circumstances. As a baseline of preparedness for the full range of potential emergencies, all county departments shall have in place a viable Continuity of Operations Plan (COOP) which ensures the performance of their essential functions during any emergency or situation that may disrupt normal operations.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body’s formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY: All county departments, employees, and volunteers.

GENERAL POLICY: This policy supports development of viable and executable contingency plans for continuity of operations. Departmental COOPs facilitate the performance of county-wide essential functions during any emergency or situation that may disrupt normal operations.

POLICY:

1. Continuity of Operations Plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. COOPs identify essential functions of county government and delineate procedures developed to support their continuation. COOP elements:

SUBJECT: Continuity of Operations Policy

- 1.1 Ensure the county's continuous functions and operations during an emergency;
 - 1.2 Maintain clear lines of authority and, when necessary, implement the approved line of succession and proper delegation of authority;
 - 1.3 Protect critical facilities, equipment, vital records, and other assets;
 - 1.4 Reduce or mitigate disruptions to operations and essential community services;
 - 1.5 Reduce loss of life, minimize property damage, and protect the local economy from significant impacts; and
 - 1.6 Achieve a timely and orderly response to and recovery from emergencies, and resumption of full services to the public.
2. Responsibilities: Each department head within Marion County is responsible for developing and implementing a Continuity of Operations Plan to ensure continued delivery of its vital services during an emergency, identify resource needs, and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.
- 2.1 Each department head is responsible for:
- 2.1.1 Appointing a department COOP program Point of Contact (POC);
 - 2.1.2 Participating in the county-wide planning effort utilizing the designated planning tools to comprehensively create a COOP;
 - 2.1.3 Developing, approving, and maintaining a departmental COOP, which at the minimum provides for:
 - 2.1.3.1 Identification of department essential functions (primary and secondary);
 - 2.1.3.2 Pre-determined delegations of authority and orders of succession;
 - 2.1.3.3 Contingency staffing to perform essential functions;
 - 2.1.3.4 Alternate operating facilities;
 - 2.1.3.5 Interoperable communications, information processing systems and equipment; and
 - 2.1.3.6 Protection of vital records, essential facilities, equipment, and systems and other assets.
 - 2.1.4 Conducting tests and training of the departmental COOP annually;
 - 2.1.5 Ensuring timely and reliable implementation of COOP plans and procedures for both internal and external clients;
 - 2.1.6 Participating in periodic interdepartmental COOP exercises to ensure effective interdepartmental coordination and mutual support;
 - 2.1.7 Notifying appropriate persons upon implementation of the departmental COOP; and
 - 2.1.8 Identification of non-essential employees that could be reassigned to incident response duties.
- 2.2 Marion County Emergency Management program is responsible for:
- 2.2.1 Serving as the executive agent for the county COOP;
 - 2.2.2 Coordinating COOP activities of Marion County departments;
 - 2.2.3 Issuing COOP guidance to promote understanding of and compliance with the requirements and objectives of governing directives;
 - 2.2.4 Facilitating local planning workshops and coordinating county COOP exercises; and

SUBJECT: Continuity of Operations Policy

- 2.2.5 Conducting periodic assessments of COOP capabilities and reporting the results to the Board of Commissioners;
 - 2.2.6 Developing a Continuity of Government Plan (COGP) that establishes defined procedures that allow Marion County to continue its essential operations in case of a catastrophic event;
 - 2.2.7 Planning for the employment of non-essential employees in incident response roles; and
 - 2.2.8 In conjunction with Marion County departments, identification of capability gaps and development of solutions to close capability gaps through planning, training, exercising, and equipping.
3. Implementation: As directed by the Board of Commissioners, the Marion County Emergency Management program has the authority and responsibility to implement this policy and assure compliance by county departments.
4. Periodic Review:
- 1. Review of this policy shall be conducted every three (3) years.
 - 2. Department COOPs shall be reviewed and tested annually, and updated throughout the year as needed.

Adopted: 01/18