



Continuity of Government Plan

Introduction

Purpose: To provide guidance for City staff and elected officials when the City experiences an emergency that interferes with or prevents normal governance. This Plan enables activation of the Emergency Operations Plan, which provides the structure to deal with disasters or emergencies that affect the City of Bay City.

Top Priority: To ensure the safety and security of the City's employees, residents and visitors.

Secondary Priorities:

1. To protect City equipment, facilities, functions and records from sustaining further damage; and
2. To repair damage to essential facilities or equipment as soon as possible.
3. To obtain and preserve vital information as feasible, without endangering the safety of employees, volunteers, or the public.

Organization: This Plan is divided into two parts.

Part One, Continuity of Government: To provide continuity of operations should a disaster disable a City facility or function.

Part Two, Employee Preparedness and Response: Immediate action when an event occurs or is about to occur, to disseminate protection, evacuation and emergency shelter information.

Plan Updates: Annually to ensure accuracy and incorporate necessary changes. The Mayor shall direct the annual update and assign a Council member to work with the team, consisting of the Fire Chief, Public Works Superintendent and City Recorder. Each department head shall be responsible for updating department recovery plans.

Plan Objectives:

1. Ensure continuous operation of City government, including oversight by elected officials and performance of essential functions before, during and following an emergency;
2. Ensure the safety of employees;
3. Protect essential equipment, records, and other assets;
4. Reduce disruptions to vital city services;
5. Prevent/minimize damage and losses;
6. Achieve an orderly recovery from emergency operations.

These objectives fit within the scope of responsibility and expectations of local government, represent Continuity of Government's general planning principles, and conform with ORS 401.305 and .309 regarding emergency management and continuity of governance.

ORS 401.305 Emergency management agency of city or county; emergency program manager; coordination of emergency management functions.

- (1) Each county of this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city.
- (2) The executive officer or governing body of each county and any city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration and operation of such agency, subject to the direction and control of the county or city.
- (3) The local governing bodies of counties and cities that have both city and county emergency management programs shall jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff and establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions.
- (4) Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as authorized by the county or city.
- (5) The emergency management functions shall include, as a minimum:
 - (a) Coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities;
 - (b) Establishment of an incident command structure for management of a coordinated response by all local emergency service agencies; and
 - (c) Coordination with the Office of Emergency Management to integrate effective practices in emergency preparedness and response as provided in the National Incident Management System established by the Homeland Security Presidential Directive 5 of February 28, 2003. [1983 c.586 §12; 1993 c.187 §9; 2005 c.825 §11]

ORS 401.309 Declaration of state of emergency by city or county;

procedures; mandatory evacuations.

- (1) The governing body of a city or county in this state may declare, by ordinance or resolution, that a state of emergency exists within the city or county. The ordinance or resolution must limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.
- (2) A city or county in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction.
- (3) An ordinance or resolution adopted under subsection (2) of this section may designate the emergency management agency, if any, or any other agency or official of the city or county as the agency or official charged with carrying out emergency duties or functions under the ordinance.
- (4) A city or county may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency is declared under this section. An evacuation under an ordinance or resolution authorized under subsection (2) of this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.
- (5) Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under ORS 401.165. The provisions of ORS 401.165 to 401.236 supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies. [1997 c.361 §2; 2009 c.718 §32]

Part One; Continuity of Government

Initial Action Steps

The Initial Action Steps are intended to ensure continuation of high priority and essential functions of all City departments. Each department head shall maintain a checklist of Initial Action Steps to complete as soon as possible.

The basic functions listed below are common to all departments and are essential to manage emergencies and starting the repair/recovery phase.

Communication/Phone System

The City Recorder shall coordinate telephone system needs to continue essential government services.

Department heads or their designees assess and report operability of their department phone system to the City Recorder.

If the land line phone system fails, City-owned cell phones will be used to establish cell phone-based communications.

During total phone system disruption, radio communication via the Public Works frequency shall be used to communicate between departments.

Computer System

If the central computer network located in City Hall becomes inoperable, the City Recorder shall secure individual computers in a safe location to safeguard the data.

Department heads shall assess and report the status of their department computer systems to the City Recorder.

Purchasing

City Administration shall coordinate procurement of office furniture, fixtures, supplies, machines, computers, telephones and other material through purchase, lease, or borrowing from vendors or other sources.

Department heads or their designees shall be responsible for procurement of items unique to their departments, such as rescue or public works specific equipment needed to address the emergency. Purchases exceeding the scope of the department's budget shall be made only with the approval of City Government, and shall be coordinated through City Administration.

Insurance

The City's insurance is through City County Insurance (CIS). The policy covers all city facilities and vehicles. CIS provides a number of tools and links to assist their members in preparing for and recovering from a disaster. Planning before an emergency or crisis is good risk management.

All CIS Members that have property coverage are automatically subscribed to Agility Recovery Solutions. Agility offers access to recovery solutions of power, technology, space and connectivity. The subscription includes expert assistance to help develop a disaster recovery plan. It also includes access to your own exclusive online, password protected [myagility](#) website where you can store, view, and update pertinent recovery planning information. All city managers and council members should watch the [CIS/Agility Webinar](#) or review the [FAQ](#) about Agility. You may contact Agility directly by calling Mark Norton at 704.927.7953 or email mark.norton@agilityrecovery.com.

Mutual Aid

The City has formal mutual aid agreements with a number of communities in the area for public works and public safety. Also, other neighboring communities are likely to offer their assistance outside of a formal agreement. If Mutual Aid is implemented, the appropriate department head or designee shall identify a staging area for volunteers and Mutual Aid responders. The City will follow NIMS when requesting outside help.

Vehicles

The Fire Chief and Public Works Superintendent or their designees shall assess their vehicles to determine response status at the onset of an event.

Facilities Inventory

<i>Facility</i>	<i># of people</i>	<i>Where in building</i>	<i>Phone access?</i>	<i>Computer access?</i>	<i>Restrooms</i>	<i>Adequate parking?</i>	<i>Heat?</i>	<i>A/C?</i>	<i>Emergency power?</i>
City Hall 5525 B St.	4	Office	Yes	Yes	Yes	Yes	Yes	No	No
City Hall 5525 B St.	15	Council chambers	No*	Wireless internet	Yes	Yes	Yes	No	No
City Hall 5525 B St.	50	Banquet Hall	No*	Wireless internet	Yes	Yes	Yes	No	No
Fire Department 9390 4 th St.	20	Training room	No*	None*	Yes(1)	Yes	Yes	No	Yes
Fire Department 9390 4 th St.	3	Training office	Yes	Yes	Yes(1)	Yes	Yes	No	Yes
Fire Department 9390 4 th St.	50	Apparatus Bay	Yes	No	Yes(1) w/Shower	Yes	Yes	No	Yes
Public Works 8000 Elliott St.	20	Office	Yes	Yes	Yes w/Shower	Yes	Yes	No	No
Waste Water Plant 8000 Elliott St.	4	Office	Yes	Yes	Yes Emergency showers	Yes	Yes	No	Yes

- Phone access possible with the addition of phone jacks and service connection to current provider.
- Wireless internet via city's modem. Further system development required to secure city's network before access can be granted.
- Computer access in Fire hall could be available with the addition of Ethernet cable installation or wireless internet adapter.

Relocation Plan by Building

These scenarios cover major disasters affecting City Hall, the Fire Hall, and the Public Works buildings. This plan covers only short-term displacement. If departments are displaced on a long-term basis, the City will investigate and identify suitable space in the City to house the department.

Scenario 1: City Hall is destroyed

Administration; Fire Hall, Training room
City Recorder; Fire Hall, Training Office
City Council Meeting; Public Works Office

Scenario 2: Fire Department is destroyed

Administration: City Hall Office.
Apparatus and Equipment: Public Works

Scenario 3: Public Works building is destroyed

Public Works vehicles: Fire Department, apparatus bay
Administration: City Hall Office

Scenario 4: City Hall, Public Works, and Fire Station Building are all destroyed

Remaining vehicles, apparatus, and equipment will be moved to staging area(s) deemed available by incident type.

Administrative functions will be located in nearest available office space.

Part II; Employee Preparedness and Response

Roles & Responsibilities

Mayor / Council President

- Be available to declare state of emergency if necessary
- Authorize Public Information Releases for the City or assign a Public Information Officer.
- Authorized to sign checks
- Provide ongoing policy guidance
- Participate in Local Emergency Operations Center

City Council

- Be available to declare state of emergency
- Make ongoing policy decisions
- Serve as city spokesperson when acting as council's designee
- Report to Emergency Operations Center to assist with ongoing management of incident

Department Heads

- Talk to media when authorized.
- Coordinate public information activities through the Public Information Officer, such as press releases, press conferences and web site updates to inform citizens where services have been relocated, new phone numbers, etc.
- Set up Emergency Operations Center, and oversee the Continuity of Government Plan activation
- Consult Emergency Operations plan, and relocate facilities and/or operations as needed.

City Administration

- Coordinate relocation efforts with affected departments.
- Begin phone tree – contact Mayor, Council, and all department heads.
- If City Hall is affected by disaster, notify all other groups using City Hall for meetings, if possible.

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	Medium – High
Hazardous Materials release	Low	Low – High
Water contamination	Low	Low – Medium
Union strike	Low	Low
Riot	Low	Low – Medium
Plane crash	Low	High
Nuclear attack/spill	Low	High
Food contamination	Low	Varies
LPG gas leak	Low	Low
Water main break	Low	Low
Hostile confrontation	Low	Medium - High
Building issues: f Power/phone outage f No heat f 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	Low	Low – Medium
Computer hacker	Low	Low – High
Burglary/vandalism	Low	Medium – High
Lightning strike	Low	High
Near Event Tsunami / Earthquake	Low	High

The “probability” was determined by past experience, the design of the City and experience in cities similar to Bay City 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.

A copy of this plan shall be maintained at the home of: the Mayor, the City Council President, and each department head or designee, and shall be stored in each of the following locations:

- City Hall
- Fire Station
- Public Works Building

Line of Succession

The following table indicates the order of succession to execute the plan, and ensure that all essential functions of government are provided in a prudent and timely manner.

Entity/ Department	Contact	Alternate #1	Alternate #2	Alternate #3
City Government	Mayor	Council President	Unified Councilors	Individual Councilors by seniority
City Admin	City Recorder	City Clerk	City Clerk	City Council Member(s)
Public Works	Superintendent	Waste Water Tech	Utility Worker II	Utility Worker I
Fire Department	Fire Chief	Asst. Fire Chief	Fire Marshal	Fire Captain

Essential Facilities

The facilities listed below should be restored as soon as possible, in this order, following any event;

- 1) Wells and Water Distribution System
- 2) Wastewater System
- 3) Fire Station
- 4) City Hall
- 5) Public Works Building
- 6) Utility Company Facilities (PUD, Phone, Cable Television)
- 7) Commercial establishments
- 8) Business establishments
- 9) Private residences
 - A) At risk populations