



# **County of Humboldt**

# **Continuity of Government**

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## I. EXECUTIVE SUMMARY

It is the policy of the County of Humboldt to respond quickly at all levels in the event of an emergency. In order to succeed at responding quickly at all levels of an event and to ensure the ability to perform essential functions under all circumstances, the County of Humboldt has adopted an approach called Continuity of Government (COG).

The purpose of COG is to ensure Humboldt County can maintain a viable system of government in response to a broad range of emergencies and operational interruptions. Humboldt County's COG is comprised entirely of each County department's individual Continuity of Operations Plan (COOP). Each COOP describes how that department will operate in the event that an emergency threatens or incapacitates operations.

COOP plans set forth a concept of operations, identifies essential functions, and outlines three potential phases of operation: 1) Activation and Relocation; 2) Alternate Facility Operations; and 3) Reconstitution. The plan incorporates the following key elements associated with COOP planning:

- Emergency concepts, actions and procedures.
- Identification and prioritization of essential functions.
- Lines of succession to essential positions required in an emergency.
- Delegation of authority and pre-delegation of emergency authority to key officials.
- Alternate work-site facilities.
- Interoperable communications.
- Protection of government resources, facilities and personnel.
- Safeguarding of critical records and databases.
- Tests and training.

COOP is an ongoing process that is driven in part by growth and change in information systems, personnel, and mission-critical needs. Operational interruptions may include routine business renovation or maintenance; mechanical failure of heating or other building systems; fire; inclement weather, flooding, or other acts of nature; or a range of threatened or actual attacks.

## II. INTRODUCTION

In May, 2007 the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20) *National Continuity Policy* was issued to establish and maintain a comprehensive and effective national continuity capability in order to ensure the preservation of Government under the Constitution and the continuing performance of National Essential Functions under all conditions.

Based on this directive "...it is imperative that each level of government build a Continuity of Government (COG) capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency that could disrupt government operations and services."<sup>1</sup>

In order to build a COG plan, each County department must individually create their COOP.

"The elected leadership of each jurisdiction is **legally responsible** for ensuring that necessary and appropriate actions are taken to **protect people and property** from the consequences of emergencies and disasters."<sup>2</sup>

Beyond complying with NSPD-51/HSPD-20, it is simply a good business practice to participate in COOP planning. It is part of the fundamental mission of the County and its departments as responsible and reliable public institutions. COOP planning supports the Board of Supervisors Strategic Framework by providing for and maintaining infrastructure, creating opportunities for improved safety and health, protecting vulnerable populations, managing our resources to ensure sustainability of services and building interjurisdictional and regional cooperation.

The County of Humboldt has essential functions that must be performed, or rapidly and efficiently resumed, in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our people, our facilities and our mission. To that end, the County of Humboldt has developed this COG plan.

The County of Humboldt has formulated guidance and established common standards for County departments to use in developing viable, executable COOPs. This will ensure the execution of the essential functions for the County of Humboldt in the event that an emergency threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions.

### III. PURPOSE

The purpose of this COG is to describe how the County of Humboldt will operate in the event that an emergency threatens or incapacitates one or more county functions. In accordance with guidelines established by *Federal Preparedness Circular 65, Federal Executive Branch Continuity of Operations (COOP) and the National Fire Protection Association 1600 Standard on Disaster/Emergency Management and Continuity of Business Programs*, this document:

1. Identifies lines of succession.

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<sup>1</sup> FEMA, Guide for the Development of a State and Local Continuity of Government Capability (CPG 1-10)

<sup>2</sup> FEMA, State and Local Guide (SLG-101)

2. Provides as necessary for the maintenance or re-establishment of the control and direction of the County of Humboldt, including relocation of key personnel.
3. Provides for reconstitution of key staff positions with successor personnel.
4. Provides for regeneration of full departmental functions.

This COG, which is applicable to all-hazards threats, ensures that the County of Humboldt is prepared to provide critical services in an environment that is threatened, diminished or incapacitated.

#### **IV. APPLICABILITY and SCOPE**

The Humboldt County Board of Supervisors has reviewed and approved this plan for operational activities during emergency/disaster events. It is designed to effectively minimize system outages and down times while providing the highest level of service possible until normal operations fully resume. It also is intended to facilitate the response and recovery process. This plan applies to a full range of circumstances, from a short-term, localized event to a long-enduring regional emergency that may impact multiple operating facilities. It applies to natural disaster events and technological hazards, as well as man-made threats. The plan complements the County of Humboldt's Emergency Operations Plan (EOP).

#### **V. POLICY**

It is the policy of the County of Humboldt to respond quickly at all levels in the event of an emergency or threat in order to continue essential functions and operations. The County also provides support to its citizens, emergency management and response agencies, and other agencies or services that may be affected by the emergency.

A viable COG capability includes plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of critical records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises. COG capabilities must be maintained at a high level of readiness, capable of being activated both with and without warning, ready to achieve operational status no later than 12 hours after activation, and able to maintain sustained operations for up to 30 days (90 days in a pandemic influenza scenario) or until termination.

## **VI. OBJECTIVES**

COG planning is an effort to ensure that the capability exists to continue essential agency functions across a wide range of all hazard emergencies. The objectives of this plan include:

- Ensure the performance of identified essential functions/operations during a COG/COOP event.
- Protect essential facilities, equipment, records and other assets.
- Reduce or mitigate disruptions to operations.
- Reduce loss of life and minimize damage and losses.
- Achieve a timely and orderly recovery from an emergency and resume full service to customers.
- Identify alternate operations locations in the event that primary facilities for operations are not functional.
- Conduct essential operations from an alternate operating location within twelve (12) hours of the event onset for a period of up to thirty (30) days.
- Establish lines of succession and delegations of authority.
- Identify personnel needed to perform each department's essential functions.
- Identify means of communication within each department, between departments, with other jurisdictions and with the public.
- Establish requirements for development, maintenance and bi-annual review of the COOP and COOP capabilities.

## **VII. ASSUMPTIONS**

The following assumptions are made in considering continuity of government planning by the County of Humboldt:

- During business hours, a building will be evacuated in accordance with the plan that governs the facility's evacuation.
- Upon declaration of COOP activation by the applicable Department Head and/or designee, as described in section XII.A.1, employees will be instructed about their responsibilities under the activation and relocation phases of the COOP.
- Emergencies or threatened emergencies can adversely impact the County's ability to continue to support essential functions and to provide support to the operations of clients and external agencies.
- Appropriate resources and funding shall be available for the planning, implementation and maintenance of the COOP program. Required resources shall be dedicated in a timely fashion following activation of the COOP.

- When a COG or COOP event is declared, the department(s) shall implement a predetermined plan using trained and equipped personnel.
- County and non-County personnel and resources located outside the area affected by the emergency or threat shall be available as necessary to continue essential functions.
- The County shall provide operational capability within 12 hours of the event and be able to continue essential operations for 30 days, or until termination of the event, whichever is earlier. Pandemic influenza scenarios require the ability to continue essential functions for up to 90 days.
- Normally available staff members may be rendered unavailable by a disaster or its aftermath, or may be otherwise unable to participate in the recovery.
- Procedures are sufficiently detailed enabling another individual, other than the person primarily responsible for the work, to follow them.
- Recovery of a critical subset of the County's functions and application systems shall occur to allow the County to continue essential functions adequately.
- A disaster may require County users, clients, and local agencies to function with limited automated support and some degradation of service until full recovery is made.
- In compliance with the National Incident Management System (NIMS), and Homeland Security Presidential Directive (HSPD) - 5, all COOP program activities shall incorporate the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

## **VIII. AUTHORITIES and REFERENCES**

This COG plan has been developed with the full endorsement of the County of Humboldt Board of Supervisors, County Administrative Officer (CAO), and Department Heads.

The COG plan complies with applicable Executive Order(s), State regulations, and County ordinances.

Multiple reference documents were used to develop this plan template.

See Annex P for a complete list of authorities and references.

A complete listing of available FEMA documents can be found at <http://www.fema.gov/government/coop/inces.shtm>

## **IX. RISK ASSESSMENT**

Understanding hazard risks and vulnerabilities is important to the COG and COOP planning processes, as it is the high-risk events that are most likely to trigger implementation of the COG plan. To assess our risks on a regional level, the County of Humboldt completed development of a *Humboldt County Operational Area Hazard Mitigation Plan*, approved by the Board of Supervisors in December, 2007 and updated in 2013.

Risk assessment is the process of measuring the potential loss of life, personal injury, economic injury, and property damage resulting from hazards. This process assesses the vulnerability of people, buildings and infrastructure to hazards. The information gained allows emergency management personnel to establish early response priorities by identifying potential hazards and vulnerable assets. As part of the mitigation planning process, the County has identified the hazards, risks, and vulnerabilities to which it is subject. Potential hazards include technologically caused events accidental and intentional, human caused events, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

See Annex A for detailed information on the identified natural hazards, risks, and vulnerabilities.

## **X. ESSENTIAL FUNCTIONS**

The identification and prioritization of essential functions is a prerequisite for COG and COOP planning because it establishes the planning parameters that drive the County's efforts in all other planning and preparedness areas. When confronting events which disrupt normal operations, the County of Humboldt is committed to ensuring that the County's essential business functions will continue even under the most challenging emergency circumstances.

The County of Humboldt has identified as essential only those priority business functions that are:

- Required by statute, regulation or executive order, or
- Are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, or to sustain critical support to the citizens of the County of Humboldt.

Departmental functions are categorized as follows:

- **Category 1:** Services that must remain operational at all times
- **Category 2:** Services that must be brought back online as soon as possible and no later than 12 hours after an incident
- **Category 3:** Services that need not be restored in full until the incident has passed and Category 1 and 2 services are operational

Both Category 1 and 2 are considered to be essential functions. Category 3 functions are not considered essential, and efforts to implement them should not reduce the effort to implement Category 1 and 2 functions.

County departments are identified on the County of Humboldt Organizational Chart (see Annex B). Departments must carefully review all of their organizational missions and functions before determining those that are essential. Improper identification of essential functions can have a negative impact on the entire COG plan, because other aspects of the COG plan, as well as departmental COOPs are designed around supporting these functions. If a department fails to identify a function as essential, it will not make the necessary arrangements to perform that function. If it identifies too many functions as essential, it risks being unable to adequately address all of them.

During activation of a department's COOP, all other activities may be suspended to enable the agency to concentrate on providing the essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with regular or expected users of services provided by those suspended services shall be a priority.

The County of Humboldt has identified and prioritized essential business functions in Annex C for each County department, the timeframe to bring these functions back online, and the positions necessary to carry out these functions.

## **XI. PRESERVATION OF LOCAL GOVERNMENT**

A major disaster could result in the death or injury of key government officials and the partial or complete destruction of established seats of government. Government at all levels is responsible for providing continuity of effective leadership, direction of emergency operations and management of recovery operations. The overall concept guiding this process is referred to as Continuity of Government or COG. To this end, it is particularly essential that the County of Humboldt and all the cities within the County continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

### **A. Devolution**

Devolution is defined as the transfer of authority for decision-making, finance, management, and operations from one government agency or division to another.

Devolution planning supports overall COOP planning and addresses catastrophic or other disasters rendering the County's leadership and staff unavailable to or incapable of performing its essential functions from either its primary or alternate facility.

## **B. Orders of Succession**

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve. The succession list for the government of the County of Humboldt is provided in the Humboldt County Emergency Operations Plan.

Departments are responsible for establishing, promulgating, and maintaining orders of succession to key positions. There may be instances when an individual who is designated as a leader may be unable to fill his or her leadership role. Because the role is essential to the department's ability to complete its critical missions, a successor will need to assume that leadership role. A successor will assume the duties of the leadership role when the usual leader cannot be contacted by usual methods (e.g., telephone, cellular telephone, direct connect, etc.), and will relinquish leadership duties when the usual leader is contacted or when a permanent successor has been named by the appropriate department head, Board of Supervisors or by the electorate. The order of succession applies in the event that any of those listed cannot be reached or are otherwise incapacitated. Annex F, Lines of Succession, lists the order of succession for County departments.

In the event that departmental leadership of the County of Humboldt is incapacitated to a degree that would compromise the performance of its essential functions under this COG plan, the County Administrative Officer or designee is named as the successor responsible for the performance of departmental essential government functions.

## **C. Delegations of Authority**

Designated essential employees and their successors, upon appointment to an essential position, shall have the full authority and responsibility to carry out their essential functions unless otherwise indicated in this plan. "Succession," in this context, pertains only to the activation of a department's COOP and the performance of the essential functions listed herein for the duration of COG/COOP activation, or until relieved by proper authority. The authorities delegated to each essential position are stated in Annex G, Delegations of Authority.

## **XII. CONCEPT OF OPERATIONS**

It is recommended that a pre-designated team of essential functions personnel be established by each department to set up and prepare for the implementation of their individual COOP. This team is a working group responsible for coordinating the

activities associated with relocation planning and deployment of essential operations and positions during a COG/COOP event.

In the event of a disaster or emergency, the County of Humboldt will rapidly organize an assessment to determine impacts on departmental operations, and determine needed actions.

COG/COOP operations are characterized by three distinct phases:

- Phase I: Activation and Relocation
- Phase II: Alternate Facility Operations
- Phase III: Reconstitution (event termination and return to normal operations)

This COG plan provides for the continuation of the essential functions of the County of Humboldt and is based on the assumption that access will be denied to facilities where business is normally conducted. A fire or hazardous material (HazMat) incident may require evacuation of a building with little or no advance warning using existing occupant emergency plans. Under situations where evacuation is required for only a short time (less than 12 hours), COG and/or COOP implementation is not appropriate.

There is a distinction between short-term situations and those in which access may be denied for an extended period of time. In the latter case, there will be a need for the deliberate, pre-planned relocation of selected key staff to an alternate location from which minimum essential functions can be performed, beginning no later than twelve (12) hours after activation, while an assessment of longer-term alternatives is undertaken. Key staff members are those that are essential to the accomplishment of identified services. The alternate location will support the full complement of “mission-critical” staff assigned there for up to thirty (30) days, including communications, information technology support, supplies and materials, and a secure environment

#### **A. Phase I: Activation and Relocation**

Threats and emergencies can occur at any time. County employees may be affected by the event while they are at work or away from work. Conditions under which this COG plan will be activated include the actual or potential denial of access to any building from which the County of Humboldt normally conducts business.

##### **1. Decision Process**

- a.** If a situation arises that adversely impacts or threatens an individual County of Humboldt Department’s ability to perform essential functions, the Department’s COOP will be activated by the appropriate Department Head or his/her designee.
- b.** In the event that the situation affects the entire County, the County Administrative Officer or his/her designee will activate all

County COOPs.

c. In circumstances where warning is provided in advance of a triggering event, a decision to implement the COOP will be communicated to the appropriate Department Head(s) by the County Administrative Officer or his/her designee.

In the event that a departmental operating facility in the County system is rendered inoperable, operations will be relocated to the location(s) listed in Annex D, Alternate Facilities, so that essential functions can be performed.

## **2. Alert, Notification, and Implementation Process**

Assuming there is no or very limited operational capability at the usual operating facility, employees will follow their departmental Emergency Action Plan, which will direct them on the next steps to be taken.

The Department Head and designated staff are responsible for notification of County employees with the intent to activate and de-activate their COOP using standard protocols whenever possible. Employees will be notified by telephone, two-way radio, and/or e-mail of a change in COOP status. Employees will be notified of a change in COOP status based on the category of the essential function that they perform. Employees who perform Category 1 and 2 essential function work will be notified first followed by all other departmental employees.

When directed by the Department Head or designee that the alternate facility is ready to support essential operations, the designated departmental employees will report to the alternate facility. Employees reporting to the alternate facility will take their previously assembled boxes containing both work and personal items (see Annex I) and any critical records/databases (see Annex E, Critical Records/Databases) for which they are responsible and prepare to become fully operational within 12 hours.

Employees who are not required to relocate to the alternate facility will be instructed by the Department Head or designee if/where to report, if their responsibilities will be different from their normal work, and what will be their function during COG/COOP activation. The Department Head or designee will use various communication tools to develop messages to inform the public of the need to relocate to alternate facilities and which non-essential services will be suspended during COOP implementation. The County of Humboldt Sheriff's Office of Emergency Services will be provided with regular status updates by each Department.

In circumstances where there is no event warning during business hours, designated essential employees will be directed by the Department Head or designee to proceed with their "go kits" to the alternate facility and

prepare to become fully operational within twelve (12) hours of the onset of the emergency. Employees who are not required to relocate to the alternate facility will be instructed by the Department Head or designee if/where to report if their responsibilities will be different from their normal work, and what will be their COG/COOP activation function.

If usual communications methods such as telephone, cellular telephone, e-mail, and the Internet are not available and employees are not sure about their work status, they should report directly to their usual work location to receive instructions about their emergency duties.

## **B. Phase II: Alternate Facility Operations**

Each department must identify alternate operating facilities as part of their COOP plan and prepare their personnel for the possibility of an unannounced relocation of essential functions to these facilities. The departmental Emergency Action Plan should include preparatory actions to ensure the alternate facility's functionality such as setting up and testing new telephone lines and network connections, verifying operability of heating, cooling, plumbing, and electrical systems, ensuring sufficient work space is present to support performance of essential functions by departmental employees, and other duties as appropriate.

At a minimum, alternate operating facilities must provide:

1. Sufficient space and equipment to sustain the relocating department;
2. Capability to perform essential functions as soon as possible with minimal disruption of operations, within 12 hours of activation and until normal business activities can be reconstituted, which could be up to 30 days under various threat conditions.
3. Reliable logistical support, services, and infrastructure systems;
4. Consideration for the health, safety, security, and emotional well being of relocated employees;
5. Interoperable communications, including means for secure communications, with all identified essential internal and external organizations, customers, and the public;
6. Computer equipment, software, and other automated data processing equipment necessary to carry out essential functions, and
7. Badge/security access.

Alternate facility locations have been categorized in to three levels according to the nature of the disruption:

Level 1      A site that is within the same building or location where a

department normally carries out its operations. A disruption preempting a move to a Level 1 Alternate Facility affects only a portion of the department's facility or building.

Level 2 A site that is separate from the location where a department normally carries out its operations. A disruption preempting a move to a Level 2 Alternate Facility affects a facility in such a way that the department determines the current facility unfit for business. Level 2 Alternate Facilities are usually located in a different building or geographical location.

Level 3 A large site that is suitable for multiple County departments. A disruption preempting a move to a Level 3 Alternate Facility affects multiple County facilities in such a way that the County determines: 1) the facilities are either unfit for business, or 2) relocating to a Level 3 Alternate Facility is otherwise most appropriate.

Relocation to an alternate facility may require measures to provide restricted access and security for county operations. Government operations need to be open to the public to maintain customer service. Security measures taken must minimize or mitigate the potential for poor customer service while not decreasing the security interests of county operations.

Upon arrival at an alternate facility, essential employees may need to go through a security checkpoint. At security checkpoints, employees should be prepared to show identification. Temporary staff hired to fill staffing needs during the COG and/or COOP emergency may be issued temporary badges. Or they may be placed on a list for approved access to the facility and required to show a form of picture identification.

At the security checkpoint or at the entrance to the alternate facility, essential employees reporting for duty will sign in and out so that shift staffing can be tracked.

When they first arrive at the alternate facility, essential employees may find that alternate facility activation steps are still being implemented to bring mission critical systems and critical databases and records online. In the event that personnel cannot access electronic files, they should be prepared to perform their essential functions manually. Forms and manuals for completing processes by hand should be included in employee "go kits". County personnel may need to use methods of communication other than telephone land lines. A helpful device to include in their "go kits" is a car adapter to charge batteries for portable communication devices such as cellular telephones and direct connect radios in the event that power is not immediately available at the alternate facility.

## **1. Mission Critical Systems**

Mission critical systems are those systems such as information technology

and communications that are required to support the County of Humboldt's ability to perform its essential functions. Mission critical systems have a Recovery Time Objective (RTO) and a Recovery Point Objective (RPO).

- RTO – The period of time within which the operability of an information technology or communications based system must be restored.
- RPO – The point in time back to which data must be recovered after an outage.

Mission critical systems needed to support the essential functions identified in Annex C are discussed in Annex H, Mission Critical Systems.

## **2. Critical Files, Records, and Databases**

### **a. General**

The identification, protection, and ready availability of electronic and hardcopy documents, references, and information systems needed to support essential functions is another critical element of a viable COOP. Department personnel must have access to and be able to use these records and systems in conducting their essential functions.

To the extent necessary, the County of Humboldt will duplicate and store critical records and electronic files at a remote location.

Critical records include the following:

- Emergency Operating Records — records and databases that are critical to the continued functioning or reconstitution of the operating units during or after an emergency that requires activation of a COOP.
- Legal and Financial Records — critical records that are essential to carry out the legal/financial functions of the County or to protect the rights of individuals directly affected by the County's activities.

Critical records will be updated regularly according to an established schedule based on the results of a risk assessment. A list of county essential records and databases is included in Annex E.

**Be aware that the vital records (birth, death, and marriage certificates) of Humboldt County are routinely stored in the County Recorder's Office with backup data stored outside of Humboldt County.**

### **b. Critical Records Implementation Plan**

The County of Humboldt's critical records are stored offsite. Daily

business archive records are stored and accessed by individual County departments. Those day-to-day business records shall be recoverable within 12 hours of the onset of an emergency.

When a COOP is activated, the Department Head or designee will be responsible for ensuring that day-to-day business records stored on-site at department facilities are moved from the usual operating location to the alternate operating facility.

### **C. Phase III: Reconstitution**

Reconstitution is the ability of the County and its departments to recover from a catastrophic event and consolidate the necessary resources that allow a return to full functionality. Depending on the severity of the situation in an “all-County” COG plan activation, when the Board of Supervisors determines that an emergency is no longer a threat to the County of Humboldt, the County Administrative Officer or designee will implement the plan for a return to normal operations. Each Department Head or designee will notify employees using communications protocols described in Annex I, Logistics.

After County departments have resumed normal operations, the County Administrative Officer or designee will ensure that an After-Action Review for both the COG plan activation and the effectiveness of emergency plans and procedures in place is conducted. The review will occur as soon as possible, but no later than four (4) weeks after the return to normal operations. The review will identify areas for correction and result in the development of a Remedial Action Plan.

## **XIII. ADMINISTRATION AND LOGISTICS**

### **A. Alternate Facility**

The County of Humboldt recognizes that normal operations may be disrupted and that there may be a need to perform essential business functions at alternate facilities. Information on requirements for alternate facilities that would be capable of supporting essential business functions is collected on the form found in Annex D. In addition, depending on the emergency conditions, the County of Humboldt, through cooperative agreements and mutual aid agreements, also has access to additional facilities that could support essential business functions. The current options for Alternate Work Sites, including any unmet space needs, are captured in Annex D, Alternate Facilities.

### **B. Critical Records, Equipment, and Systems**

The County of Humboldt has identified critical records, equipment, and systems that must be available to support performance of essential functions. These are the records, equipment, and systems that will be prioritized for restoration and recovery by the County in the event that a supplier or suppliers need to be contracted. Critical Records are identified in Annex E, and Mission Critical Systems are identified in Annex H.

### **C. Interoperable Communications**

Communications is a critical component of a successful COG capability. Communication systems must support connectivity to the public, internal organizations, critical customers and other agencies. All necessary and required communications and IT capabilities must be operational as soon as possible following COG and/or COOP activation. But, in all cases, they should be operational within twelve hours of notification. To ensure communications during COG events, the County of Humboldt has identified primary and alternate modes of communication, and IT has preventive controls in place for each means of communication. Communication systems, alternate providers, and alternate modes of communications are identified in Annex K.

### **D. Resource Management**

Resource management responsibilities include, whenever possible:

- Pre-positioning of critical records and data bases (preferably in an off-site or protected location)
- Preparation and maintenance of emergency drive-away kits
- Arranging for travel of key personnel to the alternate facility
- Transfer of documents and needed communications, data processing, and other equipment to the alternate site.

The County of Humboldt has identified the resource requirements necessary to relocate to an alternate facility and to continue operations (see Annex I). This list includes basic communications and the operational tools required to initiate essential functions from an alternate site. The list also includes the responsibilities for providing specific resources and the circumstance under which this responsibility may shift.

### **E. Employee Support**

The County of Humboldt recognizes that the well-being of an employee's dependents and domestic companion animals are of mutual concern to ensure that employees remain available to support alternate facility operations. Employees must coordinate with their daycare providers to determine when it is appropriate to pick up their child. In some cases, the parent may be able to withdraw their child from the facility immediately. In other cases, the parent should plan to pick up the

child from a remote evacuation site. Employees must determine a prudent course of action in coordination with daycare providers, and management must take this responsibility into consideration.

#### **XIV. COG AND COOP MAINTENANCE**

The County Administrative Officer, in conjunction with Department Heads, will review and update the County of Humboldt COG every two years. The work of the departmental COOP team does not end with the development and implementation of a departmental COOP. An effective COOP will not remain viable without regular review and revision. See Annex M for Guidelines for COOP Maintenance.

#### **XV. COG PLAN CERTIFICATION**

To ensure that this plan is realistic and adequately provides for the emergency performance of all essential functions, this COG shall be cross-walked against Federal and State planning guidelines. The COG Cross-walk, attached as Appendix N, shall be completed and forwarded to management with the request for promulgation of the plan.

## **ANNEX A – RISK ASSESSMENT**

### ***I. NATURAL HAZARDS***

Natural hazards are those which result from, what is commonly termed, an “Act of God.” Their effects are usually widespread. They include earthquake, flood, wildland fire, severe weather/storm, landslide, and tsunami. (Wildland fire and landslide, while their behavior is possibly influenced by the acts of persons, are still considered to be natural in occurrence.

#### **A. Earthquakes**

The primary, large-scale threat to Humboldt County is earthquake. The region is part of the Cascadia Subduction Zone (CSZ) and vulnerable to an earthquake up to the 9.0 magnitude range. The CSZ runs from the Cape Mendocino area of Humboldt County to north of Vancouver Island off British Columbia, Canada. The system includes numerous active smaller faults under the land area of Humboldt County. The location of the epicenter as well as the time of day and season of the year would have a profound effect on the number of casualties. Expected damage may include damaged water and sewer systems, loss or reduction of electrical power, closure of highways and roads, reduced medical/hospital resources, disruption of natural gas service and availability of petroleum products, and possibly dam failure. The effects could be aggravated by collateral emergencies such as fires, flooding, hazardous material spills, utility disruptions, landslides, transportation emergencies and the possible failure of area dams.

In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing shelter to the displaced persons and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities and provide continuing care and temporary housing for affected citizens.

#### **B. Floods**

Floodwaters are a common occurrence for communities adjacent to and in the lowlands of rivers in Humboldt County. Normally, wintertime storm floodwaters are kept within defined limits by levees, dykes, and open lowlands and cause no damage. Dams located outside Humboldt County boundaries on the upper reaches of the Klamath, Trinity, Mad, and Eel Rivers also help control floodwaters. But, occasionally, a combination of frequent storms, extended heavy rain, and melting snow results in floodwaters exceeding normal high-water boundaries and causing damage. The most frequently flooded area is the Eel River Valley and the banks and deltas of the other river systems. Low lying areas outside of Eureka and Arcata have occasionally received damage due to high waters. Occasionally, the flooding is catastrophic, as occurred in

1955 and in 1964 when there was significant loss of life and property in all areas of California's North Coast.

### **C. Wildland Fires**

Generally, from June to October of each year, the inland unincorporated areas of the County face a serious threat from wildland fires. Due to the undeveloped and rugged terrain of Humboldt County and highly flammable brush-covered land, many portions of the County have experienced numerous wildland fires in the recent past. High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires. Another threat posed by wildland fires is the danger to health of persons and animals caused by dense smoke and high air particulate levels. The urban areas of Humboldt County are not susceptible to wildland fires due to their closeness to the ocean and moderate summer temperatures.

### **D. Severe Weather/Storm Emergencies**

Humboldt County is susceptible to severe weather/storm conditions. Severe weather/storm conditions is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Severe weather may cause a variety of damage, depending on the type of weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Severe weather such as a drought can have long-term economic repercussions.

### **E. Landslides**

Landslides may be triggered by both natural and man-made changes in the environment. The term landslide is used to describe a wide variety of processes that result in the perceptible downward and outward movement of soil, rock, and vegetation under gravitational influence. Landslides in Humboldt County tend to occur with the greatest frequency on steep slopes adjacent to foothill roads.

### **F. Tsunami**

A tsunami generated by an earthquake along the Cascadia Subduction Zone could arrive just minutes after the initial shock. The lack of warning time from such a nearby event will result in higher casualties than if it were a distant tsunami source. For tsunamis originating at distant sources, the West Coast & Alaska Tsunami Warning Center will provide initial warning notification to local emergency response agencies in time to warn and evacuate threatened coastal areas.

In low lying areas along the Humboldt County coastline, strong shaking should be taken as a warning of a potential tsunami, and individuals should immediately move to higher ground. The greatest impact areas of the County will be in the partial inundation of the Samoa Peninsula and the associated Humboldt Bay coastline, and the Eel River, Mad

River, and Redwood Creek bottom areas. Other coastal areas which could be affected are the lagoons on the northern coast and the Mattole River and Bear River bottom areas.

## **G. Drought**

Humboldt County's potential drought impacts include, but aren't limited to, hydrological, environmental, and socioeconomic impacts. The County has large rural, agricultural, timber, cultural, sand and gravel extraction, and fisheries interests that all rely on the abundant water supply. Humboldt County's urban majority is concentrated around Humboldt Bay. Lack of sufficient water supply would affect not only residents and businesses that rely on water for their daily household, employee, and industrial needs, but also an economy and culture that rely on the replenishment of rivers, creeks, and groundwater to grow trees and grass/grain for livestock and to support healthy fish populations.

## ***II. Technological Hazards***

Technological hazards are those which result from the unintentional acts or design flaws of persons. Their effects are usually localized. They can include dam failure, hazardous material, and transportation emergency. (Dam failure, the effects of which can be widespread within the confines of a particular drainage system, are still considered to be technological in occurrence.)

### **A. Dam Failure**

Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping, or a seiche (oscillations of the water body). The principle consequences of dam failure are injury, loss of life, and significant downstream property damage.

The collapse and structural failure of a dam may be caused by a severe storm, earthquake, or internal erosion (piping caused by embankment and foundation leakage). Seismic activity may also cause inundation by the action of a seismically-induced wave that overtops the dam without causing failure of the dam, but significant flooding downstream. Landslides flowing into the reservoir may also cause dams to fail or overtop.

Portions of Humboldt County would be affected by the failure of one or more of six dams, all of which are located outside the County. These dams, the affected river, and the amount of water impounded behind them with a full reservoir are as follows:

Dam Name	River	Storage Capacity in Acre-Feet
Copco	Klamath	77,000
Iron Gate	Klamath	58,000
Lewiston	Trinity	14,660
Trinity	Trinity	2,448,000
Matthews	Mad	48,000
Scott	Eel	94,000

### **Inundation and Evacuation Areas**

NOTE: All area dams have performed well during past disasters and are expected to exceed their design limits during future events.

A catastrophic failure of any of the dams would have a significant impact on Humboldt County. Complete devastation could occur in and along the river bottoms to up their banks several hundred feet above normal river levels at a point from the dams themselves down river to near the ocean where the rivers widen. Water levels could be many times higher than those recorded in the worst floods. Very few life forms caught in the deluge will survive. All persons and animals should evacuate to places above the projected high water levels at their locations.

### **B. Hazardous Materials**

The production and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety, and the environment.

A hazardous materials incident involves the uncontrolled release of a hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Fixed facilities that handle hazardous chemicals that, when released to the environment, may coalesce into a persistent airborne plume, pose the most significant risk to local populations. Second in risk are those facilities that handle and store materials that are flammable or explosive. The third greatest risk is posed by transportation of Acutely Hazardous Materials. Additional risk hazard impacts can occur through agricultural endeavors, illegal disposal, radioactive material handling and storage, and pipeline releases.

Stringent safety requirements strictly enforced by local, state, and federal agencies and by local businesses help to limit the unintentional release of hazardous materials into the environment.

### **C. Transportation Emergencies**

Humboldt County is susceptible to several different types of transportation emergencies, including emergencies involving the railroad, major truck/auto accidents, ship/boating accidents, and airplane crashes. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts.

#### **Train Accident**

Currently, the railroad system in Humboldt County is non-operable due to extensive unrepaired flood damage and the availability of alternate transportation routes. The prospect for revitalization of the railroad system is bleak.

#### **Major Truck/Auto Accident**

The major area trucking routes include State Highways 101 and 299. Both of these roadways are susceptible to frequent closures due to weather and landslide during winter months. A major truck/auto accident on either Highway 101 or Highway 299 would restrict access into and out of the County. Alternate routes are not available on some portions of the major highways.

#### **Ship/Barge/Boating Accident**

Humboldt Bay is the fourth largest port in California. It is frequently a port of call for oceangoing ships up to 650 feet in length with up to a 36 foot draft. Tug and barge traffic is also a common mode of bulk transportation. The bay is home to a large commercial and sport fishing fleet. Offshore, the main north-south West Coast shipping lanes transit the length of the county. Waterborne accidents have occurred along the Humboldt County coastline but were concentrated near Humboldt Bay. Clean-up costs have been significant in these accidents.

#### **Airplane Crash**

The County of Humboldt operates a regional municipal airport at McKinleyville offering commuter connecting service to other metropolitan areas. Also located at the McKinleyville Airport is a U.S. Coast Guard Air Station. Other County-maintained landing strips are located at Dinsmore, Eureka, Garberville, Kneeland, and Rohnerville. The California Department of Forestry operates a seasonal Air Attack Base at the Rohnerville Airport. The City of Eureka maintains a landing strip at Samoa, and airstrips at Hoopa and Shelter Cover are community operated. Only the McKinleyville Airport offers scheduled passenger service.

Fortunately, very few aircraft injury accidents have occurred in Humboldt County. Wherever a crash occurs, there is a potential to cause injuries, fatalities, and the destruction of property at and adjacent to the impact point. But, because Humboldt County is sparsely populated, the chance of an aircraft strike causing ground injuries or extensive damage is lessened.

### ***III. Human-Caused Threats***

Domestic security threats are those which can result from the intentional acts of persons. Their effects are usually localized. They include civil disturbance / disobedience and terrorism.

#### **A. Civil Disturbance / Disobedience**

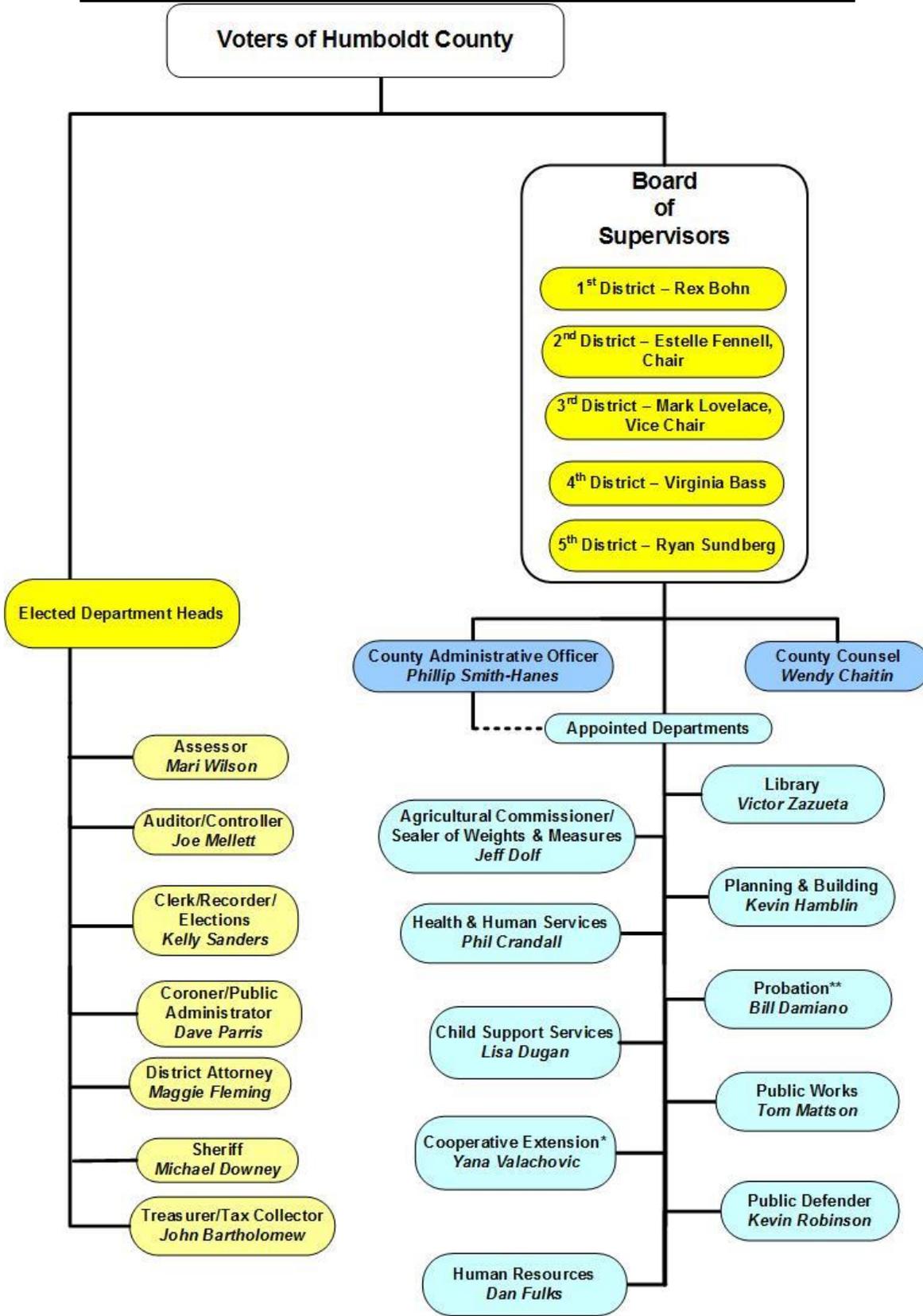
Civil disturbance / disobedience includes incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbance / disobedience is generally associated with controversial political, judicial, or economic issues and/or events. The effects of civil disturbance / disobedience are varied and are usually based upon the type, severity, scope, and duration of the disturbance. Their effects can include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries, and loss of life.

#### **B. Terrorism**

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war. According to the Federal Emergency Management Agency (FEMA), most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property.

The effects of terrorist activities can vary significantly depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries, and the loss of life. The most successful terrorist incidents will disrupt normal daily routine for an extended period and cause anxiety for personal safety. No known terrorist attacks have occurred in Humboldt County.

**ANNEX B – COUNTY OF HUMBOLDT ORGANIZATIONAL CHART**



## ANNEX C – ESSENTIAL FUNCTIONS

The following charts for each county department identify their essential functions, the time frame to bring these functions back on line, and the title of the position responsible for each function.

Departmental functions are categorized as follows:

- Category 1: Services that must remain operational at all times
- Category 2: Services that must be brought back online as soon as possible and no later than 12 hours after an incident
- Category 3: Services that need not be restored in full until the incident has passed and Category 1 and 2 services are operational

Both Category 1 and 2 are considered to be essential functions. Category 3 functions are not considered essential, and efforts to implement them should not reduce the effort to implement Category 1 and 2 functions.

Example worksheets follow for Annexes C through J.

	Category 1	Category 2	Category 3					
Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position

**ANNEX D - ALTERNATE FACILITIES**

Relocation Facility	Facility Address	Level 1, 2 or 3	Agreement Type and Date	Annual Cost	Offices being relocated

**ANNEX E - CRITICAL RECORDS/DATABASES**

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies

**ANNEX F – LINES OF SUCCESSION**

Department	Lines of Succession

## **ANNEX G - DELEGATIONS OF AUTHORITY**

Delegations of authority specify who is authorized to act on behalf of the department head or other officials for specified purposes. To the extent possible, individuals should be identified by title or position, not by name.

In Humboldt County, emergency interim successors are granted all of the authorities of the office they are holding pursuant to the California Emergency Services Act. Therefore, emergency interim successors have the same authorities as the individual they are succeeding for the position they are assuming.

## ANNEX H - MISSION CRITICAL SYSTEMS

Mission critical systems are those systems such as information technology and communications that are required to support the County of Humboldt's ability to perform its essential functions. Mission critical systems have a Recovery Time Objective (RTO) and a Recovery Point Objective (RPO).

- RTO - The period of time within which the operability of an information technology or communications-based system must be restored.
- RPO - The point in time back to which data must be recovered after an outage.

County IT does not have formal procedures for restoring servers in a priority order. However, the functions on the servers that support the following should be restored in the following priority:

1. Sheriff Radios / Public Safety 911 center
2. Phones / communications systems
3. Email / internet connections
4. Sheriff systems
5. Financial databases and records
6. Payroll
7. Non-financial databases and systems

County IT plans to work with county departments to identify what is considered to be mission critical to support their identified essential functions in order to start to develop a countywide priority restoration list. This list should include Category 1 and 2 services.

Category 1: Services cannot be interrupted under any circumstances.

Category 2: Services are vital but can be delayed temporarily.

The Humboldt County Information Technology Division provides information technology and communications services support to the County. There are several servers that support the missions for the County. The County servers are located at 829 4<sup>th</sup> Street, Eureka, CA. They are backed up daily Monday to Friday. Once a month, a back-up tape is taken off-site to be stored.

Humboldt County does not maintain a hot site and has limited or no backup hardware. If data is restored at the offsite location from the offsite tape, replacement server hardware would be needed in order to continue operations.

In the event of an emergency impacting the IT Division that eliminates the main server room, the following will occur.

1. Notify vendors of need and purchase servers, SAN, network equipment, tape backup/restore hardware, etc.
2. Configure servers and restore from back up tape if available.
3. Anticipated re-established business in three to seven days after hardware delivered; most likely several weeks for all systems.

The following vendors/contractors support Humboldt County's essential functions for communications:

- Cisco/AT&T - Network
- AT&T, Verizon, US Cellular – Cellular service
- AT&T- Landline 911
- 6 Rivers/RWS/CRE – Radios
- AT&T – Landline service
- Dell/Symantec – Backup systems
- Dell/Cisco – Computer hardware, network software, servers
- Questys – Document imaging solution
- CRE – Pagers
- AT&T – Satellite Phones

Equipment that is “mission critical” to supporting Humboldt County's IT network systems are the County servers and network infrastructure and backup tapes / disks. Stored backups are critical to system recovery. This plan assumes the locations where backups are stored are not affected by the emergency incident/situation and can be accessed by personnel.

The time required to restore data depends on whether the network infrastructure needs to be replaced. If no replacement is required, then data and programs needed

to support the essential functions can be restored within 12 hours of the onset of an emergency. Depending on the time that the emergency occurs, up to 24 hours worth

of data may be lost. If some of the County network infrastructure must be restored, the time to restore data and applications depends on how quickly the required equipment can be delivered by vendors.

County IT works with AT&T for internet services and network system access. County IT is solely responsible for maintaining the County government's email.

Humboldt County communications systems are managed by the Communications Division. If they are rendered inoperable by the COOP event, the order of priority to restore these services are the same as for restoring data servers and network drives listed above. The equipment considered to be "mission critical" to maintaining / restoring the County of Humboldt's telephone infrastructure includes radio systems and telephone systems.

The following staff are considered essential to supporting operations at an alternate location.

IT Services Responsibility	Position Title
Systems/ Network	IT Tech Support, IT Apps Support, IT System Admin
Radios/Telephones	IT Tech Support, IT System Admin, Extra Help Employees

System							Vendor/Contractor		
Dept	Name	Type/ Primary Role	Location	Category (1, 2, or 3)	RTO (days)	RPO (days)	Name	Phone	Contact

## **ANNEX I - LOGISTICS**

Logistics is the management and flow of resources and is key to a successful COG and/or COOP activation. Logistics includes proper notification of employees using a systematic process. Therefore, the Employee Roster is essential to that systematic and constructive notification process. Management and flow of resources also needs to include notification of vendors who provide services and products to the County. The Vendor Roster will provide a quick and easy reference during COG and/or COOP activation and de-activation to ensure the flow of resources continues. In addition, it is just as essential to provide structure and clear instructions on what requirements each individual office will need. During an activation, it is imperative that employees have the tools and resources they will need to properly complete their jobs during operational interruptions. Therefore, the departmental office requirements are essential to the continued forward movement of the County during COG/COOP activation and de-activation.

The Department Head and designated staff are responsible for notification of County employees with the intent to activate and de-activate the COOP using standard protocols whenever possible. Employees will be notified by telephone, two-way radio and/or e-mail of a change in COOP status. This information also will be available on the County's internet site. Employees will be notified of change in COOP status based on the category of the essential function that they perform. Employees who perform essential function work will be notified first, then all other departmental employees.

Replacement personnel may be required to implement the COOP. The positions that have special requirements should be filled using the standards set forth by the appropriate Department to fill the positions. Consideration should be made for specific skills that support the essential functions.

Additional personnel may be needed to augment the functions being performed by other designated essential personnel, or people may be needed to backfill these other essential positions. Position descriptions that include skills needed to perform these functions are on file with the County [Your Department Here] Department. Requests for additional or replacement staff should be coordinated with the appropriate department(s).



### ANNEX I – 1 EMPLOYEE ROSTER

Category	Employee Name	Position	Home Email Address	Work Phone Number	Home Phone Number	Cell Phone Number	Fax Number



Key vendors and customers also need to be notified of the intent to activate and de- activate the COOP. Notification will occur using normal methods such as land line telephone, cellular telephone, or e-mail.

**ANNEX I – 2 VENDOR ROSTER**

Service	Vendor	Point of Contact	Contact Information	Main Number

The following equipment and supplies, including software and computers, will be required by the County offices to be able to continue their essential functions from the alternate facility.

**ANNEX I – 3 EQUIPMENT**

Equipment	Quantity	Pre-Positioned	Hand-Carried	Needs Transport

**ANNEX I – 4 SUPPLIES**

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	Needs Transport

*\* Assumption for the alternate facility is that the network will be provided by IT to include internet and email.*

The following is a generic supply list for ordering supplies for the alternate facility. This list of consumables should be used as a baseline for ordering and adjusted as needed during COOP operations. Specific requirements are listed under each office in the following tables.



- Pens
- Pencils
- Staples
- Stapler
- Copy Paper
- File Folders
- Printer ink cartridges
- Rubber bands
- Paper clips
- Readable/Writeable CD's
- Pre-printed forms
- Post-Its
- Highlighters
- Notebooks/Legal pads
- Batteries
- Trash Cans
- Clipboards
- Hole punch
- Calendars
- Sanitizer – Purel



## ANNEX J - COOP PLANNING ASSIGNMENTS

Responsibility	Position
Update COOP annually.	
Update telephone rosters monthly.	
Review status of vital files, records, and databases.	
Conduct alert and notification tests.	
Develop and lead COOP training.	
Plan COOP exercises.	



## **ANNEX K - ALTERNATE COMMUNICATION METHODS**

The County of Humboldt will use several forms of communications when they are available, such as phone, cellular phone, fax lines, data lines, pagers, blackberry or other personal digital assistants, internet and email. In the event of an emergency and these systems are down, alternate methods of communication will include 2-way radios, satellite phones, and person to person communication.



## ANNEX L – TESTING, TRAINING, AND EXERCISE SCHEDULE

### 1. Annually:

- Test COOP alert, notification, and activation procedures
- Test COOP communications equipment
- Test COOP communications protocols
- Test vital records implementation and recovery plan
- Test data recovery plan

### 2. Bi-Annually:

- Test infrastructure at alternate facility, to include power, backup power, heating, cooling, water, and sewer
- Conduct COOP training for essential personnel
- Conduct exercise that involves the pre-planned movement of essential personnel to an alternate facility
- Conduct after-action review of COOP exercise

## ANNEX M – GUIDELINES FOR COOP MAINTENANCE

Start Date: \_\_\_\_\_

- Update Annex A, Risk Assessment
- Update Annex C, Essential Functions
- Update Annex D, Alternate Facilities (include risk assessments from guidance document or other source, addresses, costs, and maps)
- Update Annex E, Vital Records/Databases
- Update Annex F, Lines of Succession
- Update Annex I, Logistics
- Update Annex J, COOP Planning Assignments
- Update Annex L, Testing, Training, and Exercise Schedule



## ANNEX N – GLOSSARY OF COOP RELATED TERMS

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<b>Order of Succession</b>	Provisions for the assumption of senior offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.
<b>Mutual Aid Agreement</b>	As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and material resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency. Financial aspects for post- disaster or post-emergency reimbursements may be incorporated into the agreement.
<b>A/R</b>	Accounts Receivable
<b>AB 109</b>	Assembly Bill 109
<b>Activation</b>	When a COOP plan has been implemented whether in whole or in part.
<b>Admin</b>	Administration
<b>Admin Sec</b>	Administrative Secretary
<b>After-Action Report (AAR)</b>	A narrative report that presents issues found during an exercise and recommendations on how those issues can be resolved.
<b>ALOPS</b>	Administrative Lieutenant Office of Professional Standards
<b>Alternate Communications</b>	Communication methods that provide the capability to perform minimum essential department or office functions until normal operations can be resumed.
<b>Alternate Database/Records Access</b>	The safekeeping of vital resources, facilities, and records, and the ability to access such resources in the event that the COOP is put into effect.
<b>Alternate Facilities/Work Site</b>	A location, other than the normal facility, used to conduct critical functions and/or process data in the event that access to the primary facility is damaged. The alternate site provides the capability to perform minimum essential department or office functions until normal operations can be resumed.
<b>AOD</b>	Alcohol & Other Drugs



<b>APS</b>	Adult Protective Services
<b>ASO</b>	Administrative Services Officer
<b>Assessment</b>	The act of assessing; appraisal.
<b>ATS</b>	Acquisitions and Technical Services (material purchasing, cataloging and processing)
<b>Backup</b>	The practice of copying information, regardless of the media (paper, microfilm, audio or video tape, computer disks, etc.) to provide a duplicate copy.
<b>BO</b>	Business Office
<b>BSL3</b>	Biosafety Level 3
<b>Bus. Mgr.</b>	Business Manager
<b>C&amp;FS</b>	Children & Family Services
<b>CAHAN</b>	California Health Alert Network
<b>CAIR</b>	California Immunization Registry
<b>Cal OES</b>	California Office of Emergency Services
<b>Call-Down List</b>	Cascading list of key agency personnel and outside emergency personnel in order of notification
<b>CAMS</b>	Cost Account Management System
<b>CAMS</b>	Cost Account Management System
<b>CAO</b>	County Administrative Office
<b>CAST</b>	Child Abuse Services Team
<b>CCS</b>	California Children's Services
<b>CCW</b>	Carry Concealed Weapon
<b>CDC</b>	Centers for Disease Control
<b>CDL</b>	California Driver's License
<b>CEQA</b>	California Environmental Quality Act
<b>CFMG</b>	California Forensic Medical Group
<b>CFS</b>	Calls For Service
<b>CHOW</b>	Community Health Outreach Worker
<b>CID</b>	Criminal Investigations Division
<b>CLIA</b>	Clinical Laboratory Improvement Amendments
<b>Cold Site</b>	A relocation site that is reserved for emergency use, but which requires the installation of equipment, etc., before it can support operation.
<b>Continuity of Government</b>	The effort to ensure continued leadership, authorities, direction and control, and preservation of records, thereby maintaining a viable system of government.



## **Continuity of Operations**

An internal effort within individual components of the county government to ensure that capability exists to continue essential component function across a wide range of potential emergencies through a planning document.

## **Continuity of Operations Plan**

Planning document which outlines the effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies.

## **COOP Event**

Any event that causes a department to relocate operations to an alternate site to ensure continuance of its essential functions.

## **COOP Maintenance**

Steps taken to ensure the COOP is reviewed and updated whenever major changes occur.

## **Coord**

Coordinator

## **Critical Records and Systems**

Records of documents, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) which, if damaged or destroyed, would disrupt business operations and information flows and cause considerable inconvenience and require replacement or re-creation at considerable expense.

## **CSAC**

California State Associate of Counties

## **CSAC - EIA**

California State Association of Counties Excess Insurance Authority

## **CSPP**

Child Sexual Predator Program

## **CWS**

Child Welfare Services

## **CWSA**

Child Welfare Settlement Agreement

## **CYFS**

Child Youth & Family Services

## **DCSS**

Department of Child Support Services

## **DD-GS**

Deputy Director - General Services

## **Delegation of Authority**

Specifies who is authorized to act on behalf of the department head and other key officials for specific purposes.

## **Devolution**

The transfer of authority for decision-making, finance, management, and operations from one government agency or division to another.

## **DHHS**

Department of Health and Human Services

## **DMV**

Department of Motor Vehicles

## **DON**

Director of Nursing

## **DTF**

Drug Task Force

## **EAP**

Emergency Action Plan and/or Emergency



## **Emergency**

### **Assistance Program**

A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage local operations. An emergency could cause the temporary evacuation of personnel and equipment from the site to a new operating location environment.

## **Emergency Operating Records**

Records (plans and directives, orders of succession and delegation of authority) essential to the continued functioning of an agency during and after an emergency to ensure continuity of operations.

## **Emergency Operations Plan**

A plan that provides county wide procedures for emergency response.

### **EOC**

Emergency Operations Center

### **EOD**

Explosive Ordnance Disposal

### **EOP**

Emergency Operations Plan

## **Essential Functions**

Those functions that enable county departments to provide vital services, exercise civil authority, maintain the safety and well being of the citizens, and sustain the industrial/economic base in an emergency.

## **Essential Positions or Personnel**

Those positions required to be filled by the local government or deemed essential by the State or individuals whose absence would jeopardize the continuation of an organization's essential functions.

### **FAA**

Federal Aviation Administration

### **FEMA**

Federal Emergency Management Agency

### **FHWA**

Federal Highway Administration

### **FSA**

Flexible Spending Account

### **FTEs**

Full-Time Equivalent

### **GC**

Government Code

### **GIS**

Geographic Information Systems

### **GSA**

General Services Administration

### **HAM**

Amateur Radio

### **HCCF**

Humboldt County Correctional Facility

### **HCOE**

Humboldt County Office of Education



<b>HDSO</b>	Humboldt Deputy Sheriff's Organization
<b>HE</b>	Health Education
<b>HIV</b>	Human Immunodeficiency Virus
<b>Hot Site</b>	A fully equipped facility, which includes stand-by computer equipment, environmental systems, communications capabilities, and other equipment necessary to fully support an organization's immediate work and data processing requirements in the event of an emergency or a disaster.
<b>HR</b>	Human Resources
<b>IFAS</b>	Integrated Financial and Administrative Solution
<b>IHSS</b>	In-Home Support Services
<b>Interoperability</b>	The ability of a system or a product to work with other systems or products without special effort on the part of the user.
<b>IS</b>	Information Services
<b>IT</b>	Information Technology
<b>IVOS</b>	Claims management software
<b>JAMS</b>	Juvenile Adult Management System
<b>JAS</b>	Job Application System
<b>JIC</b>	Joint Information Center
<b>LCW</b>	Liebert, Cassidy & Whitmore
<b>LDM</b>	Library Division Manger
<b>Legal and Financial Records</b>	Records (personnel records, social security records, payroll records, insurance records, contracts, etc.) essential to the protection of the legal and financial rights of an agency and of the individuals directly affected by the agency's activities.
<b>Lt.</b>	Lieutenant
<b>LTO</b>	Linear Tape-Open
<b>MCAH</b>	Maternal Child & Adolescent Health
<b>Med. Dir</b>	Medical Director
<b>MEV</b>	Mobile Engagement Vehicle
<b>Mgr</b>	Manager
<b>MHB</b>	Mental Health branch
<b>Mission Critical Functions</b>	Activities which could not be interrupted or unavailable without significantly jeopardizing operations of the organization.
<b>MMRA</b>	Mandatory Medical Reporting Act
<b>MOA</b>	Memorandum Of Agreement



<b>MOA</b>	Medical Office Assistant
<b>MOU</b>	Memorandum Of Understanding
<b>MSP</b>	Main Station Patrol
<b>MTU</b>	Medical Therapy Unit
<b>Nat</b>	Natural
<b>NCIC</b>	National Crime Information Center
<b>NIMS</b>	National Incident Management System
<b>NOC</b>	Network Operations Center
<b>OMB</b>	Office of Management & Budget
<b>OMS</b>	Offender Management System
<b>OP Med Clinic</b>	Outpatient Medical Clinic
<b>OPAC</b>	On-line patron access computer
<b>Ops</b>	Operations
<b>OPS</b>	Office of Professional Standards
<b>PES</b>	Psychiatric Emergency Service
<b>PG</b>	Public Guardian
<b>PHEP</b>	Public Health Emergency Preparedness
<b>PHN</b>	Public Health Nurse
<b>POST</b>	Peace Officer Standards Training
<b>PPAF</b>	Personnel/Payroll Action Form
<b>PR</b>	Property Assigned
<b>SAFE</b>	Sexual Assault Felony Enforcement
<b>SCOP</b>	Sheriff's Citizens On Patrol
<b>SIDS</b>	Sudden Infant Death Syndrome
<b>SOPS</b>	Standard Operating Procedures
<b>SPHN</b>	Senior Public Health Nurse
<b>Sr PM</b>	Senior Program Manager
<b>STC</b>	Standards and Training in Corrections
<b>Svcs</b>	Services
<b>TAXC</b>	Treasurer/Tax Collector
<b>TFR</b>	Thrift Financial Report
<b>TSA</b>	Transportation & Security Administration
<b>VDNA</b>	Voice DNA
<b>YA</b>	Young adult (typically between 13 and 18)



## ANNEX O - AUTHORITIES AND REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Relief Act, PL 93-288, as amended
- Code of Federal Regulations, Title 44
- Code of Federal Regulations, Title 41, Part 101-20, 103-4
- Code of Federal Regulations, Title 36, Part 1236
- Federal Preparedness Circular 65, June 15, 2004
- National Fire Protection Association 1600 Standard on Disaster/Emergency Management and Business Continuity Programs, 2010 Edition
- National Response Framework 2008
- Federal Public Law 99-499, SARA, Title III, as amended
- FEMA,s “Guide for State and Local All-Hazard Emergency Operations Planning
- Homeland Security Presidential Decision Directive 5 (HSPD-5)
- Presidential Decision Directive 39 (PDD-39)
- California Emergency Services Act, January 2006
- Humboldt County Emergency Operations Plan
- Humboldt County Elected Official’s Guide to Emergency Management, February, 2011
- Humboldt County Operational Area Hazard Mitigation Plan, December 2007
- Humboldt County Ordinance 2447 Relating to Emergency Organization and Functions of the Humboldt County Disaster Council, April, 2011