Emergency Preparedness and Continuity of Operation Plan (COOP)

September 14, 2015
Vancouver City Council Workshop

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Overview

- Legal Framework
- Regional Preparedness
- Continuity of Operation Plans
Legal Framework

- Qualifying “Emergency” Defined
- Applicable Laws
- Declaration of Emergency & Council Ratification
- Emergency Orders
- Other City Action Available
Legal Framework

• Qualifying “Emergency” Defined

"Civil emergency" means a riot, unlawful assembly, insurrection, enemy attack, sabotage, or other hostile action; or a natural or human caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or other natural cause.

"Executive head" means the person designated by the city in conformity with state law and this ordinance as the head of the city government for emergency management and disaster preparedness purposes pursuant to Ch. 38.52 RCW.

Section 2.012.030 Declaration of emergency.
A. Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in, or
Legal Framework

- Applicable Laws
  - Federal
  - State
  - Local
### Legal Framework

- Qualifying “Emergency” Defined
- Applicable Laws
- Declaration of Emergency & Council Ratification
- Emergency Orders
- Other City Action Available
Clark Regional Comprehensive Emergency Management Plan

- Provides the Framework for coordination and mobilization of resources.
- Identifies
  - Authority
  - Scope
  - Structure
- Reviewed by Council in 2013 and adopted by Clark County in December of 2013
Clark Regional Comprehensive Emergency Management Plan

• Authorities
  • Clark County Code 2.48
  • Vancouver Municipal Code M-3513

• Capabilities
  • Each Department should assess needs and availability
Clark Regional Comprehensive Emergency Management Plan

- Vancouver City Manager
- Deputy City Manager
Emergency Preparedness & COOP

- Departments identify “Mission Essential Functions”
- Develop plan for providing Functions including staffing, equipment and alternative locations
- Determine delegation of authority
  - Citywide - Holmes, Mercier, Tyler, Carlson
### CITY MANAGER’S OFFICE MISSION-ESSENTIAL FUNCTIONS

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<tr>
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<th>Mission-essential functions that must be performed, given a <strong>One Day</strong> disruption.</th>
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<td>1</td>
<td>• CMO has telecommunications capability with City Manager, Deputy City Manager, Communications Manager, Department Managers and CRESA</td>
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<td>• Emergency monitoring system for non-emergency service City functions is available through e-mail, fax or phone. Non-emergency services department are expected to provide a status report to CMO within one-hour of the emergency and every two hours thereafter.</td>
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<td>• Plan for emergency communications with the public is activated using web, Facebook, etc. Appropriate staffing levels and information/data are available to handle flow of information</td>
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<th>Mission-essential functions that must be performed given a disruption of greater than <strong>One Day</strong>, but less than <strong>One Week</strong>.</th>
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<td>2</td>
<td>• <strong>Continuation of functions listed under Number 1 above</strong></td>
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<td>• Appropriate forms and information are available for legislatively mandated emergency actions taken by City Manager. This includes contact with City Attorney for advice if necessary.</td>
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<td>• Telecommunications capabilities to and from citizens is available and appropriate staffing levels are available through either CST or staff from other departments to respond to citizen requests for information and to manage information flow to CMO.</td>
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<th>Mission-essential functions that must be performed given a disruption of greater than <strong>One Week</strong>, but less than <strong>One Month</strong>.</th>
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<td>3</td>
<td>• <strong>Continuation of functions listed under Numbers 1 and 2 above</strong></td>
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<td>• A quorum of City Council is available either in person or via approved telecommunications channels that allows for discussion. Experienced staff is available to take minutes and record meeting.</td>
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<td>• Space is available for meetings with staff, citizens, etc.</td>
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Continuity of Operations Plan (COOP)

- Citywide COOP updated in 2012
- Department COOP’s updated on an annual basis
- Department Call-Out List updated quarterly
Next Steps

- **2015**: COOP updates
- **2016**: (Optional) CRESA 9.0 preparedness drill
- **2017-18**: (Optional) Disaster preparedness school
Questions and Discussion

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