

Continuity of Operations

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Hamilton County EMHSA

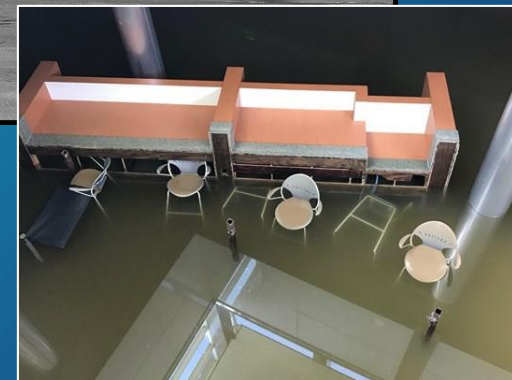


- Mission - *“To provide effective coordination and collaboration to create a culture of preparedness that builds and sustains a disaster resistant and resilient community in Hamilton County.”*
- Focus today is on comprehensive emergency management:
 - Mitigation
 - Preparedness
 - Response
 - Recovery

Emergencies Happen



- 2001 Riots
 - Some allowed early release
- December 2004 Snow Storm
 - Closed for a day
- May 2017 Water Main break
 - Courthouse closes for a day
- 2017 Tensing Retrial
 - Courthouse released early
- Hurricane Harvey - Harris County Criminal Justice Center (at least 8 month closure)



Planning Enhances Response



- August 2017 - Clinton County Courthouse (Iowa)
 - Basement support beam failed due to age
 - Two week closure to replace
 - Functions performed at County Admin Building



BOCC Goals



“Coordinate with EMA to ensure effective disaster response and mitigation at the community level and assess internal operations to ensure continuity of county government operations in the event of a disaster”

What is Continuity of Operations?



- Effort to ensure essential functions continue or are quickly resumed during a wide range of emergencies

Goal

- Continue or resume essential functions within 12 hours of a disruption and maintain for 30 days

When Do You Use COOP?



- Loss to your facility
- Reduced workforce that impacts your ability to continue your services
- Equipment or systems failure that significantly impedes your ability work
- Disaster response/recovery additional actions

Why Address COOP?

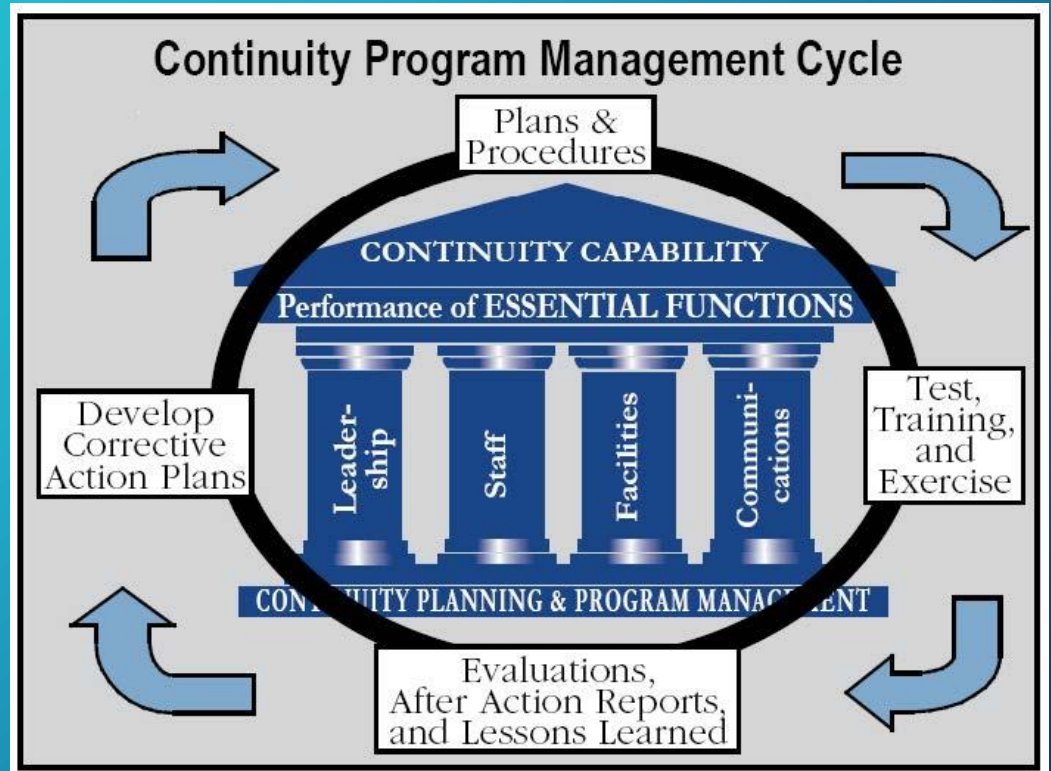


- Protects the public
 - The public turns to you (especially during an emergency)
- Allows you to keep “business as usual”
- Identification of your essential functions improves performance
- Improves communication
- Protects your staff
- Protects your data

Building COOP



- Develop a Plan
- Practice the Plan
- Improve



COOP Components



- **Essential Functions:**
 - A subset of all operational functions that encompass those critical areas of operation that **MUST** continue even during an emergency
- **Supporting Elements:**
 - Elements necessary to perform each essential function

Essential Functions



- Identify responsibilities:
 - Statues, laws, executive orders or directives
 - Mission Statement/Strategic Plan
 - Leadership Direction
 - Hamilton County Emergency Operations Plan
- Determine essential functions
- Consider impacts of not doing the function
- Prioritize the identified essential function

Resources/Supporting Elements



- Alternate Facilities
- Leadership
- Key/Essential Staff
- Communication
- Vital Records
- Equipment
- Partners/Suppliers/Vendors

Assistance



- Worksheets
 - Foundation/Background
- Template
 - Builds Off Worksheets
- Consultation - as requested
- Plan Review
- Exercises

Worksheet #1



- Identifying and Prioritizing Essential Functions
 - Identify functions
 - Identify essential functions
 - Evaluate each essential function (datasheet)
 - Prioritize essential functions
 - Leadership involvement

Worksheet #2



- Conducting a Business Process Analysis
- Evaluating each essential function
 - Identify output of function
 - Products, information, equipment needed
 - Leadership needed
 - Additional staff needed
 - Communication and technology needed
 - Facility Requirements
 - Additional resources and budgeting
 - Partners and Interdependencies
 - Process Flow

Template - Alternate Strategies



- Includes best practices and national guidance
- Provides language and formatting
- Includes key elements for continuity

Customize the Template



- Identify potential hazards
- Prioritize your essential functions
 - Guided by worksheets
- Outlines process to continue essential functions
 - Activation (decisions), alerting, alternate facilities, lines of succession, delegations of authority, resources, vital records, communications,
- Plan Maintenance
- Test, Training, and Exercises



HAMILTON COUNTY EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY



▼ Prepare Now

▼ Warning

▼ **Planning**

▼ Operations

▼ Training

▼ Resources

▼ Recovery

▼ LEPC

Links

Media

PLANNING MENU

2016 - 2020 Strategic Plan

Continuity of Operations

Emergency Operations Plan

Local Jurisdictions - Emergency Operations Plan

Natural Hazards Mitigation Plan

Planning

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For information regarding Local Jurisdictional

EOPs and COOP/COG Plans contact

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Continuity of Operations

Continuity of Operations (COOP) is an effort within an organization to ensure that its essential functions continue to be performed during a wide range of emergencies until normal operations can be resumed. Continuity planning is simply the good business practice of ensuring the execution of essential functions through all circumstances, and it is a fundamental responsibility of public institutions and private entities responsible to their stakeholders. To support this important effort Hamilton County Emergency Management and Homeland Security Agency provides technical assistance on continuity of operations planning.

For assistance with your planning, please contact Morgan Peterson: morgan.peterson@hamilton-co.org or 513-263-8102

Continuity of Operations Resources

§ [Hamilton County Continuity of Operations Overview](#) : This document is meant to provide you with an overview of continuity of operations, describe how Hamilton County Emergency Management & Homeland Security Agency can support you as you develop your COOP Plan, explain how to use the Hamilton County COOP Template and outline the sections of the plan.

§ [Hamilton County COOP Template](#) : The Hamilton County COOP Template provides you with formatting, language and a framework to create your organization's continuity of operations plan. The template was designed to include best practices and concepts outlined in national guidance. Additionally, the template was built to streamline the planning process and highlight key components of continuity of operations that need to be addressed at the local level. While main language is present, the plan is meant to be a guide for the local planning team to use throughout the process of plan development.

§ [Supporting Handout 1 – Identifying Your Essential Functions](#): This document outlines the basic steps in federal guidance for how to identify your Essential Functions. For complete guidance on identifying essential functions please see the [Continuity Guidance Circular 2](#).

§ [Supporting Handout 2 – Conducting a Business Process Analysis](#): This document outlines the basic steps in federal guidance for conducting a business process analysis. A business process analysis is a systematic method for identifying and documenting all the elements necessary to perform each essential

Questions?



Community – Leadership – Integrity – Collaboration – Professionalism – Innovation

Thank You

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