Are you Informed? Are you Ready?

2014 OSAC and OACTC Conference

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Information and Readiness

- Cascadia Subduction Zone
- Continuity of Operations Planning (COOP)
- Personal and Family Readiness
- Educational Opportunities
- Questions
Cascadia Subduction Zone

The Impacts of the Cascadia Subduction Zone Earthquake on Oregon (Oregon Emergency Management)

http://www.oregon.gov/OMD/OEM/Pages/plans_train/earthquake.aspx

The Oregon Resilience Plan
Reducing Risk and Improving Recovery for the Next Cascadia Earthquake and Tsunami

Report to the 77th Legislative Assembly
from Oregon Seismic Safety Policy Advisory Commission (OSSPAC)

Salem, Oregon
February 2013

USGS
Science for a changing world

[Map showing seismic hazard]
**COOP – What is it?**

- **Continuity of Government (COG)** – A coordinated effort within each branch of Government to ensure that National Essential Functions (NEF’s) continue to be performed during a catastrophic emergency.

- **Continuity of Operations (COOP)** – An effort within individual organizations to ensure they can continue to perform their essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

- **Continuity Plan** – A plan that details how an individual organization will ensure it can continue to perform its essential functions during a wide range of emergencies.
COOP – Are you in this Picture?

- Are you in this picture?
- Should you be?
- Do you want to be in this picture?
- What if you are asked to be in this picture – ARE YOU READY?
COOP – Where do we begin?

- Increase your understanding of COOP
  - Does your agency already have a plan?
  - Is it up to date...need refreshing?
  - Do you need to start a plan?
  - Have you asked your counterparts in other agencies what they have done?
- Consider creating a multi agency COOP team for your service line
COOP – Develop your plan

- Develop your plan
  - Who are your subject matter experts in your department? Recruit them!!
- What is in your **Tool Kit**?
- What are your **Downtime Resources**?

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**Continuity Guidance Circular 1 (CGC 1)**
Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)

*July 2013*

FEMA
WORKSHEET B5: Essential Function Questionnaire

(1 of 2)

Building on the results documented in Worksheet B2, the objective of this worksheet is to further evaluate essential agency functions and develop measures to minimize. If, at any point, the function is determined to NOT be critical or essential, it is not necessary to complete the questionnaire for that function.

Area of Responsibility: 
Function: 

Services this function provides: (Additionally identify any supportive functions upon which this function depends. Some essential functions may depend upon functions not previously identified as essential or on functions both within and outside the agency. If the function under evaluation is in fact determined to be essential, then supportive functions identified here are also critical and need to be evaluated separately using Worksheet B5.)

1. The loss of this function would have the following effect on the agency:
   - Catastrophic effect on the agency or multiple divisions/directorates
   - Catastrophic effect on one division/directorate
   - Moderate effect on the agency
   - Moderate effect on some divisions/directorates
   - Minor effect on the agency or some divisions/directorates

2. How long can this function continue without its usual operation of information systems and telecommunications support? Assume that loss of support occurs during your busiest, or peak period.

<table>
<thead>
<tr>
<th>Check</th>
<th>Time Period</th>
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<td>Up to 2 Days</td>
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<td>Up to 2 Weeks</td>
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<td>Other (specify)</td>
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Indicate the peak time(s) of year and/or peak days of the week and/or peak time of day, if any, for this function and its associated applications:

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</tbody>
</table>

WORKSHEET B5: Essential Function Questionnaire

(2 of 2)

3. Are there any other peak load or stress considerations?

4. Have you developed/established any backup procedures (manual or otherwise) to be employed to continue this function in the event that the associated applications are not available? Consider how much data you can afford to lose.

If yes, how often have those procedures been tested?

6. The loss of this function would have the following legal ramifications due to regulatory statutes, contractual agreements, or law: (specify the area of exposure)

7. The loss of this function would have the following negative impact on personnel in this agency:

8. Specify any other factors that are to be considered when evaluating the impact of the loss of this function:

9. Are there ANY other supportive resources upon which this function depends (partner, vendor, software, unique resource, etc.) not already identified above?

10. Does an analysis of the responses to the above questions indicate that this function is still essential and/or critical to the agency? If yes, indicate below when such label is appropriate:
    Always:
    During the following period of the year:
    During the following period of the month:
    During the following day(s) of the month:
    Other time period (specify):
The partners of OEM Region 1 have initiated a comprehensive regional planning project for the purpose of developing Continuity of Operations Plans (COOP) for their government organizations to ensure Continuity of Government (COG). OEM Region 1 consists of the following partners: Benton County, Clackamas County, Columbia County, Coos County, Douglas County, Lane County, Lincoln County, Linn County, Marion County, Multnomah County, Polk County, Washington County, Yamhill County, City of Beaverton, City of Portland, City of Salem, City of Tigard, Cow Creek, OR Secretary of State.

For this project, the partners of OEM Region 1 selected BOLDplanning.com, a web-based Continuity of Operations Planning system designed to assist government organizations in the COOP development process. The BOLDplanning.com system guides users through each step of the COOP planning process and helps develop a plan that outlines the roles and responsibilities required to ensure an organization’s ability to transition and continue its operations during times of disruption.

The BOLDplanning.com system has been customized to meet the specific COOP planning needs of OEM Region 1 and has been deployed via the internet at www.OregonCOOP.com for this region-wide planning initiative.

For more information, or to request a trial placement, you may contact us at help@BOLDplanning.com.
Continuity Program Management Cycle

CONTINUITY CAPABILITY

Performance of ESSENTIAL FUNCTIONS

Leadership
Staff
Facilities
Communications

CONTINUITY PLANNING & PROGRAM MANAGEMENT

Develop Corrective Action Plans

Plans & Procedures

Test, Training, and Exercise

Evaluations, After Action Reports, and Lessons Learned

COOP – Understand the cycle

SHERIFF LINCOLN COUNTY
Now you have a plan...challenge yourself and your department!

- Participate in emergency management exercises
- Conduct departmental exercises
  - Low key, simple, achievable
  - Practice something every month – even if it’s only 15 minutes at a staff meeting
  - Volunteer to co-share a COOP exercise for another department
The following are current projects Lincoln County is putting in place to strengthen our capabilities:

- **Emergency Operation Center (EOC):**
  - New just in time position specific folders
  - Building our bench of EOC Team Members
  - Education for County and Public Safety partners

- **Departmental disaster supply boxes**

- **Departmental COOP Team – beginning FY14-15**
Personal and Family Readiness

- Preparing for the Big One, adapted from Oregon Emergency Management
Educational Opportunities

- Professional Readiness
  - Contact your City or County Emergency Manager
    - IS-546.a: COOP Awareness Course
    - IS-547.a: Introduction to COOP

**NIMS – Who Takes What?**
- ICS 100, 200, 700, 800, 300 400
- Who do we know what to take?

Oregon Emergency Management:
[http://www.oregon.gov/OMD/OEM/Pages/plans-train/NIMS.aspx](http://www.oregon.gov/OMD/OEM/Pages/plans-train/NIMS.aspx)
Educational Opportunities

- Personal and Family Readiness
  - Local Emergency Management websites
  - Oregon Emergency Management and other State department sites
Questions

- Are you better informed?
- Will you do anything different?
- Is there more we (Emergency Management) can do to better prepare you and your department?