

# North Carolina Association of Chiefs of Police



## Continuity of Operations Plan (SAMPLE)

North Carolina Association of Chiefs of Police

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## I. Executive Summary

A Continuity of Operations Plan, or COOP, is an important part of emergency planning and provides a way for organizations to ensure that they can continue providing essential functions in the event of a variety of different emergencies that could interrupt the normal operating environment. Recent events, and the completion of a county Hazard Identification and Risk Assessment, have highlighted the variety of incidents that could interrupt operations among agencies within our region. These different incidents have also highlighted the need for county agencies to have a COOP to ensure the continuity of agency operations.

It is expected and necessary for the \_\_\_\_\_ Police Department to respond quickly in the event of an emergency or threat resulting from a variety of causes such as those that are human, natural, or technological in nature. In an incident, it is also expected that the \_\_\_\_\_ Police Department can continue performing essential functions regardless of the circumstances or interruptions that may occur. It is for these reasons that the \_\_\_\_\_ Police Department has created and adopted this COOP. This plan not only identifies essential functions but also outlines what would need to be done in the three phases of operation – Activation and Relocation, Alternate Facilities Operations, and Reconstitution. This plan also incorporates the following elements into the plan that are associated with continuity planning:

- Orders of succession for essential positions within the organization
- Delegations of authorities that would be needed in an emergency
- Organization Essential Functions and Non-Essential Functions
- Staffing capabilities of the organization
- Vital equipment and systems that would be needed in the event of an emergency
- Vital files, records, and databases that would be needed in an emergency
- Any alternate facilities that could be used for operations
- Interoperable communications
- Tests, training, and exercises

The Primary and Secondary COOP Program Managers are listed in the table below and then covered again in Appendix 1 with specific contact information included. The Program Managers will be the organization’s coordinator for continuity of operations and is responsible for managing all activities that allow an organization to continue its essential functions during a situation that disrupts the normal operating environment.

<b>COOP Program Manager Information</b>	
<b>Position</b>	
Primary COOP PM	Deputy Chief Support Bureau
Secondary COOP PM	Deputy Chief Management Bureau

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## II. Introduction

### a. Purpose

This Continuity of Operations Plan (COOP) has been created for the \_\_\_\_\_ Police Department. The Continuity of Operations Plan establishes policy and guidance to ensure the execution of the mission-essential functions for the \_\_\_\_\_ Police Department in the event that an emergency threatens or incapacitates operations, and the relocation of selected personnel and functions of any essential facilities of the \_\_\_\_\_ Police Department. Specifically, this COOP is designed to:

- Ensure that the \_\_\_\_\_ Police Department is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the \_\_\_\_\_ Police Department is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide timely direction, control, and coordination to the \_\_\_\_\_ Police Department leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact time-phased implementation procedures to activate various components of the "Plan".
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
- Ensure that the \_\_\_\_\_ Police Department is viable and operational and is compliant with all guidance documents.
- Ensure that the \_\_\_\_\_ Police Department's COOP is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions can continue with minimal or no disruption during all types of emergencies.

### b. Applicability and Scope

This plan was created to be versatile and able to apply it to the organization as a whole and to the different sub-elements that help make up the organization. Similarly, this plan can address all types of hazards and be effective regardless of the severity of the emergency. This plan was also created to allow for the continuation of the organization's essential functions despite the interruptions that may affect the normal operating environment and to also enable the plan to be implemented with little to no warning. Finally, this plan can be used to help identify what resources are required for the COOP to be more effectively and quickly implemented when activated.

**c. Orders of Succession**

The \_\_\_\_\_ Police Department has developed an Order of Succession for all key positions held within the organization. Provided below is the title and position of each primary person currently holding key positions, followed by a list of designated successors. The successors are listed by title and position in order of precedence: **(These positions must be amended to fit your organization)**

<b>Key Position/Successors</b>
Deputy Chief – Management Bureau Commander/Captain Resource Mgmt. Div.
Deputy Chief – Support Bureau Commander/Captain Special Operations Div.
Deputy Chief – Investigative Bureau Commander/Captain Crim. Inv. Div.
Deputy Chief – Patrol Bureau Commander/Captain Patrol District 1

**d. Delegations of Authority**

To ensure continuity of operations for the Hendersonville Police Department during continuity events, the following personnel are hereby delegated the authority to conduct the following assignments provided below:

**Execution of Contractual Agreements:**

**Leave Authorization:**

**Purchase Requisitions/Spending Authority:**

**Travel Authorization:**

These predetermined delegations of authority will be put into effect when normal channels of direction are disrupted and end once the normal channels have resumed. The table found in **Appendix 3** will contain specific information about the organization’s delegations of authority.

**e. Situation and Assumptions**

The City of \_\_\_\_\_ is vulnerable to several different types of hazards. Any of these hazards could result in a disruption in the normal operating environment which could trigger COOP activation. Essentially, there are two situations that can result from any of the hazards that would cause a COOP activation. The first includes a loss of critical infrastructure and/or the



primary work location; the second includes the loss of staff necessary to carry out the organization's essential functions.

The plan was created with the assumption that situations may occasionally occur that interrupt the normal operating environment which would necessitate the need for this COOP. As a result, this plan has been created using the all-hazards approach. During these potential situations, city facilities and infrastructure are vulnerable to the effects of the different situations.

### III. Authorities and References

#### a. Daily Operations

The \_\_\_\_\_ Police Department is authorized under City of \_\_\_\_\_ Charter \_\_\_\_\_, "Powers and Duties of the Chief of Police and Policemen." North Carolina General Statutes allow cities to authorize the organization and use of the police department. The \_\_\_\_\_ Police Department functions and receives its authority from the two legislative documents. Also listed are additional statutes that govern both authority and control of the organization.

Daily Operations Guidelines and Policies
North Carolina General Statute, Chapter 160A-11
North Carolina General Statute 160A, Article 13
City of _____ Charter _____
_____ Police Department Directive _____

#### b. Emergency Operations

During emergency operations the \_\_\_\_\_ Police Department will operate from the authorities established in the below listed North Carolina Statutes, as well as Departmental Directives \_\_\_\_\_ "Command and Control," and Departmental Directive \_\_\_\_\_ "Emergency Action and Mobilization Plan."

Emergency Operations Documents and Policies
North Carolina General Statute 166A-19.15
North Carolina General Statute 166A-19.22
North Carolina General Statute 166A-19.31
North Carolina General Statute 15A-285

#### c. Policies Relating to Plan Creation and Implementation

The \_\_\_\_\_ Police Department recognizes and acknowledges that the protection of its assets and business operations is a major responsibility to its employees and respective jurisdiction. Therefore, it is a policy of the \_\_\_\_\_ Police Department to establish and maintain a viable Continuity of Operations Plan to ensure high levels of service quality and availability. It is also the policy of the \_\_\_\_\_ Police Department to protect life, enforce and uphold the law, preserve order and protect property.

To this end, procedures have been developed to support the resumption of time-sensitive business operations and functions in the event of their disruption at the facilities identified in this plan. The \_\_\_\_\_ Police Department is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the Hendersonville Police Department and its management are responsible for developing and maintaining a viable COOP that conforms to acceptable regulatory, and ethical practices and is consistent with the provisions and direction of the \_\_\_\_\_ Police Department’s policies, plans, and procedures.

COOP Implementation Policies	
_____	Emergency Operations Plan
_____	Police Directive _____ Emergency Mobilization
_____	Police Department All Hazards Response Plan

**IV. Organization, Capabilities, and Essential Functions**

It is important to establish operational priorities prior to an emergency to ensure that the \_\_\_\_\_ Police Department can complete the mission essential functions that are critical to its overall operation. The Chief of Police and associated COOP Teams shall ensure that mission- essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any tasks not deemed mission-essential must be deferred until additional personnel, time, or resources become available. The Hendersonville Police Department has identified a comprehensive list of mission-essential functions.

In this section, the key positions are identified, and brief descriptions of their associated roles are provided. A reference to the orders of succession and delegations of authority could also be included in this section.

**a. Organization**

The \_\_\_\_\_ Police Department is a dynamic, full-service police organization. Each of your police professionals is dedicated to making a positive difference in our community. This COOP contains a detailed organizational chart that provides an overview of the organization and its structure.

The \_\_\_\_\_ Police Department has the capabilities and resources to manage and coordinate law-enforcement operations on behalf of the city during normal operations and in the event of an abnormal interruption and/or disaster. The \_\_\_\_\_ Police Department may request support from adjacent local jurisdictions using existing, formal Mutual Aid agreements. Mutual Aid purpose and policies are defined in Departmental Directive \_\_\_\_: Mutual Aid. The agency also maintains current lists of suppliers, vendors and contractors used by the Department during normal operations, as well as times of emergencies or disasters. In this capacity, the Department has both normal and emergency contact information for the mutual aid organizations and non-governmental sources of resources and services likely to be needed for disaster-related operations.

**b. Organization Essential Functions**

Essential functions are those that enable the organization to provide vital services, exercise civil authority, maintain safety and well-being of general populace, and sustain the industrial and economic base in an emergency. Any functions not deemed mission essential should be deferred until additional personnel and resources become available.

The \_\_\_\_\_ Police Department has established operational procedures and policies to enable operations to proceed on a day-to-day basis without the Police Department’s administrative and other support services, or outside agency support for a short duration.

The functions of the Department’s administrative services are to ensure these ongoing processes can proceed without interruptions. The essential functions of the Department include patrol operations that directly serve and protect the citizens of the City of \_\_\_\_\_ and the support units within the Department that provide direct support to patrol operations. **(Amend to your agency)**

	Organization Essential Functions	Priority	Recovery Time	Department/Section Responsible
A	Uniform Patrol Services	3	Continuous	Patrol Bureau
B	Criminal Investigations	3	Continuous	Investigative Bureau

C	Uniform Traffic Operations	2	Continuous	Support Bureau
D	Crime Scene Investigations	3	Continuous	Support Bureau
E	Property & Evidence Services	2	24 hours	Support Bureau
F	Police Records Services	3	Continuous	Management Bureau
G	Police Information Technology	3	Continuous	Management Bureau
H	Watch Operations	2	12 hours	Management Bureau

*The priority ranking is based on a scale of one to three, with one being low priority, two being medium priority, and three being high priority.*

### c. **Organization Non-Essential Functions**

In addition to the essential functions listed above, the \_\_\_\_\_ Police Department has several functions that are deemed non-essential and can be interrupted or delayed for a period without negatively affecting the Department's operational capacity or endanger the safety and welfare of citizens. If this plan is activated, the below functions, as well as other functions identified at the time of the incident that are not considered "mission critical" will be suspended. Personnel assigned to non-essential functions may be reassigned to other duties based on the needs of the organization.

Organization Non-Essential Functions	Priority	Recovery Time	Department/Section Responsible
Research and Planning Function	1	48 hours	Management Bureau
Resource Management Services	3	24 hours	Management Bureau
Recruiting and Training	2	48 hours	Management Bureau
Professional Standards	3	24 hours	Chief of Police
Admin Services to the Public	2	24 hours	Management Bureau
School Resource Services	3	24 hours	Support Bureau
Fiscal Management Services	2	24 hours	Management Bureau
Electronic Monitoring Services	2	12 hours	Support Bureau
Crime stoppers	2	24 hours	Investigative Bureau
Violent Crimes Task Force	1	48 hours	Investigative Bureau
Telephone Response Unit	3	12 hours	Management Bureau
Alarm Coordinator Services	2	48 hours	Support Bureau
Police Reserve Function	1	24 hours	Support Bureau

*\*The priority ranking is based on a scale of one to three, with one being low priority, two being medium priority, and three being high priority.*

**d. Staffing Capabilities**

Based on the situation and circumstances of the event, the Chief of Police or his designee will evaluate the capability and capacity levels required to support the current mission-essential functions of the impacted facility(ies) and, if selected, initiate actions for relocation to the appropriate alternate facility. These actions include measures to be taken in anticipation of COOP activation and actions to be taken upon COOP activation.

The Hendersonville Police Department has a complete list of employees residing on the HR system, integrated into the Lawson HR/Payroll. Their deployment during disaster will be dictated by Departmental Directive 12.2 *Emergency Action and Mobilization Plan*, and not by this COOP. This COOP is directed at the support functions and the staff supporting those functions.

All personnel contact will be handled by the Watch Operations Center utilizing the Communicator Notification System. Secondary notification of affected personnel will be made by the employees’ chain of command, more specifically their immediate supervisor.

Position	To Support Essential Function
Patrol Bureau Commander	A
Investigative Bureau Commander	B
Support Bureau Commander	C,D,E
Forensic Services Director	D,E
Information Services Director	F,H
Police Information Technology Manager	G

**v. Concept of Operations**

**a. Phase 1: Activation, Mobilization, and Relocation**

**i. Decision Process**

This section outlines situations that can potentially lead to activation of the COOP due to emergencies or potential emergencies that may affect the ability of the Hendersonville Police Department to perform its mission-essential functions from its primary and other essential facilities. This section also provides a general description of actions that will be taken by

the \_\_\_\_\_ Police Department to transition from normal operations to COOP activation.

The following scenarios would likely require the activation of the \_\_\_\_\_ Police Department's COOP:

The primary facility or any other essential facility of the \_\_\_\_\_ Police Department is closed for normal business activities because of an event or credible threat of an event that would preclude access or use of the facility and the surrounding area.

The area in which the primary facility or any other essential \_\_\_\_\_ Police Department facility is located is closed for normal business activities because of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military threat or attack. Under this scenario, there could be uncertainty regarding whether additional events such as secondary explosions or cascading utility failures could occur.

The following scenario would NOT require the activation of the \_\_\_\_\_ Police Department COOP:

The primary facility or any other essential facility is temporarily unavailable due to a sudden emergency such as a fire, bomb threat, or hazardous materials emergency that requires the evacuation of the facility, but only for a short duration that does not impact normal operations.

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

The following measures may be taken in an event that interrupts normal operations, or if such an incident appears imminent and it would be prudent to evacuate the primary facility or any other essential facility as a precaution:

The Chief of Police may activate the COOP to include activation of the alternate facility. The Chief of Police will direct some or all of the COOP Teams to initiate the process of relocation to the alternate site. The COOP Teams will be notified using the notification procedures outlined in Section IV-d "Staffing Capabilities" of this document.

The COOP Teams will initiate relocation to the alternate facility site and will ensure that the mission-essential functions of the impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the impacted

facility.

\_\_\_\_\_ Police Department personnel who do not have specific COOP assignments may be called upon to supplement the COOP Team operations.

Representative from other government or private organizations may also be called upon to support COOP operations.

The COOP Teams and their members will be responsible for ensuring the continuation of the mission-essential functions of the \_\_\_\_\_ Police Department within 12 hours and for a period of up to 30 days pending regaining access to the affected facility or the occupation of the alternate facility.

Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the \_\_\_\_\_ Police Department COOP will be executed in response to a full range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures. In most cases, it is likely there will be a warning at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with complete and orderly notification of all personnel, and activation of the COOP Team.

Without warning, the process becomes less routine and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little, or no, warning will depend on the severity of the incident's impact on the physical facilities, and whether personnel are present in the affected facility or in the surrounding area.

Positive personnel accountability throughout all phases of emergencies, including COOP activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours.

If the situation allows for warning, staff may be alerted prior to activation of the COOP. In all situations allowing for an advanced alert, procedures should be in place and trained upon for effective notification to the \_\_\_\_\_ Police Department's employees and appropriate officials.

The COOP Teams should be prepared for rapid deployment upon activation via special prearranged notification procedures. These instructions will denote explicit actions to be taken, including the location of the assembly site and/or the designated alternate facility location.

The Chief of Police will direct the activation of the COOP. Upon notification to activate the \_\_\_\_\_ Police Department's COOP; telephone email and other methods of communication designated by the Department will be utilized to notify key staff and personnel.

To maximize the preservation of life and property in the event of any natural or man-made disaster or threat, time-phased implementation may be applied. Time- phased implementation is used to prepare and respond to current threat levels, to anticipate escalation of those threat levels and, accordingly, plan for increased response efforts and ultimately full COOP activation and facility relocation. The extent to which time-phased implementation will be applied will depend upon the emergency, the amount of warning received, whether personnel are on duty or off-duty at home or elsewhere, and, possibly, the extent of damage to essential facilities and their occupants. The Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

**Minor Disaster** - Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.

**Major Disaster** - Any disaster that will likely exceed local capabilities and require a broad range of outside resource support including state or federal assistance. The State of North Carolina Emergency Management Agency and the Federal Emergency Management Agency (FEMA) will be notified, and potential state and federal assistance will likely be predominantly recovery oriented.

**Catastrophic Disaster** - Any disaster that will require massive state and federal assistance that will involve response and recovery needs.

Using the Disaster Magnitude Classification above, it is possible that a minor disaster would not render a facility unusable. However, minor disasters can escalate into major disasters, and even into catastrophic disasters. Conversely, events that are of short duration and do not impact normal operations (e.g., require a building evacuation only) must also be handled as though they could escalate into a more serious situation. Time- phased implementation of the COOP is a way to be prepared for all levels of emergency/potential emergency scenarios that may or may not require relocation of the primary or other essential facility. This implementation method allows the individual(s) responsible for making decisions to be prepared to fully activate the COOP on very short notice, if necessary, but not prematurely activate the COOP for situations such as the building evacuation-only scenario described above. Listed below is a general



summary of the sequence of events that can be followed using time-phased implementation of the COOP:

**Phase I – Activation (0 to 12 hours)**

During this phase, alert and notification of all employees, COOP Teams, and other organizations identified as “critical customers” (e.g., vendors or public/private entities that may provide resource support) will take place. It is during this phase that the transition to alternate operations at the alternate facility begins. However, if events turn out to be less severe than initially anticipated, the time-phased COOP activation may terminate during this phase and a return to normal operations will take place.

**Phase II – Alternate Operations (12 hours to Termination)**

During this phase, the transition to the alternate facility is complete and the performance of mission-essential functions should be underway. Also, during this phase, plans should begin for transitioning back to normal operations at the primary facility or other designated facility.

**Phase III – Reconstitution and Termination**

During this phase, all personnel, including those that are not involved in the COOP activation, will be informed that the threat or actual emergency no longer exists, and instructions will be provided for resumption of normal operations.

Notification Matrix (Internal and External Individuals and Agencies)
Executive Command Staff
City Manager
COOP Team Members
Division Command Staff
Watch Operations Center
911 Communications Center / EOC
City Department Heads / City Emergency Management Rep
_____ County Emergency Management

**b. Phase 2: Alternate Facility Operations**

**i. Vital Equipment and Systems**

The \_\_\_\_\_ Police Department currently conducts operations from

the following stand-alone service facilities. Those facilities include:

**(List Applicable Facilities)**

Each facility is vulnerable to external and internal disasters as well as intentional acts that could serve to disrupt operations. Any of the incidents could significantly impact a portion and possibly the entire operational capacity of the organization. An internal incident could serve to deprive employees of access to vital files and records, computer and technology equipment, critical vendor information, and significantly hinder the agency’s ability to effectively communicate both internally and externally.

Because the vital equipment and systems list is applicable to individual facilities, only general categories and their priority is included in this section of the plan. Additional information regarding the vital equipment and systems pertaining to individual facilities is in the appendix portion of this document.

Vital Equipment and Systems	Priority
Vehicle and transportation resources	3
Technology resources	2
Critical files and databases	1
Communication Resources	3

*\*The priority ranking is based on a scale of one to three, with one being low priority, two being medium priority, and three being high priority.*

**ii. Vital Files, Records, and Databases**

The \_\_\_\_\_ Police Department’s operations currently encompass six independent facilities that house a variety of the Department’s services. Each facility is unique in its operation and the types of files, records and databases that are housed at the locations. For that reason, this section of the COOP will only contain general categories of files, records and databases the agency deems critical, and a more detailed list of the vital information will be included in the individual facility plans located in the appendix.

Vital Files, Records, and Databases	Priority
Employee Records	2
NCIC Related Files	3
External Vendor files	1
Investigative Files	3

*\*The priority ranking is based on a scale of one to three, with one being low priority, two being medium priority, and three being high priority.*

### c. **Phase 3: Reconstitution**

As soon as possible (within 24 hours) following a COOP relocation, the COOP Teams will initiate operations to salvage, restore, and recover the impacted facility, pending approval from any applicable local, state, and/or federal law enforcement organizations or emergency service authorities.

Reconstitution procedures will commence when the Chief of Police determines that the emergency has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission-essential functions at the alternate facility for up to 30 days.
- Begin an orderly return to the impacted facility and reconstitute full normal operations.
- Begin to establish reconstitution of normal operations at a different primary facility location.

Upon a decision by the Chief of Police that the impacted facility can be reoccupied, or that a different location will be established as a new facility to resume normal operations, the following procedures will be followed:

- The Chief of Police, or designee, will create and submit resumption plans for review and approval.
- Upon approval, the COOP Teams will initiate and oversee the orderly transition of all mission-essential functions, personnel, equipment, and records from the alternate facility to a new or restored facility.
- Non-essential personnel will be notified using the Alert Notification Procedures indicating that normal operations of the \_\_\_\_\_ Police Department are resuming and that they should report back to work.

## VI. **Logistics**

### a. **Alternate Locations**

The determination of the appropriate alternate facility for relocation and the decision to relocate any portion of the \_\_\_\_\_ Police Department's

operations will be made at the time of activation by the Chief of Police, or designee. The decision will be based on the incident, threat, risk assessment, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facilities Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the incoming staff.

To ensure the adequacy of assigned space and other resources, all locations currently identified as alternate facilities and those being considered for alternate facility locations should be reviewed by the Chief of Police and COOP team members on an annual basis.

In conducting a review of an existing alternate facility to determine its adequacy for supporting the operation of mission-essential functions, the following should be considered:

- Ensure that the facility has sufficient space to maintain and support additional personnel and operations.
- Ensure that the facility, along with acquired resources, are capable of sustaining operations for performing mission-essential functions for up to 30 days.
- Ensure that the facility has reliable logistical support, services, and infrastructure systems (e.g., electrical power, heating/ventilation/air conditioning (HVAC), water/plumbing).
- Ensure that personal convenience and comfort considerations (including toilet facilities) are given to provide for the overall emotional well-being of staff.
- Ensure that adequate physical security and access controls are in place.
- Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility could be impacted by the same incident that impacts the primary facility.
- Consider cooperative agreements such as Memoranda of Understanding (MOUs)/mutual aid agreements with other agencies or contract agreements with vendors who provide services such as virtual office technologies.

Below is an approved list of internal facilities that can be utilized to combine services in the event a facility is impacted to the degree it can no longer sustain operations. The below listed sites meet the requirements and are suitable to handle increased personnel and services for an extended period. Individual relocation plans pertaining to the Department's individual facilities are included in the appendix of this plan.

	Location and Address	Phone Number	Agreement in Place	Relocation Plan
Police Headquarters			Yes	Yes
			Yes	Yes
			Yes	Yes
			Yes	Yes
			Yes	Yes

**(List All Applicable Facilities)**

**b. Communications**

The alternate facilities identified for the purposes of this plan are equipped with the necessary communications technology to support the addition of personnel and services for a sustained period. The 911 center is located separate from any police facility and should be able to provide continuous communication/dispatch support for the affected facility(ies). Vehicle mounted and portable two-way communication devices will allow the agency to continue communicating between internal Divisions, as well as with external agencies.

Most of the Department’s investigators, supervisors and command staff are equipped with cellular communication devices that can be utilized for communication purposes in the event this plan is activated. Almost all employees have personal cell phone devices that, if needed, can be utilized for communication and notification purposes.

The majority of \_\_\_\_\_ Police Vehicles are equipped with laptop computers outfitted with wireless capabilities, which serve as mobile dispatch terminals for officers. This communications platform will allow the Department to maintain sustained communications necessary to receive and respond to calls for service, provide additional methods of communications between employees and allow for continuous access to reporting systems necessary to document incidents and police activities.

Communications
911 Communications Center
_____ Police Department Radios

Mobile Dispatch platforms w/wireless capabilities
Departmental issued cell phones
Hard-wired telephone devices
City supported computer network services

**c. Transportation, Lodging, and Food**

Upon activation of any portion of the COOP plan which necessitates one or more Divisions having to move to alternate facilities, the logistical planning and oversight of the move will be coordinated by the \_\_\_\_\_. If possible, the Department’s vehicle assets will be utilized to accomplish the move; however, it may be necessary to solicit the assistance of the City’s emergency management representative to assist with relocation efforts. Priority will be given to relocating mission critical personnel and equipment from the affected site to the relocation facility. Additional arrangements will be made later to begin moving non-essential equipment and property if necessary. This plan does not rule out the possibility of using other City Departments and resources to assist with evacuation and relocation efforts.

Additional lodging and food requests must be approved by the \_\_\_\_\_. If approved, arrangements to secure the requested lodging and meals will be coordinated by \_\_\_\_\_. **(Based on your agency personnel or those personnel with another agency)**

**VII. Tests, Training, and Exercises**

The \_\_\_\_\_ Police Department will conduct training and exercises to evaluate and enhance the Department’s Continuity of Operations Plan. Training and exercises will be developed based on hazards identified in the Hazard Identification and Risk Analysis (HIRA) for \_\_\_\_\_ County.

**a. Responsibility**

The \_\_\_\_\_ Police Department’s Secondary COOP Program Manager will manage the COOP exercise program to ensure plan elements are in place for future activations.

**b. Schedule**

The \_\_\_\_\_ Police Department will establish an internal COOP exercise plan that is complaint with federal and state guidance. The COOP will be exercised annually at a minimum unless an actual COOP activation had occurred within

the calendar year.

#### **VIII. Plan Maintenance**

The plan will be reviewed triennially, and major revisions completed at a minimum every two years. Additionally, Corrective Action Plans based off of exercises or activations of the plan may initiate a major plan revision based on the findings of the After-Action Report and/or Corrective Action Plan.

## Appendix 1 - Delegations of Authority

Position	Authorities to be Delegated during COOP Event	What events activate or terminate the delegation of authority?
Chief of Police	Full executive decision making authority for the organization	Activate: None Terminate: None
Deputy Chief	Authority delegated by the Chief of Police. Direct manpower, order resources and authorize interagency cooperation plans pertaining to Patrol Operations.	Activate: Delegation by Chief of Police or City Manager Terminate: Action by Chief of Police or City Manager
Deputy Chief	Authority delegated by the Chief of Police. Direct manpower, order resources and authorize interagency cooperation plans pertaining to Support Operations.	Activate: Delegation by Chief of Police or City Manager Terminate: Action by Chief of Police or City Manager
Deputy Chief	Authority delegated by the Chief of Police. Direct manpower, order resources and authorize interagency cooperation plans pertaining to Investigative Operations.	Activate: Delegation by Chief of Police or City Manager Terminate: Action by Chief of Police or City Manager

(Amend to your agency structure/personnel)