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Central Vermont Regional Planning
Commission

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Plainfield Continuity of Operations (COOP) Planning



Agenda



- What is a COOP?
- What is in a COOP plan?
- COOP Models
- Plainfield COOP next steps

What is a COOP? Who should have a COOP?

What is a COOP?

Plan to continue meeting **essential functions** regardless of interrupting incidents

Who should have a COOP?

- Town Government
- State agencies
- Businesses

Each COOP will have different triggers, identified risks, procedures, etc.



Mission Essential Functions

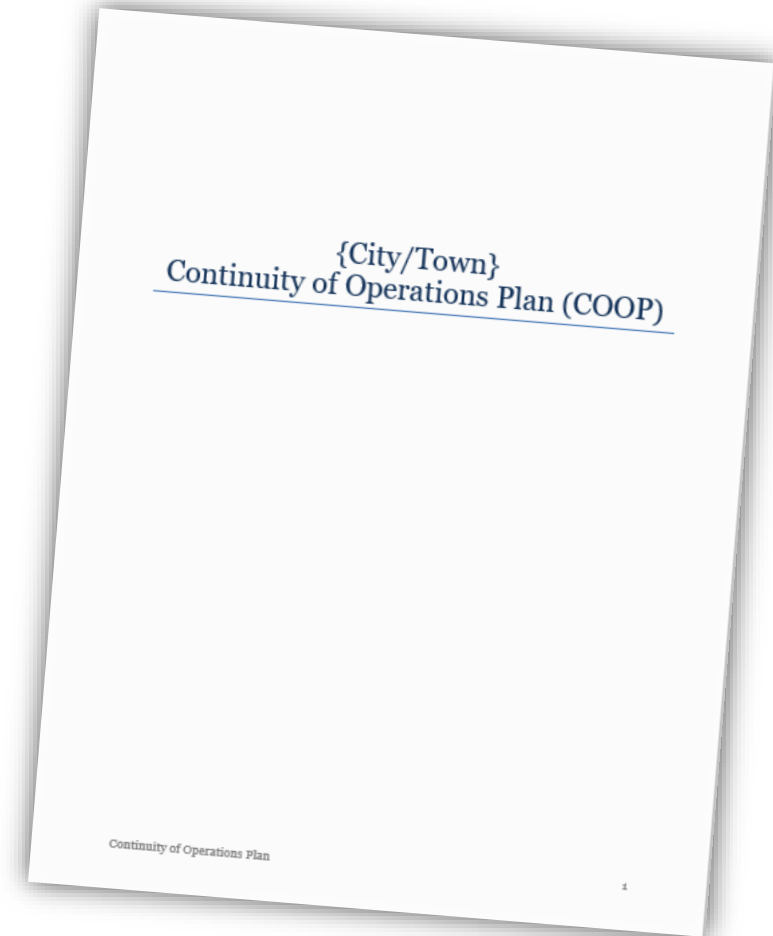
A direct public service, the cessation of which would immediately affect the safety, health, subsistence, and welfare of the public, or which would have such a financial impact that the ability of government to operate would be curtailed or which would violate existing legal or statutory requirements

What is in a COOP?



1. Mission-Essential Functions
2. Risk Assessment
3. Teams and Responsibilities
4. Facilities
5. Vital Records, Equipment, Systems and Databases
6. Orders of Succession
7. Delegations of Authority
8. Reconstitution

COOP Template: [Appendix B8 of LEMP](#)



1. Mission Essential Functions



- Basis of COOP plans
- What are the functions that must be performed....
 - Every day
 - Every week
 - Every month
- Who is responsible for these?

Examples

- Responding to town emails
- Bills and payroll
- Keeping roads open
- Operating wastewater plant

Functions that must be performed given a <u>one day</u> disruption (rank highest priority to lowest priority)	Responsible Organization (and # of individuals needed for essential function to continue)	Support Organizations (and # of individuals needed for essential function to continue)

2. Risk Assessment



What mission essential functions are vulnerable to hazards? (for example, Town Office vulnerable to flooding)

- Flood/flash flood/fluvial erosion/landslide
- Winter Storm/Ice storm/Extreme Cold
- High Wind
- Dam Failure

Hazard			Risk Score (Probability x Average Impact)	Hazard-Specific Mitigation Actions
	Probability	Potential Impact (Infrastructure, Life, Economy, & the Environment)		
Flash Flood/Flood	Medium		5.0	
Fluvial Erosion/ Landslide	High (fluvial erosion); Medium (landslide)		4.0	
Electric Grid Outage	High		4.0	
Winter Storm/Ice Storm/Extreme Cold	Medium		4.0	
Dam Release/Failure⁴	Medium		4.4	
High Wind	Medium		4.6	

3. Teams and Responsibilities



Planning Team

- Individuals with authority to make decisions-responsible for maintaining COOP
- EMD, Town Clerk/Treasurer, Selectboard, Fire Chief

Relocation team

- Responsible for the relocation of facilities (town office, fire department, police department, etc.)
- Moving files, setting up IT, turning off utilities

Essential Personnel

- Performs mission essential functions
- Town Clerk/Treasurer, EMD, Selectboard Chair



4. Facilities

Primary facility

- Where you work day-to-day

Alternate facility

- Where you would go if your primary facility was unavailable



5. Vital Records, Equipment, Systems, Databases



What items are critical to supporting mission essential functions?

- Laptop
- Tax software
- Bank accounts
- Permanent records

Vital Records, Equipment, Systems, and Databases

{Identify the records, equipment, systems, and databases that are necessary to perform your mission essential functions.}

Record, Equipment, System or Database	Description	Associated Mission Essential Function(s)	Where is it located? Who can access it?	Can it be accessed off site?

6. Plan Activation



Who--has the authority to activate the plan?

- Selectboard? EMD? Town Clerk?

What--sorts of notification need to occur?

When--will the activation change depending on time of day/day of week?

Why—loss of power, flooding, absenteeism

How--Who is responsible for doing what?

- Notification through email? Phone call?



7. Orders of Succession



- List of successors to key positions
- What if EMD is not available?
- “Depth on the bench”
- Statutorily defined successors

8. Delegations of Authority



Specific authority, including triggering conditions and any limitations, individuals delegated w/ that authority

- Town Clerk/Treasurer: authorized check signer

A handwritten signature in black ink that reads "B. Franklen". The signature is written in a cursive style with a long, sweeping underline.



9. Reconstitution



How do you return to normal operations?

- Who makes decision
- Requirements prior to making that decision (inspecting building)
- How are staff, public notified?



	Early Precautions	Regional Outbreak	Major Local Outbreak	Outbreak Recovery
Situation	Infectious disease may begin arriving in the area	There are more than X cases of disease within 20-30 miles	There are more than X cases of infectious disease in Danville	Most people have recovered from infectious disease in Danville
Incident Commander	Selectboard Chair	Selectboard Appointee	Selectboard Appointee	Selectboard Appointee
EOC/ICP	Town Clerk refers questions to VDH, Selectboard, or EMD	*EOC in Town Office with limited hours? Build At-Risk List *Request VT-Alert message with information and asking At-Risk population to self-identify Answer public questions, update Town website daily	EOC in Town Office (hours as required) Check on resident on At-Risk List every 3 days Answer public questions, update Town website daily Request VT-Alert message to send out info about town activities	*EOC in Town Office with limited hours? Answer public questions, update Town website daily *Close EOC when less than X families affected?
Town Business	Normal operations	Continue normal meetings, increase spacing for public Consider delaying public deadlines (dog registration, tax payments)	Delay non-essential meetings Hold meetings by teleconference with one body member at public location and increased spacing for public	Continue normal meetings Encourage public to keep 3-6' buffer
Town Office	Normal operations Increased cleaning/sanitizing frequency	Practice social distancing Increased cleaning/sanitizing frequency Identify essential ongoing responsibilities Plan for additional customer service staff	*Limit hours if practical (delay non-essential tasks)? Practice social distancing Increased cleaning/sanitizing frequency	Practice social distancing Increased cleaning/sanitizing frequency
Highway Department	Normal operations	Practice social distancing Plan for additional support if staff fall ill	Practice social distancing Plan for additional support if staff fall ill Identify projects that may be at risk if staff is not available	Normal operations
Fire Department	Respond to accidents/fires Identify and report potential resource needs	Respond to accidents/fires Follow VDH Responder guidance Plan for extended mutual aid if responders fall ill	Respond to accidents/fires Follow VDH Responder guidance Plan for extended mutual aid if responders fall ill	Respond to accidents/fires Follow VDH Responder guidance
Volunteers		*IC recruit Volunteer Coordinator? Solicit volunteers for checking on residents, potential supply delivery	Check on At-Risk residents every 2 days	
School	Take precautions per VDH and AOE	Take precautions per VDH and AOE*Close for several weeks? *Distribute school meals for those in need?	Take precautions per VDH and AOE *Close for several weeks? *Distribute school meals for those in need?	Take precautions per VDH and AOE School reopens
Residents	Follow VDH hygiene guidance Call doctor if disease is suspected	Follow VDH hygiene guidance Practice social distancing where possible Call doctor if disease is suspected Enroll in At-Risk List if appropriate Stock up on food, water, medicine, fuel	Follow VDH hygiene guidance Practice social distancing where possible Self-isolate if sick Call 911 if medical condition worsens Call 211 or EOC if in need of other assistance Enroll in At-Risk List if appropriate	Follow VDH hygiene guidance Practice social distancing where possible Self-isolate if sick Call 911 if medical condition worsens Call 211 or EOC if in need of other assistance
Farmers		Plan for assistance if farm staff fall ill	Plan for assistance if farm staff fall ill	

* Asterisk marks items for decision

AOE - Agency of Education
EOC - Emergency Operations Center

IC - Incident Commander
ICP - Incident Command Post

VDH - Vermont Department of Health



Next Steps



- CVRPC will fill in info as available
- Meet with Selectboard and Town staff to fill in COOP (Fall 2021)
- Update COOP as Staff and responsibilities change (annually/as needed)