



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, May 11, 2020
5:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. Public Works: Emergency Management Documents**
- B. Public Works: RCO Grant Resolution - Downtown Park**
- C. Administration: COVID-19 Update**

V. PUBLIC COMMENTS

VI. REPORTS AND COMMUNICATIONS

- A. CITY MANAGER**
- B. MAYOR**
- C. CITY COUNCIL**

VII. ADJOURNMENT

UPCOMING ZOOM MEETINGS: Friday, May 15, 2020 - Annual Planning Session at 3:00 pm and Tuesday, May 26, 2020 - Workshop at 5:00 pm and Council at 7:00 pm

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/11/2020

SUBJECT:

Emergency Management Documents

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▯ **Emergency Procurement and Operation Plans Council Presentation 5.11.2020.pdf**
- ▯ **Public Works Disaster and Emergency Procurement Policy Worksession DRAFT May 11 2020.docx**
- ▯ **FINAL-City_of_Washougal_COOP.pdf**
- ▯ **FINAL_City_of_Washougal_Police_Department_COG.pdf**
- ▯ **FINAL-City_of_Washougal_Public_Works_Department_COOP.pdf**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Emergency Procurement and Operation Plans

5/11/20| Presented by Michelle Wright



City of Washougal

Our mission is to provide leadership and effective, fiscally responsible services that achieve our community's vision.

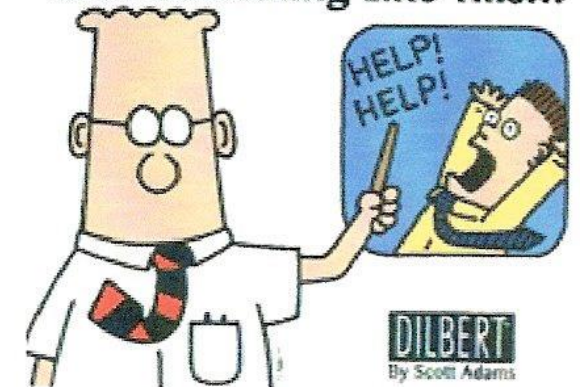


Agenda

- Disaster Procurement Emergency Plan
- Operation Plan (Continuity of Operation Plan COOP)
 - What is a COOP?
 - When should a COOP be activated?
 - What is the Goal of Continuity?
 - COOP Adoption
 - Washougal Continuity of Government Overview
 - Four Phases of Continuity of Operation Activation
 - Next Steps

Interim Plan

Our Disaster Recovery Plan Goes Something Like This...



Final Plan Under Construction



What is the Disaster Procurement Emergency Plan?

This Policy modifies the City's normal purchasing practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City is able to acquire the goods and services required to address an immediate threat to life safety, public health, or to eliminate or reduce an immediate threat of significant damage to improved public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws.





FEMA

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What is Continuity of Operations Plan (COOP)?

Continuity of Operations (COOP), as defined in the National Continuity Policy Implementation Plan (NCPIP) and the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

CORONAVIRUS (COVID-19)

COOP Activation

Under what Conditions will the Continuity Plan be Activated?

The plan could be activated in response to a wide range of events or situations – from a fire in the building; to a natural disaster; to the threat or occurrence of a terrorist attack. Any event that makes it impossible for employees to work in their regular facility could result in the activation of the Continuity plan.



What is the Goal of Continuity?

The ultimate goal of continuity in the executive branch is the continuation of National Essential Functions (NEFs). In order to achieve that goal, the objective for organizations is to identify their Essential Functions (EFs) and ensure that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. The Federal Government has an important partnership with other non-federal government entities and with private sector owners and operators who play integral roles in ensuring our homeland security.



COOP Adoption

This plan is based on the formal approval of the City Manager and Council of those critical business functions and associated support functions identified as time-sensitive. A list of essential functions and services provided by each organization of City of Washougal has been arranged in order of priority is documented in their respective COOP's and identifies the essential functions operations, vital records and resources, and periods of time for which and after which disruptions could result in significant losses to City of Washougal.



Washougal Continuity of Government Overview



City of Washougal

Each summary contained within the City of Washougal Continuity of Government (COG) shall include:

- The line of succession for their organization, with a minimum of three alternates.
- A minimum of two (2) points-of-contact for their organization, including the leadership of the organizations and a designated Continuity Coordinator.
- A list of all essential functions of the organization, arranged in order of priority of those critical functions essential to the mission of the organization's operations.
- A list of Vital Records and Vital resources used by each organization within City of Washougal, including documentation of the protection, duplication and movement of these items.
- A specified Alternate Facility location identified for each Primary Facility where an organization operates.

Four Phases of Continuity of Operation Activation

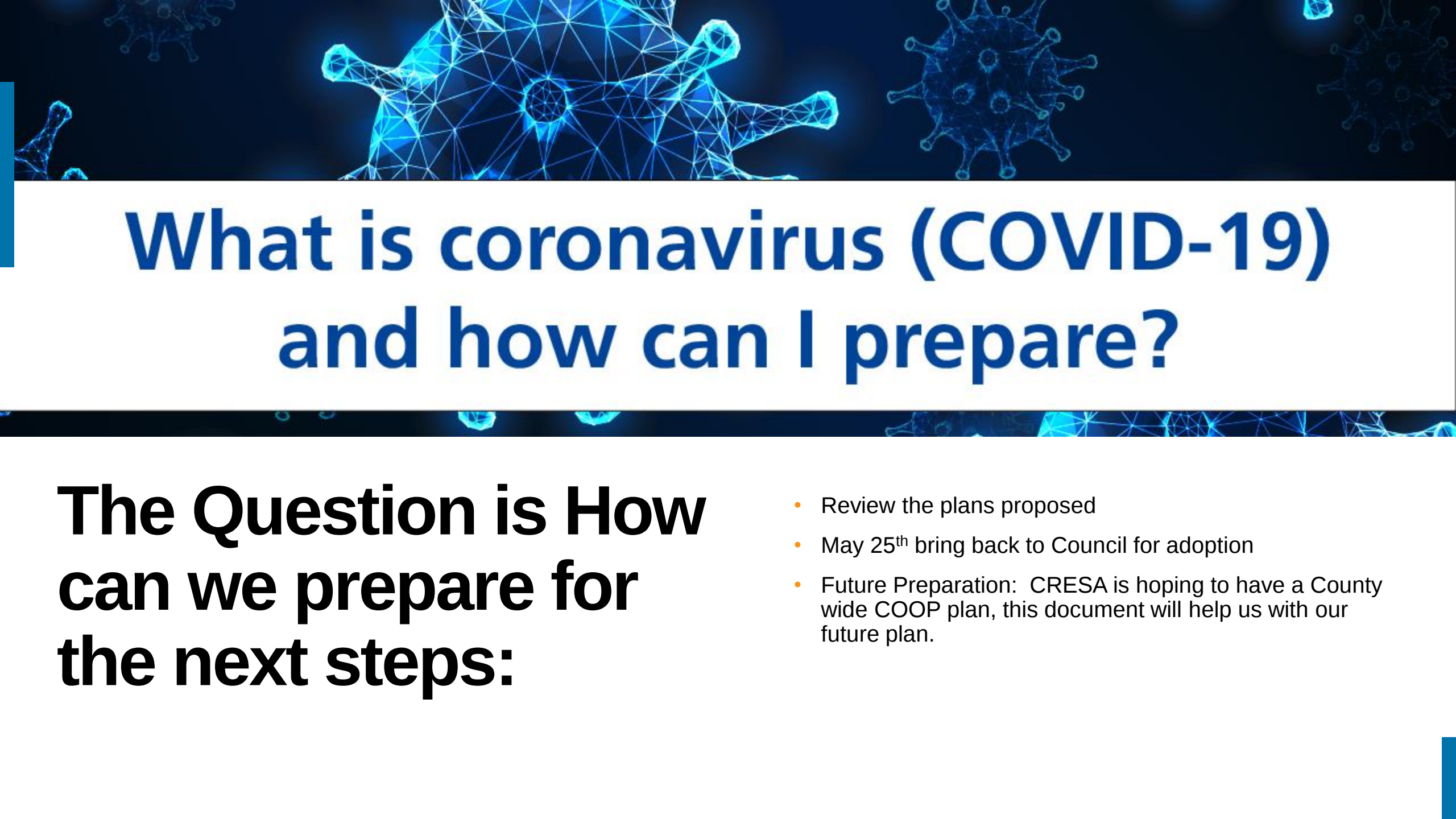
Phase I - Readiness and Preparedness

Phase II - Activation and Relocation: plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate facilities are activated

Phase III - Continuity Operations: full execution of essential operations at alternate operating facilities is commenced

Phase IV – Reconstitution: operations at alternate facility are terminated and normal operations resume





What is coronavirus (COVID-19) and how can I prepare?

**The Question is How
can we prepare for
the next steps:**

- Review the plans proposed
- May 25th bring back to Council for adoption
- Future Preparation: CRESA is hoping to have a County wide COOP plan, this document will help us with our future plan.

Thank you and any questions!



City of Washougal

CITY OF WASHOUGAL POLICY & PROCEDURE

DISASTER PROCUREMENT DURING A PROCLAIMED EMERGENCY OR DISASTER

1. PURPOSE

This Policy implements and expands upon emergency procurement procedures authorized under WMC Ch. 2.48. Emergency procurements and departs from the City's normal purchasing practices assuring that, in the event of emergency or exigent circumstances caused by a proclaimed disaster or emergency, the City is able to acquire the goods and services required to address an immediate threat to life safety, public health, or to eliminate or reduce an immediate threat of significant damage to improved public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this Policy also assures that City procurements comply with Federal regulations applicable to Federal disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200)

Notwithstanding the terms of this policy, nothing contained herein shall conflict with Federal procurement regulations as currently defined in 2 CFR Part 200.

2. DEFINITIONS

2.1 "Proclaimed Emergency or Disaster" exists if:

- (a) the Governor has declared a state of emergency for an area which includes the geographic territory of the City; or
- (b) the City Manager or City Council has declared an emergency in the City;

2.2 "Exigent Circumstances" are situations in which:

- (a) a disaster or emergency has been proclaimed, and
- (b) the public need for goods and services required to address immediate threats to life safety, public health, or to eliminate or reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive bidding.

2.3 "Purchase(s)" as defined in this policy means the purchase(s), rental(s) or lease(s) of goods or services related to a Proclaimed Emergency or Disaster.

2.4 "Simplified Acquisition Threshold" means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods, as set forth in Title 2 of the Code of Federal Regulations, Part 200, as it may be amended from time to time.

3. DELEGATIONS OF PURCHASING AUTHORITY IN EXIGENT CIRCUMSTANCES

3.1 City Manager. If, during a Proclaimed Emergency or Disaster event and its immediate aftermath, the City Manager or his/her designee determines that goods and services must be procured expeditiously without standard competitively bid procurement, the City Manager has authority, subject to the limitations set forth in sub-paragraphs (3.1)(i) and (3.1)(ii), to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to life safety, public health, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

(a) Limits of Single Purchase Authority.

The City Manager shall have the authority to make individual purchases up to a maximum of \$ 25,000 without prior City Council approval. Individual purchases in amounts over \$25,000 shall require City Council ratification within fourteen (14) days after distribution.

(b) Limits of Aggregate Purchase Authority.

The City Manager shall have the authority to make aggregate purchases up to \$250,000 on his or her signature alone. The City Manager shall have the authority to make purchases up to a maximum of \$250,000 without prior City Council approval. Amounts over \$250,000 shall require City Council ratification within fourteen (14) days after distribution.

3.2 Delegation for purchasing authority to EOC Director. The EOC Director, or the Finance Director, or Purchasing Officer/Agent shall be designees of the City Manager at any time that the City Manager is unavailable to approve purchases as allowed in this section.

3.3 Sub-delegation of Purchasing Authority to Department Heads. If neither the City Manager nor the EOC Director is available, the police department watch commander, and/or duty public works department manager have authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary for his or her department to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of \$25,000.

3.4 Administrative Procedures/Reporting Requirements.

(a) As soon as possible after purchases are made under this section 3, the City Manager, EOC Director, or department head shall submit to the Finance Director a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.

(b) If the City Manager/EOC Director is unavailable, and the delay in getting his/her signature would imperil life safety, public health or improved property, the police department watch commander and/or duty public works department manager or his/her designee may approve the emergency purchase of \$25,000 thousand dollars or more.

(c) The Finance Director shall have the authority to approve all disaster related purchases under \$150,000 thousand dollars.

(d) The Finance Director will expedite the verification of funds available and complete the preparation of the purchase order.

3.5 Amount Thresholds. The Simplified Acquisition Threshold is the amount up to \$150,000. For purposes of FEMA Public Assistance grants, small purchases are those greater than \$3,500 and less than \$150,000.

The above amount thresholds in this entire Section 3 and throughout this policy include any applicable change orders. For instance, if the change order amount would

increase the total contract amount to more than \$150,000, a competitive bidding process is required and in accordance with Federal procurement regulations defined in 2 CFR Part 200 (when a proclaimed disaster is in effect).

4. PROCUREMENT PROCEDURES IN EXIGENT CIRCUMSTANCES

Upon receipt of requisitions under Section 3, the Purchasing Officer shall prepare purchase orders for the emergency equipment, supplies, services or other items in accordance with the requirements of this section.

4.1 Exempt Purchases. Purchases up to \$25,000 shall not be required to be formally bid. Purchases greater than \$25,000 may be made following the procedures specified in this section. The signature(s) of the City Manager, Finance Director and/or Department Head are still required as provided in Section 3.

4.2 Justification of Sole Source or No-bid Contracts. Where exigent circumstances require immediate procurement from the nearest available source,

(a) The Procurement Officer shall use the *"Justification Form for Emergency Sole Source or No-Bid Purchase."*

(b) Procurement should be limited to that portion of the work that must be performed immediately, allowing subsequent procurement by competitive proposals of the remainder of the work.

(c) "Sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures, procurement of a scarce commodities, goods, or services or acquisition or rental of emergency equipment, emergency consulting services, emergency road clearance or other emergency requirements.

4.3 Provision for Alternate Bid Solicitation Procedures. The City's normal requirements for sealed bids shall not apply to acquisitions under Section 3. However, the Procurement Officer shall conduct telephonic or other electronic bid solicitation from potential vendors or suppliers, in an effort to obtain multiple competitive proposals when and if time allows in light of the exigent circumstances; however, all quotations must be fully documented as to the details of the purchase and contain a scope of work if at all possible and a not-to-exceed contract limit.

4.4 Locations of Postings for Requests for Proposals or Solicitation of Bids. The Procurement Officer may modify normal requirements for public posting of requests for proposals or solicitation of bids. Notices soliciting bids or requests for proposals shall be posted at the Emergency Operations Center or Alternate Emergency Operations Center, if the Primary Emergency Operations Center is not being used.

4.5 Length of Time for Posting Requests for Proposals or Solicitation of Bids. The Procurement Officer may shorten the normal bid period from 14 days to 24 hours as needed to deal with the emergency circumstances and to expedite the award of contracts for emergency equipment, goods, or services. The Procurement Officer should seek to assure that the shortened bid period allows multiple suppliers to submit bids.

4.6 Number of Bids Required. Solicited bids that are non-responsive do not count

towards the minimum numbers of bids required when there is a declared emergency or disaster in the Jurisdiction." All such no-bids must be documented as to time, date and person or company contacted, with a reason for the no-bid, if possible.

5. NOTIFICATION AND RATIFICATION

- 5.1 Posting of Contract Awards. Under this section, all contracts awarded, that exceed the City Council's approval amount threshold pursuant to the City's normal purchasing practices shall be presented to City Council for ratification and thereafter, shall publicly posted within sixty (60) days of the award.
- 5.2 Authority to Cancel Emergency Procurements. As a provision of this policy, the City has the absolute authority to rescind a contract for non-performance within 24 hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.
- 5.3 Requirement for Separate Invoicing. All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall be coded for the disaster or emergency for the goods, services or equipment provided
- 5.4 Auditing of Invoices for Debris Clearance Prior to Payment. All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement prior to the awarding of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.
- 5.5 Limitations of Disaster Purchasing Policy. For the purposes of this section, an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to life safety, public health, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures and a local emergency or disaster has been proclaimed. Any purchases that do not meet the standard of being necessary for responding to an immediate threat to life safety, public health, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures shall follow the City's regular purchasing provisions.

All purchases for permanent repair and re-construction of City facilities, property and infrastructure shall be made through the City's regular purchasing procedures.

6. REQUIREMENTS –CONTRACT CLAUSES

In the event of a Proclaimed Emergency or Disaster, the following purchasing authority is granted and required clauses apply. The following clauses shall supersede any existing, similar clauses stated within the bid document, contract, and/or Terms and Conditions. These are requirements under the Uniform Rules and set forth in 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II. The regulations in Title 2 of the Code of Federal Regulations,

Part 200, as it may be amended from time to time, are incorporated herein by reference:

6.1 Remedies.

- (a) Standard: Contracts for more than the simplified acquisition threshold (\$150,000) shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate as follows. See 2 C.F.R. Part 200, Appendix II, ¶ A.
- (b) Applicability: This requirement applies to all Federal grant and cooperative agreement programs.
- (c) City Compliance/License: Bidder shall comply with all applicable Federal, State of Washington, and local laws, rules, and regulations (including labor laws, and the Washougal Municipal Code) and shall obtain all applicable licenses and permits for the conduct of its business and the performance of the services, and any provision of equipment and material ("Applicable Law"). All transactions related to any of the Contract Documents shall be governed by the laws of the State of Washington, and trial of any action brought in connection with the bid or the Contract Documents shall be held exclusively in a state court in the Clark County, Washington.

6.2 Termination for Cause and Convenience. All contracts in excess of \$10,000 shall address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement as follows. See 2 C.F.R. Part 200, Appendix II, ¶ B.

- (a) Applicability. This requirement applies to all Federal grant and cooperative agreement programs.
- (b) Termination. CITY may terminate this Agreement for any reason upon ten (10) days written notice to the other party. CITY may terminate this Agreement upon five (5) days written notice if CONTRACTOR breaches this Agreement. In the event of any termination, CONTRACTOR shall promptly deliver to the CITY any and all Work Materials prepared for the CITY prior to the effective date of such termination, all of which shall become CITY's sole property. After receipt of the Work Materials, CITY will pay CONTRACTOR for the services which the CITY determines were satisfactorily performed as of the effective date of the termination.
- (c) Excuses for Non-Performance. Either party shall be absolved from its obligations under this contract when and to the extent that performance is delayed or prevented (and in the City of Washougal's case when and to the extent that its need for the articles, materials or work to be supplied hereunder is reduced or eliminated) by reason of acts of God, fire explosion, war riots, strikes, labor disputes, or governmental laws, orders or regulations.

shall become insolvent, enter voluntary or involuntary bankruptcy or receivership proceedings or make an assignment to the benefit of creditors, City of Washougal shall have the right (without limiting any other rights or remedies which it may have hereunder or by operation of law) to terminate this contract by written notice to Contractor whereupon City of Washougal shall be relieved of all further obligation hereunder except the obligation to pay the reasonable value of Contractor's prior performance (at not exceeding the contract rate), and Contractor shall be liable to City of Washougal for all costs incurred by Washougal in completing or procuring the completion of performance in excess of the contract price herein specified. The City of Washougal's right to require strict performance of any obligation hereunder shall not be affected by any previous waiver, forbearance or course of dealing. Time is of the essence thereof.

6.3 Equal Employment Opportunity.

- 6.3.1 Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "Federally assisted construction contract" in 41 C.F.R. § 60-1.3 shall include the equal opportunity clause provided under 41 C.F.R. § 60- 1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3

C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor) as follows. See also 2 C.F.R. Part 200, Appendix II, ¶ C.

Compliance with Civil Rights. During the performance of this contract, CONTRACTOR agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. CONTRACTOR will comply with all Federal regulations relative to nondiscrimination in Federally assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitation, either by competitive bidding or negotiations, made by CONTRACTOR for work to be performed under a subcontract including procurement of

materials or leases of equipment, each potential subcontractor, supplier or lessor shall be notified by CONTRACTOR of CONTRACTOR'S obligation under this Agreement and the regulations relative to nondiscrimination on the grounds of race, religion, color, sex, or

national origin.

6.4 Key Definitions.

6.4.1 Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-1.3 defines a “Federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

6.4.2 Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines “construction work” as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

6.4.3 Applicability. This requirement applies to all Federal grant and cooperative agreement programs.

6.5 The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause:

6.5.1 During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering City and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The contractor will include the portion of the sentence immediately preceding paragraph

(1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering City may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering City the contractor may request the United States to enter into such litigation to protect the interests of the United States."

6.6 Davis Bacon Act and Copeland Anti-Kickback Act.

- 6.6.1 Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and

Transit Security Grant Program. It does not apply to other Federal grant and cooperative agreement programs, including the Public Assistance Program.

- 6.6.2 All prime construction contracts in excess of \$2,000 awarded by non-Federal entities shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 2 C.F.R. Part 200, Appendix II, ¶D.
- 6.6.3 In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- 6.6.4 The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding City.

In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti-Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA or applicable Federal entity.

The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback Act." However, for purposes of grant programs where both clauses do apply, FEMA or applicable Federal entity requires the following contract clause:

"Compliance with the Copeland "Anti-Kickback" Act.

Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

Subcontracts. The contractor or subcontractor shall insert in any subcontracts

the clause above and such other clauses as Federal requirements may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

6.7 Contract Work Hours and Safety Standards Act.

6.7.1 Applicability: This requirement applies to all Federal grant and cooperative agreement programs.

Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II, ¶ E.

Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6.7.2 The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

Compliance with the Contract Work Hours and Safety Standards Act.

- (a) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for

all hours worked in excess of forty hours in such workweek.

- (b) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

Withholding for unpaid wages and liquidated damages. The City of Washougal shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

- (c) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

6.8 Rights to Inventions Made Under a Contract or Agreement.

- 6.8.1 Stafford Act Disaster Grants. This requirement does not apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA or Federal awards under these programs do not meet the definition of “funding agreement.”

If the FEMA or Federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the¹¹ non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the

substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA or applicable Federal entity. See 2 C.F.R. Part 200, Appendix II, ¶ F.

The regulation at 37 C.F.R. § 401.2(a) currently defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal City, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

- 6.9 Clean Air Act and the Federal Water Pollution Control Act. Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251- 1387). Violations must be reported to FEMA or applicable Federal entity and the Regional Office of the Environmental Protection City. See 2 C.F.R. Part 200, Appendix II, ¶ G.

The following provides a sample contract clause concerning compliance for contracts of amounts in excess of \$150,000:

Clean Air Act

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

The contractor agrees to report each violation to the (name of the state City or local or Indian tribal government) and understands and agrees that the (name of the state City or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management City, and the appropriate Environmental Protection City Regional Office.

The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA or applicable Federal entity.

Federal Water Pollution Control Act

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as

amended, 33 U.S.C. 1251 et seq.

The contractor agrees to report each violation to the (name of the state City or local or Indian tribal government) and understands and agrees that the (name of the state City or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management City, and the appropriate Environmental Protection City Regional Office.

The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA or applicable Federal entity.”

6.10 Debarment and Suspension.

Applicability: This requirement applies to all Federal grant and cooperative agreement programs.

Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension).

These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ 1; and Chapter IV, ¶ 6.d and Appendix C, ¶ 2. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530; Chapter IV, ¶ 6.d and Appendix C, ¶ 2.

In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any non-procurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipient.

Specifically, a covered transaction includes the following contracts for goods

or services: The contract is awarded by a recipient or subrecipient in the

amount of at least \$25,000.

The contract requires the approval of FEMA or applicable Federal entity, regardless of amount. The contract is for Federally required audit services.

A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or applicable Federal entity or is in excess of \$25,000.

The following provides a debarment and suspension clause. It incorporates a method of verifying that contractors are not excluded or disqualified:

For maximum protection, provide a print or electronic document for every prime and subcontractor, from www.sam.gov in order to ensure that they are not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities.

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state City serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

6.11 Byrd Anti-Lobbying Amendment.

Applicability: This requirement applies to all Federal grant and cooperative agreement programs.

Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ J; 44 C.F.R. Part 18; Chapter IV, 6.c; Appendix C, ¶ 4. tier 1 certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for

influencing or attempting to influence an officer or employee of any City, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31

U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See Chapter IV, ¶ 6.c and Appendix C, ¶ 4.

The following provides a Byrd Anti-Lobbying contract clause:

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any City, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31

U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

6.12 Procurement of Recovered Materials.

Applicability: This requirement applies to all Federal grant and cooperative agreement programs.

A non-Federal entity that is a state City or City of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2
C.F.R. Part 200, Appendix II, ¶ K; 2 C.F.R. § 200.322; Chapter V, ¶ 7.

The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

The following provides the clause that a state City or City of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

“(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement is available at EPA’s Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>.”

- 6.13 Additional FEMA or applicable Federal Requirements. The Uniform Rules authorize FEMA or applicable Federal entity to require additional provisions for non- Federal entity contracts. Federal requirements, pursuant to this authority, requires or recommends the following:

Changes. To be eligible for FEMA assistance under the non-Federal entity’s Federal grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope. FEMA or applicable Federal entity recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end- item procured.

Access to Records. All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA or applicable Federal entity access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

The following provides a contract clause regarding access to records:

“Access to Records. The following access to records requirements apply to this contract:

The contractor agrees to provide the City of Washougal, the FEMA or applicable Federal Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The contractor agrees to provide the FEMA or applicable Federal Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

6.14 DHS Seal, Logo, and Flags.

All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS City officials without specific FEMA or applicable Federal entity pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).

The following provides a contract clause regarding DHS Seal, Logo, and Flags: “The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS City officials without specific FEMA or applicable Federal entity pre-approval.”

6.15 Compliance with Federal Law, Regulations, and Executive Orders.

All non-Federal entities must place into their contracts an acknowledgement that FEMA or applicable Federal financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable Federal law, regulations, executive orders, and FEMA or applicable Federal policies, procedures, and directives.

The following provides a contract clause regarding Compliance with Federal Law, Regulations, and Executive Orders: “This is an acknowledgement that Federal financial assistance will be used to fund the contract only. The contractor will comply will all applicable Federal law, regulations, executive orders, FEMA or applicable Federal policies, procedures, and directives.”

6.16 No Obligation by Federal Government.

The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

The following provides a contract clause regarding no obligation by the Federal Government: “The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.”

6.17 Program Fraud and False or Fraudulent Statements or Related Acts.

The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

The following provides a contract clause regarding Fraud and False or Fraudulent or Related Acts: "The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract."

- 6.18 For all contracts with Federal funding, we need to add language to comply with 2 CFR, Part 200 including sections:

200.318 (c)(1) The City must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and

administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the City.

200.318 (d) The City's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The City must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development City of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

The following provides a method of showing good faith efforts in the solicitation of small and minority businesses, women's business enterprises, and labor surplus area firms:

The City shall solicit small and minority businesses, women's business enterprises, and labor surplus area firms through collaboration with similar goals such as the U.S Department of Commerce, Minority Business Development Agency (www.mdba.gov).

§ 200.322 Procurement of recovered materials.

The City and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.323 Contract cost and price.

- (a) The City shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the City must make independent estimates before receiving bids or proposals.

(b) The City must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

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early notification about the requirements allows the potential applicant to decide not to apply or to take needed actions before receiving the Federal award. The announcement need not include all of the terms and conditions of the Federal award, but may refer to a document (with information about how to obtain it) or Internet site where applicants can see the terms and conditions. If this funding opportunity will lead to Federal awards with some special terms and conditions that differ from the Federal awarding agency's usual (sometimes called "general") terms and conditions, this section should highlight those special terms and conditions. Doing so will alert applicants that have received Federal awards from the Federal awarding agency previously and might not otherwise expect different terms and conditions. For the same reason, the announcement should inform potential applicants about special requirements that could apply to particular Federal awards after the review of applications and other information, based on the particular circumstances of the effort to be supported (e.g., if human subjects were to be involved or if some situations may justify special terms on intellectual property, data sharing or security requirements).

3. *Reporting—Required.* This section must include general information about the type (e.g., financial or performance), frequency, and means of submission (paper or electronic) of post-Federal award reporting requirements. Highlight any special reporting requirements for Federal awards under this funding opportunity that differ (e.g., by report type, frequency, form/format, or circumstances for use) from what the Federal awarding agency's Federal awards usually require.

G. FEDERAL AWARDING AGENCY CONTACT(S)—REQUIRED

The announcement must give potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open. The intent of this requirement is to be as helpful as possible to potential applicants, so the Federal awarding agency should consider approaches such as giving:

- i. Points of contact who may be reached in multiple ways (e.g., by telephone, FAX, and/or email, as well as regular mail).
- ii. A fax or email address that multiple people access, so that someone will respond even if others are unexpectedly absent during critical periods.
- iii. Different contacts for distinct kinds of help (e.g., one for questions of programmatic content and a second for administrative questions).

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H. OTHER INFORMATION—OPTIONAL

This section may include any additional information that will assist a potential applicant. For example, the section might:

- i. Indicate whether this is a new program or a one-time initiative.
- ii. Mention related programs or other upcoming or ongoing Federal awarding agency funding opportunities for similar activities.
- iii. Include current Internet addresses for Federal awarding agency Web sites that may be useful to an applicant in understanding the program.
- iv. Alert applicants to the need to identify proprietary information and inform them about the way the Federal awarding agency will handle it.
- v. Include certain routine notices to applicants (e.g., that the Federal government is not obligated to make any Federal award as a result of the announcement or that only grants officers can bind the Federal government to the expenditure of funds).

APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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OMB Guidance

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(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or

materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any

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other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(K) See §200.322 Procurement of recovered materials.

APPENDIX III TO PART 200—INDIRECT (F&A) COSTS IDENTIFICATION AND ASSIGNMENT, AND RATE DETERMINATION FOR INSTITUTIONS OF HIGHER EDUCATION (IHEs)

A. GENERAL

This appendix provides criteria for identifying and computing indirect (or indirect (F&A)) rates at IHEs (institutions). Indirect (F&A) costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. See subsection B.1, Definition of Facilities and Administration, for a discussion of the components of indirect (F&A) costs.

1. Major Functions of an Institution

Refers to instruction, organized research, other sponsored activities and other institutional activities as defined in this section:

a. *Instruction* means the teaching and training activities of an institution. Except for research training as provided in subsection b, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division. Also considered part of this major function are departmental research, and, where agreed to, university research.

(1) *Sponsored instruction and training* means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function.

(2) *Departmental research* means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.

b. *Organized research* means all research and development activities of an institution that are separately budgeted and accounted for. It includes:

(1) *Sponsored research* means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

(2) *University research* means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, must be combined with sponsored research under the function of organized research.

c. *Other sponsored activities* means programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.

d. *Other institutional activities* means all activities of an institution except for instruction, departmental research, organized research, and other sponsored activities, as defined in this section; indirect (F&A) cost activities identified in this Appendix paragraph B. Identification and assignment of indirect (F&A) costs; and specialized services facilities described in §200.468 Specialized service facilities of this Part.

Examples of other institutional activities include operation of residence halls, dining halls, hospitals and clinics, student unions, intercollegiate athletics, bookstores, faculty housing, student apartments, guest houses, chapels, theaters, public museums, and other similar auxiliary enterprises. This definition also includes any other categories of activities, costs of which are "unallowable" to Federal awards, unless otherwise indicated in an award.

2. Criteria for Distribution

a. *Base period.* A base period for distribution of indirect (F&A) costs is the period during which the costs are incurred. The base period normally should coincide with the fiscal year established by the institution, but in any event the base period should be so selected as to avoid inequities in the distribution of costs.

b. *Need for cost groupings.* The overall objective of the indirect (F&A) cost allocation process is to distribute the indirect (F&A) costs described in Section B, Identification and assignment of indirect (F&A) costs, to

CONTINUITY OF OPERATION PLAN (COOP)



CITY OF WASHOUGAL



FEMA

NOTICE FOR OFFICIAL USE ONLY: This document contains information pertaining to the deployment, mobilization, and tactical operations of City of Washougal Police Department in response to emergencies. It is exempt from public disclosure under Washington state law.

SCOPE

This plan includes a comprehensive list identifying the time-sensitive and less time-sensitive essential functions, automated technology, and support areas for City of Washougal. This plan will be activated in the event any primary facility or a portion of a primary facility is involved in an emergency involving a disruption of operations for three (3) days or more or is declared unusable for normal operations.

This plan addresses resumption and recovery in any emergency or disaster situation. It does not address building emergency and evacuation procedures or on-site resumption and recovery procedures which are addressed in each organization's individual Continuity of Operations plan. Actions related to the physical restoration process, in terms of primary site restoration, recovery de-activation, migration and reestablishment of normal operations, termination/shutdown of recovery operations at alternate sites, integration of supporting activities with other departments to ensure essential functions can be performed, and post-recovery operations are also addressed in each organization's COOP.

This plan is based on the formal approval of the City Manager of those critical business functions and associated support functions identified as time-sensitive. A list of essential functions and services provided by each organization of City of Washougal has been arranged in order of priority is documented in their respective COOP's and identifies the essential functions operations, vital records and resources, and periods of time for which and after which disruptions could result in significant losses to City of Washougal.

Each summary contained within the City of Washougal COG shall include:

- The line of succession for their organization, with a minimum of three alternates.
- A minimum of two (2) points-of-contact for their organization, including the leadership of the organizations and a designated Continuity Coordinator.
- A list of all essential functions of the organization, arranged in order of priority of those critical functions essential to the mission of the organization's operations.
- A list of Vital Records and Vital resources used by each organization within City of Washougal, including documentation of the protection, duplication and movement of these items.
- A specified Alternate Facility location identified for each Primary Facility where an organization operates.

Additionally, this document serves as a starting point for the recovery of City of Washougal government operations. Included in this document is a list of all participating City of Washougal organizations, Department Heads, Continuity Planning Chiefs and their contact information. These people are responsible for developing, maintaining and implementing their own organizational level continuity plans with the assistance of the City Management.

While all plans can be overwhelmed by the events presented, this plan attempts to address the consequences of an unknown incident by taking into account the needs of the citizens, businesses, and City of Washougal organizations, and how those needs could be met in an

impacted environment. The goal is to perform as much pre-work in the form of coordination, prioritization, alternate work methods, or any other means necessary so that during an incident, focus can be on resolving issues instead of making decisions that could have been resolved in advance.

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DISTRIBUTION

This document shall be distributed to the City Management and all leadership positions of organizations within City of Washougal as changes or updates to this plan occur.

FOR OFFICIAL USE ONLY

WARNING: This document is FOR OFFICIAL USE ONLY. It contains information that is sensitive, but unclassified, and may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with local government policies relating to For Official Use Only information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized government official.

This document is to be used to implement the Continuity of Government Plan and directs the notifications and actions of personnel in response to an emergency or continuity event affecting City of Washougal. Unauthorized use of this information may constitute an invasion of privacy.

PROMULGATION STATEMENT

Transmitted herewith is the Continuity of Operations / Continuity of Government (COOP/COG) Plan for City of Washougal. It provides a framework in which City of Washougal, along with its officials, departments, agencies, and other entities, can plan and perform their respective essential functions during a disruption, disaster or national emergency.

This Continuity of Operations/Continuity of Government Plan was prepared in accordance with direction from Presidential Decision Directive 67, Federal Continuity Directive 1, Federal Continuity Directive 2, and Continuity Guidance Circular 1. It is in accordance with other existing Federal, State, and local statutes and understanding of the various departments involved. This Plan supersedes any previous COOP/COG Plans and has been concurred by the City Manager of City of Washougal. It will be reviewed and re-certified annually. Recipients are requested to advise the City of Washougal Executive Team of any changes which might result in its improvement or increase in its usefulness.

APPROVED: _____

DATE: _____

David Scott / City Manager

EXECUTIVE SUMMARY

City of Washougal recognizes that there are natural, man-made and terrorist threats that can impact the ability to perform essential functions that serve government organizations, citizens and private business. While the majority of these incidents cannot be prevented, many can be mitigated to reduce the impact through preventive measures to protect government assets or to rapidly recover from incidents in an organized and coordinated manner.

The key purpose of Continuity of Operations/Continuity of Government (COOP/COG) planning is to reduce the consequences of a disaster to acceptable levels and to ensure that City of Washougal has sufficient resources and planning alternatives to continue its essential operations. Although when and how a disaster will occur is not known, the fact that future disasters will happen is certain. How well (or poorly) the COOP/COG plan is designed and implemented will determine the response, recovery, resumption, and restoration capabilities of City of Washougal.

The City of Washougal Continuity of Government plan, also referred to as "COG" is a strategic planning effort that helps ensure that City of Washougal has sufficient resources and planning alternatives to continue its essential operations should facilities and personnel be affected by any adverse event such as fire, severe storm, power disturbance/interruption or an emergency or disaster due to terrorism, natural or technological hazard.

The Continuity of Government plan serves as the coordination point for the recovery of essential functions for City of Washougal. While each individual organization within City of Washougal develops an individual Continuity of Operations Plan (COOP) to address the functions at the organizational level, many resources required by these organizations will be organized, prioritized and coordinated by the Executive Team level of City of Washougal. This plan serves to coordinate the decision-making process and those key resources for City of Washougal.

Note: The generic term "organization" is used to refer to all entities of County and City government. When a specific department, organization, office, board, or commission is tasked within the Continuity of Government plan, its official title will be used.

COOP vs. COG

Continuity of Operations Planning (COOP)

Continuity of Operations planning is a planning strategy created within individual organizations to ensure their ability to continue the performance of their essential functions during a wide range of potential disruptions. Essentially, it is the capability of maintaining the core operations and essential functions of their organization under all eventualities. This is accomplished through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and vital records/databases. Within City of Washougal, there are 15 distinct Continuity of Operations plans that have been developed as an overall framework for the establishment of Continuity of Government. Each of these 15 plans is unique in nature specific to the

organizations structure and operations, and has been tailored to address the following key elements of their continuity planning requirements:

- Essential Functions (Ranked by Priority)
- Vital Records / Vital Resources
- Orders of Succession
- Delegations of Authority
- Alternate Facilities
- COOP Teams and Responsibilities

Continuity of Government Planning (COG)

This Continuity of Government Plan for City of Washougal is the summation of the most critical and major elements of each of the 15 Continuity of Operations Plans highlighted above. As such, this Continuity of Government plan supports a higher level of planning which serves as the framework for the preservation, maintenance, or reconstitution of the institution of the overall City of Washougal government. Through the coordination of these 15 individual continuity planning strategies and elements within City of Washougal, the Executive Team has better visibility to develop a unified and cohesive Continuity of Government Plan that results in the ability to carry out essential functions and operational responsibilities of City of Washougal.

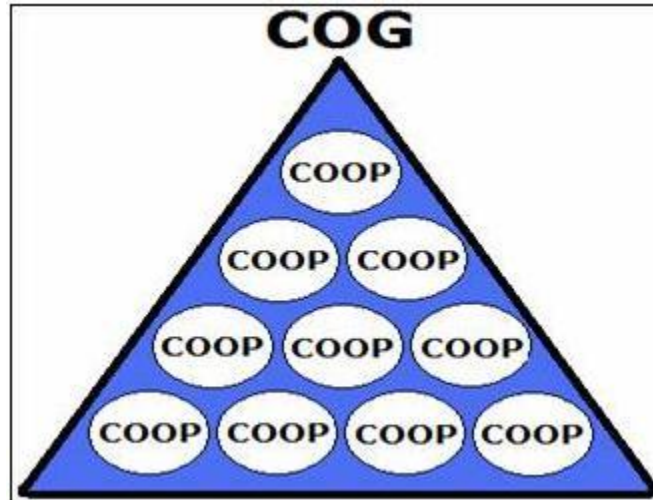


Illustration of Individual COOP's Combining to Make Overall COG

Provided below is a list of organizations within City of Washougal that have developed Continuity of Operations plans as part of this ongoing Continuity of Government initiative. Participating organizations are listed alphabetically by name:

- City Management
- Community Development Department

- Financial (Finance, Information Technology, and Communication)
- Human Resources
- Police Department
- Public Works Department (Streets, Stormwater, Water, Wastewater, Parks, Cemetery, Facilities and Fleet)

PLANNING ASSUMPTIONS

The Continuity of Government plan assumes that all City of Washougal organizations have Continuity plans in place for their organizations and locations necessary to maintain or recover essential functions. Organizations are expected to understand their space allocation needs and communicate that to the proper continuity team when they don't have the ability to organize their own alternate site plan.

This plan assumes that City of Washougal in coordination with the City Management will form specific Continuity Teams designed to address the situation and meet the needs and requirements of City of Washougal during continuity events. At a minimum, these Continuity Teams will consist of leadership, management, and key decision makers within City of Washougal who are thereby responsible for implementing the Continuity of Government plan and its actions as required.

The assumptions listed below serve as a scope of an incident that could occur and what other situations may exist that will need to be considered in the recovery of essential functions:

- An incident or operational disruption has occurred within City of Washougal which impacts the ability to perform or deliver of one or more organization's essential functions.
- Whatever the incident, the consequences can be summarized to manageable situations that City of Washougal, its organizations, and their private partners can manage.
- One or more City of Washougal organizations are becoming overwhelmed in their ability to recover from the incident independently.
- Services provided by private enterprise, local government(s) and/or the federal government may be impacted.
- Power, fuel, water, food, medical, power and telecommunications sources and supply chains may be impacted.

CONTINUITY TEAMS

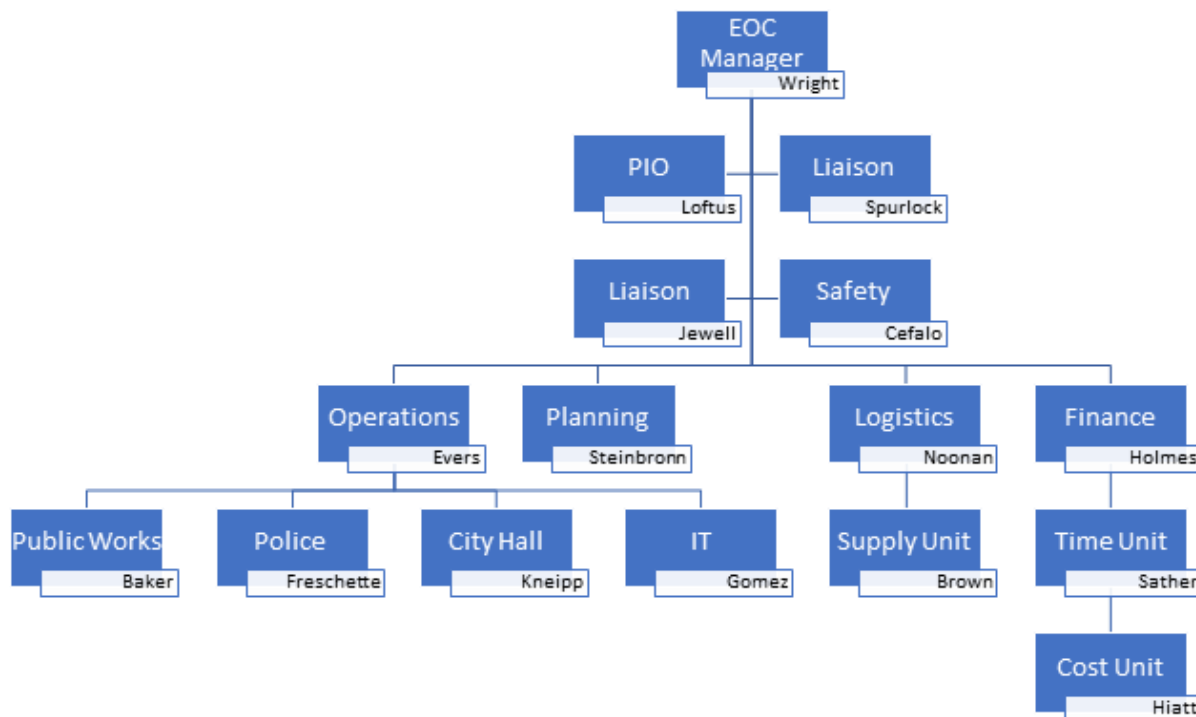
The activation and implementation of the Continuity of Government plan is performed in conjunction with the details of the City of Washougal Emergency Operations Plan (EOP). Policy Support and executive leadership is a vital part of any response and the EOP guidelines for Policy Support sets forth the roles and responsibilities as part of the overall Incident Command System (ICS). For the City of Washougal, the Continuity Teams and its members act as the

primary decision-makers for Policy Support during the activation of the COG and for addressing the requirements regarding all COG issues.

In order for City of Washougal to successfully manage and execute the actions contained within this Continuity of Government Plan, it is necessary to develop specific Continuity Teams which will have the responsibility in their various areas to oversee the design, strategy, and ongoing development and coordination of the Continuity of Government Plan as a whole. In addition, Continuity Team members will serve a significant role in the response and decision-making process of the Continuity of Government plan when disruptions occur. The following are Continuity Teams developed specifically for City of Washougal:

Emergency Management Team

The Emergency Management Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Operations, Planning, Logistics/Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended this Team member review and have a clear understanding of the vital elements contained within the various continuity plans for their organization.



Emergency Management Team

Team Member	Team Responsibility
Michelle Wright - Emergency Manager Work: 360-835-2662 ext. 206/Cell: 503-250-4438 Work Email: Michelle.Wright@cityofwashougal.us	Emergency Manager
David Scott - City Manager Work: 360-835-8501 ext. 102/Cell: 360-904-4090 Work Email: David.Scott@cityofwashougal.us	(Executive)
Wendi Steinbronn – Police Chief Work: 360-835-8701 ext. 401/Cell: 360-838-3346 Work Email: Wendi.Steinbronn@cityofwashougal.us	Planning
Trevor Evers – Director of Public Works Work: 360-835-2662 ext. 202/Cell: 360-335-7567 Work Email: Trevor.Evers@cityofwashougal.us	Operations
Jeanette Cefalo - Human Resource Director Work: 360-835-8501 ext. 103 Work Email: Jeanette.Cefalo@cityofwashougal.us	Safety
Jennifer Forsberg-Finance Director Work: 360-83508501 ext. 503/Cell: 360-909-4097 Work Email: Jennifer.Forsberg@cityofwashougal.us Monie Holmes – Assistant Director of Finance Work: 360-835-8501 ext. 505/Cell: 503-805-9384 Work Email: Monie.Holmes@cityofwashougal.us	Finance
Theo Gomez – Information and Technology Manager Work: 360-835-8501 x508 Work Email: Theo.Gomez@cityofwashougal.us	Information Technology
Will Noonan - Central Services Manager	Logistics and Facilities

Team Member	Team Responsibility
Work: 360-835-2662 x207/Cell: 360-772-2024 Work Email: Will.Noonan@cityofwashougal.us	

Legal Action/Declaration Team

In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Legal Action/Declaration Team Members - City of Washougal

Team Member	Team Responsibility/Role
Kenneth Woodrich - City Attorney City Management City Administration Work: 503-288-2480 Work Email: Ken@woodrich.com	During a continuity event, the Legal Action/Declaration Team Chief is responsible for contacting and coordinating with the Legal Action/Declaration Team members for reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.
David Scott - City Manager City Management City Administration Work: 360-835-8501 ext. 102/Cell: 360-904-4090 Work Email: David.Scott@cityofwashougal.us	During a continuity event, responsible for reporting into their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.
Molly Coston – City Mayor City Management City Council Cell: 360-818-1483 Work Email: Molly.Coston@cityowashougal.us	During a continuity event, responsible for reporting into their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Washougal Infrastructure Assessment team

The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds. County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.

First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

Washougal Infrastructure Assessment Team Members - City of Washougal

Team Member	Team Responsibility/Role
Will Noonan - Central Services Manager Public Works Central Services Work: 360-835-2662 ext. 205/Cell: 360-772-2024 Work Email: Will.Noonan@cityofwashougal.us	First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.
Michelle Wright - Emergency Manager Public Works	County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will

Team Member	Team Responsibility/Role
Work: 360-835-2662 ext. 206/Cell: 503-250-4438 Work Email: Michelle.Wright@cityofwashougal.us	form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.
Joseph Layman - City Building Official Community Development Building Division Work: 360-835-8501 ext. 605 Work Email: Joseph.Layman@cityofwashougal.us	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).
Rob Charles – City Engineer Public Works Engineering Department Work: 360-835-2662 ext. 230/Cell: 360-607-9753 Work Email: Rob.Charles@cityofwashougal.us	The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county.
Ryan Baker - Water Operations Supervisor Public Works Water / Wastewater Divisions Work: 360-835-2662 ext. 204/Cell: 360-907-5751 Work Email: Ryan.Baker@cityofwashougal.us	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).
Monie Holmes – Assistant Director of Finance Finance Department Work: 360-835-8501 ext. 505/Cell: 503-805-9384 Work Email: Monie.Holmes@cityofwashougal.us	Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.

OBJECTIVES

The City of Washougal COG is designed to address and accomplish the following objectives:

- Ensure uninterrupted command, control, and leadership of City of Washougal.
- Protect critical facilities, systems, equipment and records.
- Become operational within three (3) business days (or sooner) and maintaining capability for up to 30 days (or until primary facility is restored to full operation).
- Resume technology operations and support for time-sensitive business operations in the event existing technology processing has been rendered inoperable.
- Reduce the operational effects of a disaster on time-sensitive business operations through a set of pre-defined and flexible procedures to be used in directing recovery operations.
- Resume production processing of the most time-sensitive computer systems, network services and applications within three (3) business days (or sooner) following the disruptive event.
- Provide a proper work environment for displaced staff while their facilities and their contents are being restored.
- Resume and maintain adequate service levels to residents and businesses of City of Washougal.

PHASE I: ACTIVATION OF CONTINUITY OF GOVERNMENT PLAN

This plan serves as a coordination document of the resources available to City of Washougal in a time of disruption or crisis.

Analysis of the situation is important with as many verifiable facts as possible. Status of facilities and/or the functions impacted is the outcome of the analysis along with any time frames for recovery that the incident will allow.

Once a decision has been made to activate the City of Washougal Continuity of Government plan, the City Manager will execute the plan and coordinate with the appropriate Continuity Teams. Each City of Washougal organization will then be contacted to activate their COOP at the direction of the City Manager.

In the event of limited resources, allocation of resources will be made by the City Manager or their designee. Each organization in City of Washougal has designated a specific individual to serve as their organization's Continuity Coordinator to communicate directly with their internal leadership and provide information and requirements to the City Manager on continuity of operations planning.

The support of organizations that perform the most essential functions will be prioritized and become the focal point at that time. Relocation of staff, resources and functions are coordination

activities that will need to be considered as well as the availability of any private sector supplies or services such power, water, telecommunications, and fuel. All participating organizations of City of Washougal have identified essential functions as part of their continuity planning efforts. With these lists which identify each organization's essential functions, the City of Washougal has the ability to broadly view the overall framework of functions and prioritize them based on specific criteria; including life/safety, financial, public perception, and recovery time requirements. While this is an objective measure of the priority, subjective decisions can be made based on this priority as to a potentially different order of restoration should occur. It is also not expected that in any one incident that all functions are impacted to the point of requiring restoration. This prioritized list would then be used to identify the functions impacted, what the recovery time would be, and what alternative arrangements are going to be put in place so that a clear and concise communication can be made to the media and public as to the functions impacted.

PHASE II: ALTERNATE FACILITY AND CONTINUITY OF OPERATIONS

This section speaks to how City of Washougal will conduct its functions during a Continuity Plan activation scenario.

Each City of Washougal organization shall activate its COOP and understand its place in the priority of City of Washougal functions.

Activation of the plan shall consider life/safety aspects first and that response to the incident may take a higher priority than the restoration of services, particularly when organization staff members have homes and families impacted by the incident.

Any resource, facility or staff shortages shall be reported to the City Manager or their designee.

PHASE III: RECONSTITUTION / RETURN TO NORMAL OPERATIONS

During Prevention, the primary responsibilities of City of Washougal organizations include:

- Plan to protect employees.
- Plan for the protection and duplication of Vital Records and Vital Resources.
- Plan for the efficient resumption of mission essential functions.
- Plan for and identify potential alternate operating sites.
- Plan to support and communicate with the City Manager and designated Continuity Teams.
- Plan to streamline the reporting of resumption and recovery progress to the City Manager.
- Provide and maintain a current Continuity of Operations Plan.
- Review and re-approve Continuity of Operations Plan annually.

During Response, the primary responsibilities of City of Washougal organizations include:

- Establish an immediate and controlled presence for response.
- Conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the organization's operations and essential functions.
- Determine if and/or when access to the affected facilities will be allowed.
- Provide the City Manager with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.

During Resumption, the primary responsibilities of City of Washougal organizations include:

- Monitor and report progress of the resumption operations.
- Notify and appraise the City Manager of the situation.
- Mobilize and activate the personnel necessary to facilitate the resumption process.
- Notify employees, vendors and other internal and external individuals and organizations.

During Recovery, the primary responsibilities of City of Washougal organizations include:

- Prepare for and/or implement procedures to facilitate and support the recovery of less time sensitive operations.
- Mobilize additional personnel and support organizations as required.
- Maintain an information flow regarding the status of recovery operations among employees, vendors and other internal and external individuals and organizations.

During Restoration, the primary responsibilities of City of Washougal organizations include:

- Manage salvage, repair and/or refurbishment efforts at the affected facility.
- Prepare procedures necessary to the relocation or migration of essential functions to the new or repaired facility.
- Implement procedures necessary to mobilize operations, support and technology agency relocation.
- Manage the relocation effort as well as perform employee, vendor, and customer notification before, during and after relocation or migration.

KEY PERSONNEL

Key personnel are those required to implement the Continuity Plan. These involve the leadership and management personnel of the organization and any other personnel as identified in the organizations plan. There are logistical staff that assist in setting up and supporting the operational staff and functions that the organization performs. There are operations personnel

who perform the Mission Essential Functions of the organization. There are reconstitution personnel that are preparing the impacted site or a whole new site if the damage is severe, for operations again. Note that personnel should NOT be assigned double duty on multiple teams during a Continuity Plan implementation. Stress levels will be high, burnout will be an issue to be dealt with and availability of staff will be impacted post incident.

VITAL RECORDS AND RESOURCES

Vital Records, Vital Resources, databases, systems and other elements critical to operations are the responsibility of each individual organization to manage, mitigate and proactively protect from potential incidents. Mitigation efforts include converting paper records to electronic forms, ensuring storage areas are not susceptible to water damage, and ensuring that a records retention policy is in place to avoid storing large amounts of records that are outdated and beyond their useful life.

Organizations should recognize in their assessment of what records and resources are truly vital to their operations. Given the considerable expense in recovering damaged records, organizations need to properly assess what is truly vital. Efforts to mitigate destructive effects on records will be repaid many times over if an incident occurs.

If there is an incident that damages hardcopy records, the City of Washougal Information and Technology will need to assist organizations with document or artifact restoration services.

The following is a list of Vital Records and Resources which have been identified as critical to the operations of City of Washougal. The Vital Records and Resources are listed in order of priority.

Vital Record: Tyler - Incode

Type: Database

Description:

Financial Software which includes:

Accounts Receivable

Accounts Payable

Bank Reconciliation

Requisitions / Purchase Orders

General Ledger

Pet Licensing

Utility Payments and Billing

Building Permits

Payroll

Plans for Protection, Duplication, and Movement of Records:

Data/Software is hosted in cloud and managed by Tyler Tech

Location and Accessibility of Vital Records:

Primary Location: Cloud
Format: Electronic
Backup Location: Cloud
Format: Electronic

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 4/13/2020

Vital Record: CIMS Cloud

Type: CIMS Cloud Software

Description:

Cemetery Software which includes:
Lot Owners
Burials
Work Orders
Disinterment's
Map of current sections / lots

Plans for Protection, Duplication, and Movement of Records:

Must have a login and password
The City of Washougal maintains 2 licenses for access

Location and Accessibility of Vital Records:

Primary Location: Cloud
Format: Electronic
Backup Location: Cloud
Format: Electronic
Backup Location: City Hall Vault
Format: Paper

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: Unknown

Vital Record: Civic Plus Platform

Type: Communications / Reservations

Description:

Location for notification of the city by the public for lights out, potholes, etc.
Reservation system for city parks and facilities

Plans for Protection, Duplication, and Movement of Records:

Data/Software is hosted in cloud and managed by COW

Location and Accessibility of Vital Records:

Primary Location: Cloud

Format: Electronic

Backup Location: Cloud

Format: Electronic

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: unknown

TESTING, TRAINING, AND EXERCISING / PLAN MAINTENANCE

It is necessary for all levels of personnel, including those appointed or elected, to maintain their understanding of the goals and objectives of continuity planning; including how the plan affects their area, its overall design, and the strategy it employs. Awareness of Continuity Planning best practices and the basic discussion areas it addresses is crucial and how it differs from emergency response type plans.

All personnel within City of Washougal should be tested and trained on their organizations plans so they are aware of their organizations COOP and its contents. The process of testing, training, and exercising the plans should include, but not limited to the following areas: what are the mission essential functions of the organization, what vital records and resources are critical for the organization to continue its functions, who are the key leadership personnel within the organization and who are their designated alternates, what alternate facilities have been identified as potential sites for relocation, and that each employee should have a plan for their family in case of emergency.

Tests and exercises can take on a number of forms. The most basic is an orientation that resembles a meeting where aspects of the plan are discussed with employees. A test may be of a new piece of equipment or procedure. A tabletop exercise is a realistic scenario posed in a conference room environment to key people in the organization who are asked to use the plan and their own knowledge to respond and recover from the scenario proposed. A functional exercise involves the actual use of equipment, moving of people, etc, from one organization, facility or division. A full-scale exercise is a larger scale event than the functional exercise involving a large number of organizations, private sector, local government and/or federal government.

Maintenance/Review of the plan shall occur on an annual basis. This can occur during a staff meeting where staff identifies changes in contact information and function.

CITY OF WASHOUGAL MAIN CONTACTS BY ORGANIZATION

The following is a list of Main Contacts for continuity planning initiatives for each of the organizations within City of Washougal. This list is arranged alphabetically by organization.

City Manager

Leadership: David Scott David.Scott@cityofwashougal.us 360-904-4090

Chief of Police – Operation Planning Chief

Leadership: Wendi Steinbronn Wendi.Steinbronn@cityofwashougal.us 360-838-3346

City Engineer

Leadership: Rob Charles Rob.Charles@cityofwashougal.us 360-607-9753

Communication Section Chief

Leadership: Michele Loftus Michele.Loftus@cityofwashougal.us 360-818-1485

Emergency Manager

Leadership: Michelle Wright Michelle.Wright@cityofwashougal.us 503-250-4438

Finance Section Chief

Leadership: Jennifer Forsberg Jennifer.Forsberg@cityofwashougal.us 360-909-4097

Finance Section Chief

Leadership: Monie Holmes Monie.Holmes@cityofwashougal.us 503-805-9384

Information Technology Manager

Leadership: Theo Gomez Theo.Gomez@cityofwashougal.us 360-835-8501 x508

Liaison

Leadership: Rose Jewell Rose.Jewell@cityofwashougal.us 360-931-7473

Finance Time Unit

Leadership: Crystal Sather Crystal.Sather@cityofwashougal.us 360-835-8501 x502

Finance Cost Unit

Leadership: Emma Hiatt Emma.Hiatt@cityofwashougal.us 541-282-3377

Operations Section Chief

Leadership: Trevor Evers Trevor.Evers@cityofwashougal.us 360-335-7567

Logistics Section Chief

Leadership: Will Noonan Will.Noonan@cityofwahasougal.us 360-772-2024

Operations Section

Leadership: Zane Freschette Zane.Freschette@cityofwashougal.us 360-835-8701

Logistics

Leadership: Kelly Brown Kelly.Brown@cityofwashougal.us 360-947-4801

Utility Superintendent – Public Works

Leadership: Ryan Baker

Ryan.Baker@cityofwashougal.us

360-907-5751

PRIMARY FACILITIES AND ALTERNATE FACILITIES

The following is a list of Primary Facilities and their corresponding Alternate Facilities for each of the organizations within City of Washougal. This list is arranged alphabetically by organization.

Primary Facilities:

City Hall
1701 C Street
Washougal, WA 98671

Police Station
1400 A Street
Washougal, WA 98671

Treatment Plant
3900 SR 14
Washougal, WA 98671

Operations Center
2201 C Street
Washougal, WA 98671

Secondary Facilities:

Executive Office
1615 C Street
Washougal, WA 98671

Public Works Administration Building
2247 Main St.
Washougal, WA 98671

ORDERS OF SUCCESSION – CITY OF WASHOUGAL

The following is a list of Orders of Succession identified for each of leadership positions for City of Washougal organizations. This list is arranged alphabetically by organization.

Orders of Succession for City Management

City Manager, City Management, David Scott

- ☐ Director, Public Works, Trevor Evers
 - ☐ Director, Finance, Jennifer Forsberg
 - ☐ Director, Community Development Director, Mitch Kneipp
 - ☐ Chief, Police Department, Wendi Steinbronn
-

Director, Human Resource, Jeanette Cefalo

- ☐ Assistant to the Mayor and City Manager, Administration, Rose Jewell
-

Orders of Succession for City of Washougal Police Department

Police Chief, Police, Wendi Steinbronn

- ☐ Acting Captain, Police, Zane Freschette
 - ☐ Sergeant, Police, Kyle Day
-

Orders of Succession for City of Washougal Public Works Department

Public Works Director, Public Works, Trevor Evers

- ☐ City Engineer, Public Works, Rob Charles
 - ☐ Utilities Superintendent, Public Works, Ryan Baker
 - ☐ Interim Deputy Public Works Director, Public Works, Michelle Wright
-

Orders of Succession for Community Development Department

Community Development Director, Community Development, Mitch Kneipp

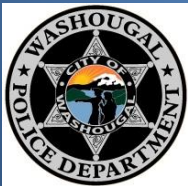
- ☐ Building Official, Community Development, Joseph Layman
 - ☐ City Planner, Community Development, Jessica Herceg
-

Orders of Succession for Financial and Information Services

Financial and Information Services Director, Financial and Information Services, Jennifer Forsberg

- ☐ Assistant Finance Director, Financial and Information Services, Monie Holmes
- ☐ Information & Technology Manager, Financial and Information Services, Theo Gomez

CONTINUITY OF OPERATION PLAN (COOP)



CITY OF WASHOUGAL POLICE DEPARTMENT



FEMA

NOTICE FOR OFFICIAL USE ONLY: This document contains information pertaining to the deployment, mobilization, and tactical operations of City of Washougal Police Department in response to emergencies. It is exempt from public disclosure under Washington state law.

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I. INTRODUCTION

The mission statement as provided by the City of Washougal Police Department is as follows:

Maintain the trust and confidence of our citizens while delivering the highest level of service possible, enforcing the laws without bias, and providing a safe environment for all.

A. Purpose

This Continuity of Operations Plan (COOP) has been created for the City of Washougal Police Department. The Continuity of Operations Plan establishes policy and guidance to ensure the execution of the mission-essential functions for the City of Washougal 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 City of Washougal Police Department are required. Specifically, this COOP is designed to:

- Ensure that the City of Washougal Police Department is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the City of Washougal 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 City of Washougal 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 City of Washougal Police Department COOP is viable, operational, and is compliant with all guidance documents.
- Ensure that the City of Washougal Police Department COOP is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.

B. Applicability and Scope

The provisions of this document apply to the City of Washougal Police Department and its office. Support from other organizations as described herein will be coordinated with the Police Chief as applicable. This document applies to situations that require relocation of mission-essential functions of the City of Washougal Police Department as determined by the Police Chief. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The Police Chief will determine situations that require implementation of the COOP.

C. Supersession

Currently, no prior COOP plan is in place for the City of Washougal. This is the first COOP plan to be created, and upon completion and formal adoption it will serve as the official COOP Plan for the City of Washougal.

D. Authorities

- U.S. Department of Homeland Security Federal Emergency Management Agency Federal Continuity Directive 1 Issue Date: January 17, 2017 - Presidential Policy Directive 40 (PPD-40), *National Continuity Policy*, directs the Secretary of Homeland Security through the Administrator of the Federal Emergency Management Agency (FEMA) to coordinate the implementation, execution, and assessment of continuity activities among executive departments and agencies (D/As). Specifically, the Administrator of FEMA is directed to *develop and promulgate Federal Continuity Directives to establish continuity program and planning requirements for executive departments and agencies*. This Federal Continuity Directive 1 (FCD-1) implements this requirement by establishing the framework, requirements, and processes to support the development of D/As' continuity programs and by specifying and defining elements of a continuity plan
- Federal Continuity Directive 2 (FCD 2) June 13, 2017 - Federal Continuity Directive-2 (FCD-2) implements the requirements of FCD-1, Annex B (*Essential Functions*), and provides direction and guidance to Federal Executive Branch Departments and Agencies (D/As) to assist in validation of Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs). The update and validation of essential functions includes conducting a comprehensive Business Process Analysis (BPA) to understand those processes necessary to the performance of organizational functions and requirements.
- Continuity Guidance Circular 1 (CGC1) - December 9th, 2013 - Continuity Guidance for Non-Federal Entities - Continuity Guidance Circular 1 (CGC1) in cooperation with the Department of Homeland Security and non-federal partners, CGC1 provides guidance to non-federal entities for the development of continuity plans and programs. Continuity planning facilitates the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations. By continuing the performance of essential functions through a catastrophic emergency, the State, local, territorial, and tribal governments (non-Federal Governments entities or NFGs) support the ability of the Federal Government to perform National Essential Functions (NEFs), continue Enduring Constitutional Government, and ensure that essential services are provided to the Nation's citizens. A comprehensive and integrated continuity capability will enhance the credibility of our national security posture and enable a more rapid and effective response to, and recovery from, a national emergency.
- Continuity Guidance Circular 2 (CGC2) - October 31st, 2013 - Continuity Guidance for Non-Federal Entities: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions), provides additional planning guidance to assist non-Federal entities and organizations in identifying their essential functions. GCG2 also works to identify the relationships between these functions, as well as governmental and non-governmental agencies alike. Additionally, through the use of a systematic Business Process Analysis, Business Impact Analysis, and the development of risk mitigation strategies, CGC 2 provides guidance to non-Federal entities to ensure the continued performance of these essential functions during and following a significant disruption to normal operations.

- Executive Order 13347 - July 22nd, 2004 - The Executive Order, *Individuals with Disabilities in Emergency Preparedness*, calls for the Federal Government to appropriately support safety and security for individuals with disabilities in all types of emergency situations through a coordinated effort among federal agencies.
- ADA Title II and III, including, but not limited to, US Code Title 42, Chapter 126:
 - *Title II: State and Local Government Activities* All activities of state and local governments, regardless of the entity's size or receipt of federal funding, are covered. Additionally, state and local governments are required to allow people with disabilities an equal opportunity to benefit from all programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings). This includes relocating programs or otherwise providing access in inaccessible older buildings, and communicating effectively with people who have hearing, vision, or speech disabilities.
 - *Title III: Public Accommodations* This title covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are defined as private entities that own, lease, lease to, or operate facilities. This includes restaurants, retail stores, hotels, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, day care centers, and recreation facilities (e.g., sports stadiums and fitness clubs). Transportation provided by private entities is also covered.

E. References

- National Response Framework, Fourth Edition, October 29, 2019
- National Incident Management System (NIMS) - NRF Update August 18th, 2014
- Washington State Emergency Operations Plan (SEOP)

F. Policy

The City of Washougal 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 City of Washougal Police Department that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the City of Washougal Police Department to protect life, information, and property, in that order. 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 City of Washougal Police Department is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the City of Washougal Police Department and its management are responsible for developing and maintaining a viable COOP that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other City of Washougal Police Department policy, plans, and procedures.

II. CONCEPT OF OPERATIONS (CONOP)

A. Objectives

The objective of this COOP is to ensure that a viable capability exists for City of Washougal Police Department to continue essential functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this COOP are:

- To ensure the continuous performance of essential functions/operations during an emergency.
- To protect essential facilities, equipment, records, and other assets.
- To reduce or mitigate disruptions to operations.
- To reduce loss of life, minimize damage and losses.
- To identify and designate principals and support staff to be relocated.
- To facilitate decision-making for execution of the COOP and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

B. Planning Considerations and Assumptions

In accordance with continuity guidelines and emergency management principles/best practices, capabilities of a viable COOP:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 30 days.
- Should take maximum advantage of existing local, State or federal government infrastructures.

C. COOP Execution

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 City of Washougal 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 City of Washougal Police Department to transition from normal operations to COOP activation.

COOP Activation Scenarios

The following scenarios would likely require the activation of the City of Washougal Police Department COOP:

- The primary facility or any other essential facility of the City of Washougal Police Department is closed for normal business activities as a result 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 City of Washougal Police Department facility is located is closed for normal business activities as a result 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 City of Washougal 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.

COOP Activation

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 Police Chief may activate the COOP to include activation of the alternate facility.
- The Police Chief will direct some or all of the COOP Teams to initiate the process of relocation to the alternate facility (see Sections II-D and II-F). The COOP Teams will be notified using the notification procedures outlined in Section IV of this document.
- The COOP Teams will initiate relocation to the alternate facility site and will ensure that the mission-essential functions of the closed primary or other impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- City of Washougal Police Department staff members who do not have specific COOP assignments may be called upon to supplement the COOP Team operations.
- Representatives 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 City of Washougal Police Department within 12 hours and for a period 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 City of Washougal 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 of 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 a complete and orderly alert, notification of all personnel, and

activation of the COOP Teams.

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.

D. Time-Phased Implementation

In order 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 Washington 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. State and federal assistance will involve response and recovery needs.

As described in Section II-C of this document, COOP activation applies to events or incidents impacting a facility where mission-essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. 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.

E. Critical Service COOP Staff

The City of Washougal Police Department management and staff that relocate to the alternate facility must be able to continue operations and perform mission-essential functions for up to 30 days with resource support. Specific City of Washougal Police Department management and staff will be appointed to serve on COOP Teams to support COOP activations and relocation. It is important that COOP Teams and corresponding responsibilities are established prior to COOP activations so team members can be trained on their team roles and responsibilities. Depending upon the nature and severity of the event requiring COOP activation, the roster and size of the COOP Teams may be adjusted by the Police Chief as necessary.

Because alternate facility space and support capabilities may be limited, staff may need to be restricted to those specific personnel who possess the skills and experience needed for the execution of mission-essential functions. Staff may be directed to move to other facilities or duty stations or may be advised to remain at or return home, pending further instructions. Individuals may be used to replace unavailable staff or to augment the overall COOP response. COOP activation will not, in most circumstances, affect the pay and benefits of the City of Washougal Police Department management and staff.

F. Alternate Facility

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the City of Washougal Police Department to the alternate facility will be made at the time of activation by the Police Chief; the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the staff of the City of Washougal Police Department.

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 City of Washougal Police Department management on an annual basis. The Police Chief and associated COOP Team Chiefs will be advised of the findings of this review and made aware of any updates made to the alternate facility details.

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 the City of Washougal Police Department.
- 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.
- 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.

G. Mission-Essential Functions

In planning for COOP activation, it is important to establish operational priorities prior to an emergency to ensure that the City of Washougal Police Department can complete the mission-essential functions that are critical to its overall operation. The Police Chief 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 task not deemed mission-essential must be deferred until additional personnel, time, or resources become available. City of Washougal Police Department has identified a comprehensive list of mission-essential functions.

H. Delineation of Mission-Essential Functions

To ensure that mission-essential functions referenced in Section II-G are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that each function have qualified staff and resources assigned to it. The City of Washougal Police Department COOP should be formed with mission-essential functions in mind. As the COOP is developed, specific staff should be matched up to each of the mission-essential function(s) within the plan. These staff will be assigned to perform these specific mission-essential functions at the alternate facility during COOP activations. The staff working at the alternate facility must be able to ensure that mission-essential functions are carried out. In some cases, the number of staff assigned to the alternate facility may be limited due to lack of facility resources and/or reduced capacity.

I. Warning Conditions

When planning and preparing for emergencies that may require activation of the COOP, a wide range of scenarios must be considered. Impending events such as hurricanes or winter storms may provide ample warning for notification of staff and identification and pre-positioning of resources in preparing for possible COOP activation; other types of events such as earthquakes or terrorist events, may provide no warning.

- **With Warning** - It is expected that, in most cases, the City of Washougal Police Department will receive a warning of at least a few hours prior to an event. This will

normally enable the full execution of the COOP with a complete and orderly alert, notification, and/or deployment of the COOP Teams to an assembly site or the alternate facility.

- **Without Warning** - The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the COOP Teams is not feasible because of the unavailability or loss of personnel, including the Police Chief, temporary leadership of the City of Washougal Police Department will be passed to the Police Services Commander, as identified in Section II-J of this document.
- **Duty Hours** - If an event or incident occurs during work hours, which requires relocation of the primary facility, the COOP will be activated, and available members of the COOP Teams will be deployed as directed to support operations for the duration of the emergency. Those individuals who do not have assigned roles in the COOP, will either be sent home or possibly used to provide support to the COOP Teams, if additional assistance is required.
- **Non-Duty Hours** - The ability to contact members of the COOP Teams at all times during duty hours or non-duty hours is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the COOP Teams on extremely short notice.

J. Direction and Control

Lines of succession should be maintained by all leadership elements contained within the City of Washougal Police Department to ensure continuity of mission-essential functions. Lines of succession are to be provided to a minimum depth of three positions at any point where policy and directional functions are carried out.

Authorized successors to the Police Chief are specified as follows:

- Chief
- Captain
- Detective Sergeant
- Sergeant

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

The Police Chief and/or their designee are responsible for ordering activation of the COOP. Members of the COOP Teams may be requested by the Police Chief to disseminate COOP guidance and direction during the activation and relocation phases. Pending the activation of the COOP, the COOP Teams Chiefs will monitor the situation and assist in the notification process, as necessary.

Once the COOP is activated, the appropriate officials should be notified and requested to provide any previously agreed upon assistance to the City of Washougal Police Department.

K. Operational Hours

During COOP contingencies, the Police Chief will determine the hours of operation for the COOP Teams and staff. Members of the COOP Teams must be prepared to support a 24-hour-per-day, 7-day-per-week operation, if needed.

L. Alert Notification Procedures

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 City of Washougal Police Department key staff members 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 Police Chief will direct the activation of the COOP. Upon activation of or notification to activate the City of Washougal Police Department COOP, telephone, email, and other methods of communication designated by the City of Washougal Police Department may be used to notify its key staff and personnel.

III. PROCEDURES

A. Personnel Coordination

Procedures should be in place to address any personnel issues that may arise among those individuals who will be responsible for implementing the COOP, as well as, those who do not have specific COOP roles; but may be called upon during COOP activation. Listed below are personnel resources and capabilities in place at the City of Washougal Police Department to ensure that emergency and non-emergency staffs are prepared when disasters strike, either with or without warning:

- Communications Plan for emergency and non-emergency staff
- Health, safety, and emotional well-being of all employees and their families
- Pay status and administrative leave issues
- Medical, special needs, and travel issues

Issues will be managed by the Police Chief and based on the Policies and Procedures of the City of Washougal Police Department.

B. Vital Records and Resources

Vital records and resources identified as critical to supporting mission-essential functions have been identified within the COOP and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how these vital records and resources will be made available to personnel for use in completing mission-essential functions. Identified below are different categories of vital records and resources.

Vital records essential to the continued operation or reconstitution of the City of Washougal Police Department during and after a continuity disruption may include:

- Emergency plans and directives
- Orders of succession (Annex D)
- Delegations of authority (Annex E)
- Staff roster (Annex O)
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming formal operations at its conclusion

Vital records critical to carrying out the City of Washougal Police Department legal and/or financial mission-essential functions and activities may include:

- Accounts receivables / Accounts payable documentation
- Contracting and acquisition files
- Personnel files / Human Resource Records
- Payroll documentation / Social Security documentation
- Retirement records
- Insurance records
- Property management and inventory records

C. Pre-Positioned Resources

It is strongly encouraged that essential items, such as office supplies, equipment, data, vital records, and other critical resources be pre-positioned at the alternate facility or other off-site location to facilitate relocation during COOP events. The pre-positioned resources should be carefully inventoried and regularly maintained by the Alternate Facility Manager or his/her designee to ensure that there is a clear understanding of what resources are identified as pre-positioned at the alternate facility and what additional resources need to be acquired during COOP events.

D. Drive-Away Kits

The Police Chief is responsible for providing guidance to staff on the necessity of Drive-Away Kits and the contents of these kits. Drive-Away Kits may contain items such as software, databases, forms, publications, and other necessary resources that can be stored in a manageable manner. Checklists need to be developed for the various Drive-Away Kits developed for City of Washougal Police Department to help ensure the inclusion of all necessary contents.

It is strongly encouraged that essential items and data be pre-positioned at the alternate facility or other off-site location instead of being carried within Drive-Away Kits, because COOP Team

personnel and staff may be at home when the order to relocate is given. Access to the Drive-Away Kits may be difficult or impossible. Items to consider including in these kits:

- State/local regulations; statutes and administrative codes
- Emergency plans/procedures
- List of positions to be filled and procedures needed to continue mission-essential functions
- Laptop(s) with necessary forms/plans/procedures installed
- Office supplies to support operations for the initial period of relocation.

In addition to “official” items carried in the Drive-Away Kits, each staff member relocating to the alternate facility should consider bringing appropriate personal items and changes of clothing for situations of relocation of great distances. In addition, staff should relocate with their City of Washougal Police Department identification badge for entry into the alternate facility.

E. Telecommunications and Information Systems Support

Interoperable communications or the ability for the City of Washougal Police Department staff to communicate with individuals internal and external to the organization is critical during COOP events. Internal and external communications that will be used within the City of Washougal Police Department and its alternate facilities to communicate with officials, emergency response organizations, the media, and/or the public are identified in detail in Annex I.

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be arranged for accessibility at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. For the City of Washougal Police Department, the Information Technology maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, the Information Technology ensures that connectivity exists at the alternate facility. The Information Technology will also provide systems technical support during COOP activations.

The telecommunications and information systems capabilities at the City of Washougal Police Department alternate facility are sufficient for the performance of mission-essential functions under the COOP.

The following is a checklist that may be used for planning telecommunications and information systems requirements:

- Plans should address all three types of communication (internal, external, and mobile).
- Plans should include the development of telephone trees.
- Plans should consider use of hotline numbers.
- Plans should consider radio communications using available staff with radios.
- Plans should recognize different needs ranging from a one-hour emergency to an extended emergency.

- Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
- Plans should strategize for situations in which all communications systems are unavailable.

At a minimum, all COOP Team Members should have cell phones and/or pagers.

F. Transportation, Lodging, and Food

Policies and procedures should be developed that consider transportation, lodging, and feeding of staff working from the alternate facility. During COOP activations, staff members will likely prefer to use their individual vehicles for transportation to the alternate facility; however, in the event that they are not able to do so, an alternate transportation plan should be in place. Procedures for lodging and feeding arrangements should also be developed. All the items mentioned above can be accomplished by arranging agreements with other agencies or non-profit organizations. Also, it is a good practice to have agreements with pre-identified private vendors to provide support on very short notice during COOP events.

The City of Washougal Police Department has procedures that address food, lodging, and purchasing for COOP events.

G. Security and Access Controls

The Police Chief will ensure that all four types of security are addressed and in place at the alternate facility: operational, information systems/cyber, physical, and access controls. Due to the sensitive information contained in the COOP, the Police Chief will also ensure that distribution of the COOP is limited and that an account of those who have access to the plan is maintained.

The Police Chief will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility to the alternate facility.
- Alternate technologies, including video technology, may be considered for security.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, private vendors, or other resources.

H. Personal and Family Preparedness

All staff, including those individuals actively involved in COOP events or not officially assigned a role during COOP activations should be prepared for and aware of COOP activation procedures. To assure that all employees are prepared for COOP events, training should be a part of the City of Washougal Police Department orientation for new staff and should be regularly conducted (at least annually) for all existing staff. The training should focus on preparing employees for situations in which they will not be able to work from their primary facility. The training should advise staff on how to be personally prepared by developing “personal go-kits” as well as emphasize the need for Family Disaster Planning to ensure families are prepared for all types of emergencies, including COOP activations.

I. Site Support Procedures

Site support responsibilities are those tasks that must be conducted to ensure the readiness of the alternate facility and the continued functional operation of the facility during the entire duration of COOP activation. These responsibilities include ensuring that an alternate Facility Manager is appointed and that procedures are in place and are followed to ensure a smooth transition to alternate facility operations. These responsibilities also include a planned transition back to normal operations once the emergency situation has passed.

IV. ACTIVATION - PHASE I

The following procedures are suggested as guidelines to follow for COOP activations. They may be adopted or modified as needed to fit with internal requirements. In general, the following procedures are to be followed in the execution of the COOP. The extent to which this will be possible will depend on the event, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the impacted facilities and their occupants. This COOP is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this COOP is implemented depends on the type and magnitude of the events or threats.

A. Alert and Notification Procedures

The City of Washougal Police Department notification process related to COOP activation should allow for a smooth transition of the COOP Teams to an alternate facility in order to continue the execution of mission-essential functions across a wide range of potential events. Notification may be in the form of one of the following:

- A COOP alert to the COOP Team members that relocation is anticipated or is imminent.
- An announcement of a COOP activation that 1) directs the COOP Team members to report immediately to an assembly site or a designated alternate facility, and 2) provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated alternate facility.
- Instructions to COOP Team members to prepare for departure and relocation to a designated alternate facility and instructions to staff.
- Upon receipt of a COOP alert from the Police Chief or a designated successor, staff alert and notification procedures (see Annex F) are initiated.

B. Initial Actions

Based on the situation and circumstances of the event, the Police Chief 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. Once COOP activation is initiated, procedures must be considered for both duty hours and non-duty hours.

In cases where COOP activation is anticipated, the Police Chief:

- Notifies the designated alternate Facility Manager to prepare for the relocation of the impacted facility and to prepare the appropriate alternate facility for operations.

- Issues a COOP alert to the COOP Team Chiefs that relocation is anticipated. COOP Team Chiefs instruct their team members and personnel to prepare for COOP activation.
- Notifies emergency officials, if appropriate, that relocation of the facility is anticipated.

In cases where COOP activation is ordered:

- The Police Chief coordinates the immediate deployment of the COOP Teams to an assembly site or the designated alternate facility.
- The Police Chief notifies the designated alternate Facility Manager to immediately initiate relocation efforts of the impacted facility and to prepare the appropriate alternate facility for operations.
- The Police Chief provides instructions and guidance on operations and the location of the alternate facility.
- The Alternate Facility Manager provides regular updates to the Police Chief regarding the status of alternate facility activation/readiness.

The following notification procedures are initiated:

- The Police Chief notifies emergency officials, if appropriate, that relocation of the facility has been ordered and is in progress.
- All designated staff members (see Annex F – Notification Procedures) initiate their respective COOP notification cascades.
- Designated COOP Team members report to an assembly site or deploy to the designated alternate facility to assume mission-essential functions.
- All staff members who have established Drive-Away Kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
- As delegated in Annex A, COOP Team members assemble the remaining documents and other assets as required for the performance of mission-essential functions and begin preparations for the movement of these resources.
- All personnel and sections of the impacted facility or facilities should implement normal security procedures for areas being vacated.
- Security and other designated personnel of the impacted facility should take appropriate measures to ensure security of the facilities and equipment or records remaining in the building.

C. Activation Procedures During Duty Hours

- The Police Chief notifies the COOP Team Chiefs of the event requiring activation of the City of Washougal Police Department COOP.
- The Police Chief activates the COOP and notifies the appropriate alternate Facility Manager(s).
- Notification procedures identified in Annex F are conducted.

- The Police Chief directs members of the COOP Teams to begin movement to an assembly site or to the designated alternate facility immediately.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles may be instructed to go home or relocate to another specified location pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

D. Activation Procedures During Non-Duty Hours

- The Police Chief is notified that an event requiring COOP activation is anticipated or underway.
- The Police Chief then notifies the COOP Team Chiefs of the event requiring activation of the City of Washougal Police Department COOP.
- The Police Chief activates the COOP and notifies the appropriate alternate Facility Manager.
- Notification procedures identified in Annex F are conducted.
- The Police Chief directs members of the COOP Teams to begin immediate movement to an assembly site or to the designated alternate facility.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles are directed to remain at home pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

E. Deployment and Departure Procedures

The Police Chief will determine full or partial deployment to the designated alternate facility of any mission-essential functions that are critical to operations at the time the City of Washougal Police Department COOP activation is ordered. This determination will be based on the severity of the event and the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the alternate facility. Specific instructions will be provided at the time a deployment is ordered.

COOP Team members will immediately begin deployment, taking with them all office Drive-Away Kits, if applicable, and their personal go-kits. Team members will most likely use privately-owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.

All other personnel not designated to serve on COOP Teams at the impacted facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. At the time of notification, any available information will be provided regarding

routes that should be used to depart the facility or other appropriate safety precautions. During non-duty hours, these personnel will remain at their homes pending further guidance.

F. Transition to Alternate Operations

Following the activation of the COOP and establishment of communications links with the Police Chief and COOP Teams at an assembly site or the designated alternate facility, the Police Chief orders the cessation of operations at the primary facility.

The Police Chief will then notify emergency officials, as appropriate, that an emergency relocation of the City of Washougal Police Department facility is complete. The Police Chief will then provide information on the alternate facility location, including contact numbers.

As appropriate, government officials, media, outside customers, vendors, and other service providers are notified by the City of Washougal Police Department Public Information Officer or other designated person(s) that the City of Washougal Police Department primary facility has been temporarily relocated.

G. Site Support Responsibilities

Following notification that a relocation of the City of Washougal Police Department facility has been ordered or is in progress, the appropriate alternate Facility Manager will implement the COOP Site support procedures and prepare to receive the COOP Teams within 12 hours.

V. ALTERNATE OPERATIONS - PHASE II

A. Execution of Mission-Essential Functions

Upon activation, the COOP Teams will begin providing support for the following functions:

- Ensure that mission-essential functions (see Annex C) are reestablished as soon as possible.
- Monitor and assess the situation that required the relocation.
- Monitor the status of personnel and resources.
- Establish and maintain contact with emergency officials, as appropriate, or other designated personnel.
- Plan and prepare for the restoration of operations at the impacted facility or other long-term facility.

B. Establishment of Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the City of Washougal Police Department. Internal and external resources could include City of Washougal Police Department staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The Police Chief in coordination with the Information Technology will ensure all necessary and preplanned communications and information systems are established, adequate, and functioning properly. The Information Technology will service and correct any faulty or inadequate communications systems. The Information Technology personnel will ensure

connectivity of information systems and will service any faulty or inadequate information systems.

C. COOP Team Responsibilities

A critical planning component within the City of Washougal Police Department COOP is the development of COOP Teams and team member responsibilities. The COOP Teams can consist of internal staff to the City of Washougal Police Department, as well as external staff, vendors, and/or other organizations that may assist during COOP events. For each COOP Team, team members are appointed and given specific instructions regarding their roles on the team. It's important that COOP Teams are developed prior to a COOP event so COOP Team members have awareness of their roles on these teams and can be trained on their responsibilities in preparation of potential COOP events.

The following is a list of COOP Teams and their team descriptions for the City of Washougal Police Department COOP:

Executive Team - The Executive Team consists of the highest-ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations. At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

Relocation Team - In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Planning Team - In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

Legal Action/Declaration Team - In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and

participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Washougal Infrastructure Assessment team - The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures). Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds. County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.

First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

D. Augmentation of Staff

- If it becomes evident that the COOP Teams cannot adequately ensure the continuation of mission-essential functions, the Police Chief will determine the additional positions necessary to maintain these functions.
- The Police Chief will identify additional staff, as available, who may be able to provide support.
- The Police Chief will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- The Police Chief will consider implementing agreements with outside resource support including Memoranda of Understanding/Mutual Aid Agreements with other organizations and contractual agreements with private vendors.

E. Development of Devolution Plans

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the mission-essential functions to the same level of proficiency as the City of Washougal Police Department personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred or accessible at devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Should sufficient staff be unavailable to conduct the mission-essential functions of City of Washougal Police Department, all of the affected operations will initiate the activation of pre-arranged devolution agreements. Devolution will be triggered when available staff determines that there are insufficient resources to maintain and carry out the City of Washougal Police Department's prioritized mission-essential functions. At that point, the Police Chief or highest ranking City of Washougal Police Department official available will institute devolution through the issuance of the Devolution Activation Memo, provided in Annex L. Available City of Washougal Police Department staff will notify the devolution organization(s) that devolution is being initiated.

The following are pre-identified devolution organization(s) for the City of Washougal Police Department:

City Management Department

F. Development of Plans for Reconstitution and Termination

The Police Chief or designee will develop Reconstitution and Termination Plans that will direct an orderly transition of all mission-essential functions, personnel, equipment, and records from the devolution organization to a new or restored facility. Plans and Schedules will include:

- Whether the original primary facility is re-inhabitable. If not, the plans will include recommendations of primary facility options.
- Construction needs for the primary facility re-occupancy, including remediation of safety issues.

- Estimated costs associated with construction and occupancy. Plans to include options for funding.
- Notification plans for COOP Teams and staff.
- Timeframe for construction completion and move-in.

The Police Chief will review and formally approve all plans and schedules. Upon approval, the Police Chief will issue a COOP Termination memo to the devolution organization(s) identifying the point of formal COOP Termination. The COOP Teams, as assigned, will oversee the Reconstitution and Termination process.

VI. RECONSTITUTION AND TERMINATION - PHASE III

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 Police Chief determines that the emergency situation has ended and is unlikely to reoccur. 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.

A. Procedures

Upon a decision by the Police Chief 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 Police Chief 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-assigned COOP Team personnel will be notified using the Alert Notification Procedures provided in Annex F that normal operations of the City of Washougal Police Department are resuming and that they should report back to work.

B. After-Action Review and Remedial Action Plan

An After-Action Review information collection process will be initiated by each COOP Team prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from personnel working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as

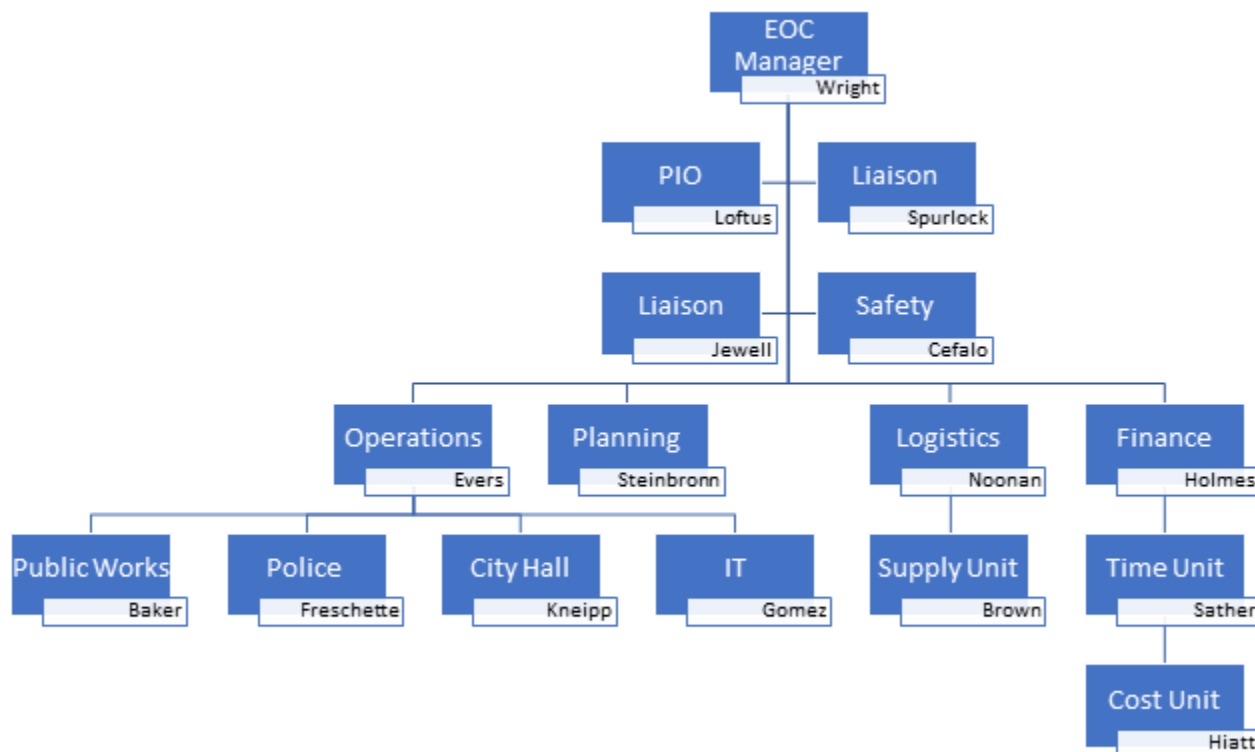
deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the City of Washougal Police Department COOP and any accompanying documents will be developed and brought forth to the Police Chief and COOP Teams for review. The Police Chief and designated COOP planners for the City of Washougal Police Department will review and implement changes to the COOP as required.

ANNEX A
COOP TEAMS AND RESPONSIBILITIES

Emergency Management Team

The Emergency Management Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Operations, Planning, Logistics/Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended this Team member review and have a clear understanding of the vital elements contained within the various continuity plans for their organization.



Emergency Management Team

Team Member	Team Responsibility
Michelle Wright - Emergency Manager Work: 360-835-2662 ext. 206/Cell: 503-250-4438 Work Email: Michelle.Wright@cityofwashougal.us	Emergency Manager
David Scott - City Manager Work: 360-835-8501 ext. 102/Cell: 360-904-4090 Work Email: David.Scott@cityofwashougal.us	(Executive)
Wendi Steinbronn – Police Chief Work: 360-835-8701 ext. 401/Cell: 360-838-3346 Work Email: Wendi.Steinbronn@cityofwashougal.us	Planning
Trevor Evers – Director of Public Works Work: 360-835-2662 ext. 202/Cell: 360-335-7567 Work Email: Trevor.Evers@cityofwashougal.us	Operations
Jeanette Cefalo - Human Resource Director Work: 360-835-8501 ext. 103 Work Email: Jeanette.Cefalo@cityofwashougal.us	Safety
Jennifer Forsberg-Finance Director Work: 360-83508501 ext. 503/Cell: 360-909-4097 Work Email: Jennifer.Forsberg@cityofwashougal.us Monie Holmes – Assistant Director of Finance Work: 360-835-8501 ext. 505/Cell: 503-805-9384 Work Email: Monie.Holmes@cityofwashougal.us	Finance
Theo Gomez – Information and Technology Manager Work: 360-835-8501 x508 Work Email: Theo.Gomez@cityofwashougal.us	Information Technology
Will Noonan - Central Services Manager Work: 360-835-2662 x207/Cell: 360-772-2024 Work Email: Will.Noonan@cityofwashougal.us	Logistics and Facilities

Legal Action/Declaration Team

In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Legal Action/Declaration Team Members - City of Washougal

Team Member	Team Responsibility/Role
Kenneth Woodrich - City Attorney City Management City Administration Work/Cell: 503-288-2480 Work Email: Ken@woodrich.com	During a continuity event, the Legal Action/Declaration Team Chief is responsible for contacting and coordinating with the Legal Action/Declaration Team members for reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.
David Scott - City Manager City Management City Administration Work: 360-835-8501 ext. 102/Cell: 360-904-4090 Work Email: David.Scott@cityofwashougal.us	During a continuity event, responsible for reporting into their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.
Molly Coston – City Mayor City Management City Council Cell: 360-818-1483 Work Email: Molly.Coston@cityowashougal.us	During a continuity event, responsible for reporting into their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Washougal Infrastructure Assessment team

The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.

County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.

First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

Washougal Infrastructure Assessment team Members - City of Washougal

Team Member	Team Responsibility/Role
Will Noonan - Central Services Manager Public Works Central Services Work: 360-835-2662 ext. 205/Cell: 360-772-2024 Work Email: Will.Noonan@cityofwashougal.us	First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

Team Member	Team Responsibility/Role
Michelle Wright - Emergency Manager Public Works Work: 360-835-2662 ext. 206/Cell: 503-250-4438 Work Email: Michelle.Wright@cityofwashougal.us	County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.
Joseph Layman - City Building Official Community Development Building Division Work: 360-835-8501 ext. 605 Work Email: Joseph.Layman@cityofwashougal.us	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).
Rob Charles – City Engineer Public Works Engineering Department Work: 360-835-2662 ext. 230/Cell: 360-607-9753 Work Email: Rob.Charles@cityofwashougal.us	The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county.
Ryan Baker - Water Operations Supervisor Public Works Water / Wastewater Divisions Work: 360-835-2662 ext. 204/Cell: 360-907-5751 Work Email: Ryan.Baker@cityofwashougal.us	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).
Monie Holmes – Assistant Director of Finance Finance Department Work: 360-835-8501 ext. 505/Cell: 503-805-9384 Work Email: Monie.Holmes@cityofwashougal.us	Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.

ANNEX B FACILITIES

The following are Primary Facilities identified for the City of Washougal Police Department: run through the likelihood of each facility being suitable for WPD EOC and modify list as necessary.

Name / Location (Physical Address)
Primary Facility Washougal Police Station 1320 A Street Washougal, WA 98671
Alternate Facility Camas Police Station 2100 NE 3 rd Avenue Camas, WA Washougal Fire Department 1400 A Street Washougal, WA 98671
Alternate Facility Silver Star Search and Rescue 1220 A Street Washougal, WA 98671

Alternate Facility Operations-Memorandum of Understanding (MOU) Considerations

The Police Chief has established a MOU(s) or pre-arranged contracts with Facility Managers and other organizations to provide basic support to the City of Washougal Police Department during COOP events, including exercises, if needed.

MUTUAL LAW ENFORCEMENT ASSISTANCE AGREEMENT

CONTINUITY OF OPERATIONAL PLAN (COOP) ALTERNATE FACILITY USAGE FOR POLICE DEPARTMENTS

Camas Police Department and Washougal Police Department.

THIS MUTUAL AID LAW ENFORCEMENT ASSISTANCE AGREEMENT is entered into by and between the Camas Police Department and the Washougal Police Department in order to facilitate each city's ability to respond to a natural or man-made emergency. It provides for the establishment and support of a Continuity of Operational Plan ("COOP") that enables each city's law enforcement function to be relocated to an alternate facility in the case of an emergency.

Due to the unique nature of law enforcement, including the storage of weapons, tools, property and evidence, communications equipment, as well as restricted access to state and local criminal data bases, the most appropriate alternate facility for a police agency would be another police agency's building. In the case of the Camas Police Department, the nearest alternate facility that would meet that criteria would be the Washougal Police Department, located at 1320 "A" Street, Washougal, Washington. In the case of the Washougal Police Department, the nearest alternate facility that would meet that criteria would be the Camas Police Department, located at 2100 NE 3rd Avenue, Camas, Washington.

Both the City of Camas, and the City of Washougal, agree that in the event of an emergency, should one city's police facility become unusable or otherwise uninhabitable, the other non-affected city will allow their police facility to be shared by the affected city's police department whenever feasible. The expectation being that this shared usage is a temporary measure and that all efforts will be made by the displaced agency to return to normal operations back at their regular facility at the earliest possible date.

1. **Effective Date and Duration.** This Agreement shall be effective from the date the agreement is executed and shall renew automatically on the first day of each following January thereafter unless terminated by either party.
2. **Purpose and Function.** The purpose of the agreement is to provide Mutual Aid to the municipality that was affected by the emergency by providing continuing operations of the law enforcement function. Specifically, by providing an

alternative law enforcement facility to be used temporarily during the period of time that the other agency is displaced.

3. **Activation.** In the event of a need to activate this agreement, the Chief of Police of the agency that is displaced will contact the Chief of Police of the host agency to work through logistical details.
4. **Budget and Finance.** This agreement contains no financial component.
5. **Termination and Disposition of Property.** Either party may terminate participation hereunder by providing 30 days prior written notice to the other party.

EXECUTED on the day and year first written below.

CITY OF CAMAS, WASHINGTON
Camas Police Department



Mitch Lackey, Police Chief

Date: 06/06/2019

Address for Notice:

Mitch Lackey, Police Chief
Camas Police Department
2100 N.E. 3rd Avenue
Camas, WA 98607

EXECUTED on the day and year first written below.

CITY OF WASHOUGAL, WASHINGTON
Washougal Police Department



Ron Mitchell, Police Chief

Date: 6/3/19

Address for Notice:

Ron Mitchell, Police Chief
Washougal Police Department
1400 A Street
Washougal, WA 98671

ANNEX C
MISSION-ESSENTIAL FUNCTIONS

Mission-Essential Functions –for Washougal

Mission-Essential functions for the City of Washougal Police Department have been identified and prioritized below. In addition to identifying each mission-essential function, the City of Washougal Police Department has associated the personnel resources and vital record resources required to carry out each specific function. The performance of the highest priority mission-essential functions will need to be resumed as quickly as possible.

Essential Functions for City of Washougal Police Department

1. Functions to be performed, given a *One Day* disruption. (Highest priority to lowest):
 - Reduce Crime and the Fear of Crime.
 - Assist the City of Washougal in the accomplishment of municipal goals and objectives
 - Enhance the safety and security of Washougal's residents, visitors and businesses
 - Preserve constitutional and civil rights
 - Foster good citizenship in our Youth
2. Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest):
 - Continuation of functions listed under previous Tier(s) identified above
 - Maintain staffing minimums, respond to calls for service and display presence through uniformed response
3. Functions to be performed, given a *One Week - One Month* disruption. (Highest priority to lowest):
 - Continuation of functions listed under previous Tier(s) identified above
 - Verify and inventory resources, facilities, tools, and communications needs for ongoing operational periods
4. Annual, Quarterly or as necessary (reporting requirements):
 - Continuation of functions listed under previous Tier(s) identified above
 - Annual Report for the City of Washougal Police Department

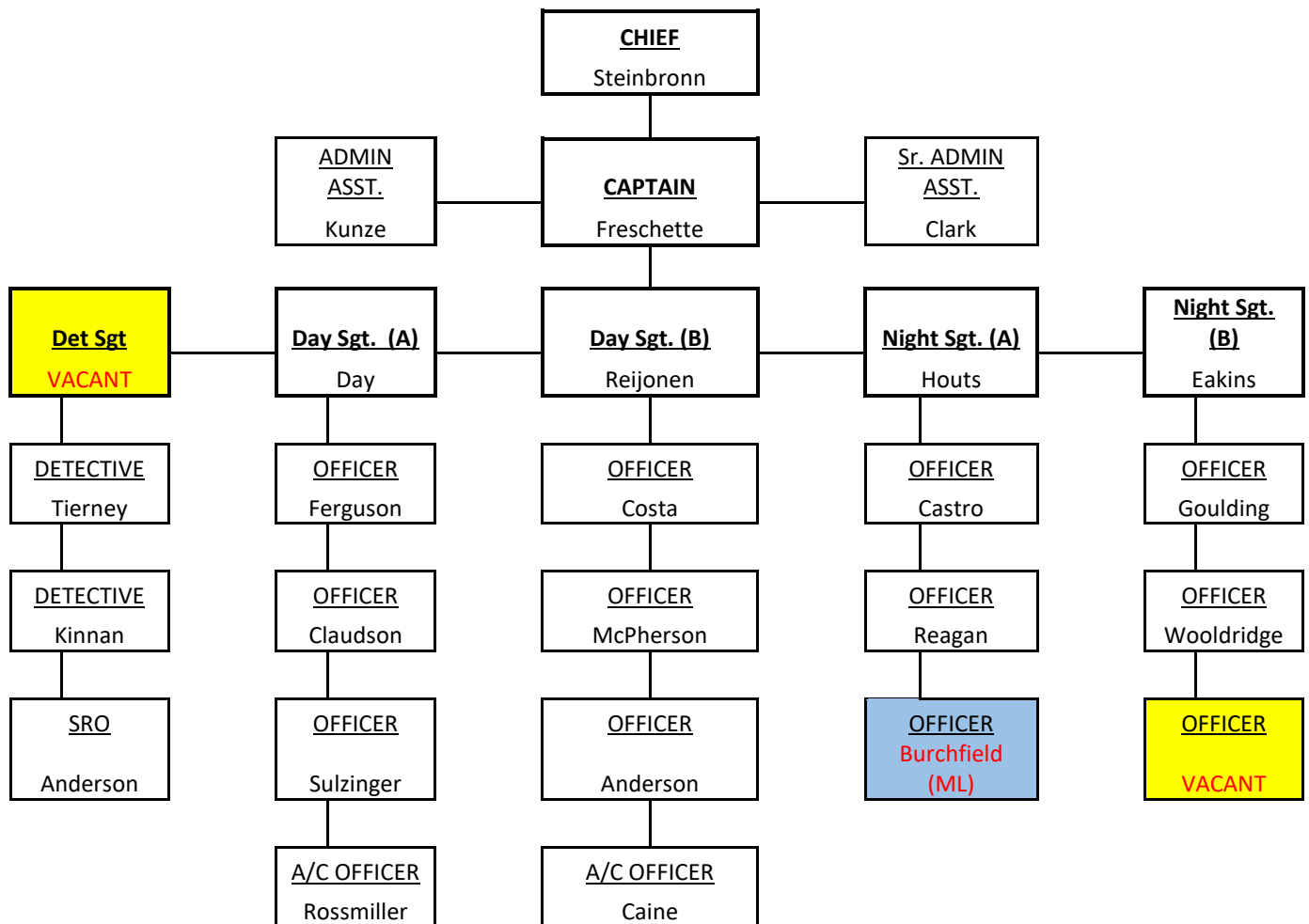
**ANNEX D
ORDERS OF SUCCESSION**

Succession of Command for City of Washougal Police Department

The City of Washougal Police Department has developed a Succession of Command for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

- Chief
- Captain
- Detective Sergeant
- Sergeant

Washougal Police Organizational Chart - April 27, 2020



ANNEX E
DELEGATIONS OF AUTHORITY

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority

ALL AUTHORITY HEREBY DELEGATED SHALL BE EXERCISED IN ACCORDANCE WITH APPLICABLE LAWS, RULES, BUDGET ALLOCATIONS AND ADMINISTRATIVE DIRECTIVES. THIS AUTHORITY CANNOT BE RE-DELEGATED.

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

Travel Authorization

Triggering Conditions: Per general authority granted by Chief of Police and/or City of Washougal policies/procedures. Any absence of delegate will follow succession of command policy WPD Policy 200.

SUCCESSION OF COMMAND

Triggering Conditions: WPD Policy 200.

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate an acting Chief of Police. Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is Captain and Sergeant.

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g. K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

No member is required to obey any order which outwardly appears to be in direct conflict with any federal or state law, or local ordinance. If the legality of an order is in doubt the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, department policy, or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to

countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person issuing the countermanded order shall be notified in writing by the person issuing the second command of the action taken and the reason therefore.

Limitations:

Acting Agents:

Delegated Agents:

Authorized Signature:

City of Washougal Police Department

ANNEX F
ALERT NOTIFICATION PROCEDURES

Alert Notification Procedures

Initiation

In general, the following procedures are to be followed in the execution of the City of Washougal COOP in the event this agency is subjected to an environment that is threatened, diminished, or incapacitated. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the city facilities and their occupants. This Plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this Plan is implemented depends on the type and magnitude of the events or threats thereof.

Alert and Notification Procedures

The process as related to COOP initiation should, if necessary, allow for a smooth transition of staff from an effected facility to an alternate facility to continue the execution of mission critical functions across a wide range of potential emergencies. Notification may be in the form of:

- a. Notification to critical staff and all non-essential employees that relocation is imminent via person-to-person communication, e-mail, voice message, radio broadcast, cell phone and/or pager alerts.
- b. An announcement by e-mail, radio, on City Voice mail or of a COOP initiation that directs department personnel to report to the designated alternate relocation site and provide instructions regarding movement, reporting, and transportation details.
- c. Upon receipt of a COOP alert, the City Manager or a designated successor will notify Department COOP Relocation Team Leaders (DCRTL) via e-mail, voice mail, telephone, Pager system or alternate notification system.
- d. The City Manager or a designated successor will notify the DCRTL to activate the COOP Plan.

Initial Actions

Based on the situation and circumstance of the event, the staff will evaluate the capability and capacity levels required to support the current mission critical functions of the effected facilities, select an appropriate alternate site, and notify the:

1. City Executive Staff and Site Manager of the situation and their recommendation.
2. The Department Director directs the immediately deployment of the DCRTL (available member) to the designated alternate site.
3. DCRTL notifies the alternate site or Division Manager to expect the relocation of the work group.

4. Alternate site DCRTL will provide regular updates to the Department Directors regarding site turn-up.
5. The essential Staff report to the alternate site to assume facility mission critical functions.
6. All personnel and sections of the affected facility who have established drive-away kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
7. All personnel and sections of the affected facility assemble the remaining documents and other assets as required for the performance of mission critical functions and begin preparations for the movement of these resources.
8. All personnel and sections of the affected facility should implement normal security procedures for areas being vacated.
9. The security personnel of the affected facility should take appropriate measures to ensure security of the affected facilities and equipment or records remaining in the building.

KEY STAFF NOTIFICATION LIST

NAME	DEPARTMENT POSITION	PHONE #	EMAIL
Wendi Steinbronn	Chief	(360) 838-3346	wendi.steinbronn@cityofwashougal.us
Zane Freschette	Captain	(360) 838-3351	zane.freschette@cityofwashougal.us
Geoff Reijonen	Sergeant	(360) 838-3336	geoff.reijonen@cityofwashougal.us
Thad Eakins	Sergeant	(360) 838-3348	thad.eakins@cityofwashougal.us
Kyle Day	Sergeant	(360) 838-3341	kyle.day@cityofwashougal.us
Perry Houts	Sergeant	(360) 838-3344	perry.houts@cityofwashougal.us
Kelly Clark	Admin Assist.	(360) 838-3495	kelly.clark@cityofwashougal.us

**ANNEX G
VITAL RECORDS**

Vital Records

The following checklist can be used when determining which vital records are critical to ensure continuation of mission-essential functions.

- Storage of duplicate records off-site.
- Back-up off-site of electronic records and databases.
- Pre-position vital records and databases at the alternate facility prior to deployment.
- The COOP should describe a maintenance program to assure the records are accurate, current, and frequently updated.
- Identifying vital records, systems, and data (hard copy and electronic) critical to performing functions.
- Assuring availability of emergency operating records.
- Ensuring back-up for legal and financial records.

Additional Recommendations

Ensure backup copies of vital records and databases, both paper and electronic, are maintained, updated, and stored in a secure off-site location. The COOP identifies vital records, systems, and data (hard copy and electronic) critical to performing mission-essential functions. The COOP provides for ensuring availability of emergency operating records and ensuring back-up for legal and financial records. The City of Washougal Police Department will maintain current copies of vital records essential to the continued functioning or reconstitution in a secure off-site location.

Included within the COOP are records having such value that their loss would significantly impair the City of Washougal Police Department of conducting mission-essential functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of vital records are:

- Accounts receivable/Accounts payable
- Contracting and acquisition files
- Official personnel files
- Social security documentation
- Payroll
- Retirement
- Insurance records
- Property management and inventory records

**ANNEX H
DRIVE-AWAY KITS**

<i>Chief and Captain Drive Away Kit</i>	<i>Quantities</i>
Communication:	
1. Cell Phone - Business and Personal	
2. Radio	
3. Television	
Equipment:	
1. Laptop Computer	
Forms:	
1. Contact Numbers for Legal Staff	
2. Contact Numbers for State and County EOC's	
3. List of Employee Phone Numbers	
4. List of Headquarters Personnel Phone Numbers	
5. Copies of Contracts/Agreements	
Supplies:	
1. Copy of COOP Plan	
2. Copy of Emergency Operations Plan	
3. Office Supplies	

<i>Admin/Records Drive Away Kit</i>	<i>Quantities</i>
Forms:	
1. Building Plans/Specs	
2. Property Inventory Listing	
3. Purchasing Manual	
4. Safety Manual	
Supplies:	
1. Calculator	
2. Legal Pads	
3. Letter Size Folders and Expandable Files	
4. Pens and Pencils/Pencil Sharpener	
5. Stapler and extra Staples	
6. Stationary/Envelopes	
7. Tape Dispenser	

<i>Patrol Drive Away Kit</i>	<i>Quantities</i>
Equipment:	
1. All gear including uniforms	
2. Department cell phone	
Forms:	
Supplies:	
1.. Notebook	

ANNEX I COMMUNICATIONS

Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the City of Washougal Police Department. Internal and external resources could include City of Washougal Police Department staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The City of Washougal Police Department has identified below the various modes of communication that currently exist and/or communications that must be arranged at an Alternate Facility. The communications are listed in order of priority and include a written description for each. Also, each communication item identifies whether the communication is for internal/external use, mobile, or if it requires any level of security measures.

Communications		
Communication: 403-470 MHz Emergency Radio Portable and Mobile		
Priority: Medium	Type: Voice	Quantity: 10 @ PW + WPD?
Police have 5 working Motorola CP200d Digital VHF 5W 16 channel (136-174 Mhz) portables		
Communication: P25 Compliant 800 Mhz Portable (26) & Mobile (13) Radio's?		
Priority: -High	Type: Voice	Quantity: 39 Total
Description: Internal Use, External Use, Mobile - 40 Narrow Banded P-25 Compliant Radio's cached on the 2nd floor at 12800 SW Ash St PW operations annex in DOC. Radios are maintained and ready for Emergency Incidents or Planned Events		
Communication: Mobile Phone		
Priority: High	Type: Voice	Quantity: 22
Description:. PD currently has 25 iPhones assigned to staff		

ANNEX J
SECURITY AND ACCESS CONTROLS

Security and Access Controls for City of Washougal Police Department

SECURITY & ACCESS CONTROLS

The following security and access control measures are in place to restrict access to the facility to employees and critical customers:

- Primary Facility
 - Silver Star Search and Rescue – Key Access Only
 - Washougal Fire Department – Key Access Only
- Alternate Facility
 - City Hall - Keys access only with Alarm
 - Public Works Maintenance and Administration – Key Access Only
 - Social Service Building – Key Access Only

COMMUNICATIONS AND INFORMATION SYSTEMS / CYBER SECURITY

The following measures are in place to send and receive secure communications from the facility, as well as information systems and cyber security measures:

- Primary Facility
 - City Hall Police - The city's servers sit behind multiple firewalls and have virus protection installed. All applications and server access require a username and password to access. Workstations also require username and password to access the workstation and all workstations have virus protection installed. The city's laptops hard drives have been encrypted, before being able to logon, you must first enter the unencryption password. Cell phones that contain any personal data should also have some sort of access code to unlock the telephone prior to being able to access. Flash drives that contain sensitive data should also be encrypted.
- Alternate Facility

**ANNEX K
FAMILY DISASTER PLAN**

Family Disaster Planning for City of Washougal Police Department

The City of Washougal Police Department understands the importance of personnel preparing their families for disaster events. The information below provides assistance to City of Washougal Police Department personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

FOUR STEPS TO SAFETY

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office -- be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete this Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your children every six months so they remember what to do.
- Conduct fire and emergency evacuation.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and charge the batteries at least once a year.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at www.READY.gov.

ANNEX L DEVOLUTION

Devolution for City of Washougal Police Department

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the essential functions to the same level of proficiency as the City of Washougal Police Department personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred to the devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

City of Washougal Police Department's prioritized mission-essential functions which must be carried out in its devolution of authority are identified in Annex C of the City of Washougal Police Department COOP.

The pre-identified devolution organization(s) for the City of Washougal Police Department are City Management Department. Devolution Triggers, Process, Resources and their Availability, and Restoration guidelines are noted below. The pre-identified Devolution Memorandum is also included within this Annex.

Devolution Triggers

Pre-devolution preparation begins when staffing levels in one or more critical areas are reduced by 40%. Critical areas are defined as: 1) leadership, 2) communication capabilities, 3) administrative support, and 4) prioritized MEFs. Pre-devolution preparation includes assessment of:

- Available devolution organizations
- Location and availability of resources and information needed to transfer critical operations to the devolution organization
- Approach to notify and train (as needed) devolution organization staff

- Prioritization of mission-essential functions necessary to provide continuity of government during the devolution process

Once this assessment is complete, the intended devolution organization should be notified that devolution is likely and transfer of knowledge/resources necessary for devolution should begin.

The key staff members of the devolution organization should also be informed on how to access the City of Washougal Police Department COOP information contained within Devolution is initiated through the issuance of the Devolution Memorandum. Organizational devolution is triggered when staffing levels are reduced by 60% in one or more critical areas.

Devolution Process

The Police Chief is responsible for identifying devolution triggers and is responsible for deciding when devolution is necessary. The Police Chief is responsible for issuing the Devolution Memorandum and begin actually transferring responsibilities to the devolution organization.

Every attempt will be made to retain expertise and authority through all COOP Teams. All available COOP Teams will continue to work with and for the new devolution organization in carrying out COOP, devolution, and restoration/reconstitution duties.

Restoration (Pre-Event)

Because the nature of a catastrophic event that would create the need for devolution is so difficult to predict and may have a wide array of circumstances to respond to, we cannot specify exact measures needed to recover and restore pre-event operations in advance. However, the devolution organization will work with the existing City of Washougal Police Department staff to identify all actions needed to provide restoration to pre-event conditions. Reconstitution and termination plans as identified in the COOP are available and should be used by the devolution organization.

MEMORANDUM

TO: Highest Ranking Official(s)/City Management Department

FROM: Police Chief

City of Washougal Police Department

DATE:

SUBJECT: Devolution of City of Washougal Police Department

As of Date/Time, an emergency occurred that required the activation of the City of Washougal Police Department Continuity of Operations Plan (COOP). As of Date/Time, the emergency has affected staffing to levels such that we can no longer carry out our prioritized mission-essential functions and maintain our mandated operations. In order to provide continuity of government operations within City of Washougal Police Department, as of Time today I am hereby transferring mission-essential function responsibilities as identified in the City of Washougal Police Department COOP to the City Management Department. In addition, I am extending all delegations of authority of key actions and responsibilities to the City Management Department. This delegation is effective as of Date/Time.

Thank you in advance for your assistance as we continue to provide critical services during this challenging time and work to restore full City of Washougal Police Department operations. Access to all critical City of Washougal Police Department COOP information, including mission-essential functions, delegation responsibilities, and personnel contact lists can be found at:

Police Chief

ANNEX M
TESTING, TRAINING, AND EXERCISING /
PLAN MAINTENANCE

Testing, Training, and Exercising / Plan Maintenance

- This plan will be reviewed annually or as required by statute by all CONTINUITY OF OPERATIONS PLAN Team members and approved by the Police Chief.
- The Police Chief will ensure training of all City of Washougal Police Department employees on the key aspects of this plan. This training will be conducted at new employee orientation and quarterly staff meetings.
- This CONTINUITY OF OPERATIONS PLAN will be assessed annually through tabletop or field exercises as required by law.
- Support plans and communications equipment will be tested annually as part of the Test, Training, and Exercises (TT&E).
- Equipment pre-positioned at Alternate Facilities will be tested annually as part of the TT&E program.
- The exercise will include a test of the alert and notification procedures within this CONTINUITY OF OPERATIONS PLAN, with and without warning, during duty and non-duty hours.
- The Police Chief or designee will identify and incorporate lessons learned and remedial actions from exercises or actual events into annual revisions of this CONTINUITY OF OPERATIONS PLAN
- Copies of AAR (After Action Review) reports will be placed in the File Archive of this system.

ANNEX N FACILITY EVACUATION

Facility Evacuation

The purpose of this section is to provide specific directions to all staff in the event of an emergency requiring the evacuation of the following facilities.

Responsibilities

The Police Chief shall identify a line of succession, and recognize a "Safe Room" for sheltering in place in the event that this becomes necessary.

The Police Chief shall be responsible for the following:

- Monitor the evacuation procedures and ensure that all employees are participating.
- Identify themselves to responding emergency personnel and provide any information or assistance, as requested.
- Station themselves outside the facility to receive employee check-off lists from their immediate supervisor and to coordinate with emergency personnel as necessary.

Supervisors shall be responsible for monitoring their sections as follows:

- Know the status of all assigned staff, (e.g. are they on site, in the field, or on annual leave).
- Ensure staff are trained in the evacuation procedures and in dealing with clients and staff who may become confused or panic in an emergency situation.
- Assign at least two alternate supervisors and keep this assignment list current.
- Ensure all supervisors are properly trained in their duties.
- Obtain checklists of staff accounted for and unaccounted for and report status to the Police Chief after evacuation.

Staff are responsible for the following:

- Ensuring handicapped employees and visitors are assisted from the facility.
- Staff with public visitors should exit the facility with the visitors.
- Staff must search for and ensure that any clients who are in private rooms, restrooms, etc. evacuate with the staff immediately.

ANNEX O
CONTACTS ROSTER

City of Washougal Police Department Contacts

NAME	DEPARTMENT POSITION	PHONE #	EMAIL
Wendi Steinbronn	Chief	(360) 838-3346	wendi.steinbronn@cityofwashougal.us
Zane Freschette	Captain	(360) 838-3351	zane.freschette@cityofwashougal.us
Geoff Reijonen	Sergeant	(360) 838-3336	geoff.reijonen@cityofwashougal.us
Thad Eakins	Sergeant	(360) 838-3348	thad.eakins@cityofwashougal.us
Kyle Day	Sergeant	(360) 838-3341	kyle.day@cityofwashougal.us
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ANNEX P
PANDEMIC PLANNING

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EXECUTIVE SUMMARY

Epidemics, which are outbreaks of a disease that occur within a short period of time and in a defined region, have the potential to significantly affect an organization's operations and the health and safety of personnel and the general public. While many diseases could result in an epidemic, and could lead to a pandemic (an epidemic that occurs on a worldwide scale), this report places particular emphasis on preparedness for outbreaks of influenza or easily transmitted contagions.

This Epidemic/Pandemic Annex has been created to identify key information that organizations should know when confronted with an epidemic. It also describes how an organization may be affected, and what measures can be taken to mitigate those effects. In addition to education, this annex provides guidance on preparing and developing a course of action should an outbreak occur.

Organizations should take the time and opportunity now to develop and implement strategies essential to maintaining functions in times of a pandemic. Organizations should also inform employees and other stakeholders that the organization is actively involved in planning for pandemic preparedness.

Short-term and long-term strategies for maintaining functions during an epidemic, when absenteeism among employees could be as high as 50 percent, will require enhanced continuity of operations plans that include extensive workforce planning to perform mission-essential functions with reduced staff levels. Seven planning elements are provided in Chapter 6 to assist organizations in accomplishing their short-term and long-term strategies, which will require continuous monitoring of recent developments as well as flexibility in implementation and response.

Unlike other disasters in which the period of disruption may last from weeks to months, an epidemic has the potential to disrupt operations from months to several years. The public health response to an epidemic will directly affect an organization's personnel and will require strong relationships with other partners, the cooperation of the public, and the leadership of the organization.

1 Transmission of Disease

From time to time, a pathogen for which the population has little or no immunity evolves or is introduced. If that pathogen is highly communicable or easily transmitted from person to person, and virulent, causing severe illness or death in a significant percentage of persons, a pandemic can infect millions of people and potentially causing destabilizing social disruption.

At present, the world is experiencing a global pandemic in the form of a novel coronavirus, named COVID-19. This virus is highly communicable and varies in severity from mild reactions, even asymptomatic, to respiratory and organ failure and death. The state is under a gubernatorial "Stay Home – Stay Healthy" order, with most city employees working remotely and with most city businesses closed to the public. Most of the country is under similar restrictions. The duration of the condition is unclear and is likely to persist for weeks if not months longer. The societal and economic effects of this pandemic have been devastating.

Prior to COVID-19, the United States had not experienced an extensive epidemic since 1918, when the "Spanish flu" pandemic swept the nation and the world. The Spanish flu of 1918 was not a highly virulent pathogen in terms of mortality - only 2.5 percent of those infected died - but it was highly communicable. As a result, a large percentage of the U.S. population fell ill; approximately one-half million Americans died, and during the waves of the pandemic essential public services were threatened.

Communicable diseases can be transmitted to humans in several ways however the ones that carry the potential to affect organizations and their personnel are listed below:

- Droplet transmission occurs when the pathogen is suspended in aerosolized droplets or mist expelled when an infected person coughs or sneezes. These tiny droplets can travel 3 to 6 feet and be inhaled by other persons or can deposit themselves on mucous membranes around the eyes or mouth of uninfected persons.
- Airborne transmission occurs when a pathogen is suspended in the air in inhalable-sized particles that remain infectious and are subsequently inhaled through the nose or mouth. Such pathogens can also be transmitted by droplet transmission or contact transmission.
- Contact transmission occurs when an infected person has physical contact (e.g., shakes hands) with an uninfected person.
- Infectious respiratory droplets can be deposited on objects that other persons would likely touch with their hands (e.g., arms of chairs, door handles, documents, exhibits, restroom fixtures, desks, countertops, stair rails, elevator buttons, money, documents, receipts). When uninfected persons touch the contaminated surfaces or items and then rub their nose, mouth, or eyes, transmission may occur.

2 Pandemic Influenza

Influenza, also known as the flu, is a disease that attacks the respiratory tract in humans and differs from a viral "cold" in that it usually comes on suddenly and includes fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches.

2.1 Pandemic Assumptions

The U.S. Department of Health and Human Services has created plans based on the following assumptions about pandemic disease:

- Susceptibility to the pandemic influenza will be universal.
- The clinical disease attack rate will be 30 percent in the overall population. Illness rates will be highest among school-aged children (about 40 percent) and the elderly. Among working adults, an average of 20 percent could become ill during a community outbreak.
- Risk groups for severe and fatal infections cannot be predicted with certainty. During annual fall and winter influenza season, infants and the elderly, persons with chronic illness, and pregnant women are usually at higher risk of complications from influenza infections.
- The typical incubation period for influenza averages two to three days. It is assumed this would be the same for a novel strain transmitted between people by respiratory secretions.
- Persons who become ill may shed virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk for transmission will be greatest during the first two days of illness. Children will shed the greatest amount of virus, therefore are likely to pose the greatest risk for transmission.
- In an affected community, an outbreak will typically last about 6 to 8 weeks. At least two pandemic disease waves are likely. Following the pandemic, the new viral subtype is likely to continue circulating and contribute to seasonal influenza.
- The seasonality of a pandemic cannot be predicted with certainty. The largest waves in the United States during 20th-century pandemics occurred in fall and winter.

2.2 Potential Impacts

The impact of an actual pandemic cannot be accurately predicted, as it depends on multiple factors, including virulence of the virus, rate of transmission, availability of vaccines and antivirals, and effectiveness of containment measures.

An influenza pandemic could last from months to several years, with at least two peak waves of activity. According to the U.S. Department of Health and Human Services, the characteristics of an influenza pandemic that must be considered in strategic planning include the following:

- The fact that people may be asymptomatic while infectious.
- Simultaneous or near-simultaneous outbreaks in neighboring communities thereby limiting the ability of any jurisdiction to provide support, assistance, and mutual aid.
- Enormous demands on the health-care system.
- Delays and shortages in the availability of vaccines and antiviral drugs.
- Potential disruption of national and community infrastructure, including transportation, commerce, utilities, and public safety, due to widespread illness and death among workers and their families, as well as concern about ongoing exposure to the virus.
- Absenteeism across multiple sectors related to personal and family illness, fear of contagion, or public health measures to limit contact with others could all threaten the functioning of critical infrastructure, the movement of goods and services, and operation of organizations.

2.3 Information Sources for Current Status

WHO - The World Health Organization (WHO) describes six phases of increasing public health risk associated

with the emergence of a new influenza virus that could pose a pandemic threat. Each phase recommends actions for national authorities and outlines measures to be implemented by the WHO, allowing for greater predictability of actions to be taken during the various phases of a pandemic.

For information about pandemics, the WHO phases, and the current worldwide status, please review the WHO website - <http://www.who.int>.

CDC - The Center for Disease Control and Prevention is the lead Federal government agency for pandemic planning. Up-to-date information about national planning as well as vaccines and antivirals can be found on the CDC website - <http://www.cdc.gov>.

2.4 The Pandemic Risk Assessment

Based on the City of Washougal Police Department COOP, the following information has been detailed specifically related to the risks and impacts of pandemic.

3 Organization Considerations

Although the circumstances described above paint a dark picture, an organization, to the best of its ability, must strive to continue its functions and to provide services to its populations.

3.1 Implications for the Organization

A challenge for the organizations will be to assist appropriate public health officials in protecting an organization's personnel and the public from transmission within the organization's facilities. However, given the large numbers of individuals who enter an organization's facilities each day, those facilities - like all other public facilities in which large numbers of persons interact and congregate - could themselves become a spreading center for the disease.

This raises a number of considerations for organizations, including:

- Significant numbers of persons who are necessary to the organization's mission-essential functions (e.g., organization staff, security personnel, IT staff, etc.) may be unavailable because of illness or death, possibly reaching from 30 to 50 percent of the workforce;
- Face-to-face contact between an organization's administrators and staff necessary for performing mission-essential functions may be dramatically limited or unavailable; and
- Facilities, infrastructure, utilities, and services may all be affected by a lack of adequate staffing caused by isolation, quarantine, illness, or death of those persons necessary for maintaining operations.
- Depending on the severity of the epidemic, an organization's administration may come under pressure as the disease causes attrition among employees, security personnel, IT, and maintenance personnel. To the extent that an organization relies on local law enforcement for security services, an additional concern is the possibility that, during an outbreak, law enforcement officers and security personnel may be reassigned to other critical law enforcement duties, thus resulting in a shortage of officers available to serve the organizations. In addition, state or local public health officers could close an organization's facility, or could quarantine or isolate an organization's personnel.

4 Pandemic Strategies

Unlike other emergency situations, an influenza epidemic could seriously disrupt an organization's operations for an extended period, lasting approximately from months to several years. Therefore, both short-term and long-term strategies are necessary to manage the potential extent and duration of the impact.

Each organization's continuity of operations plan (COOP) should address the basic response to any disaster or emergency situation. Organizations lacking a continuity of operations plan or having an incomplete continuity of operations plan are encouraged to begin the plan development process immediately.

Given the unique challenges posed by an epidemic, the information and strategies discussed below are not exclusive, but rather are designed to enhance organizations' current emergency protocol.

4.1 Short -Term Strategy

In the first 90 days of COOP activation, each organization should have the capacity to perform all mission-essential functions as defined in the organization's COOP.

The organization's functions may need to be performed with limited staff, and when little to no face-to face contact is possible for an extended period. It is likely that an organization and its staff will be significantly affected by illness or even death.

As soon as possible, organizations should transition to full operations. If full operations cannot be initiated within 90 days of COOP activation, organizations should implement the long-term strategies described below.

4.2 Long-Term Strategy

Within 90 days of COOP activation, organizations should have the capacity to perform all mission-essential functions when little to no face-to-face contact is possible for an extended period. An organization and its staff will be significantly affected by illness or even death.

When developing its specific response to an epidemic, an organization should consider these issues:

- Operations may be significantly impacted for months to several years.
- All organizations and their personnel should be prepared to cooperate with appropriate public health personnel on response and recovery efforts. Because state and federal resources may be stressed during an epidemic, organizations should be prepared to operate with only minimal support from state and federal agencies.
- Each organization should ensure that it has the capacity to perform its mission-essential functions, for the first 90 days of COOP activation.
- If full operations cannot be restored within 90 days, an organization should ensure that it has the capacity to perform other mission-essential functions as best it can.

4.3 Post -Event Recovery

Recovery from an epidemic begins when an organization determines that it has adequate staff and resources to resume normal business functions. Once normal operations resume, the impact of the epidemic on organization's operations, staff, and other stakeholders should be assessed and an after action evaluation of the organization's response should be drafted. Such an evaluation can assist organizations in updating their continuity of operations plans as well as other emergency response plans, as appropriate.

4.4 Mission-Essentials Functions

The City of Washougal Police Department's COOP has already identified its own detailed list of mission essential functions. With the unique impact that a pandemic presents, the City of Washougal Police Department is continuing to further identify those key processes and identify those specific functions that pose significant risk for infection (e.g., extensive public interaction, cash management).

4.5 Workforce Planning

Because a pandemic may not spread evenly through the employee population, the City of Washougal Police Department is working to create a skills inventory for those positions that are essential to continuing their mission-critical functions. The City of Washougal Police Department is considering cross-training and skill development for employees who can assume responsibility for carrying out those functions, which may lie beyond their normal scope of responsibility. With this strategy, should key personnel fall ill, it is perceived critical functions would then continue with minimal impact to operations. Employees should also be informed that they may be asked to exercise authority or perform duties outside their typical job responsibilities.

While developing this skills inventory, the City of Washougal Police Department is paying particular attention to those positions for which cross-training is not feasible, such as those that require specialized training or qualifications. The City of Washougal Police Department is considering contingency plans should the personnel in those positions be unavailable. This includes identifying, in advance, possible sources for temporary replacement personnel.

Aspects of workforce planning are detailed in the City of Washougal Police Department COOP. Please refer to Annex A for COOP Teams and Responsibilities, Annex D for Orders of Succession, Annex E for Delegations of Authority, and Annex O for the essential Staff Roster.

4.6 Pandemic Action Items

The City of Washougal Police Department has identified a set of action items that must be performed before, during and after a pandemic event. This list is constantly maintained as part of the overall COOP. The following list details these pandemic action items.

5 Pandemic Planning Responsibilities

Effective advance planning by the City of Washougal Police Department is essential for the ability to respond quickly to the outbreak of a pandemic. Below are planning elements that are being addressed by the City of Washougal Police Department. The individuals responsible for these roles and responsibilities constitute the Pandemic Team which will coordinate and overlap with the organization's COOP teams.

The HHS Pandemic Influenza Plan advises that the first step in planning should be establishing a coordinating committee to oversee pandemic preparedness planning and ensure integration with other emergency planning efforts. This Pandemic Team includes a cross-section of employees, rather than executive leadership exclusively. In the event that some or all of the executive team falls ill, the Pandemic Team can still function, providing critical leadership and real-time decision making.

In addition to a cross-section of employees, including those responsible for employee health and safety, the City of Washougal Police Department is working to include other partners, as a way of alerting them to organization's plan and soliciting their input. Assuming the organization remain operational, it is essential that key partners be fully aware of the organization's efforts to ensure that all parties work together in accomplishing the organization's mission-critical functions.

It is recommended that the following roles and responsibilities are filled by the appropriate staff members.

5.1 State, Local, Private Sector Relationships

- Establish contact with local public health officials for coordination with local pandemic planning efforts.

- Ensure that the organization is aware of and possibly involved in current local preparedness and planning efforts.
- Ensure that the organization is kept informed of current local conditions and response efforts concerning a pandemic event.
- Develop mutual aid programs with neighboring organizations at the city, county, state, and/or private sector level.

5.2 Legal Preparedness

- Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.

5.3 Communications

- Review the organization's internal and external communications plans to ensure that it is prepared to successfully communicate with leadership, personnel, and the general public under pandemic circumstances.
- Communicate regularly with employees regarding current status and expectations.
- Communicate regularly with any operational partners that factor into the organization's mission-essential operations for the distribution of event information and current status.
- Develop multiple channels and methods for disseminating information.
- Develop a Public Information Officer (PIO) capability for disseminating information to the public in an official manner.
- Communicate with Emergency Management regarding any incidents or developments related to pandemics.

5.4 Human Resource Issues

- Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics.
- Review Sick leave policies and train staff regarding appropriate sections and changes.
- Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance.
- Review current travel policies and consider modifications related to pandemic issues.
- Develop a policy for vaccines and antivirals for staff including priorities and distribution methods.
- Develop crisis support or employee assistance programs
- Develop plans for alternate work schedules where applicable.
- Develop policies for social distancing.
- Determine the effects of union contracts on emergency Human Resource policy development.

5.5 Employee Education and Safety

- Assure staff that their health, safety, and well-being are a top priority during a pandemic.
- Develop an employee education and safety program and ensure that training is available to all appropriate staff.
- Instruct staff about Human Resource policies related to the pandemic or similar illnesses.
- Instruct staff about proper health and hygiene habits for minimize transmission including covering coughs, washing hands, and using hand sanitizer.
- Encourage staff to prepare at home with plans and emergency items including a two-week supply of food.

5.6 Facility Maintenance

- Oversee heightened cleaning efforts in offices and common areas, such as frequently wiping doorknobs, railings, telephones, restrooms.
- Place hand sanitizer in communal locations for staff and visitors to use.
- Develop emergency kits of equipment and supplies for preventing the transmission of the disease including cleaning supplies, respirators, masks, and disposable gloves, etc.
- Use damp rather than dry dusting to avoid spreading dust particles.
- Move restroom wastebaskets next to restroom doors so that employees can use towels to open the doors.

5.7 Technology Preparedness

- Identify technologies required for performing mission-essential functions and review the associated disaster recovery plans.
- Identify the supporting agency for each system (in-house, city/county, third party, etc) and contact them to discuss continuity of operations planning efforts.
- Review IT staffing levels and develop clear succession lines for key technical skills.
- Research options for telecommuting for key staff including hardware, software and security requirements.
- Research options for videoconferencing and teleconferencing.
- Research options for the increased use of Internet and telephone communications.

EMERGENCY MANAGEMENT ORDINANCE APPENDIX

Chapter 2.48 EMERGENCY MANAGEMENT

Sections:

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[2.48.020 Definitions.](#)

[2.48.030 Administration.](#)

[2.48.040 Designation of the city manager as executive head for emergency services of the city.](#)

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[2.48.060 General duties of the director of emergency management.](#)

[2.48.070 Declaration of emergency.](#)

[2.48.080 Notice of declarations of emergency and emergency orders.](#)

[2.48.090 Authorized emergency orders.](#)

[2.48.100 Emergency procurements.](#)

[2.48.110 Emergency powers under governor's proclamation of emergency or disaster.](#)

[2.48.120 Violations of emergency proclamation, rule or order – Penalties.](#)

[2.48.130 Continuance of existing agreements.](#)

[2.48.140 General public duty created.](#)

2.48.010 Purpose and declaration of policy.

The purpose of this chapter is to establish a local emergency management organization and set out and clarify the authority of the city and of its officers with regard to local, regional and national emergency and disaster situations. It is intended, in conformity with Article 11, Section 11 of the Washington State Constitution and with Chapter [38.52](#) RCW, to grant the broadest power permitted by constitutional and statutory authority to preserve the public health, safety and welfare. (Ord. 1544 § 2, 2006)

2.48.020 Definitions.

When used in this chapter, the following words, terms and phrases, and their derivations shall have the meanings ascribed to them in Chapter [38.52](#) RCW and this section, except where the context clearly indicates a different meaning:

“Executive head” means the person designated by state law and this chapter as the head of city government for emergency and disaster management pursuant to Chapter [38.52](#) RCW.

“Major emergency or disaster” means an event or set of circumstances which:

(a) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences; or

(b) Reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW [43.06.010](#). (Ord. 1544 § 2, 2006)

2.48.030 Administration.

Clark Regional Emergency Services Agency (CRESA), a separate legal entity authorized by the Interlocal Cooperation Act in the state of Washington, shall be the agent of the city to assist in the operations of emergency management and shall submit to the executive head for its review and consideration a budget for the support of such activities. Specific responsibilities of Clark Regional Emergency Services Agency shall be as described by the Clark Regional Emergency Services Agency Interlocal Cooperation Agreement. (Ord. 1544 § 2, 2006)

2.48.040 Designation of the city manager as executive head for emergency services of the city.

The city manager or designee shall serve as the executive head of the city for purposes of emergency management pursuant to Chapter [38.52](#) RCW. (Ord. 1907 § 1 (Exh. A), 2020; Ord. 1544 § 2, 2006)

2.48.050 Continuity of government.

In the event the city manager is unavailable to exercise the powers and discharge the duties of the executive head described in this chapter, the predetermined successor as provided for in the city of Washougal’s continuity of operations plan for executive responsibility who is available shall act as the interim executive head subject to the city council’s confirmation, modification, or rejection as soon as practicable. In the event that the city manager and all designated successors are unable to discharge the duties of executive head in this chapter, the mayor shall act as the interim executive head subject to the city council’s confirmation, modification, or rejection as soon as practicable. (Ord. 1907 § 1 (Exh. A), 2020; Ord. 1861 § 1 (Exh. A), 2018; Ord. 1544 § 2, 2006)

2.48.060 General duties of the director of emergency management.

The director of Clark Regional Emergency Services Agency shall:

(1) Administer emergency management activities to assist the city in the mitigation, preparedness, response, and recovery from major emergencies and disasters.

(2) Advise in the preparation and implementation of the city’s comprehensive emergency management plan.

(3) Submit an annual program paper to the city regarding the previous year's performance and subsequent year's plans regarding emergency management objectives.

(4) Assist the executive head or alternate in the issuance of declarations of an emergency pursuant to WMC [2.48.070](#).

(5) Request that the governor proclaim a state of emergency or disaster when, in the opinion of the executive head, the resources of the city, area or region are inadequate to cope with the emergency or disaster.

(6) Assist the executive head with coordination and cooperation between departments, divisions, services and staff in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise among them.

(7) Act in coordination with the state and other governmental agencies to plan and implement joint jurisdictional planning and disaster services plans and mutual aid agreements.

(8) Consult with the prosecuting attorney in planning and exercise of emergency powers.

(9) Submit to the city manager for review and consideration the city's contribution to the cost of a joint local emergency management organization upon a fair and equitable basis. (Ord. 1861 § 1 (Exh. A), 2018; Ord. 1544 § 2, 2006)

2.48.070 Declaration of emergency.

(1) Whenever an emergency, or the imminent threat thereof, occurs in the city and results in, or threatens to result in, the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the executive head, extraordinary and immediate measures to protect the public health, safety and welfare, the executive head shall forthwith:

(a) If the city council is in session, request the council to declare the existence or threatened existence of an emergency; or

(b) If the city council is not in session, issue such declaration, subject to council ratification and confirmation, modification or rejection as soon as practicable.

(c) Declarations of emergency issued by the executive head shall be presented as soon as practical to the city council for ratification and confirmation, modification or rejection. Declarations which are rejected shall, after vote, be void. Declarations shall be considered in full force and effect until the council shall act.

(2) Such declaration of emergency may be in addition to or as an alternative to the proclamation of state of emergency by the governor.

(3) The executive head shall terminate the declaration of emergency when order has been restored in the affected area of the county. (Ord. 1544 § 2, 2006)

2.48.080 Notice of declarations of emergency and emergency orders.

When practical, the executive head shall consult with the director of emergency management on the need for and development of the declaration of emergency or emergency order. The executive head shall cause any declaration of emergency or emergency order issued pursuant to the authority of this chapter to be delivered to the director of emergency management, state emergency management, and the governor. The executive head or alternate shall use available means as shall be necessary in his or her judgment to give notice of such declarations. Such declarations and orders shall be filed with the city clerk as soon as practical. (Ord. 1544 § 2, 2006)

2.48.090 Authorized emergency orders.

(1) Upon the declaration of an emergency, and during the existence of such emergency, the executive head may make and proclaim any or all of the following orders and delegate enforcement authority therefor to law enforcement officers and designated emergency personnel:

(a) Order imposing a general curfew applicable to the city as a whole, or to such geographical area or areas of the city and during such hours as it deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;

(b) Order requiring any or all business establishments to close and remain closed until further order;

(c) Order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas, and public buildings;

(d) Order requiring the closure of any or all bars, taverns, liquor stores, and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the executive head, be allowed to remain open;

(e) Order requiring the discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all parts of the city;

(f) Repealed by Ord. 1727;

(g) Order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;

(h) Repealed by Ord. 1727;

(i) Repealed by Ord. 1727;

(j) Order prohibiting undue inflationary pricing of goods and services with the intent of maximizing profits as a result of the declared emergency;

(k) Order utilizing existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided, that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Chapter [38.52](#) RCW and federal and state emergency management regulations for registered emergency workers;

(l) Such other orders as are imminently necessary for the protection of life and property.

(2) Emergency orders shall be presented as soon as practicable to the city council for ratification and confirmation, modification or rejection. Orders which are rejected shall, after vote, be void. Emergency orders shall be considered in full force and effect until the commissioners shall act. (Ord. 1727 § 1, 2012; Ord. 1544 § 2, 2006)

2.48.100 Emergency procurements.

(1) Upon declaration of an emergency, and during the existence of such emergency, the executive head, or alternates as defined in WMC [2.48.050](#), or the director of finance and administration, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.

(2) Such authorization for emergency procurement shall be presented to the city council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the council acts. (Ord. 1544 § 2, 2006)

2.48.110 Emergency powers under governor's proclamation of emergency or disaster.

In addition to or as an alternative to those emergency powers prescribed by this chapter upon the declaration of an emergency, the executive head or alternate shall have, upon proclamation of a state of emergency or disaster by the governor pursuant to Chapters [38.52](#) and [43.06](#) RCW, the authority to exercise in behalf of the city all emergency powers set forth in RCW [38.52.070](#)(2), including without limitation:

(1) To accept and receive, with the consent of the governor, in behalf of the city, offers from the federal government of services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for purposes of emergency management, the state, acting through the governor.

(2) In cases where there is damage to the equipment borrowed from other jurisdictions under a mutual aid agreement, to receive the filing of claims for such damage within 60 days after the damage is incurred.

(3) To utilize existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided, that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Chapter [38.52](#) RCW and federal and state emergency management regulations for registered emergency workers. (Ord. 1544 § 2, 2006)

2.48.120 Violations of emergency proclamation, rule or order – Penalties.

Violations of a declaration of emergency issued pursuant to this chapter or of a subsequent emergency order issued pursuant to this chapter, or any other order or directive given by a law enforcement officer or designated emergency services personnel pursuant to authority of such declaration or orders is a misdemeanor; provided, that a second or subsequent offense hereunder shall be a gross misdemeanor. (Ord. 1544 § 2, 2006)

2.48.130 Continuance of existing agreements.

Nothing in this chapter shall be deemed to affect any existing interlocal agreements entered into by the city or other cities and towns of Clark County pursuant to Chapter [38.52](#) RCW regarding emergency planning and the giving of mutual aid; provided, that for the purposes of such agreements, the mayor shall exercise all powers as executive head of the city under such agreements in conformity with RCW [38.52.070](#). (Ord. 1544 § 2, 2006)

2.48.140 General public duty created.

(1) It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this chapter.

(2) Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this chapter by its officers, employees or agents. (Ord. 1544 § 2, 2006)

CONTINUITY OF OPERATION PLAN (COOP)



CITY OF WASHOUGAL PUBLIC WORKS DEPARTMENT



FEMA

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Plan Approval and Authorization

The undersigned acknowledge they have reviewed City of Washougal Public Works Department and approve the contents and scope of the COOP.

Trevor Evers
Public Works Director, Public Works

Date

I. INTRODUCTION

The mission statement as provided by the City of Washougal Public Works Department is as follows:

The Public Works Department proudly provides stewardship over the City's water, sanitary sewer, storm drainage, streets, and park services in a safe, efficient, courteous and professional manner.

The City of Washougal Public Works Department recognizes and acknowledges that the protection of its assets and business operations is a major responsibility of its employees and to the City of Washougal. Therefore, it is a policy of the Public Works Department that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the Department of Public Works to protect life, information, property and the environment. 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 Public Works Department is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the Public Works Department and its management are responsible for developing and maintaining a viable COOP plan that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other Public Works and City policies, plans, and procedures.

A. Purpose

This Continuity of Operations Plan (COOP) has been created for the City of Washougal Public Works Department, also referred to as Public Works. The Continuity of Operations Plan establishes policy and guidance to ensure the execution of the mission-essential functions for the Public Works in the event that an emergency threatens or incapacitates operations; and the relocation of selected personnel and functions of any essential facilities of the Public Works are required. Specifically, this COOP is designed to:

- Ensure that the Public Works is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the Public Works is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide timely direction, control, and coordination to the Public Works 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 Public Works COOP is viable and operational and is compliant with all guidance documents.
- Ensure that the Public Works 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

The provisions of this document apply to the Public Works and its offices. Support from other organizations as described herein will be coordinated with the Public Works Director (Trevor Evers) as applicable. This document applies to situations that require relocation of mission-essential functions of the Public Works as determined by the Public Works Director. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The Public Works Director will determine situations that require implementation of the COOP.

C. Supersession

Currently, no prior COOP plan is in place for the City of Washougal. This is the first COOP plan to be created, and upon completion and formal adoption it will serve as the official COOP Plan for the Public works department as well as serve as the Public Works piece for the City of Washougal.

D. Authorities

- Homeland Security Act of 2002, as amended (6 U.S.C. § 101 et seq.).
- Americans with Disabilities Act of 1990 (ADA), Title II and Title III, as amended (42 U.S.C. §§12131-12165, 12181-12189).
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 22, 2004.
- Presidential Policy Directive 40, National Continuity Policy, July 15, 2016.
- Presidential Policy Directive 8, National Preparedness, March 30, 2011.
- Presidential Policy Directive 21, Critical Infrastructure Security and Resilience, February 12, 2013.
- PDD-NSC-67 Enduring Constitutional Government and Continuity of Government Operations (U) 21 October 1998 Presidential Decision Directive 67 (PDD 67), issued 21 October 1998, relates to enduring constitutional government, continuity of operations (COOP) planning, and continuity of government (COG) operations. The purpose of Enduring Constitutional Government (ECG), Continuity of Government (COG), and Continuity of Operations (COOP) is to ensure survival of a constitutional form of government and the continuity of essential Federal functions. Presidential Decision Directive 67 replaced the Bush Administration's NSD 69 "Enduring Constitutional Government" of 02 June 1992, which in turn succeeded NSD 37 "Enduring Constitutional Government" of 18 April 1990 and NSDD 55 "Enduring National Leadership" of 14 September 1982.

E. References

- Comprehensive Preparedness Guidance (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 2, November 2010.
- Comprehensive Preparedness Guidance (CPG) 201, Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Third Edition, May 2018.

- FEMA Continuity Guidance Circular (CGC), February 2018.
- Federal Continuity Directive 1 (FCD-1), Federal Executive Branch National Continuity Program and Requirements, January 2017.
- Federal Continuity Directive 2 (FCD-2), Federal Executive Branch Mission Essential Functions and Candidate Primary Mission Essential Functions Identification and Submission Process, June 2017.
- National Disaster Recovery Framework (NDRF), Second Edition, June 2016.
- National Fire Protection Association (NFPA) 1600: Standard on Continuity, Emergency, and Crisis Management, 2019 Edition.
- National Incident Management System (NIMS), Third Edition, October 2017.
- National Planning System, February 2016.
- National Preparedness Goal, Second Edition, September 2015.
- National Response Framework (NRF), Third Edition, June 2016.
- Washington Emergency Operations Plan.
- Washington County Emergency Operations Plan.
- Emergency Support Function (ESF) 3.

F. Policy

The Public Works 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 Public Works that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the Public Works to protect life, information, and property, in that order. 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 Public Works is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the Public Works and its management are responsible for developing and maintaining a viable COOP that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other Public Works policy, plans, and procedures.

II. CONCEPT OF OPERATIONS (CONOP)

A. Objectives

The objective of this COOP is to ensure that a viable capability exists for Public Works to continue essential functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this COOP include:

- To ensure the continuous performance of essential functions/operations during an emergency.
- To protect essential facilities, equipment, records, and other assets.

- To reduce or mitigate disruptions to operations.
- To reduce loss of life, minimize damage and losses.
- To identify and designate principals and support staff to be relocated.
- To facilitate decision-making for execution of the COOP and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

B. Planning Considerations and Assumptions

In accordance with continuity guidelines and emergency management principles/best practices, a viable COOP capability:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 30 days.
- Should take maximum advantage of existing local, State or federal government infrastructures.

C. COOP Execution

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 Public Works 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 Public Works to transition from normal operations to COOP activation.

COOP Activation Scenarios

The following scenarios would likely require the activation of the Public Works COOP:

- The primary facility or any other essential facility of the Public Works is closed for normal business activities as a result 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 Public Works facility is located is closed for normal business activities as a result 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 Public Works 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.

COOP Activation

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 Public Works Director may activate the COOP to include activation of the alternate facility.
- The Public Works Director will direct some or all of the COOP Teams to initiate the process of relocation to the alternate facility (see Sections II-D and II-F). The COOP Teams will be notified using the notification procedures outlined in Section IV of this document.
- The COOP Teams will initiate relocation to the alternate facility site and will ensure that the mission-essential functions of the closed primary or other impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- Public Works staff members who do not have specific COOP assignments may be called upon to supplement the COOP Team operations.
- Representatives 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 Public Works within 12 hours and for a period 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 Public Works COOP will be executed in response to a full range of disasters and emergencies, to include natural disasters, and technological disruptions and failures. In most cases, it is likely there will be a warning of 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 a complete and orderly alert, notification of all personnel, and activation of the COOP Teams.

Without warning, the process can become 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.

D. Time-Phased Implementation

In order 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 Washington 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. State and federal assistance will involve response and recovery needs.

As described in Section II-C of this document, COOP activation applies to events or incidents impacting a facility where mission-essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. 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.

E. Critical Service COOP Staff

The Public Works management and staff that relocate to the alternate facility must be able to continue operations and perform mission-essential functions for up to 30 days with resource support. Specific Public Works management and staff will be appointed to serve on COOP Teams to support COOP activations and relocation. It is important that COOP Teams and corresponding responsibilities are established prior to COOP activations so team members can be trained on their team roles and responsibilities. Depending upon the nature and severity of the event requiring COOP activation, the roster and size of the COOP Teams may be adjusted by the Public Works Director as necessary.

**** Annex A provides a description of each COOP Team developed for the Public Works COOP including each team member's role and contact information. Annex O provides a complete list of contact information of Public Works staff and vendors.*

Because alternate facility space and support capabilities may be limited, staff may need to be restricted to those specific personnel who possess the skills and experience needed for the execution of mission-essential functions. Staff may be directed to move to other facilities or duty stations or may be advised to remain at or return home, pending further instructions. Individuals may be used to replace unavailable staff or to augment the overall COOP response. COOP activation will not, in most circumstances, affect the pay and benefits of the Public Works management and staff.

F. Alternate Facility

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the Public Works to the alternate facility will be made at the time of activation by the Public Works Director (Trevor Evers); the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the staff of the Public Works.

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 Public Works management on an annual basis. The Public Works Director (Trevor Evers) and associated COOP Team Chiefs will be advised of the findings of this review and made aware of any updates made to the alternate facility details.

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 the Public Works.
- 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.

G. Mission-Essential Functions

In planning for COOP activation, it is important to establish operational priorities prior to an emergency to ensure that the Public Works can complete the mission-essential functions that are critical to its overall operation. The Public Works Director (Trevor Evers) 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 task not deemed mission-essential must be deferred until additional personnel, time, or resources become available. Public Works Department has identified a comprehensive list of mission-essential functions.

H. Delineation of Mission-Essential Functions

To ensure that mission-essential functions referenced in Section II-G are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that each function have qualified staff and resources assigned to it. The Public Works COOP should be formed with mission-essential functions in mind. As the COOP is developed, specific staff should be matched up to each of the mission-essential function(s) within the plan. These staff will be assigned to perform these specific mission-essential functions at the alternate facility during COOP activations. The staff working at the alternate facility must be able to ensure that mission-essential functions are carried out. In some cases, the number of staff assigned to the alternate facility may be limited due to lack of facility resources and/or reduced capacity.

I. Warning Conditions

When planning and preparing for emergencies that may require activation of the COOP, a wide range of scenarios must be considered. Impending events such as hurricanes or winter storms may provide ample warning for notification of staff and identification and pre-positioning of resources in preparing for possible COOP activation; other types of events such as earthquakes or terrorist events, may provide no warning.

- **With Warning** - It is expected that, in most cases, the Public Works will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and/or deployment of the COOP Teams to an assembly site or the alternate facility.
- **Without Warning** - The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the COOP Teams is not feasible because of the unavailability or loss of personnel, including the Public Works Director, temporary leadership of the Public Works will be passed on according to Section II-J of this document.
- **Duty Hours** - If an event or incident occurs during work hours, which requires relocation of the primary facility, the COOP will be activated, and available members of the COOP Teams will be deployed as directed to support operations for the duration of the emergency. Those individuals who do not have assigned roles in the COOP, will either

be sent home or possibly used to provide support to the COOP Teams, if additional assistance is required.

- **Non-Duty Hours** - The ability to contact members of the COOP Teams at all times during duty hours or non-duty hours is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the COOP Teams on extremely short notice.

J. Direction and Control

Lines of succession should be maintained by all leadership elements contained within the Public Works to ensure continuity of mission-essential functions. Lines of succession are to be provided to a minimum depth of three positions at any point where policy and directional functions are carried out.

Authorized successors to the Public Works Director (Trevor Evers) are specified as follows:

1. City Engineer – Rob Charles - Public Works – Engineering
2. Assistant Public Works Director - Michelle Wright - Public Works - Administration
3. Utilities Superintendent – Ryan Baker - Public Works - Administration

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

The Public Works Director (Trevor Evers) and/or their designee are responsible for ordering activation of the COOP. Members of the COOP Teams may be requested by the Public Works Director (Trevor Evers) to disseminate COOP guidance and direction during the activation and relocation phases. Pending the activation of the COOP, the COOP Teams Chiefs will monitor the situation and assist in the notification process, as necessary.

Once the COOP is activated, the appropriate officials should be notified and requested to provide any previously agreed upon assistance to the Public Works.

K. Operational Hours

During COOP contingencies, the Public Works Director will determine the hours of operation for the COOP Teams and staff. Members of the COOP Teams must be prepared to support a 24-hour-per-day, 7-day-per-week operation, if needed.

L. Alert Notification Procedures

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 Public Works key staff members 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 Public Works Director will direct the activation of the COOP. Upon activation or notification to activate the Public Works COOP, telephone, email, and other methods of

communication designated by the Public Works may be used to notify its key staff and personnel.

III. PROCEDURES

A. Personnel Coordination

Procedures should be in place to address any personnel issues that may arise among those individuals who will be responsible for implementing the COOP, as well as, those who do not have specific COOP roles; but may be called upon during COOP activation. Listed below are personnel resources and capabilities in place at the Public Works to ensure that emergency and non-emergency staffs are prepared when disasters strike, either with or without warning:

- Communications Plan for emergency and non-emergency staff.
- Health, safety, and emotional well-being of all employees and their families.
- Pay status and administrative leave issues.
- Medical, special needs, and travel issues.

Issues will be managed by the Public Works Director and based on the Policies and Procedures of the Public Works.

B. Vital Records and Resources

Vital records and resources identified as critical to supporting mission-essential functions have been identified within the COOP and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how these vital records and resources will be made available to personnel for use in completing mission-essential functions. Identified below are different categories of vital records and resources.

Vital records essential to the continued operation or reconstitution of the Public Works during and after a continuity disruption may include:

- Emergency plans and directives
- Orders of succession (Annex D)
- Delegations of authority (Annex E)
- Staff roster (Annex O)
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming formal operations at its conclusion

Vital records critical to carrying out the Public Works legal and/or financial mission-essential functions and activities may include:

- Accounts receivables / Accounts payable documentation

- Contracting and acquisition files
- Personnel files / Human Resource Records
- Payroll documentation / Social Security documentation
- Retirement records
- Insurance records
- Property management and inventory records

C. Pre-Positioned Resources

It is strongly encouraged that essential items, such as office supplies, equipment, data, vital records, and other critical resources be pre-positioned at the alternate facility or other off-site location to facilitate relocation during COOP events. The pre-positioned resources should be carefully inventoried and regularly maintained by the Alternate Facility Manager or his/her designee to ensure that there is a clear understanding of what resources are identified as pre-positioned at the alternate facility and what additional resources need to be acquired during COOP events.

D. Drive-Away Kits

The Public Works Director is responsible for providing guidance to staff on the necessity of Drive-Away Kits and the contents of these kits. Drive-Away Kits may contain items such as software, databases, forms, publications, and other necessary resources that can be stored in a manageable manner. Checklists need to be developed for the various Drive-Away Kits developed for Public Works to help ensure the inclusion of all necessary contents.

It is strongly encouraged that essential items and data be pre-positioned at the alternate facility or other off-site location instead of being carried within Drive-Away Kits, because COOP Team personnel and staff may be at home when the order to relocate is given. Access to the Drive-Away Kits may be difficult or impossible. Items to consider including in these kits:

- State/local regulations; statutes and administrative codes.
- Emergency plans/procedures.
- List of positions to be filled and procedures needed to continue mission-essential functions.
- Laptop(s) with necessary forms/plans/procedures installed.
- Office supplies to support operations for the initial period of relocation.

In addition to “official” items carried in the Drive-Away Kits, each staff member relocating to the alternate facility should consider bringing appropriate personal items and changes of clothing for situations of relocation of great distances. In addition, staff should relocate with their Public Works identification badge for entry into the alternate facility.

E. Telecommunications and Information Systems Support

Interoperable communications or the ability for the Public Works staff to communicate with individuals internal and external to the organization is critical during COOP events. Internal and external communications that will be used within the Public Works and its alternate facilities to

communicate with officials, emergency response organizations, the media, and/or the public are identified in detail in Annex I.

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be arranged for accessibility at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. For the Public Works, the Washougal Information Technology Division maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, the Washougal Information Technology Division ensures that connectivity exists at the alternate facility. The Washougal Information Technology Division will also provide systems technical support during COOP activations.

The telecommunications and information systems capabilities at the Public Works alternate facility are sufficient for the performance of mission-essential functions under the COOP.

The following is a checklist that may be used for planning telecommunications and information systems requirements:

- Plans should address all three types of communication (internal, external, and mobile).
- Plans should include the development of telephone trees.
- Plans should consider use of hotline numbers.
- Plans should consider radio communications using available staff with radios.
- Plans should recognize different needs ranging from a one-hour emergency to an extended emergency.
- Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
- Plans should strategize for situations in which all communications systems are unavailable.

At a minimum, all COOP Team Members should have cell phones.

F. Transportation, Lodging, and Food

Policies and procedures should be developed that consider transportation, lodging, and feeding of staff working from the alternate facility. Procedures for lodging and feeding arrangements should also be developed. All of the items mentioned above can be acquired by arranging agreements with other agencies or non-profit organizations. Also, it is good practice to have agreements with pre-identified private vendors to provide support on very short notice during COOP events.

The Public Works has procedures that address food, lodging, and purchasing for COOP events.

G. Security and Access Controls

The Public Works Director will ensure that all four types of security are addressed and in place at the alternate facility: operational, information systems/cyber, physical, and access controls. Due to the sensitive information contained in the COOP, the Public Works Director also ensure that distribution of the COOP is limited and that an account of those who have access to the

plan is maintained.

The Public Works Director will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility to the alternate facility.
- Alternate technologies, including video technology, may be considered for security.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, private vendors, or other resources.

H. Personal and Family Preparedness

All staff, including those individuals actively involved in COOP events or not officially assigned a role during COOP activations should be prepared for and aware of COOP activation procedures. To assure that all employees are prepared for COOP events, training should be a part of the Public Works orientation for new staff and should be regularly conducted (at least annually) for all existing staff. The training should focus on preparing employees for situations in which they will not be able to work from their primary facility. The training should advise staff on how to be personally prepared by developing “personal go-kits” as well as emphasize the need for Family Disaster Planning to ensure families are prepared for all types of emergencies, including COOP activations.

I. Site Support Procedures

Site support responsibilities are those tasks that must be conducted to ensure the readiness of the alternate facility and the continued functional operation of the facility during the entire duration of COOP activation. These responsibilities include ensuring that an alternate Facility Manager is appointed and that procedures are in place and are followed to ensure a smooth transition to alternate facility operations. These responsibilities also include a planned transition back to normal operations once the emergency situation has passed.

IV. ACTIVATION - PHASE I

The following procedures are suggested as guidelines to follow for COOP activations. They may be adopted or modified as needed to fit with internal requirements. In general, the following procedures are to be followed in the execution of the COOP. The extent to which this will be possible will depend on the event, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the impacted facilities and their occupants. This COOP is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this COOP is implemented depends on the type and magnitude of the events or threats.

A. Alert and Notification Procedures

The Public Works notification process related to COOP activation should allow for a smooth transition of the COOP Teams to an alternate facility in order to continue the execution of mission-essential functions across a wide range of potential events. Notification may be in the form of one of the following:

- A COOP alert to the COOP Team members that relocation is anticipated or is imminent.

- An announcement of a COOP activation that 1) directs the COOP Team members to report immediately to an assembly site or a designated alternate facility, and 2) provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated alternate facility.
- Instructions to COOP Team members to prepare for departure and relocation to a designated alternate facility and instructions to staff.
- Upon receipt of a COOP alert from the Public Works Director or a designated successor, staff alert and notification procedures (see Annex F) are initiated.

B. Initial Actions

Based on the situation and circumstances of the event, the Public Works Director will evaluate the capability and capacity levels required to support the current mission-essential functions of the impacted facility/facilities and, if selected, initiate actions for relocation to the appropriate alternate facility/facilities. These actions include measures to be taken in anticipation of COOP activation and actions to be taken upon COOP activation. Once COOP activation is initiated, procedures must be considered for both duty hours and non-duty hours.

In cases where COOP activation is anticipated, the Public Works Director:

- Notifies the designated alternate Facility Manager to prepare for the relocation of the impacted facility and to prepare the appropriate alternate facility for operations.
- Issues a COOP alert to the COOP Team Chiefs that relocation is anticipated. COOP Team Chiefs instruct their team members and personnel to prepare for COOP activation.
- Notifies emergency officials, if appropriate, that relocation of the facility is anticipated.

In cases where COOP activation is ordered:

- The Public Works Director coordinates the immediate deployment of the COOP Teams to an assembly site or the designated alternate facility.
- The Public Works Director notifies the designated alternate Facility Manager to immediately initiate relocation efforts of the impacted facility and to prepare the appropriate alternate facility for operations.
- The Public Works Director provides instructions and guidance on operations and the location of the alternate facility.
- The Alternate Facility Manager provides regular updates to the Public Works Director regarding the status of alternate facility activation/readiness.

The following notification procedures are initiated:

- The Public Works Director notifies emergency officials, if appropriate, that relocation of the facility has been ordered and is in progress.
- All designated staff members (see Annex F – Notification Procedures) initiate their respective COOP notification cascades.
- Designated COOP Team members report to an assembly site or deploy to the designated alternate facility to assume mission-essential functions.

- All staff members who have established Drive-Away Kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
- As delegated in Annex A, COOP Team members assemble the remaining documents and other assets as required for the performance of mission-essential functions and begin preparations for the movement of these resources.
- All personnel and sections of the impacted facility or facilities should implement normal security procedures for areas being vacated.
- Security and other designated personnel of the impacted facility should take appropriate measures to ensure security of the facilities and equipment or records remaining in the building.

C. Activation Procedures During Duty Hours

- The Public Works Director notifies the COOP Team Chiefs of the event requiring activation of the Public Works COOP.
- The Public Works Director activates the COOP and notifies the appropriate alternate Facility Manager(s).
- Notification procedures identified in Annex F are conducted.
- The Public Works Director directs members of the COOP Teams to begin movement to an assembly site or to the designated alternate facility immediately.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles may be instructed to go home or relocate to another specified location pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

D. Activation Procedures During Non-Duty Hours

- The Public Works Director is notified that an event requiring COOP activation is anticipated or underway.
- The Public Works Director then notifies the COOP Team Chiefs of the event requiring activation of the Public Works COOP.
- The Public Works Director activates the COOP and notifies the appropriate alternate Facility Manager.
- Notification procedures identified in Annex F are conducted.
- The Public Works Director directs members of the COOP Teams to begin immediate movement to an assembly site or to the designated alternate facility.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.

- Personnel who do not have active COOP response roles are directed to remain at home pending further guidance.

E. Deployment and Departure Procedures

The Public Works Director will determine full or partial deployment to the designated alternate facility of any mission-essential functions that are critical to operations at the time the Public Works COOP activation is ordered. This determination will be based on the severity of the event and the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the alternate facility. Specific instructions will be provided at the time a deployment is ordered.

COOP Team members will immediately begin deployment, taking with them all office Drive-Away Kits, if applicable, and their personal go-kits. Team members will most likely use privately-owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.

All other personnel not designated to serve on COOP Teams at the impacted facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. At the time of notification, any available information will be provided regarding routes that should be used to depart the facility or other appropriate safety precautions. During non-duty hours, these personnel will remain at their homes pending further guidance.

F. Transition to Alternate Operations

Following the activation of the COOP and establishment of communications links with the Public Works Director and COOP Teams at an assembly site or the designated alternate facility, the Public Works Director orders the cessation of operations at the primary facility.

The Public Works Director will then notify emergency officials, as appropriate, that an emergency relocation of the Public Works facility is complete. The Public Works Director will then provide information on the alternate facility location, including contact numbers.

As appropriate, government officials, media, outside customers, vendors, and other service providers are notified by the Public Works Public Information Officer or other designated person(s) that the Public Works primary facility has been temporarily relocated.

G. Site Support Responsibilities

Following notification that a relocation of the Public Works facility has been ordered or is in progress, the appropriate alternate Facility Manager will implement the COOP Site support procedures and prepare to receive the COOP Teams within 12 hours.

V. ALTERNATE OPERATIONS - PHASE II

A. Execution of Mission-Essential Functions

Upon activation, the COOP Teams will begin providing support for the following functions:

- Ensure that mission-essential functions (see Annex C) are reestablished as soon as possible.
- Monitor and assess the situation that required the relocation.

- Monitor the status of personnel and resources.
- Establish and maintain contact with emergency officials, as appropriate, or other designated personnel.
- Plan and prepare for the restoration of operations at the impacted facility or other long-term facility.

B. Establishment of Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the Public Works. Internal and external resources could include Public Works staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The Public Works Director in coordination with the Washougal Information Technology Division will ensure all necessary and preplanned communications and information systems are established, adequate, and functioning properly. The Washougal Information Technology Division will service and correct any faulty or inadequate communications systems. The Washougal Information Technology Division personnel will ensure connectivity of information systems and will service any faulty or inadequate information systems.

C. COOP Team Responsibilities

A critical planning component within the Public Works COOP is the development of COOP Teams and team member responsibilities. The COOP Teams can consist of internal staff to the Public Works, as well as external staff, vendors, and/or other organizations that may assist during COOP events. For each COOP Team, team members are appointed and given specific instructions regarding their roles on the team. It's important that COOP Teams are developed prior to a COOP event so COOP Team members have awareness of their roles on these teams and can be trained on their responsibilities in preparation of potential COOP events.

The following is a list of COOP Teams and their team descriptions for the Public Works COOP:

Executive Team - The Executive Team consists of the highest-ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations. At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

Relocation Team - In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Pandemic Team – In preparation of potential pandemic events, Support Team members are responsible for attending virtual continuity meetings as scheduled, keeping the Support Team Chief apprised of continuity matters, developing notification for all Support Team members, and participating in the continuity training and exercises.

Support Team - In preparation of potential continuity events, Support Team members are responsible for attending continuity meetings as scheduled, keeping the Support Team Chief apprised of continuity matters, developing notification cascades for all Support Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Support Team are responsible for reporting in to their Support Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the Relocation Team as requested.

Planning Team - In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

Legal Action/Declaration Team - In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Washougal Infrastructure Assessment team - The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by "windshield surveys" of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures). Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds. County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by

gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.

First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

D. Augmentation of Staff

- If it becomes evident that the COOP Teams cannot adequately ensure the continuation of mission-essential functions, the Public Works Director will determine the additional positions necessary to maintain these functions.
- The Public Works Director will identify additional staff, as available, who may be able to provide support.
- The Public Works Director will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- The Public Works Director will consider implementing agreements with outside resource support including Memoranda of Understanding/Mutual Aid Agreements with other organizations and contractual agreements with private vendors.

E. Development of Devolution Plans

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the mission-essential functions to the same level of proficiency as the Public Works personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred or accessible at devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Should sufficient staff be unavailable to conduct the mission-essential functions of Public Works, all of the affected operations will initiate the activation of pre-arranged devolution agreements. Devolution will be triggered when available staff determines that there are insufficient resources to maintain and carry out the Public Work's prioritized mission-essential functions. At that point, the Public Works Director (Trevor Evers) or highest ranking Public Works official available will institute devolution through the issuance of the Devolution Activation Memo, provided in Annex L. Available Public Works staff will notify the devolution organization(s) that devolution is being initiated.

The following are pre-identified devolution organization(s) for the Public Works:

City Management Executive Staff

F. Development of Plans for Reconstitution and Termination

The Public Works Director or designee will develop Reconstitution and Termination Plans that will direct an orderly transition of all mission-essential functions, personnel, equipment, and records from the devolution organization to a new or restored facility. Plans and Schedules will include:

- Whether the original primary facility is re-inhabitable. If not, the plans will include recommendations of primary facility options.
- Construction needs for the primary facility re-occupancy, including remediation of safety issues.
- Estimated costs associated with construction and occupancy. Plans to include options for funding.
- Notification plans for COOP Teams and staff.
- Timeframe for construction completion and move-in.

The Public Works Director will review and formally approve all plans and schedules. Upon approval, the Public Works Director will issue a COOP Termination memo to the devolution organization(s) identifying the point of formal COOP Termination. The COOP Teams, as assigned, will oversee the Reconstitution and Termination process.

VI. RECONSTITUTION AND TERMINATION - PHASE III

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 Public Works Director determines that the emergency situation has ended and is unlikely to reoccur. 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.

A. Procedures

Upon a decision by the Public Works Director 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 Public Works Director 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-assigned COOP Team personnel will be notified using the Alert Notification Procedures provided in Annex F that normal operations of the Public Works are resuming and that they should report back to work.

B. After-Action Review and Remedial Action Plan

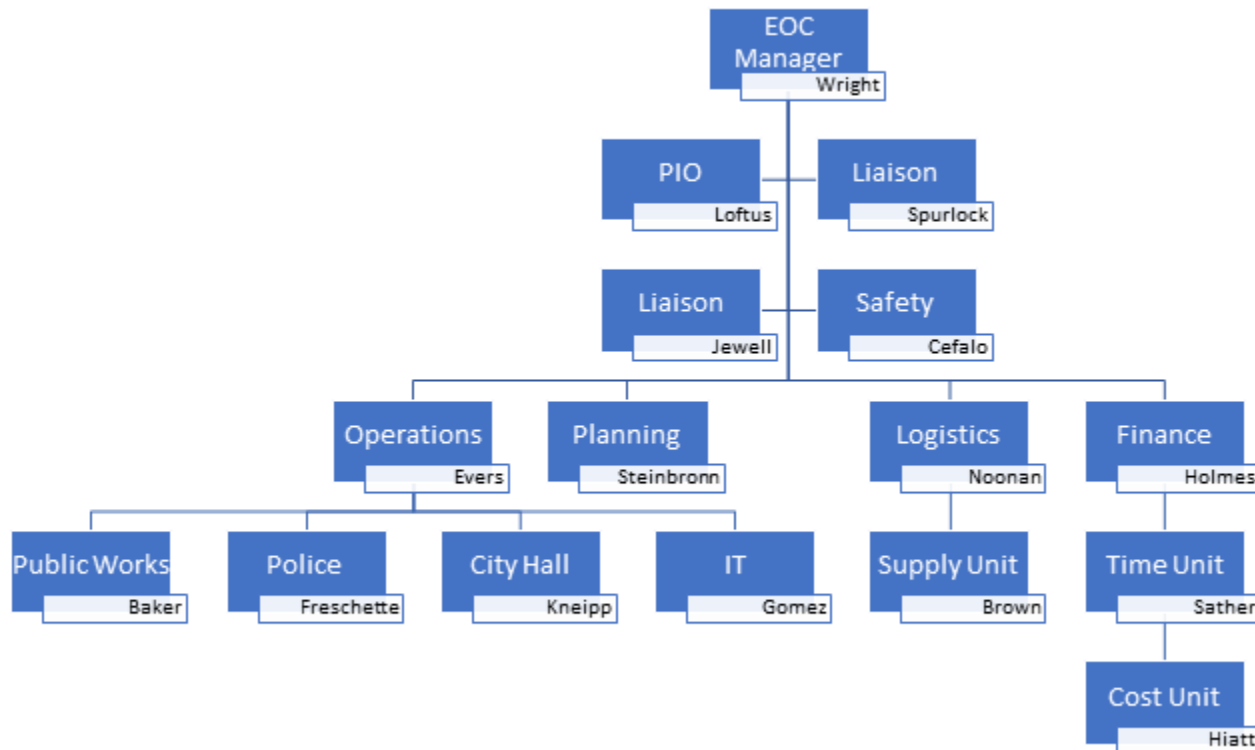
An After-Action Review information collection process will be initiated by each COOP Team prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from personnel working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the Public Works COOP and any accompanying documents will be developed and brought forth to the Public Works Director and COOP Teams for review. The Public Works Director and designated COOP planners for the Public Works will review and implement changes to the COOP as required.

ANNEX A COOP TEAMS AND RESPONSIBILITIES

Emergency Management Team

The Emergency Management Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Operations, Planning, Logistics/Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended this Team member review and have a clear understanding of the vital elements contained within the various continuity plans for their organization.



Emergency Management Team

Team Member	Team Responsibility
Michelle Wright - Emergency Manager Work: 360-835-2662 ext. 206/Cell: 503-250-4438 Work Email: Michelle.Wright@cityofwashougal.us	Emergency Manager
David Scott - City Manager Work: 360-835-8501 ext. 102/Cell: 360-904-4090 Work Email: David.Scott@cityofwashougal.us	(Executive)
Wendi Steinbronn – Police Chief Work: 360-835-8701 ext. 401/Cell: 360-838-3346 Work Email: Wendi.Steinbronn@cityofwashougal.us	Planning
Trevor Evers – Director of Public Works Work: 360-835-2662 ext. 202/Cell: 360-335-7567 Work Email: Trevor.Evers@cityofwashougal.us	Operations
Jeanette Cefalo - Human Resource Director Work: 360-835-8501 ext. 103 Work Email: Jeanette.Cefalo@cityofwashougal.us	Safety
Jennifer Forsberg-Finance Director Work: 360-83508501 ext. 503/Cell: 360-909-4097 Work Email: Jennifer.Forsberg@cityofwashougal.us Monie Holmes – Assistant Director of Finance Work: 360-835-8501 ext. 505/Cell: 503-805-9384 Work Email: Monie.Holmes@cityofwashougal.us	Finance
Theo Gomez – Information and Technology Manager Work: 360-835-8501 x508 Work Email: Theo.Gomez@cityofwashougal.us	Information Technology
Will Noonan - Central Services Manager Work: 360-835-2662 x207/Cell: 360-772-2024 Work Email: Will.Noonan@cityofwashougal.us	Logistics and Facilities

Legal Action/Declaration Team

In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Legal Action/Declaration Team Members - City of Washougal

Team Member	Team Responsibility/Role
Kenneth Woodrich - City Attorney City Management City Administration Work/Cell: 503-288-2480 Work Email: Ken@woodrich.com	During a continuity event, the Legal Action/Declaration Team Chief is responsible for contacting and coordinating with the Legal Action/Declaration Team members for reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.
David Scott - City Manager City Management City Administration Work: 360-835-8501 ext. 102/Cell: 360-904-4090 Work Email: David.Scott@cityofwashougal.us	During a continuity event, responsible for reporting into their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.
Molly Coston – City Mayor City Management City Council Cell: 360-818-1483 Work Email: Molly.Coston@cityowashougal.us	During a continuity event, responsible for reporting into their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Washougal Infrastructure Assessment team

The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures). Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.

County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county. Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy. First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

Washougal Infrastructure Assessment team Members - City of Washougal

Team Member	Team Responsibility/Role
Will Noonan - Central Services Manager Public Works Central Services Work: 360-835-2662 ext. 205/Cell: 360-772-2024 Work Email: Will.Noonan@cityofwashougal.us	First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road

Team Member	Team Responsibility/Role
	and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.
Michelle Wright - Emergency Manager Public Works Work: 360-835-2662 ext. 206/Cell: 503-250-4438 Work Email: Michelle.Wright@cityofwashougal.us	County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.
Joseph Layman - City Building Official Community Development Building Division Work: 360-835-8501 ext. 605 Work Email: Joseph.Layman@cityofwashougal.us	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).
Rob Charles – City Engineer Public Works Engineering Department Work: 360-835-2662 ext. 230/Cell: 360-607-9753 Work Email: Rob.Charles@cityofwashougal.us	The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county.
Ryan Baker - Water Operations Supervisor Public Works Water / Wastewater Divisions Work: 360-835-2662 ext. 204/Cell: 360-907-5751 Work Email: Ryan.Baker@cityofwashougal.us	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Team Member	Team Responsibility/Role
Monie Holmes – Assistant Director of Finance Finance Department Work: 360-835-8501 ext. 505/Cell: 503-805-9384 Work Email: Monie.Holmes@cityofwashougal.us	Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.

ANNEX B FACILITIES

The following are Primary Facilities identified for the Public Works:

Name / Location (Physical Address)
Primary Facility Public Works Administration and Operations 2201 C Street Washougal, Washington 98671 <i>1st Alternate – Wastewater Treatment Plant</i> SR - 14 Washougal, WA 98671 USA <i>2nd Alternate – Silver Star Search and Rescue</i> 1200 A Street Washougal, WA 98671 USA <i>3rd Alternate – Washougal Community Center</i> 1681 C Street Washougal, WA 98671 USA

ANNEX C
MISSION-ESSENTIAL FUNCTIONS

Mission-Essential Functions

Mission-Essential functions for the Public Works have been identified and prioritized below. In addition to identifying each mission-essential function, the Public Works has associated the personnel resources and vital record resources required to carry out each specific function. The performance of the highest priority mission-essential functions will need to be resumed as quickly as possible.

Essential Functions for City of Washougal Public Works Department

1. Functions to be performed, given a *One Day* disruption. (Highest priority to lowest):
 - Telecommunications capability with Agency and all field division crews.
 - Access to crews and equipment for Water Distribution and Production maintenance. Monitoring Water pump station, wells, reservoirs, towers. Access to warehouse materials for water main repairs. Water quality monitoring and sampling.
 - Pump installation to relieve flooded areas or divert excess water.
 - Assist with provision of resources (e.g., messaging signage, personnel, barrier equipment etc.) for transportation and evacuation related issues.
 - Parks and Grounds staff are determined to be non-essential; when directed, staff will report to work for temporary re-assignment within Public Works.
 - Access to Water, Wastewater and Street mapping.
2. Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest):
 - Continuation of functions listed under previous Tier(s) identified above.
 - Continuation of functions in Tier 1.
 - Computer network access.
 - Conduct Initial Damage Assessment city wide partnering with Building Inspectors.
 - Time Keeping and Data Entry through CMMS software.
 - Windshield Survey of all infrastructure, critical and essential facilities.
 - Establish teams, identify temporary debris collection sites, assign priority equipment and conduct Debris clearing, removal and management activities.
 - Monitoring flood prone and flooding areas.

3. Functions to be performed, given a *One Week - One Month* disruption. (Highest priority to lowest):

- Continuation of functions listed under previous Tier(s) identified above.
- Continuation of the functions listed Tiers 1 and 2.
- Ongoing technical assistance.
- Coordinate timesheets and payroll.
- Based on Windshield surveys and IDA's establish strategies, objectives and tactics to implement initial recovery activities.

ANNEX D
ORDERS OF SUCCESSION

Orders of Succession for City of Washougal Public Works Department

The Public Works has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

Executive Team Chief - Order of Succession:

Primary: City Manager - David Scott - City Management - City Administration

1. Director - Trevor Evers - Public Works – Administration
2. Director – Jennifer Forsberg – Finance – Administration

Public Works Director (Trevor Evers) - Order of Succession

Primary: Public Works Director - Trevor Evers - Public Works - Administration

1. City Engineer - Rob Charles - Public Works – Engineering
2. Assistant Public Works Director - Michelle Wright - Public Works - Administration
3. Utilities Superintendent – Ryan Baker - Public Works - Administration

Water Division - Order of Succession:

Primary: Water Operations Superintendent - Ryan Baker - Public Works - Water Division

1. Water Distribution Lead – Vaughn Barber – Public Works – Water Division
2. Water Quality Lead – Travis Davis – Public Works – Water Division

Emergency Services Coordinator - Order of Succession:

Primary: Emergency Services Coordinator - Michelle Wright - Public Works - Administration

1. Public Works Director - Trevor Evers - Public Works - Administration
2. City Engineer - Rob Charles - Public Works - Engineering
3. Utilities Superintendent – Ryan Baker - Public Works - Administration

Wastewater Division - Order of Succession:

Primary: Wastewater Supervisor - Ryan Baker - Public Works - Waste Water Division

1. WWTP Lead – Trever Munsch - Public Works - Wastewater Division
2. Collections Lead – Joe Miller - - Public Works - Wastewater Division

Stormwater Division - Order of Succession:

Primary: Central Services Manager - Will Noonan - Central Services – Stormwater Division

1. Lead Worker – Scott Randall - Public Works - Stormwater Division
2. Maintenance Worker – Tyler Purkeypyle – Public Works – Stormwater Division
3. Maintenance Worker – Mark Williams – Public Works – Stormwater Division

ANNEX E
DELEGATIONS OF AUTHORITY/EMERGENCY MANAGEMENT CODE

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority

ALL AUTHORITY HEREBY DELEGATED SHALL BE EXERCISED IN ACCORDANCE WITH APPLICABLE LAWS, RULES, BUDGET ALLOCATIONS AND ADMINISTRATIVE DIRECTIVES. THIS AUTHORITY CANNOT BE RE-DELEGATED.

To ensure continuity of operations for the Public Works during continuity events, the following personnel are hereby delegated the authority to conduct the following assignments provided below.

Chapter 2.48 EMERGENCY MANAGEMENT

Sections:

[2.48.010 Purpose and declaration of policy.](#)

[2.48.020 Definitions.](#)

[2.48.030 Administration.](#)

[2.48.040 Designation of the city manager as executive head for emergency services of the city.](#)

[2.48.050 Continuity of government.](#)

[2.48.060 General duties of the director of emergency management.](#)

[2.48.070 Declaration of emergency.](#)

[2.48.080 Notice of declarations of emergency and emergency orders.](#)

[2.48.090 Authorized emergency orders.](#)

[2.48.100 Emergency procurements.](#)

[2.48.110 Emergency powers under governor's proclamation of emergency or disaster.](#)

[2.48.120 Violations of emergency proclamation, rule or order – Penalties.](#)

[2.48.130 Continuance of existing agreements.](#)

[2.48.140 General public duty created.](#)

2.48.010 Purpose and declaration of policy.

The purpose of this chapter is to establish a local emergency management organization and set out and clarify the authority of the city and of its officers with regard to local, regional and national emergency and disaster situations. It is intended, in conformity with Article 11, Section 11 of the Washington State Constitution and with Chapter [38.52](#) RCW, to grant the broadest power permitted by constitutional and statutory authority to preserve the public health, safety and welfare. (Ord. 1544 § 2, 2006)

2.48.020 Definitions.

When used in this chapter, the following words, terms and phrases, and their derivations shall have the meanings ascribed to them in Chapter [38.52](#) RCW and this section, except where the context clearly indicates a different meaning:

“Executive head” means the person designated by state law and this chapter as the head of city government for emergency and disaster management pursuant to Chapter [38.52](#) RCW.

“Major emergency or disaster” means an event or set of circumstances which:

- (a) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences; or
- (b) Reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW [43.06.010](#). (Ord. 1544 § 2, 2006)

2.48.030 Administration.

Clark Regional Emergency Services Agency (CRESA), a separate legal entity authorized by the Interlocal Cooperation Act in the state of Washington, shall be the agent of the city to assist in the operations of emergency management and shall submit to the executive head for its review and consideration a budget for the support of such activities. Specific responsibilities of Clark Regional Emergency Services Agency shall be as described by the Clark Regional Emergency Services Agency Interlocal Cooperation Agreement. (Ord. 1544 § 2, 2006)

2.48.040 Designation of the city manager as executive head for emergency services of the city.

The city manager or designee shall serve as the executive head of the city for purposes of emergency management pursuant to Chapter [38.52](#) RCW. (Ord. 1907 § 1 (Exh. A), 2020; Ord. 1544 § 2, 2006)

2.48.050 Continuity of government.

In the event the city manager is unavailable to exercise the powers and discharge the duties of the executive head described in this chapter, the predetermined successor as provided for in the city of Washougal’s continuity of operations plan for executive responsibility who is available shall act as the interim executive head subject to the city council’s confirmation, modification, or rejection as soon as practicable. In the event that the city manager and all designated successors are unable to discharge the duties of executive head in this chapter, the mayor shall act as the interim executive head subject to the city council’s confirmation, modification, or rejection as soon as practicable. (Ord. 1907 § 1 (Exh. A), 2020; Ord. 1861 § 1 (Exh. A), 2018; Ord. 1544 § 2, 2006)

2.48.060 General duties of the director of emergency management.

The director of Clark Regional Emergency Services Agency shall:

- (1) Administer emergency management activities to assist the city in the mitigation, preparedness, response, and recovery from major emergencies and disasters.
- (2) Advise in the preparation and implementation of the city’s comprehensive emergency management plan.
- (3) Submit an annual program paper to the city regarding the previous year’s performance and subsequent year’s plans regarding emergency management objectives.
- (4) Assist the executive head or alternate in the issuance of declarations of an emergency pursuant to WMC [2.48.070](#).

(5) Request that the governor proclaim a state of emergency or disaster when, in the opinion of the executive head, the resources of the city, area or region are inadequate to cope with the emergency or disaster.

(6) Assist the executive head with coordination and cooperation between departments, divisions, services and staff in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise among them.

(7) Act in coordination with the state and other governmental agencies to plan and implement joint jurisdictional planning and disaster services plans and mutual aid agreements.

(8) Consult with the prosecuting attorney in planning and exercise of emergency powers.

(9) Submit to the city manager for review and consideration the city's contribution to the cost of a joint local emergency management organization upon a fair and equitable basis. (Ord. 1861 § 1 (Exh. A), 2018; Ord. 1544 § 2, 2006)

2.48.070 Declaration of emergency.

(1) Whenever an emergency, or the imminent threat thereof, occurs in the city and results in, or threatens to result in, the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the executive head, extraordinary and immediate measures to protect the public health, safety and welfare, the executive head shall forthwith:

(a) If the city council is in session, request the council to declare the existence or threatened existence of an emergency; or

(b) If the city council is not in session, issue such declaration, subject to council ratification and confirmation, modification or rejection as soon as practicable.

(c) Declarations of emergency issued by the executive head shall be presented as soon as practical to the city council for ratification and confirmation, modification or rejection. Declarations which are rejected shall, after vote, be void. Declarations shall be considered in full force and effect until the council shall act.

(2) Such declaration of emergency may be in addition to or as an alternative to the proclamation of state of emergency by the governor.

(3) The executive head shall terminate the declaration of emergency when order has been restored in the affected area of the county. (Ord. 1544 § 2, 2006)

2.48.080 Notice of declarations of emergency and emergency orders.

When practical, the executive head shall consult with the director of emergency management on the need for and development of the declaration of emergency or emergency order. The executive head shall cause any declaration of emergency or emergency order issued pursuant to the authority of this chapter to be delivered to the director of emergency management, state emergency management, and the governor. The executive head or alternate shall use available means as shall be necessary in his or her judgment to give notice of such declarations. Such declarations and orders shall be filed with the city clerk as soon as practical. (Ord. 1544 § 2, 2006)

2.48.090 Authorized emergency orders.

(1) Upon the declaration of an emergency, and during the existence of such emergency, the executive head may make and proclaim any or all of the following orders and delegate enforcement authority therefor to law enforcement officers and designated emergency personnel:

(a) Order imposing a general curfew applicable to the city as a whole, or to such geographical area or areas of the city and during such hours as it deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;

(b) Order requiring any or all business establishments to close and remain closed until further order;

(c) Order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas, and public buildings;

(d) Order requiring the closure of any or all bars, taverns, liquor stores, and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the executive head, be allowed to remain open;

(e) Order requiring the discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all parts of the city;

(f) Repealed by Ord. 1727;

(g) Order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;

(h) Repealed by Ord. 1727;

(i) Repealed by Ord. 1727;

(j) Order prohibiting undue inflationary pricing of goods and services with the intent of maximizing profits as a result of the declared emergency;

(k) Order utilizing existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided, that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Chapter [38.52](#) RCW and federal and state emergency management regulations for registered emergency workers;

(l) Such other orders as are imminently necessary for the protection of life and property.

(2) Emergency orders shall be presented as soon as practicable to the city council for ratification and confirmation, modification or rejection. Orders which are rejected shall, after vote, be void. Emergency orders shall be considered in full force and effect until the commissioners shall act. (Ord. 1727 § 1, 2012; Ord. 1544 § 2, 2006)

2.48.100 Emergency procurements.

(1) Upon declaration of an emergency, and during the existence of such emergency, the executive head, or alternates as defined in WMC [2.48.050](#), or the director of finance and administration, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.

(2) Such authorization for emergency procurement shall be presented to the city council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the council acts. (Ord. 1544 § 2, 2006)

2.48.110 Emergency powers under governor's proclamation of emergency or disaster.

In addition to or as an alternative to those emergency powers prescribed by this chapter upon the declaration of an emergency, the executive head or alternate shall have, upon proclamation of a state of emergency or disaster by the governor pursuant to Chapters [38.52](#) and [43.06](#) RCW, the authority to exercise in behalf of the city all emergency powers set forth in RCW [38.52.070](#)(2), including without limitation:

(1) To accept and receive, with the consent of the governor, in behalf of the city, offers from the federal government of services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for purposes of emergency management, the state, acting through the governor.

(2) In cases where there is damage to the equipment borrowed from other jurisdictions under a mutual aid agreement, to receive the filing of claims for such damage within 60 days after the damage is incurred.

(3) To utilize existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided, that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Chapter [38.52](#) RCW and federal and state emergency management regulations for registered emergency workers. (Ord. 1544 § 2, 2006)

2.48.120 Violations of emergency proclamation, rule or order – Penalties.

Violations of a declaration of emergency issued pursuant to this chapter or of a subsequent emergency order issued pursuant to this chapter, or any other order or directive given by a law enforcement officer or designated emergency services personnel pursuant to authority of such declaration or orders is a misdemeanor; provided, that a second or subsequent offense hereunder shall be a gross misdemeanor. (Ord. 1544 § 2, 2006)

2.48.130 Continuance of existing agreements.

Nothing in this chapter shall be deemed to affect any existing interlocal agreements entered into by the city or other cities and towns of Clark County pursuant to Chapter [38.52](#) RCW regarding emergency planning and the giving of mutual aid; provided, that for the purposes of such agreements, the mayor shall exercise all powers as executive head of the city under such agreements in conformity with RCW [38.52.070](#). (Ord. 1544 § 2, 2006)

2.48.140 General public duty created.

(1) It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this chapter.

(2) Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this chapter by its officers, employees or agents. (Ord. 1544 § 2, 2006)

ANNEX F
ALERT NOTIFICATION PROCEDURES

Alert Notification Procedures

Initiation

In general, the following procedures are to be followed in the execution of the City of Washougal COOP in the event this agency is subjected to an environment that is threatened, diminished, or incapacitated. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the city facilities and their occupants. This Plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this Plan is implemented depends on the type and magnitude of the events or threats thereof.

Alert and Notification Procedures

The process as related to COOP initiation should, if necessary, allow for a smooth transition of staff from an effected facility to an alternate facility to continue the execution of mission critical functions across a wide range of potential emergencies. Notification may be in the form of:

- a. Notification to critical staff and all non-essential employees that relocation is imminent via person-to-person communication, e-mail, voice message, radio broadcast, cell phone and/or pager alerts.
- b. The City Manager or a designated successor will notify the DCRTL to activate the COOP Plan.

Initial Actions

- Based on the situation and circumstance of the event, the staff will evaluate the capability and capacity levels required to support the current mission critical functions of the effected facilities, select an appropriate alternate site, and notify the City Executive Staff and Site Manager of the situation and their recommendation.
- The essential Staff report to the alternate site to assume facility mission critical functions.
- All personnel and sections of the affected facility who have established drive-away kits.
- All personnel and sections of the affected facility assemble the remaining documents and other assets as required for the performance of mission critical functions and begin preparations for the movement of these resources.
- The security personnel of the affected facility should take appropriate measures to ensure security of the affected facilities and equipment or records remaining in the building.

KEY STAFF NOTIFICATION LIST

Emergency Management Contact Information					
Date: 4/4/20					
Person	Position in ICS	Cell Phone	Work Number	Ext.	E-mail
David Scott	City Manager	360-904-4090	360-835-5801	102	David.scott@cityofwashougal.us
Michelle Wright	Emergency Manager	503-250-4438	360-835-5801	206	Michelle.wright@cityofwashougal.us
Trevor Evers	Operations Section Chief	360-335-7567	360-835-5801	202	Trevor.evers@cityofwashougal.us
Will Noonan	Logistics Section Chief	360-772-2024	360-835-2662	205	Will.noonan@cityofwashougal.us
Wendi Steinbronn	Chief of Police	360-838-3346	360-835-8701	401	Wendi.steinbronn@cityofwashougal.us
Monie Holmes	Finance Section Chief	503-805-9384	360-835-5801	505	Monie.holmes@cityofwashougal.us
Jennifer Forsberg	Finance Section Chief	360-909-4097	360-835-5801	503	Jennifer.forsberg@cityofwashougal.us
Kaci Spurlock	Liason	206-999-5612	360-835-5801	234	Kaci.spurlock@cityofwashougal.us
Rob Charles	Liason	360-607-9753	360-835-5801	230	Rob.charles@cityofwashougal.us
Crystal Sather	Logistics Section Chief		360-835-5801	502	Crystal.Sather@cityofwashougal.us
Theo Gomez	Information Technology Manager		360-835-5801	508	Theo.Gomez@cityofwashougal.us
Michele Loftus	Communication Section Chief	360-818-1485	360-835-5801	510	Michele.Loftus@cityofwashougal.us
Emma Hiatt	Logistics Section Chief	541-282-3377	360-835-5801	512	Emma.hiatt@cityofwashougal.us
Rose Jewell	Liason	360-931-7473	360-835-5801	602	Rose.Jewell@cityofwashougal.us
CRESA		360-992-9229			

**ANNEX G
VITAL RECORDS**

Vital Records

The following checklist can be used when determining which vital records are critical to ensure continuation of mission-essential functions.

- Storage of duplicate records off-site.
- Back-up off-site of electronic records and databases.
- Pre-position vital records and databases at the alternate facility prior to deployment.
- The COOP should describe a maintenance program to assure the records are accurate, current, and frequently updated.
- Identifying vital records, systems, and data (hard copy and electronic) critical to performing functions.
- Assuring availability of emergency operating records.
- Ensuring back-up for legal and financial records.

Additional Recommendations

Ensure backup copies of vital records and databases, both paper and electronic, are maintained, updated, and stored in a secure off-site location. The COOP identifies vital records, systems, and data (hard copy and electronic) critical to performing mission-essential functions. The COOP provides for ensuring availability of emergency operating records and ensuring back-up for legal and financial records. The Public Works will maintain current copies of vital records essential to the continued functioning or reconstitution in a secure off-site location.

Included within the COOP are records having such value that their loss would significantly impair the Public Works of conducting mission-essential functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of vital records are:

- Accounts receivable/Accounts payable
- Contracting and acquisition files
- Official personnel files
- Social security documentation
- Payroll
- Retirement
- Insurance records
- Property management and inventory records

The following table identifies Vital Records required by Public Works to complete mission-essential functions:

Vital Record: Outlook

Type: Enterprise System / Database

Description:

Email- Microsoft Outlook.

Microsoft Outlook 2010 offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. With the release of Outlook 2010, you get a richer set of experiences to meet your communication needs at work, home, and school.

From a redesigned look to advanced e-mail organization, search, communication and social networking features, Outlook 2010 provides you with a world-class experience to stay productive and in touch with your personal and business networks

Vital Record: Tyler - Incode

Type: Database

Description:

Financial Software which includes:

Accounts Receivable

Accounts Payable

Bank Reconciliation

Requisitions / Purchase Orders

General Ledger

Pet Licensing

Utility Payments and Billing

Building Permits

Payroll

Plans for Protection, Duplication, and Movement of Records:

Data/Software is hosted in cloud and managed by Tyler Tech

Location and Accessibility of Vital Records:

Primary Location: Cloud

Format: Electronic

Backup Location: Cloud

Format: Electronic

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 4/13/2020

Vital Record: CIMS Cloud

Type: CIMS Cloud Software

Description:

Cemetery Software which includes:

Lot Owners

Burials

Work Orders

Disinterment's

Map of current sections / lots

Plans for Protection, Duplication, and Movement of Records:

Must have a login and password

The City of Washougal maintains 2 licenses for access

Location and Accessibility of Vital Records:

Primary Location: Cloud

Format: Electronic

Backup Location: Cloud

Format: Electronic

Backup Location: City Hall Vault

Format: Paper

Remote Accessible: Yes

Vital Record: Civic Plus Platform

Type: Communications / Reservations

Description:

Location for notification of the city by the public for lights out, potholes, etc.

Reservation system for city parks and facilities

Plans for Protection, Duplication, and Movement of Records:

Data/Software is hosted in cloud and managed by COW

Location and Accessibility of Vital Records:

Primary Location: Cloud

Format: Electronic
Backup Location: Cloud
Format: Electronic

Remote Accessible: Yes

Legend

Vital records, systems, and data - Information, records, databases, procedures, and other information necessary to support mission-essential functions and sustain operations.

Protection, duplication, and movement - Identify policies in place to restrict how the information is guarded, procedures for duplication, how the information is backed-up and stored, and how the material is distributed.

Location - Where are the vital records/systems/data currently located? Where are the back-up records/systems/data located? Are records in electronic or hard copy format? Can records be accessed from an alternate site if the primary site is inaccessible?

Accuracy and currency of records - Are records up to date? On what date was the records/systems/data last reviewed/updated?

ANNEX H
DRIVE-AWAY KITS

<i>Administrator Drive Away Kit</i>	<i>Quantities</i>
Communication:	
1. 800 Mhz Emergency Responder Radios	
Cache	
2. Radio	
AM/FM Weather Band Radios AC/DC Pwr	
4. VHF P-25 Compliant Radios	
Cache	
Equipment:	
1. Laptop Computer	
Forms:	
1. Contact Numbers for Consulting Physicians	
2. Contact Numbers for Legal Staff	
3. Contact Numbers for State and County EOC's	
4. List of Employee Phone Numbers	
5. List of Headquarters Personnel Phone Numbers	
Supplies:	
1. Copy of COOP Plan	
2. Copy of Emergency Operations Plan	
3. Office Supplies	
Desks, Chairs, File Cabinet, Small White Brd, Small Cork Brd	

<i>Personnel Kit Drive Away Kit</i>	<i>Quantities</i>
Equipment:	
1. Computers	
2. Copy Machine	
3. Fax Machine	
4. Printer (if computer available)	
5. Telephones	
Landlines	
Forms:	
1. Copies of Organization Chart to manually update	
2. Directives/Guidance	
3. Employee Contact List (name, address, phone)	
4. Pay Chart	
5. Payroll Schedule	
6. Personnel Action Request Forms	
7. Position Description Form	
8. Timesheets	
Supplies:	

<i>Personnel Kit Drive Away Kit</i>	<i>Quantities</i>
1. Banker Boxes	
2. City Phone Book	
3. Copy/Typing Paper	
Cases	
4. Correction Fluid	
5. Date Stamp	
6. Envelopes (Letterhead and Manila)	
Boxes	

ANNEX I COMMUNICATIONS

Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the Public Works. Internal and external resources could include Public Works staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The Public Works has identified below the various modes of communication that currently exist and/or communications that must be arranged at an Alternate Facility. The communications are listed in order of priority and include a written description for each. Also, each communication item identifies whether the communication is for internal/external use, mobile, or if it requires any level of security measures.

Communications		
Communication: 403-470 MHz Emergency Radio Portable and Mobile		
Priority: High	Type: Voice	Quantity: 10 @ Public Works + WPD?
Description: Public Works has 10 working Motorola CP200d Digital UHF 4W 16 channel Add police inventory here and update quantity unless we are using this information strictly for Public Works.		
Communication: P25 Compliant VHF Radio's?		
Priority: Medium	Type: Voice	Quantity: ?
Description: Internal Use, External Use, Mobile - 40 Narrow Banded P-25 Compliant Radio's cached on the 2nd floor at 12800 SW Ash St Public Works operations annex in DOC. Radios are maintained and ready for Emergency Incidents or Planned Events		
Communication: HAM Radio?		
Priority: Low	Type: Voice	Quantity: 0?
Description: Internal Use, External Use, Mobile - 1 Complete Stationary HAM Station in the DOC on the 2nd floor at 12800 SW Ash St. 3 Complete HAM Radio Go-Kits with carrying cases. Radio's will be used for emergency back up to Emergency Services Radios (800 Mhz and VHF) and for Planned Events. There is a need and a FCC requirement to get select staff trained on HAM radio usage.		
Communication: Motorola Radio/Telephone		
Priority: High	Type: Voice	Quantity: 0?
Description: Internal Use, External Use, Mobile - Public Works currently has 70 Motorola Hand Sets assigned and issued to staff with Direct Connect, Direct Talk, Simplex, Email, and Texting capabilities. There are an additional 10 Hand Sets cached in the Public Works DOC with the same capabilities to be used in the EOC.		

PD currently has 80 Motorola Hand Sets assigned and issued to staff with Direct Connect, Direct Talk, Simplex, Email, and Texting capabilities.		
Communication: Desktop Telephone		
Priority: Low	Type: Voice	Quantity: 79
Description: Internal Use, External Use - Landline Desk top telephone		
Communication: FAX Machine		
Priority: Medium	Type: Data	Quantity: 6
Description: Internal Use, External Use		
Communication: Laptop		
Priority: High	Type: Other	Quantity: 22
Description: Internal Use, External Use, Mobile, Secure - Voice, data and face-to-face		
Communication: Website		
Priority: High	Type: Data	Quantity: 1
Description: Internal Use, External Use, Mobile - City Website, Email, Facebook, Twitter		
Communication: Wireless Priority telecommunications System (WPS)		
Priority: High	Type: Voice	Quantity: 15
Description: Internal Use, External Use, Mobile, Secure - GETS Priority Calling allowing Washougal Public Works leadership to initiate calls when the the Wireless system is in demand.		

ANNEX J
SECURITY AND ACCESS CONTROLS

Security and Access Controls for City of Washougal Public Works Department

SECURITY & ACCESS CONTROLS

The following security and access control measures are in place to restrict access to the facility to employees and critical customers:

- Primary Facility
 - Public Works Operations - Key Access Only
 - Public Works Administration - Key Access Only
- Alternate Facility
 - Wastewater Treatment Plant - Key Access Only with Alarm
 - Silver Star Search and Rescue, Keys Access Only
 - Washougal Community Center - Key Access Only

**ANNEX K
FAMILY DISASTER PLAN**

Family Disaster Planning for City of Washougal Public Works Department

The Public Works understands the importance of personnel preparing their families for disaster events. The information below provides assistance to Public Works personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

FOUR STEPS TO SAFETY

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office -- be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete this Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your children every six months so they remember what to do.
- Conduct fire and emergency evacuation.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and charge the batteries at least once a year.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at www.READY.gov.

ANNEX L DEVOLUTION

Devolution for City of Washougal Public Works Department

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the essential functions to the same level of proficiency as the Public Works personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred to the devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Public Work's prioritized mission-essential functions which must be carried out in its devolution of authority are identified in Annex C of the Public Works COOP.

Devolution Triggers, Process, Resources and their Availability, and Restoration guidelines are noted below. The pre-identified Devolution Memorandum is also included within this Annex.

Devolution Triggers

Pre-devolution preparation begins when staffing levels in one or more critical areas are reduced by 40%. Critical areas are defined as: 1) leadership, 2) communication capabilities, 3) administrative support, and 4) prioritized MEFs. Pre-devolution preparation includes assessment of:

- Available devolution organizations
- Location and availability of resources and information needed to transfer critical operations to the devolution organization
- Approach to notify and train (as needed) devolution organization staff
- Prioritization of mission-essential functions necessary to provide continuity of operations during the devolution process

Once this assessment is complete, the intended devolution organization should be notified that devolution is likely and transfer of knowledge/resources necessary for devolution should begin.

The key staff members of the devolution organization should also be informed on how to access the Public Works COOP information contained within www.WashougalContinuity.com.

Devolution is initiated through the issuance of the Devolution Memorandum. Organizational devolution is triggered when staffing levels are reduced by 60% in one or more critical areas.

Devolution Process

The Public Works Director (Trevor Evers) is responsible for identifying devolution triggers and is responsible for deciding when devolution is necessary. The Public Works Director (Trevor Evers) is responsible for issuing the Devolution Memorandum and begin actually transferring responsibilities to the devolution organization.

Every attempt will be made to retain expertise and authority through all COOP Teams. All available COOP Teams will continue to work with and for the new devolution organization in carrying out COOP, devolution, and restoration/reconstitution duties.

Resources and Availability

All resources necessary for devolution will be retained in Public Work's on-line COOP and be made available via www.WashougalContinuity.com. The executives and support staff working on devolution will be given access to these resources, and will be trained in the use of available communication tools in advance of COOP activations.

Restoration (Pre-Event)

Because the nature of a catastrophic event that would create the need for devolution is so difficult to predict and may have a wide array of circumstances to respond to, we cannot specify exact measures needed to recover and restore pre-event operations in advance. However, the devolution organization will work with the existing Public Works staff to identify all actions needed to provide restoration to pre-event conditions. Reconstitution and termination plan as identified in the COOP are available and should be used by the devolution organization.

MEMORANDUM

TO: Highest Ranking Official(s)/City Management Department

FROM: Public Works Director (Trevor Evers)

City of Washougal Public Works Department

DATE:

SUBJECT: Devolution of City of Washougal Public Works Department

As of Date/Time, an emergency occurred that required the activation of the City of Washougal Public Works Department Continuity of Operations Plan (COOP). As of Date/Time, the emergency has affected staffing to levels such that we can no longer carry out our prioritized mission-essential functions and maintain our mandated operations. In order to provide continuity of government operations within Public Works, as of Time today I am hereby transferring mission-essential function responsibilities as identified in the Public Works COOP to the City Management Department. In addition, I am extending all delegations of authority of key actions and responsibilities to the City Management Department. This delegation is effective as of Date/Time.

Thank you in advance for your assistance as we continue to provide critical services during this challenging time and work to restore full Public Works operations. Access to all critical Public Works COOP information, including mission-essential functions, delegation responsibilities, and personnel contact lists can be found at: www.WashougalContinuity.com. Username and password access to the COOP information within www.WashougalContinuity.com will be provided under separate cover.

Public Works Director (Trevor Evers)

**ANNEX M
TESTING, TRAINING, AND EXERCISING /
PLAN MAINTENANCE**

Testing, Training, and Exercising / Plan Maintenance

- This plan will be reviewed annually or as required by statute by all CONTINUITY OF OPERATIONS PLAN Team members and approved by the Public Works Director (Trevor Evers).
- The Public Works Director (Trevor Evers) will ensure training of all Public Works employees on the key aspects of this plan. This training will be conducted at new employee orientation and quarterly staff meetings.
- This CONTINUITY OF OPERATIONS PLAN will be assessed annually through tabletop or field exercises as required by law.
- Support plans and communications equipment will be tested annually as part of the Test, Training, and Exercises (TT&E).
- Equipment pre-positioned at Alternate Facilities will be tested annually as part of the TT&E program.
- The exercise will include a test of the alert and notification procedures within this CONTINUITY OF OPERATIONS PLAN, with and without warning, during duty and non-duty hours.
- The Public Works Director (Trevor Evers) or designee will identify and incorporate lessons learned and remedial actions from exercises or actual events into annual revisions of this CONTINUITY OF OPERATIONS PLAN.
- Copies of AAR (After Action Review) reports will be placed in the File Archive of this system.

**ANNEX N
FACILITY EVACUATION**

Facility Evacuation

The purpose of this section is to provide specific directions to all staff in the event of an emergency requiring the evacuation of the following facilities.

Responsibilities

The Public Works Director (Trevor Evers) shall identify a line of succession, and recognize a "Safe Room" for sheltering in place in the event that this becomes necessary.

The Public Works Director (Trevor Evers) shall be responsible for the following:

- Monitor the evacuation procedures and ensure that all employees are participating.
- Identify themselves to responding emergency personnel and provide any information or assistance, as requested.
- Station themselves outside the facility to receive employee check-off lists from Division Heads/Delegates and to coordinate with emergency personnel as necessary.

The Division Heads/Delegates shall be responsible for monitoring their sections as follows:

- Know the status of all assigned staff, (e.g. are they on site, in the field, or on annual leave).
- Ensure staff are trained in the evacuation procedures and in dealing with clients and staff who may become confused or panic in an emergency situation.
- Assign at least two alternate Division Head delegates and keep this assignment list current.
- Ensure all delegates are properly trained in their duties.
- Obtain checklists of staff accounted for and unaccounted for and report status to the Public Works Director (Trevor Evers) after evacuation.

Staff are responsible for the following:

- Ensuring handicapped employees and visitors are assisted from the facility.
- Staff with public visitors should exit the facility with the visitors.
- Staff must search for and ensure that any clients who are in private rooms, restrooms, etc. evacuate with the staff immediately.

Evacuation Procedures

Specific evacuation procedures for each of the facilities identified within this COOP are as follows:

- Public Works Administration and Operations - The City has assigned Floor Wardens, follow their instructions.
 - Verbal notice of the fire alarm will be used to sound evacuation.
 - Remain calm and orderly, move quickly and safely.
 - Do not take time to gather your belongings, go directly to designated reporting area. Report to your Supervisor or Floor Warden for roll call. DO NOT RE-ENTER the building until allowed by the Floor Warden and/or Supervisor.
 - Go to the Emergency Assembly Point, do not leave unless directed to do so.

Floor Wardens are appointed by the Department Head and trained by Risk Management. Floor Wardens are responsible for the following:

- Post and maintain updated emergency evacuation routes in conspicuous locations within their area;
- Assist the Safety Committee in planning and conducting evacuation drills;
- Serve as a resource to staff within their area to answer questions about emergency evacuation and bring staff concerns to the attention of the person(s) who can address the concerns.
- Collect emergency response kit.
- Check that all persons have left your assigned areas (including restrooms, conference rooms, lobbies, etc.).
- Proceed to the nearest exit and leave the building using posted emergency routes.
- Go directly to designated reporting area.
- DO NOT LEAVE THE SITE unless directed to do so.
- Report to the supervisors & determine whether all employees are accounted for during roll call.
- Advise Incident Commander whether your area is clear and whether employees are accounted for during roll call.
- Remain at the gathering area for information from Incident Commander and share with supervisors.
- If City facilities will close, the City Manager, Public Works Director, or Chief of Police will make that decision.

**ANNEX O
CONTACTS ROSTER**

City of Washougal Public Works Department Contacts

KEY STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
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ANNEX P
PANDEMIC PLANNING

EXECUTIVE SUMMARY

1 TRANSMISSION OF DISEASE

2 PANDEMIC INFLUENZA

- 2.1 Pandemic Assumptions
- 2.2 Potential Impacts
- 2.3 Information Sources for Current Status
- 2.4 The Pandemic Risk Assessment

3 ORGANIZATION CONSIDERATIONS

- 3.1 Implications for the Organization

4 PANDEMIC STRATEGIES

- 4.1 Short-Term Strategy
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- 4.3 Post-Event Recovery
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5 PANDEMIC PLANNING RESPONSIBILITIES

- 5.1 State, Local, Private Sector Relationships
- 5.2 Legal Preparedness
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- 5.5 Employee Education and Safety
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6 PANDEMIC TEAM

7 PLAN MAINTENANCE AND TESTING

8 APPENDIX

EXECUTIVE SUMMARY

Epidemics, which are outbreaks of a disease that occur within a short period of time and in a defined region, have the potential to significantly affect an organization's operations and the health and safety of personnel and the general public. While many diseases could result in an epidemic, and could lead to a pandemic (an epidemic that occurs on a worldwide scale), this report places particular emphasis on preparedness for outbreaks of influenza that could arise from avian influenza.

This Epidemic/Pandemic Annex has been created to identify key information that organizations should know when confronted with an epidemic. It also describes how an organization may be affected, and what measures can be taken to mitigate those effects. In addition to education, this annex provides guidance on preparing and developing a course of action should an outbreak occur.

Organizations should take the time and opportunity now to develop and implement strategies essential to maintaining functions in times of a pandemic. Organizations should also inform employees and other stakeholders that the organization is actively involved in planning for pandemic preparedness.

Short-term and long-term strategies for maintaining functions during an epidemic, when absenteeism among employees could be as high as 50 percent, will require enhanced continuity of operations plans that include extensive workforce planning to perform mission-essential functions with reduced staff levels. Seven planning elements are provided in Chapter 6 to assist organizations in accomplishing their short-term and long-term strategies, which will require continuous monitoring of recent developments as well as flexibility in implementation and response.

Unlike other disasters in which the period of disruption may last from weeks to months, an epidemic has the potential to disrupt operations from months to several years. The public health response to an epidemic will directly affect an organization's personnel and will require strong relationships with other partners, the cooperation of the public, and the leadership of the organization.

1. Transmission of Disease

From time to time, a pathogen for which the population has little or no immunity evolves or is introduced. If that pathogen is highly communicable or easily transmitted from person to person, and virulent, causing severe illness or death in a significant percentage of persons, a pandemic can infect millions of people and potentially causing destabilizing social disruption.

At present, the world is experiencing a global pandemic in the form of a novel coronavirus, named COVID-19. This virus is highly communicable and varies in severity from mild reactions, even asymptomatic, to respiratory and organ failure and death. The state is under a gubernatorial "Stay Home – Stay Healthy" order, with most city employees working remotely and with most city businesses closed to the public. Most of the country is under similar restrictions. The duration of the condition is unclear and is likely to persist for weeks if not months longer. The societal and economic effects of this pandemic have been devastating.

Prior to COVID-19, the United States had not experienced an extensive epidemic since 1918, when the "Spanish flu" pandemic swept the nation and the world. The Spanish flu of 1918 was

not a highly virulent pathogen in terms of mortality - only 2.5 percent of those infected died - but it was highly communicable. As a result, a large percentage of the U.S. population fell ill; approximately one-half million Americans died, and during the waves of the pandemic essential public services were threatened.

Communicable diseases can be transmitted to humans in several ways however the ones that carry the potential to affect organizations and their personnel are listed below:

- Droplet transmission occurs when the pathogen is suspended in aerosolized droplets or mist expelled when an infected person coughs or sneezes. These tiny droplets can travel 3 to 6 feet and be inhaled by other persons or can deposit themselves on mucous membranes around the eyes or mouth of uninfected persons.
- Airborne transmission occurs when a pathogen is suspended in the air in inhalable-sized particles that remain infectious and are subsequently inhaled through the nose or mouth. Such pathogens can also be transmitted by droplet transmission or contact transmission.
- Contact transmission occurs when an infected person has physical contact (e.g., shakes hands) with an uninfected person.
- Infectious respiratory droplets can be deposited on objects that other persons would likely touch with their hands (e.g., arms of chairs, door handles, documents, exhibits, restroom fixtures, desks, countertops, stair rails, elevator buttons, money, documents, receipts). When uninfected persons touch the contaminated surfaces or items and then rub their nose, mouth, or eyes, transmission may occur.

2. Pandemic Influenza

Influenza, also known as the flu, is a disease that attacks the respiratory tract in humans and differs from a viral "cold" in that it usually comes on suddenly and includes fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches.

2.1. Pandemic Assumptions

The U.S. Department of Health and Human Services has created plans based on the following assumptions about pandemic disease:

- Susceptibility to the pandemic influenza will be universal.
- The clinical disease attack rate will be 30 percent in the overall population. Illness rates will be highest among school-aged children (about 40 percent) and the elderly. Among working adults, an average of 20 percent could become ill during a community outbreak.
- Risk groups for severe and fatal infections cannot be predicted with certainty. During annual fall and winter influenza season, infants and the elderly, persons with chronic illness, and pregnant women are usually at higher risk of complications from influenza infections.
- The typical incubation period for influenza averages two to three days. It is assumed this would be the same for a novel strain transmitted between people by respiratory secretions.

- Persons who become ill may shed virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk for transmission will be greatest during the first two days of illness. Children will shed the greatest amount of virus, therefore are likely to pose the greatest risk for transmission.
- In an affected community, an outbreak will typically last about 6 to 8 weeks. At least two pandemic disease waves are likely. Following the pandemic, the new viral subtype is likely to continue circulating and contribute to seasonal influenza.
- The seasonality of a pandemic cannot be predicted with certainty. The largest waves in the United States during 20th-century pandemics occurred in fall and winter.

2.2. Potential Impacts

The impact of an actual pandemic cannot be accurately predicted, as it depends on multiple factors, including virulence of the virus, rate of transmission, availability of vaccines and antivirals, and effectiveness of containment measures.

An influenza pandemic could last from months to several years, with at least two peak waves of activity. According to the U.S. Department of Health and Human Services, the characteristics of an influenza pandemic that must be considered in strategic planning include the following:

- The fact that people may be asymptomatic while infectious.
- Simultaneous or near-simultaneous outbreaks in neighboring communities thereby limiting the ability of any jurisdiction to provide support, assistance, and mutual aid.
- Enormous demands on the health-care system.
- Delays and shortages in the availability of vaccines and antiviral drugs.
- Potential disruption of national and community infrastructure, including transportation, commerce, utilities, and public safety, due to widespread illness and death among workers and their families, as well as concern about ongoing exposure to the virus.
- Absenteeism across multiple sectors related to personal and family illness, fear of contagion, or public health measures to limit contact with others could all threaten the functioning of critical infrastructure, the movement of goods and services, and operation of organizations.

2.3. Information Sources for Current Status

WHO - The World Health Organization (WHO) describes six phases of increasing public health risk associated with the emergence of a new influenza virus that could pose a pandemic threat. Each phase recommends actions for national authorities and outlines measures to be implemented by the WHO, allowing for greater predictability of actions to be taken during the various phases of a pandemic.

For information about pandemics, the WHO phases, and the current worldwide status, please review the WHO website - <http://www.who.int>.

CDC - The Center for Disease Control and Prevention is the lead Federal government agency for pandemic planning. Up-to-date information about national planning as well as vaccines and antivirals can be found on the CDC website - <http://www.cdc.gov>.

2.4. The Pandemic Risk Assessment

Based on the City of Washougal Public Works Department COOP, the following information has been detailed specifically related to the risks and impacts of pandemic.

3. Organization Considerations

Although the circumstances described above paint a dark picture, an organization, to the best of its ability, must strive to continue its functions and to provide services to its populations.

3.1. Implications for the Organization

A challenge for the organizations will be to assist appropriate public health officials in protecting an organization's personnel and the public from transmission within the organization's facilities. However, given the large numbers of individuals who enter an organization's facilities each day, those facilities - like all other public facilities in which large numbers of persons interact and congregate - could themselves become a spreading center for the disease.

This raises a number of considerations for organizations, including:

- Significant numbers of persons who are necessary to the organization's mission-essential functions (e.g., organization staff, security personnel, IT staff, etc.) may be unavailable because of illness or death, possibly reaching from 30 to 50 percent of the workforce;
- Face-to-face contact between an organization's administrators and staff necessary for performing mission-essential functions may be dramatically limited or unavailable;
- Facilities, infrastructure, utilities, and services may all be affected by a lack of adequate staffing caused by isolation, quarantine, illness, or death of those persons necessary for maintaining operations.
- Depending on the severity of the epidemic, an organization's administration may come under pressure as the disease causes attrition among employees, security personnel, IT, and maintenance personnel. To the extent that an organization relies on local law enforcement for security services, an additional concern is the possibility that, during an outbreak, law enforcement officers and security personnel may be reassigned to other critical law enforcement duties, thus resulting in a shortage of officers available to serve the organizations. In addition, state or local public health officers could close an organization's facility or could quarantine or isolate an organization's personnel.

4. Pandemic Strategies

Unlike other emergency situations, an influenza epidemic could seriously disrupt an organization's operations for an extended period, lasting approximately from months to several years. Therefore, both short-term and long-term strategies are necessary to manage the potential extent and duration of the impact.

Each organization's continuity of operations plan (COOP) should address the basic response to any disaster or emergency situation. Organizations lacking a continuity of operations plan or having an incomplete continuity of operations plan are encouraged to begin the plan development process immediately.

Given the unique challenges posed by an epidemic, the information and strategies discussed below are not exclusive, but rather are designed to enhance organizations' current emergency protocol.

4.1. Short -Term Strategy

In the first 90 days of COOP activation, each organization should have the capacity to perform all mission-essential functions as defined in the organization's COOP.

The organization's functions may need to be performed with limited staff, and when little to no face-to face contact is possible for an extended period. It is likely that an organization and its staff will be significantly affected by illness or even death.

As soon as possible, organizations should transition to full operations. If full operations cannot be initiated within 90 days of COOP activation, organizations should implement the long-term strategies described below.

4.2. Long-Term Strategy

Within 90 days of COOP activation, organizations should have the capacity to perform all mission-essential functions when little to no face-to-face contact is possible for an extended period. An organization and its staff will be significantly affected by illness or even death.

When developing its specific response to an epidemic, an organization should consider these issues:

- Operations may be significantly impacted for months to several years.
- All organizations and their personnel should be prepared to cooperate with appropriate public health personnel on response and recovery efforts. Because state and federal resources may be stressed during an epidemic, organizations should be prepared to operate with only minimal support from state and federal agencies.
- Each organization should ensure that it has the capacity to perform its mission-essential functions, for the first 90 days of COOP activation.
- If full operations cannot be restored within 90 days, an organization should ensure that it has the capacity to perform other mission-essential functions as best it can.

4.3. Post -Event Recovery

Recovery from an epidemic begins when an organization determines that it has adequate staff and resources to resume normal business functions. Once normal operations resume, the impact of the epidemic on organization's operations, staff, and other stakeholders should be assessed and an after-action evaluation of the organization's response should be drafted. Such

an evaluation can assist organizations in updating their continuity of operations plans as well as other emergency response plans, as appropriate.

4.4. Mission-Essentials Functions

The City of Washougal Public Works Department's COOP has already identified its own detailed list of mission essential functions. With the unique impact that a pandemic presents, the City of Washougal Public Works Department is continuing to further identify those key processes and identify those specific functions that pose significant risk for infection (e.g., extensive public interaction, cash management).

All of the Mission Essential Functions for the City of Washougal Public Works Department are detailed and prioritized in the on-line www.WashougalContinuity.com planning system. Please refer to Annex C for the complete report.

4.5. Workforce Planning

Because a pandemic may not spread evenly through the employee population, the City of Washougal Public Works Department is working to create a skills inventory for those positions that are essential to continuing their mission-critical functions. The City of Washougal Public Works Department is considering cross-training and skill development for employees who can assume responsibility for carrying out those functions, which may lie beyond their normal scope of responsibility. With this strategy, should key personnel fall ill, it is perceived critical functions would then continue with minimal impact to operations. Employees should also be informed that they may be asked to exercise authority or perform duties outside their typical job responsibilities.

While developing this skills inventory, the City of Washougal Public Works Department is paying particular attention to those positions for which cross-training is not feasible, such as those that require specialized training or qualifications. The City of Washougal Public Works Department is considering contingency plans should the personnel in those positions be unavailable. This includes identifying, in advance, possible sources for temporary replacement personnel.

Aspects of workforce planning are detailed in the City of Washougal Public Works Department COOP. Please refer to Annex A for COOP Teams and Responsibilities, Annex D for Orders of Succession, Annex E for Delegations of Authority, and Annex O for the complete Staff Roster.

4.6. Pandemic Action Items

The City of Washougal Public Works Department has identified a set of action items that must be performed before, during and after a pandemic event. This list is constantly maintained as part of the overall COOP. The following list details these pandemic action items.

5. Pandemic Planning Responsibilities

Effective advance planning by the City of Washougal Public Works Department is essential for the ability to respond quickly to the outbreak of a pandemic. Below are planning elements that are being addressed by the City of Washougal Public Works Department. The individuals responsible for these roles and responsibilities constitute the Pandemic Team which will coordinate and overlap with the organization's COOP teams.

The HHS Pandemic Influenza Plan advises that the first step in planning should be establishing a coordinating committee to oversee pandemic preparedness planning and ensure integration with other emergency planning efforts. This Pandemic Team includes a cross-section of employees, rather than executive leadership exclusively. In the event that some or all of the executive team falls ill, the Pandemic Team can still function, providing critical leadership and real-time decision making.

In addition to a cross-section of employees, including those responsible for employee health and safety, the City of Washougal Public Works Department is working to include other partners, as a way of alerting them to organization's plan and soliciting their input. Assuming the organization remain operational, it is essential that key partners be fully aware of the organization's efforts to ensure that all parties work together in accomplishing the organization's mission-critical functions.

It is recommended that the following roles and responsibilities are filled by the appropriate staff members.

5.1. State, Local, Private Sector Relationships

- Establish contact with local public health officials for coordination with local pandemic planning efforts.
- Ensure that the organization is aware of and possibly involved in current local preparedness and planning efforts.
- Ensure that the organization is kept informed of current local conditions and response efforts concerning a pandemic event.
- Develop mutual aid programs with neighboring organizations at the city, county, state, and/or private sector level.

5.2. Legal Preparedness

- Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.

5.3. Communications

- Review the organization's internal and external communications plans to ensure that it is prepared to successfully communicate with leadership, personnel, and the general public under pandemic circumstances.
- Communicate regularly with employees regarding current status and expectations.
- Communicate regularly with any operational partners that factor into the organization's mission-essential operations for the distribution of event information and current status.
- Develop multiple channels and methods for disseminating information.
- Develop a Public Information Officer (PIO) capability for disseminating information to the public in an official manner.

- Communicate with Emergency Management regarding any incidents or developments related to pandemics.

5.4. Human Resource Issues

- Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics.
- Review Sick leave policies and train staff regarding appropriate sections and changes.
- Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance.
- Review current travel policies and consider modifications related to pandemic issues.
- Develop a policy for vaccines and antivirals for staff including priorities and distribution methods.
- Develop crisis support or employee assistance programs.
- Develop plans for alternate work schedules where applicable.
- Develop policies for social distancing.
- Determine the effects of union contracts on emergency Human Resource policy development.

5.5. Employee Education and Safety

- Assure staff that their health, safety, and well-being are a top priority during a pandemic.
- Develop an employee education and safety program and ensure that training is available to all appropriate staff.
- Instruct staff about Human Resource policies related to the pandemic or similar illnesses.
- Instruct staff about proper health and hygiene habits for minimize transmission including covering coughs, washing hands, and using hand sanitizer.
- Encourage staff to prepare at home with plans and emergency items including a two-week supply of food.

5.6. Facility Maintenance

- Oversee heightened cleaning efforts in offices and common areas, such as frequently wiping doorknobs, railings, telephones, restrooms.
- Place hand sanitizer in communal locations for staff and visitors to use.
- Develop emergency kits of equipment and supplies for preventing the transmission of the disease including cleaning supplies, respirators, masks, and disposable gloves, etc.

- Use damp rather than dry dusting to avoid spreading dust particles.
- Move restroom wastebaskets next to restroom doors so that employees can use towels to open the doors.

5.7. Technology Preparedness

- Identify technologies required for performing mission-essential functions and review the associated disaster recovery plans.
- Identify the supporting agency for each system (in-house, city/county, third party, etc) and contact them to discuss continuity of operations planning efforts.
- Review IT staffing levels and develop clear succession lines for key technical skills.
- Research options for telecommuting for key staff including hardware, software and security requirements.
- Research options for videoconferencing and teleconferencing.
- Research options for the increased use of Internet and telephone communications.

6. Plan Maintenance and Testing

The City of Washougal Public Works Department is committed to this overall COOP process and has an on-going program for maintaining and improving this plan and the related strategies. This overall plan maintenance process includes a variety of testing, training and exercising.

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

4/27/2020

SUBJECT:

RCO Grant Resolution - Downtown Park

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▯ **Park Grant Coucil Presentation.pdf**
- ▯ **New Downtown Park Conceptual Flyer Flyer.pdf**
- ▯ **20-1359 Resolution-Authorization for Downtown Park Development (1).doc**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

The Resolution for the City to apply to the Recreation and Conservation (RCO) Grant for Downtown Park

5/11/2020| Presented by Michelle Wright



City of Washougal

Our mission is to provide leadership and effective, fiscally responsible services that achieve our community's vision.

Agenda

- History of park
- Purposed Updates
- Concepts and Ideas
- Next Steps



History of the Park

- Obtained parcels of land in 2016
- 2017 demolished house on 2036 Main St.

The downtown park is located in the middle of multi-family residential and single family residential homes on Main Street totaling approximately 280 dwelling units for this neighborhood within the park's overarching service area.

NO. 2, MAIN STREET WASHOUGAL, WASHINGTON.



WWRP-RECREATION

Recreation Projects- Washington Wildlife and Recreation Program

FUNDING

GRANT LIMIT

MATCH REQUIREMENT

Proposed Action

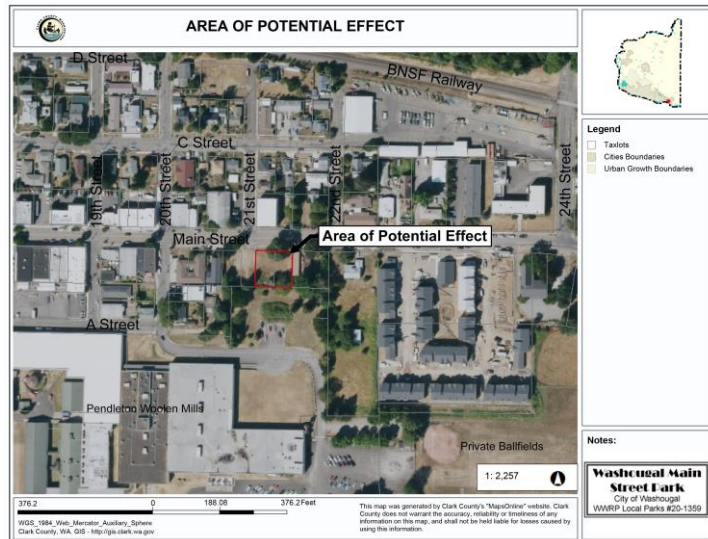
- Applying for Recreation Conservation Office Grant-Downtown Park Development



City of Washougal

RCO Grant

- 25% match for grant totaling \$159,560
- The grant will provide \$406,200
- Total RCO Grant = \$565,760



Ideas for Downtown Shelter and Bathroom

The total construction cost of the shelter and bathroom:

- Shelter package \$130,000
+ \$17,000 (cement work)
total \$147,000
- Bathroom package is
\$75,000



Ideas for Traditional Playground Options

Cost Estimate \$60,000 to \$90,000



Ideas for Theme Playground Options Cost Estimate \$60,000 to \$90,000



Next Steps:

- ✓ Park Conceptual Design
- ✓ Virtually share with Park Board
- ✓ Letters of Support
- ✓ RCO Resolution Authorization
- ✓ Finalize Park Cost
- ✓ Submit Grant



Thank you and any questions!



City of Washougal



City of Washougal

New Downtown Park

21st & Main Street

We need your support!

The City of Washougal is proud to announce the development of a new park right off Main Street! We are applying for a state grant that, if awarded, allows us to develop the land. That means the development will be 100% paid for by using the park property we already own and the development cost covered by Washington's Recreation and Conservation office (RCO).

Send us your feedback!

We would like your feedback on the installation of a playground, shelter, restroom, and stormwater education facility.

Please send us your thoughts and ideas by June 1st to:

✉ Michelle.Wright@cityofwashougal.us

f facebook.com/WashougalGov

t twitter.com/WashougalGov



Thank you so much! We appreciate your help making a difference in our community's future!



Applicant Resolution/Authorization

Organization Name (sponsor) _____ City of Washougal _____

Resolution No. or Document Name 20-1359 Dev, Washougal Main Street Park _____

Location of Resolution or Document: _____ Washougal _____

Project(s) Number(s), and Name(s) City of Washougal Main Street Park Development _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Michelle Wright, Senior Public Works Analyst
Project contact (day-to-day administering of the grant and communicating with the RCO)	Michelle Wright, Senior Public Works Analyst
RCO Grant Agreement (Agreement)	David Scott, City Manager
Agreement amendments	David Scott, City Manager
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	David Scott, City Manager

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of

Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

Washington State Attorney General's Office

Approved as to form Brian Tallen 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/11/2020

SUBJECT:

Administration: COVID-19 Update

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

▢ **COVID-19 Response Update May 11 2020 Council worksession.pdf**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Washougal COVID-19 Response

May 11, 2020 Update to Council



City of Washougal

Washougal COVID-19 Response Update to Council May 11, 2020

❖ Previous Council Action April 13, 2020

- Extended emergency orders timing to be consistent with Governor Inslee's
- Status to be reviewed at each Council meeting
- Current expiration May 31, 2020, coincident with Governor Inslee's Proclamation

❖ WA State in Phase 1 of "Safe Start Washington"

❖ Potential timeline for future phases

- Phase 2 (potentially early June)
- Phase 3 (three weeks later at the soonest)
- Phase 4 (three weeks later at the soonest)



Washougal COVID-19 Response

Update to Council May 11, 2020

❖ Virtual Emergency Operations Center

- Operations continuing, operational transition plans under development
- FEMA and CARES funding

❖ Close coordination with CRESA, County Public Health, County, other cities

❖ City Facilities and Access to Services

- The City is still open for business, but with limitations and protocols in place to comply with orders and to promote social distancing
- City Hall open Mon-Thursday but closed to the public: Services by appointment with social distancing practices to limit or eliminate public access into the building
- Telework and social distancing protocols in place for employees
- Two public works houses open Mon-Fri with telework and social distancing protocols
- Police lobby closed to the public
- All departments constantly evaluating work protocols to promote social distancing



WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

	1 Phase 1	2 Phase 2	3 Phase 3	4 Phase 4
High-Risk Populations*	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	- Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.)	Resume all recreational activity
Gatherings (social, spiritual)	- None - Drive in spiritual service with one household per vehicle	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
Business/ Employers	- Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers	- Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Hair and nail salons/Barbers - Housecleaning - Restaurants <50% capacity table size no larger than 5	- Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people	- Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.



Washougal COVID-19 Response

Update to Council May 11, 2020

❖ Phase 2 (potentially early June)

- No anticipated change to status of city facilities
 - Offices closed to the public (allowed to open in Phase 3)
 - Telework remains strongly encouraged in office/professional settings
- No anticipated change to status of city parks facilities
 - Outdoor recreation allowed involving 5 or fewer people outside your household
 - No outdoor group sports/recreation activities allowed yet (ballfields, sports courts)
 - No recreation facilities allowed yet (interpreted to include playgrounds)
- Virtual Council meetings continue
- No events
 - Gatherings limited to no more than 5 outside household



Washougal COVID-19 Response Update to Council May 11, 2020

❖ Phase 3 (at least three weeks later)

- City facilities open to the public
 - Modifications to workspaces/workflow for physical distancing, telework strongly encouraged
 - Modifications to customer service interfaces and practices for physical distancing
- All City parks facilities open
 - Outdoor recreation allowed involving 50 or fewer people
 - Outdoor group sports/recreation activities allowed with no more than 50 (ballfields, sports courts)
 - Recreation facilities allowed at max 50% capacity (playgrounds potentially could open)
- Live Council meetings possible
 - Gatherings limited to 50
 - Physical distancing challenges in Council Chambers
- No events
 - Gatherings limited to no more than 50



Washougal COVID-19 Response Update to Council May 11, 2020

❖ Phase 4 (at least three weeks later)

- City facilities open to the public
 - Modifications to workspaces/workflow for physical distancing, updated telework policy
 - Modifications to customer service interfaces and practices for physical distancing
- All City parks facilities open
 - All recreation/sports activities allowed
- Live Council meetings possible
 - Physical distancing challenges in Council Chambers
- Events allowed



Washougal COVID-19 Response Update to Council May 11, 2020

❖ CARES and FEMA Financial Support

- City working with FEMA
 - Full scope of allowable city expenditures still being determined
- City to receive \$495K from State CARES allocation
 - CARES to be leveraged first before FEMA
 - Full scope of allowable city expenditures still being determined
 - Community support is an allowed use
 - Council direction regarding distribution between city expenditures and community support
 - Council direction regarding priorities of use for city expenditures
- Congress considering additional support for cities



Washougal COVID-19 Response Update to Council May 11, 2020

❖ CARES – Community Support Uses

- Support for individuals and families
 - Rent or mortgage support to avoid eviction or foreclosure
 - Utility bill assistance
- Support for small businesses
 - Grants to support costs of business interruption due to closures (including administrative costs to implement the program)



Washougal COVID-19 Response

Update to Council May 11, 2020

❖ **GF Operating Budget Fiscal Impact Mitigation Plan: Target = \$1.6M**

❖ **Expense reductions/offsetting revenues of \$1.259M identified**

- Project deferrals (projects using GF) = \$355K
- Salary savings in Police Department (includes backfilling 1 of 2 vacancies): \$265K
- Eliminate seasonals in GF programs: \$128K
- Reduce GF supplies and services 10% = \$95.3K
- Freeze second Code Compliance Officer = \$93.6K
- Eliminate vacation “buy-backs” in 2020 (police and non reps) = \$92.9K
- ER&R reductions (vehicle and IT) = \$60K
- Use Fund 125 balance = \$59K
- Economic Development (no need to expend budget in 2020) = \$50K
- Eliminate travel = \$32.9K
- Reduced events support and professional services administration = \$27.4K

❖ **Remaining \$341K = staffing adjustments, use of reserves**



Washougal COVID-19 Response Update to Council May 11, 2020

❖ GF Reserve Status (including Fire/EMS)

- 2020 beginning reserve balance (includes \$696K held by Camas for Fire/EMS) = \$4.21M
 - Total reserve target (3 months or 25%) = \$3.54M
 - Minimum operational reserve (per policy = 2 months or 16.67%) = \$2.36M
 - Emergency and Project reserve (1 month or 8.33%) = \$1.18M
 - Reserve “buffer” = \$670K
- GF reserve balance includes reserve preservation (defer downtown planning project) = \$250K

❖ Anticipated use of reserves= \$187K

