

CONTINUITY OF OPERATIONS ANNEX D

D1. Purpose, Situation, and Assumptions

D1.1 Purpose

The purpose of this Continuity of Operations Functional Annex is to guide and coordinate agencies in maintaining government function during periods of disaster or emergency. Continuity of operations first and foremost ensures that critical, lifesaving, and vital public safety functions are performed when normal government operations are disrupted. Through continuity of operations, eventually, all government services can be restored from alternate facilities and transitioned into permanent locations, if needed.

D1.2 Situation Overview

Any number of disaster or emergency situations may disrupt government operations or render facilities or offices unsafe. In these cases, functions, beginning with those that are most critical to life and safety, need to be resumed as expeditiously and efficiently as possible.

The most critical functions for life and safety provided by the jurisdictions and private entities in Park County that must be maintained include:

- Core Government Authority
- 911 Communications
- Law Enforcement Response
- Medical Response
- Fire/Rescue Response
- Disaster and Emergency Services Coordination
- Jail Services
- Public Health
- Emergency Healthcare
- Utilities

Table D1.2A shows the critical county, city, and town government facilities within Park County.

Table D1.2A Park County Primary Government Facilities

Facility	Location	Function
City-County Complex	414 East Callender Street Livingston	County Government City Government Emergency Services Jail
Clyde Park Town Hall	516 Miles Avenue Clyde Park	Town Government

D1.3 Planning Assumptions

- An incident occurs that is significant enough to cease critical government operations at the normal location.
- Personnel resources exist to maintain government operations at an alternate location.
- Alternate facilities remain that allow for transfer of operations.

D2. Concept of Operations

The decision points that follow are the responsibility of incident management. Note that not all decision points may be necessary and some decision points may be combined during rapidly escalating situations.

- Decision Point: Incident occurs or affects government offices.

Evacuation of the facility, if necessary, is the first step to assure the safety of the occupants. Each government facility should have a specific evacuation plan. Supervisors need to account for employees and contractors.

Devolution is the ability to transfer statutory authority and responsibility for essential functions from one organization to another. Park County does not have formalized devolution procedures, however, the statewide mutual aid system would allow for assigning specific responsibilities to appropriate mutual aid partners, if necessary.

- Decision Point: Critical government functions need to relocate.

When a primary facility is rendered inoperable, an alternate facility must be located, activated, and communicated to the employees and the public. Local government services can be relocated by identifying alternate facilities, contracting for leased/rented space (if needed), setting up work stations and communications, and informing essential workers of the new location. In addition, providing pre-event guidance to local government employees on what to do in the event of a building emergency and an associated relocation will facilitate this process.

The local governing body is responsible for relocating government services, if necessary. In the case of a large scale disaster, the local governing bodies should coordinate with the Emergency Operations Center

to support disaster priorities and avoid confusion in establishing a new facility, particularly when competition for limited space may exist among government and emergency response organizations. Note that in some cases, departments may be separated into different facilities if conditions require.

For each of the critical functions, alternate facilities have been pre-identified, as shown in Table D2A.

Table D2A Pre-Defined Alternate Facilities

Critical Function	Primary Location	Alternate Location(s)
Core Government Authority – Park County	City-County Complex	Park County Fairgrounds Livingston Civic Center
Core Government Authority – City of Livingston	City-County Complex	Park County Fairgrounds Livingston Civic Center
Core Government Authority – Town of Clyde Park	Clyde Park Town Hall	Clyde Park Community Center Shields Valley High School
Dispatch Communications	City-County Complex	Park County Search and Rescue Barn Park County Rural Fire Station #1
Law Enforcement Response	Law Enforcement Vehicle	Closest unaffected law enforcement vehicle Sheriff’s mobile command vehicle
Medical Response	Ambulance	Closest unaffected ambulance
Fire/Rescue Response	Fire Response Vehicle	Closest unaffected fire response vehicle
DES/Emergency Operations Center	City-County Complex	Sheriff’s mobile command vehicle Park County Rural Fire Station #1 Sheriff’s office in Gardiner Other Rural Fire Stations Gallatin County Mobile Command Center
Jail	City-County Complex	Neighboring county jail (Gallatin, Broadwater, etc.)
Public Health, Nursing Services	City-County Complex	Sheriff’s mobile command vehicle Livingston HealthCare Pharmacy Schools
Emergency Healthcare	Livingston HealthCare	Evergreen Livingston Health and Rehab Center Robin Lane Physical Therapy Park High School Gym and Cafeteria Park County Fairgrounds Area Churches
Utilities	Utility Repair Vehicle	Closest unaffected utility repair vehicle

The important records and databases maintained in Park County and back-up locations, if any, are shown in Table D2B.

Table D2B Vital Records and Databases

Record	Location	Back-up
Birth and death certificates	City-County Complex	First Interstate Bank
Park County resolutions	City-County Complex	First Interstate Bank
Park County financial records	City-County Complex	First Interstate Bank
Park County GIS files	City-County Complex	First Interstate Bank
Park County personnel records	City-County Complex	First Interstate Bank
City of Livingston resolutions	City-County Complex	First Interstate Bank
City of Livingston financial records	City-County Complex	First Interstate Bank
City of Livingston personnel records	City-County Complex	First Interstate Bank

Table D2B Vital Records and Databases (continued)

Record	Location	Back-up
Town of Clyde Park resolutions	Clyde Park Town Hall	
Town of Clyde Park financial records	Clyde Park Town Hall	
Town of Clyde Park personnel records	Clyde Park Town Hall	

- Decision Point: Essential employees need to resume operations in an alternate location.

During times of disaster, information dissemination is vital to the coordination and productiveness of local government employees. Employees essential to disaster operations need instructions on when and where to report to work. These workers also need to know their shift schedule, what to bring, if they will be able to return home at the end of their shift, the length of their expected assignment, and if they will be able to communicate with their families. Non-essential employees must also be kept informed of their pay status and anticipated work schedule.

Essential government employees will be notified by their supervisor or designee. Every supervisor should have a Personal Accountability Plan, containing employee home and work telephone numbers, home address, and emergency contact information, as part of their basic supervisor responsibilities. This plan is to be kept by supervisors both in an alternate location and in the office. Its contents will ensure that supervisors can contact their subordinates during non-business hours. The Personal Accountability Plan should also address accounting for employees during business hours should their work facility be evacuated.

Non-essential workers and employees’ families will be kept informed through the public information system. See the [Public Information Annex](#) for additional information on this function.

- Decision Point: Non-critical functions can resume.

Depending on the specific circumstances requiring relocation, non-critical functions may be re-established at the same time as critical functions, deferred until critical functions are established, or suspended indefinitely. Similar to critical functions, a facility must be identified and set-up and employees and the public will need to be notified of the new location.

- Decision Point: Permanent operations need to be established.

The final stage of the Continuity of Operations Plan is to reestablish all government functions in the original facility or a new, permanent facility. During this phase, all personnel should be provided with instructions and the status and location must be communicated to all partner agencies and customers.

D3. Organization and Assignment of Responsibilities

The responsibilities listed here are specific to this function. Note that all entities, whether listed or not, are also responsible for their basic disaster and emergency responsibilities as outlined in the [Base Plan, Section 3.2](#), as applicable.

The following entities are not specific to jurisdiction. Therefore, in an emergency, the jurisdiction(s) affected will have the responsibility for these roles, and other non-affected jurisdictions may also be involved through mutual aid.

All Entities

- Ensure adequate back-up of essential documents, records, and files.
- Develop and exercise evacuation plans for all facilities.
- Develop personal accountability plans for each supervisor that includes employees' contact numbers and addresses.
- Promote employee development of family emergency plans and disaster preparedness kits. Having family emergency plans and 72-hour (or longer) disaster preparedness kits will increase the chances of employees communicating with their families following a disaster and will decrease the level of concern employees have for their family members. Employees will be much more productive, particularly during times of crisis, if they know that their loved ones have an emergency plan and supplies on hand.
- Establish written Delegations of Authority for critical functions that are not pre-determined by law. Supervisors and employees should have a common understanding of when such responsibilities are transferred and have adequate training to perform the duties.
- Train and exercise the sudden transfer of operations to an alternate facility.
- Be prepared to serve as an alternate facility for other organizations.

Principal Executive Officers / Local Elected Officials

- Activate this Continuity of Operations Annex when necessary.
- Coordinate with facility managers, Disaster and Emergency Services, law enforcement, public health, and information technology/communications coordinators regarding alternate facility locations.
- Select an alternate location to resume critical functions.
- Keep employees informed of changes in government operations.

Disaster and Emergency Services

- Support and coordinate Continuity of Operations activities between jurisdictions.

Government Administration

- Assist Principal Executive Officers / Local Elected Officials in selecting alternate facilities for operations.
- Make purchases necessary to resume operations in alternate locations.
- Assist with setting up alternate work sites.

Other Entities

- Perform other duties as needed and assigned.

D4. Direction, Control, and Coordination

Incident Command will vary depending on the incident causing the inaccessibility or destruction of a government facility, however, the decisions regarding restoration of government operations at an alternate facility will likely be made by the Principal Executive Officers / Local Elected Officials or facility supervisor if only housing a single department. Additional information on the direction and control function can be found in the [Direction and Control Annex](#) and [Base Plan, Section 4](#).

Other related state plans related to this annex (vertical coordination) include:

- State of Montana Continuity of Operations Plans developed by individual agencies

D5. Information Collection and Dissemination

D5.1 Information Collection for Planning

Table D5.1A lists the key information needed and possible sources when considering, planning for, and implementing Continuity of Operations activities.

Table D5.1A Possible Information Sources

Information Type	Source
Possible alternate facilities	<ul style="list-style-type: none"> - Local Real Estate Agents - School Administrators - Partner Organizations / Jurisdictions
Communications / data capabilities and issues	<ul style="list-style-type: none"> - Local telephone and internet providers

D5.2 Public Information

Information regarding the public information function can be found in the [Public Information Annex](#).

Local government provides many public services that are based from government facilities. Therefore, if a facility is damaged or inaccessible, the public will want and/or need to know where to go for those services. Initially, the following information should be provided to the public:

- Notification of the building closure
- Assurance that services will be provided as soon as possible
- Assurance that a new facility is being located or set up

Once an alternate facility has been secured, set up, and an opening date/time is confirmed, the following information should be provided to the public:

- The types of services that will be available
- The location(s) of the services (and directions, if needed)
- The hours of operation
- The expected duration of services from that location, if known

D6. Communications

See the [Communications Annex](#) for more details on emergency communications in Park County.

Local elected officials and staff, with the exception of the Sheriff, typically do not carry the traditional emergency radios that first responders do. Therefore, communications with these officials and employees will likely occur via telephone, cellular telephone, or in person.

D7. Administration, Finance, and Logistics

D7.1 Finance/Administration

For additional information on the Finance/Administration function, particularly the importance of recordkeeping, see the [Base Plan, Section 7.1](#).

D7.2 Logistics

For additional information on disaster and emergency logistics, see the [Base Plan, Section 7.2](#).

D8. Plan Development and Maintenance

See the [Base Plan, Section 8](#) for additional information on annex development, review, revision, and exercise.

D9. Authorities and References

D9.1 Authorities / References

- Montana Code Annotated 10-3-608: Relocating Seat of Local Government

D9.2 Acronyms

See the [Base Plan, Section 9.4](#) for the list of acronyms used in this plan.

D10. Attachments

None.