

CONTINUITY OF GOVERNMENT PLAN

CEMP - ANNEX VI DOCUMENTATION





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12/7/17

Date

Note: This document is part of the Comprehensive Emergency Management Plan and this version includes the 2017 revisions. Seattle Office of Emergency Management acts as the current owner and collaborated with many partners for respective updates.

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1. INTRODUCTION

The Continuity of Government Plan (COG) is one of the documents that make up the City of Seattle’s Comprehensive Emergency Management Plan (CEMP) and is part of Annex VI – COG and COOP. The CEMP is a set of overarching documents that describe Seattle’s overall plan in preparing for and managing incidents.

The City of Seattle defines an “incident” as any occurrence or event, natural or human-caused that requires action to protect life, property, and the environment. Incidents can include major disasters, emergencies, or a product of any of the City’s identified hazards. Throughout the CEMP, the term “incident” is used broadly to avoid confusion between other terms such as disaster, emergencies, or events.

1.1 Purpose

- To establish guidance that will enable the City Mayor and City Council to continue to effectively govern in times of an incident.
- To enable City departments to maintain essential services and operations during times of an incident.
- To enable City departments to reestablish normal business functions and levels of service during and after an incident.

1.2 Scope

This document applies to all City elected and appointed officials, and all City employees. It represents the City’s primary policy guidance for continuity of government and continuity of operations under circumstances that necessitate extraordinary measures such as: earthquakes, great fires, windstorms and other incidents.

1.3 City of Seattle Government

The municipality of Seattle was officially established in 1869. Seattle is designated as a first-class Charter City under RCW 35.01.010, operating under a Mayor-Council form of government. The Seattle City Charter embodies the fundamental principles of the City, defines the City’s powers and duties, and guarantees certain rights to the people. The City Charter also sets forth the powers and duties of the Mayor and City Council.

The Mayor is elected at-large (that is, by the entire city), as are two of the nine City Council members; the remaining seven are elected by council district. Together the Mayor and Council are responsible for the conduct of City government. Seattle’s City Attorney and Municipal Court Judges are also elected positions.

The Mayor of the City of Seattle is the chief executive officer of the City and is charged with the enforcement of City and State law, City contracts, and the maintenance of order. The Mayor directs and controls all subordinate officers of the City, unless otherwise provided for by the City Charter. The Mayor appoints heads of departments, subject to the approval of the City Council. The Mayor has the authority to veto ordinances passed by the City Council and the Council may override such vetoes by a two-thirds majority vote.

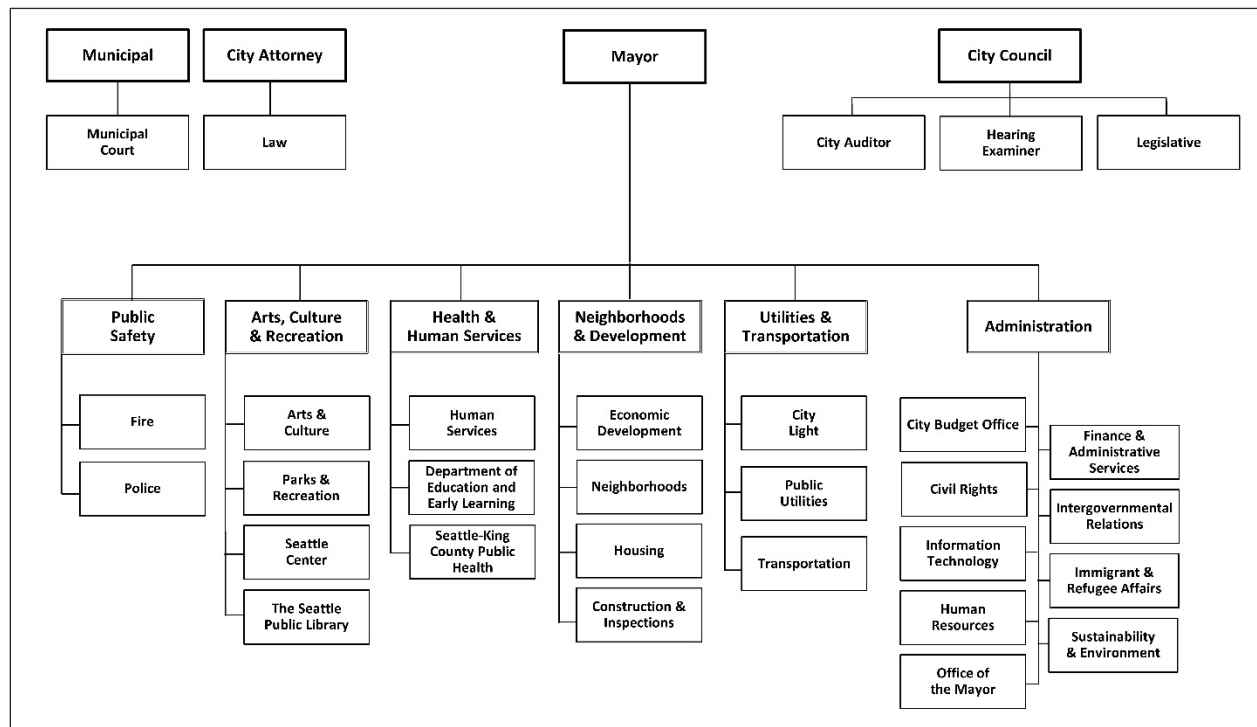
The Seattle City Council consists of nine elected individuals with the authority to create City policies, public regulations, and budgets in the form of ordinances. Ordinances must comply with the United States and Washington State constitutions, the general laws of the City and State, and the City Charter.

The Council may also offer collective statements in the form of resolutions, which are expressions of policy or intent, not law. The Council authorizes public improvements and expenditures, provides for public safety and health, adopts regulations, levies taxes, controls the finances and property of the City, and performs many related legislative tasks.

The Council President presides over meetings of the full council and council briefings and is a voting member of the Council. The Council President is elected from among the City Councilmembers to serve a two-year term by Council vote. The Council President coordinates the work of the Council, including establishment of committees and appointment of committee chairs and members, and is the head of the Legislative Department. When the Mayor is absent from the City or incapacitated, the Council President assumes the duties and responsibilities of the Mayor.

Figure 1 – 2015 City of Seattle Organization Chart-The organizational structure of the City government is diagrammed below.

Figure 1



1.4 Authority

1.4.1 City of Seattle

- The Charter of the City of Seattle Article IV Section 3 – City Council Quorum
- The Charter of the City of Seattle Article V Section 9 - Absence or Incapacity of Mayor
- The Charter of the City of Seattle Article XIII Section 3 – Duties of City Attorney
- The Charter of the City of Seattle Article XIX Section 6 – Vacancies: How Filled
- Seattle Municipal Code Title 10.02 – Civil Emergencies
- Seattle Municipal Code Title 10.02.030 – Authority of Mayor to enter into contracts and incur obligations
- Seattle Municipal Code Title 10.02.045 – Director of the Office of Emergency Management
- Seattle Municipal Code Title 10.02.060 – Emergency Management Organization
- Seattle Municipal Code Title 3.02.050 – Emergency Action
- Seattle Municipal Code Title 3.122 - Seattle Archives and Record Management Program
- Seattle Municipal Code Title 3.42.040 – Archives and Records Management Program
- Seattle Municipal Code Title 3.92 – Vacancies in Charter Offices

1.4.2 Washington State

- Revised Code of Washington (RCW)
 - RCW 29A.24.020 - Designation of Short Terms, Full Terms, and Unexpired Terms—Filing Declarations—Election to both Short and Full Terms
 - RCW 35.20 - Municipal Courts – Cities Over Four Hundred Thousand
 - RCW 35.22.195 - Powers of Cities Adopting Charters
 - RCW 35.32A.060 - Emergency Fund
 - RCW 35.41.050 - Revenue Warrants
 - RCW 38.52 - Emergency Management
 - RCW 38.56 – Intrastate Mutual Aid System
 - RCW 40.10 - Microfilming of Records to Provide Continuity of Civil Government
 - RCW 40.14.070 - Destruction, Disposition of Local Government Records – Preservation for Historical Interest – Local Records Committee, Duties – Record Retention...
 - RCW 42.14.050 – Continuity of Government Act - City or Town Officers
 - RCW 42.14.070 - Continuity of Government Act - Officers of Political Subdivisions
 - RCW 42.14.075 - Continuity of Government Act - Meetings of Governing Bodies of Political Subdivisions...
- Washington Administrative Code (WAC)
 - WAC 44-14-03005 - Retention of Records
 - WAC Title 118-30 - Local Emergency Management / Services Organizations, Plans and Programs

1.4.3 Federal

- Code of Federal Regulations Title 44 - Part 206
- Presidential Decision Directive 67 Enduring Constitutional Government and Continuity of Government Operations (U) 21 October 1998
- Public Law 93-288: The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 96-342, Improved Civil Defense Act 1980

2. SITUATION

2.1 Emergency Conditions and Hazards

This document addresses all hazards, including both natural and human-caused. The Seattle Hazard Identification and Vulnerability Analysis (SHIVA) identifies Seattle’s hazards and examines their consequences so we can make informed decisions about how best to prepare for them. It provides information regarding potential impacts of hazards to the people, economy, and built and natural environments of the City of Seattle.

The SHIVA provides a foundation for all the City’s incident planning, mitigation, and preparedness activities. The list of both natural and human-hazards includes: Emerging Threats; Geophysical Hazards; Biological Hazards; Intentional Hazards; Transportation and Infrastructure Hazards; and Weather and Climate Hazards. For a detailed discussion on these conditions and hazards see Annex I - Hazards & Community Profile - SHIVA.

2.2 Planning Assumptions

- Some incidents occur with sufficient advance notice that there is time to take preparatory actions. Others occur without notice.
- Emergency operations are the responsibility of, and are initiated by the City.
- When an incident goes beyond the City’s capabilities to respond to and or contain it, the City or county may request assistance from the State, the Federal government, or other States.
- Conditions may be of such magnitude and severity that some or all government services may be lost. Under these conditions the City will be unable to fulfill all emergency requests. Setting priorities will be necessary.
- Select City departments will have Continuity of Operations Plans (COOPs) in place that they will utilize, as necessary, to reconstitute and maintain essential services as soon as possible, see pg. 4-1 Table 1.
- Departments periodically examine the full extent of their exposure and vulnerability to disruptions that may be caused by or result from an incident. Comprehensive provisions for the safety of employees at work, at home, in transit to and from, and the wellbeing of their immediate families shall be incorporated as a fundamental requirement for all department emergency preparedness planning.
- Despite the best efforts of government, incidents could cause delays in governmental response or the normal continuation of government services.

3. CONCEPT OF OPERATIONS

Continuity of government and continuity of operations rely heavily on the ability of the City's elected and appointed officials to give appropriate emphasis, and to commit the necessary resources to assure that departments and commissions are capable of performing essential services and operations in a crisis. This can be a difficult undertaking as City employees, facilities and other assets are subject to the same dangers and interruptions as the public-at-large, and City employees may become victims too. It also presents City government with the risk of temporarily losing or encountering significant delays in the delivery of goods and services provided as part of the large supply chain in the county, Puget Sound, Washington State, and the Pacific Northwest.

But, as public servants, all City officials and employees must be prepared to overcome the many potentially serious challenges that may suddenly face them - **so that any crisis situation can be stabilized at the earliest possible time, and the severity of adverse consequences and impacts can be minimized and eliminated.** None of this is very likely to happen if there are not well thought out and rehearsed plans and procedures in-place to affect an orderly restoration and recovery of government operations and services to normal levels.

The COG and departmental COOPs provide the documented framework to support these operations. The COG identifies how the City constitutional responsibilities will be preserved, maintained, or reconstituted for all branches of City government. The departmental COOP plans identify the capability to continue essential program functions along with supporting the personnel and resources. The Mayor requires specific departments to maintain a current COOP plan with identified required operations and elements, further details on can be found in Section 4.

3.1 Lines of Succession

An element of the COG includes identifying personnel to lead the City in times of incidents and who will succeed them if the need arises. These leadership chains of command are described below for key City positions (Mayor, Council, City Attorney, Municipal Court, Seattle OEM Director, and Appointed Officials) along with the authoritative source.

3.1.1 Mayor

ARTICLE V. Executive Department - Section 9. ABSENCE OR INCAPACITY OF MAYOR

The Charter of the City of Seattle outlines the succession for the Mayor. The City Council President is authorized to act as Mayor in the Mayor's absence from the City or in the event of the Mayor's incapacitation. In the event the City Council President, while serving as Acting Mayor is unable to fulfill the responsibilities, then the City Council President Pro-Tem would be next in the line of succession to be Acting Mayor.

As part of the City continuity process, the Mayor's Office notifies the Council President, Police Chief, Fire Chief, and OEM Director when the Mayor will be out of the area and not accessible and the President of the City Council will be acting as Mayor. All Seattle OEM Staff Duty Officers (SDO) are notified by the OEM Director when this occurs.

3 1.2 Council

ARTICLE IV. Legislative Department - Section 3, Subsection B (2) QUORUM

ARTICLE XIX. Officers – Section 6. VACANCIES

The Charter of the City of Seattle outlines lines of succession and quorum for the City Council. Normally, a quorum consists of a majority of all nine City Councilmembers. Quorum rules can be changed during a declared emergency when a quorum shall for all purposes consist of a majority of all those Councilmembers who are available to participate in Council meetings and are capable of performing the duties of office. Furthermore, the process for filling City Council vacancies through election by City Councilmembers is also identified.

As part of the City continuity process, the Council President notifies the Mayor’s Office and OEM Director when the Council President will be out of the area and not accessible and the President Pro Tem will be acting as President of the Council. The Council designates a list of Presidents Pro Tem biennially and this list is based upon seniority and rotate monthly. All OEM SDOs are notified when this occurs.

3 1.3 City Attorney

ARTICLE XIII. The Law Department – Section 3. DUTY OF THE CITY ATTORNEY

The Charter of the City of Seattle, outlines the powers of the City Attorney. The position is elected and has full supervisory control of all the litigation of the City, or in which the City or any of its departments are interested, and shall perform such other duties as are or shall be prescribed by ordinance.

As part of the City continuity process, the City Attorney designates three individuals within the City Attorney’s Office in the line of succession.

3 1.4 Municipal Court

RCW 35.20 – Municipal Courts – Cities Over Four Hundred Thousand

The RCW outlines authorization of the Municipal Court of Seattle. The Municipal Court is a limited jurisdiction court, with jurisdiction over all violations of the Seattle Municipal Code.

As part of the City continuity process, the courts coordinate with law enforcement, the City Attorney and the County Prosecuting Attorney to maintain criminal justice system critical services following an incident and reconstitutes and resumes any interrupted proceedings as conditions and resources permit.

3 1.5 OEM Director/EOC Director

SEATTLE MUNICIPAL CODE Title 10.02.045 – Director of the Office of Emergency Management

The Seattle Municipal Code outlines the appointment and responsibilities of the OEM Director. This position also serves as the primary Emergency Operations Center (EOC) Director. Other qualified members of the OEM staff are trained as alternates.

As part of the City continuity process, the OEM Director designates three individuals within OEM in their line of succession. The OEM Director notifies the Mayor’s Office, OEM, and the Police Chief when the OEM Director will be out of the City and line of succession personnel resources will be acting. All OEM SDOs are notified when this occurs.

3.1.6 *Appointed Officials (Department Directors and Others)*

SEATTLE MUNICIPAL CODE Title 3.92 – Vacancies in Charter Offices

The Seattle Municipal Code outlines the processes for filling vacant positions and making temporary appointments for Charter Offices.

As part of the City continuity process, Directors are appointed by the Mayor and are responsible for the operation of their department. Department directors are required to designate three individuals as their line of succession which are codified in their departmental COOP plans. The OEM maintains a list of individuals who make up the line of succession for City departments and key functions in the EOC. This list is updated monthly.

3.2 Incident Response by City Employees

An element of the COG includes maintaining capabilities to make expenditures to support operations. An essential function may rely on a specific purchasing powers during an incident. COG includes identifying essential personnel to support operations. In addition to city leadership, the ability of the City's work force to staff essential functions during a crisis is vital in enabling the City to effectively respond to the safety and service demands that can be created. Department heads must leverage the Seattle Department of Human Resources Rules and Guidelines and Personnel Rule 3.9-Compensation Conditions for Inclement Weather and Disaster Response, which explain how to manage City employees when the safety of the workplace is threatened or when the ability of employees to safely get to and from their workplace is too risky.

3.3 Alternate Locations/Facilities

An element of the COG includes identifying alternate locations and/or facilities to support operations. An essential function may rely on a specific location/facility that if comprised would require an alternate to be activated. Many essential elements of the COG, including the Mayor and Council functions, are supported at Seattle City Hall and Seattle Municipal Tower.

Departments have the responsibility for determining essential functions and facilities that are vital to sustaining their operations, and deciding how best to reconstitute them if necessary. The Department of Finance and Administrative Services upon request assists departments with identifying suitable facilities to include the temporary use of existing city facilities that can be converted to accommodate essential emergency operations. They also maintain agreements and have assessed locations suitable to support the relocation of the Mayor's Office, City Council and the EOC.

3.3.1 *Temporary Closure or Curtailments in Access*

There are times when City facilities are temporarily closed because it would be unsafe to expose City employees to hazards that could affect employees getting to and from work, or from a threat that would affect their work place. The Mayor is the primary authority for making such decisions, and when there is adequate forewarning and time the Mayor will announce his or her decision and use whatever means available to advise employees and the public. The Mayor works with the Cabinet so that Department Directors can make appropriate customized decisions about the deployment or use of their employees in such circumstances.

Because the safety of employees and the public who use City buildings is the ultimate concern and because some hazards require immediate action, the City's policy is flexible enough to allow department heads or building management officials to order those measures that would be most prudent. At the same time or at the soonest time possible, the facts of the situation and the precautionary steps that

were taken must be communicated to the Mayor. It shall be the Mayor's or the Mayor's designee's prerogative to concur, or to order another course of action and to ensure the public is given appropriate information.

The specifics of when and how departments will manage situations that require closing or restricting access to City facilities shall be covered in departmental COOP plans.

3.4 Preservation of Records

A vital element of the COG includes preserving records to support operations. An essential function may rely on specific records be protected and safeguarded. All City departments as a part of their departmental COOP plan identify records essential for continuity and preservation of government and provide for their protection as required by RCW 40.10.010 and as outlined by the State Archivist.

3.5 Maintaining Critical Information Technology Services

An element of the COG includes maintaining critical information technology services to support operations. An essential function may rely on a specific information technology service be protected and safeguarded. These systems also directly support records that may be produced in support of the essential function. Select City departments as a part of their departmental COOP plan identify critical services and applications along with amount of time for recovery post an incident. The Seattle Information Technology Department helps support prioritized restoration of these services and helps ensure that the information technology network infrastructure is protected and safeguarded.

3.6 Emergency Expenditures

An element of the COG includes maintaining capabilities to make expenditures to support operations. An essential function may rely on specific purchasing powers during an incident. In any incident departments may find themselves in a situation where they need to purchase or otherwise secure services and resources they do not have on hand or in adequate supply.

Whenever possible, departments will use normal and/or emergency contracting procedures. An extreme urgency may require the Mayor's intervention to waive normal contracting practices, require the Department of Finance and Administrative Services to temporarily increase credit card limits, or require the City Council to approve an emergency increase of department budgetary authority.

The City has a Rainy Day Fund, the Revenue Stabilization Account, that is designed to provide the City's General Fund with a cushion in the event of unanticipated revenue shortfalls. This cushion provides time for the City to adjust to revenue shortfalls and ease transition into periods of economic recession. Use of this fund requires an ordinance be passed by a 2/3 majority vote of the City Council.

The City also has an Emergency Reserve Subfund designated for emergency expenditures that can be leveraged to support continuity functions that have been disrupted during incidents.

4. RESPONSIBILITIES

COOPs are a vital part of the foundation that supports the City’s overall continuity of government.

Without COOPs, the work following an incident is made much more difficult and chaotic. With them, restoring services and bringing a sense of normalcy to the City will happen quicker and the long-term impacts on communities will be minimized.

There are several departments that provide internal services to other departments that create key interdependencies in the overall city continuity of government and continuity of operations. These departments include: Department of Finance and Administrative Services, Seattle Information Technology Department, Law Department, Seattle Department of Human Resources, City Budget Office, Seattle City Light, Seattle Public Utilities, and Office of Emergency Management.

Some of these interdependent essential functions include but are not limited to: developing mutual aid and inter-local agreements; receiving and disseminating alerts and warnings; developing guidance for COOPs; obtaining protected storage of back-up electronic records; securing electronic data systems; maintaining blanket contracts to obtain emergency resources; maintaining alternate facility support ; maintaining backup procedures for financial management systems and payroll; acquiring backup power supply for essential locations and facilities; and ensuring available information on hazards and their probability of risk to people and environment.

The City has identified departments that are required to have COOPs to support the overall city continuity of government, see Table 1. Those identified not only include key internal service providers, but the departments that have a role in responding to a wide range of incidents that could impact the City. Each department has an individual identified as their COOP Coordinator for the ongoing maintenance of the related documentation.

Table 1

DEPARTMENT / AGENCY	
City Budget Office	Mayor’s Office
Seattle City Light	Department of Neighborhoods
Office of Economic Development	Office of Emergency Management
Department of Finance and Administrative Services	Parks and Recreation Department
Seattle Fire Department	Seattle Department of Human Resources
Hearing Examiner	Department of Construction and Inspections
Human Services Department	Police Department
Seattle Information Technology	Seattle Public Utilities
Law Department	Seattle Center
Legislative Department	Seattle Department of Transportation

Most departments have specific roles and responsibilities in relation to both the public and maintaining the continuity of City government. These roles and responsibilities are specified in the individual

department plans, policies, and procedures. Each departmental COOP at a minimum must identify the components identified in Table 2.

Table 2

COOP Components	
Purpose and scope or goals and objectives	Essential Processes and functions
Authority	Describe how functions will be continued and recovered
Situation and assumptions	Essential positions
Functional roles and responsibilities	Lines of Succession
Logistics support and resource requirements necessary to implement the plan	How critical applications and vital records will be safeguarded (including recovery time objectives)
Concept of operations	Communication resources
Method and schedule for evaluation, maintenance, and revision (including training/exercise process)	Priorities for recovery of processes, functions, critical applications, vital records
Authority Signature Requirement	Alternate operating capability and facilities
Formal Process Involving Stakeholders	Family Emergency Planning
Addresses All Hazards Identified by the Program	ADA Elements

5. RESOURCE REQUIREMENTS

5.1 Logistics Support

5.1.1 *Mutual Aid and Inter-Local Agreements*

- It has been found in analyzing past incidents that the ability to both readily acquire and apply resources, at the most opportune time, can have a profound impact on the outcome of incidents/events. Most departments, for fiscal reasons, only maintain a level of resources sufficient to support routine daily operations. An incident, by its very nature and definition can be an extraordinary incident. Consequently, such an incident can very quickly exhaust the limit of normal resources. In recognition of this fact, some departments have developed mutual aid compacts with counterpart agencies in neighboring and regional jurisdictions.
- Because this can be such a crucial issue, all departments must periodically re-examine the adequacy of arrangements they have made to access and apply the full range of resources they could have need of in an incident. In most cases, departments will find that they will have to rely on sources that are both internal and external to the department. External sources must be referenced in departmental protocols, so responsible officials in the department will know where and how to request help that may come from: Other city departments or through the OEM SDO; Mutual aid and other inter-local agreements; Pre-arranged contracts with commercial vendors.
- It shall be the responsibility of all departments to identify the external resources needed for their response. In the case of mutual aid or inter-local agreements, the department with the help of the Law Department will negotiate, draft, and formalize acceptable accords. For commercial pre-arrangements with the private sector, departments will follow the City's standard contracting procedures for procuring goods and services set forth by the Department of Finance and Administrative Services.
- The City does have access to the Washington Intrastate Mutual Aid System (WAMAS). This legislation allows jurisdictions throughout Washington State to efficiently and effectively share resources during disasters or emergencies, as well as anticipated drills or exercises. WAMAS is formalized into law (RCW 38.56) for jurisdictions below the state-level and requires two member signatories to utilize.
- The City does have access to the Emergency Management Assistance Compact (EMAC) to support overall continuity of government. This compact is all hazards - all disciplines mutual aid that serves as the cornerstone of the United States mutual aid system. EMAC offers assistance during governor-declared states of emergency or disaster through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states. Through EMAC the City could request mutual aid to support a number of essential functions including essential personnel.
- While mutual aid and inter-local agreements or prearrangements with the private sector can provide departments with a much-needed boost in capacity, serious thought must be given to considering the effects of a hazard that could impact multiple jurisdictions simultaneously. Obviously, such an incident would severely restrict the availability of mutual aid with nearby jurisdictions. It would also likely cause a spiraling competition among governments and the private sector for the same resources.
 - To avoid the shortages that would result, departments and the Department of Finance and Administrative Services Department must give appropriate thought to looking beyond the Puget Sound Region to locate suppliers and including multiple agreements

to ensure as much as possible that an available source can be found when needed. For more information, refer to the Annex IV – ESF #7.

- Departments should be aware that, in the event of a Presidential Disaster Declaration, the City may be eligible for state/FEMA reimbursement of costs related to mutual aid if the following conditions are met: the agreement is in writing and in effect prior to the disaster; the City was charged for mutual aid services per the agreement; the agreement does not include a clause that specifies payment only upon receipt of FEMA funds; and the City can document the payment for services.

5.2 Critical Information Technology Services, Communications, and Data

5.2.1 Applications/Systems

- The City relies on a number of critical applications/systems and applications to support overall continuity of government including but not limited to: fiber optic network, microwave system, 800 MHz public safety radio system, telephone network, data communication network, email system, and various internet connections and wireless systems. These systems are maintained and supported by Seattle Information Technology. Individual departments have additional MHz radio systems and microwave connections which they maintain and support.

5.2.2 Records

- Departments identify the essential records to support their COOP and the City COG. The storage of departmental records that must be retained for extended period of time for legal, historical, financial or administrative purposes is maintained by Department of Finance and Administrative Services. The City Records Center is located at 3807 2nd Ave S. Emergency delivery of records is also available upon request. For videos, tapes, disks, etc., Seattle Information Technology Department can arrange for protected storage with vendors that specialize in magnetic data mediums.

5.2.3 Backup Power

- Departments should assess their auxiliary power requirements for essential and alternate facilities when considering supporting their essential services. Assistance in determining back up power requirements or installation of permanently mounted auxiliary generators or transfer switches (preferably with an automatic bypass) for connection with mobile units may be requested from Finance and Administrative Services.

6. ADMINISTRATION

OEM maintains a schedule that describes when plans, including the CEMP, shall be updated and revised. Lessons learned from exercises, special events, incidents or disasters may result in a decision to update portions of the CEMP ahead of that schedule.

The OEM Plans Coordinator is responsible for facilitating the review, update, and approval of the CEMP, as well as maintaining documentation of any changes.

Each departmental COOP will be tracked through the City Emergency Management Documentation Tracking Matrix. Each department COOP Coordinator will continue to work with OEM to keep the information related to the status of each COOP updated. Each department COOP will be reviewed by the COOP Coordinator and the OEM Plans Coordinator at least once a year or more often if warranted, to ensure it reflects the status of significant changes that have occurred in the department and to ensure consistency and compatibility with other documents in the CEMP. The departmental COOP will be given ample distribution and notice within the department to ensure it is easily accessible to all employees, and that its locations are common knowledge.

Table 3

RECORD OF CHANGES			
DATE	TYPE	CONTACT	SUMMARY
Sept. 17, 2018	Revision	L Meyers	City Council voted and approved document in Resolution 31816.
August 17, 2017 July 27, 2017	Creation	L Meyers	Completed creation. This document replaces information from most recent CEMP Base Plan. Document voted and approved by DMC and EEB.

7. TERMS AND DEFINITIONS

- Alternate Facility: Safe alternate locations for operations if permanent offices are untenable, provides capability to maintain mission essential functions, and serves as communication nerve center of contact with all level of government, public and media. This facility should have reliable logistical support, services, infrastructure systems (water, electrical, power, HVAC, etc.) and include physical security and personnel access control measures.
- Continuity of Government (COG): Capability to ensure survivability of the government, governing body, and/or organizational leadership.
- Continuity of Operations (COOP): Capability to continue essential program functions and to preserve essential processes and functions, positions, lines of succession, applications and records, communications, and facilities across a broad range of potential emergencies/disasters.
- Incident: Any occurrence or event, natural or human-caused that requires action to protect life, property, and the environment. Incidents can include major disasters, emergencies, or a product of any of the City's identified hazards.
- Line of Succession: Continuous chain of command to leadership positions. It provides an identification and designation of emergency interim personnel who are given the authority to implement provisions in the absence of the normal and established hierarchy. A chain of successors should be three deep for each identified critical position to allow for absence, injury or inability to act. Identification of successors should be by job title, not name.

8. REFERENCES

- Seattle - Personnel Rule 3.9 -Compensation Conditions for Inclement Weather and Disaster Response
- Emergency Management Accreditation Program - 2016 Emergency Management Standard
- Federal Emergency Management Agency - Continuity Guidance Circular 1 and 2
- National Fire Protection Association – NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs

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