

*Capitol Region Emergency Planning Council*

# **CONTINUITY of OPERATIONS PLAN**

**April 17, 2014**

## **1. Purpose**

The purpose of the Capitol Region Emergency Planning Council (CREPC) continuity of operations plan (COOP) is to identify the process to be used for continuity of operations and essential functions in an emergency or disaster directly affecting the Capitol Region.

## **2. Scope, Authority and Concept of Operations**

The only essential function required (scope) of CREPC during any disaster is to provide communication and coordination of emergency response activities for the municipalities and agencies in the Capitol Region of Connecticut. This essential function will be immediately recovered and continued in a mobile operation platform as described in section 8 of this document for the remainder of the disaster or emergency.

The authority for this plan is based on the constitutional requirements of the Region 3 Regional Emergency Planning Team (REPT) By-laws (January 16, 2014); the Capitol Region Emergency Planning Committee Continuity of Government (COG) Plan (April 17, 2014); and the Region 3 Emergency Support Plan 03-2013, Regional Emergency Support Function (RESF) 5, pages 76-77, which details the essential elements of information required for RESF 5 for perform its duties.

The concept of operations is guided operationally by the Revised 2013 Regional Coordination Center Concept of Operations Handbook 09-2010, Appendix M, RCC Mobile Operations and by the CREPC RESF 5 Duty Officer Guidebook Rev 4-2011.

## **3. Situation and Assumptions**

This plan is based on a situation where a major disaster has occurred and CREPC through RESF 5 is unable to continue normal emergency communication and coordination operations from its Regional Coordination Center located at 321 Olcott Street, Manchester, Connecticut. Timely action is required by the CREPC Chairperson, Chairman of RESF 5, RESF 5 Duty Officer, and RCC staff in the execution of this plan.

Several basic assumptions have been applied to the plan as follows:

- The chairman of CREPC (or his/her designee) has overall leadership responsibility for all CREPC duties and responsibilities.
- The chairman of RESF 5 (or his/her designee) will be the lead official in the reestablishment of regional communication and coordination capabilities.
- The necessary RESF 5 duty officers and support staff will re-establish operations and administrative support functions for mobile or fixed site operations.
- The essential positions required are outlined below in Section 5.
- The line of succession is as described below in Section 6.
- Copies of all essential communication and coordination records are maintained online in Drop Box, in a secure transportable file, and at several remote locations both electronically and in hard copy.
- All communication and coordination processes and functions as required by the RCC Concept of Operations Handbook are maintained during response activities.
- Priority applications, records, processes and functions have been identified and prioritized in Section 7.
- Alternate operating capability and facility for immediate resumption of critical functions is described in Section 8
- Connecticut Incident Management Team 3 (CT-IMT 3), an emergency response asset of RESF 5, shall be immediately activated (fully or partially) in support of any mobile regional coordination center operations.
- The Regional Incident Dispatch Team (RID) from ESF 2 Communications shall be immediately activated in support of communications requirements.

#### **4. Continuity of Operations Plan (COOP) Objectives**

The objectives of the COOP are:

- Provide continuous communication and coordination services (responsibilities) for the Capitol Region (Region 3) of Connecticut during any activation of the regional coordination center.
- Maintain the essential processes and functions of RESF 5 through the use of RESF 5 duty officers, designed Community Emergency Response Team (CERT) support, and the Capitol Region Incident Management Team (CT-IMT 3).
- Provide a safe and secure work environment for staff personnel and volunteers serving at the regional coordination center (fixed or mobile).
- Provide a line of succession for essential positions.

## 5. Essential Positions and Process

The functional roles and responsibilities for all internal positions are as described below:

- Communication and coordination protocols will continue as outlined on pages 5-6 of Section 4.3, sub-section 4.3.1 through 4.3.6 of the RCC Handbook.
- All requirements listed in Section 4.4 Initial Actions; Section 4.5 On-going Operations; Section 4.6 Demobilization; and Section 5.0 RCC Coordination Process of the RCC Handbook shall apply.
- Attachments 1a through 1c, RCC Organizational Charts; Attachment 2 RCC Roles and Responsibilities; and Attachment 3 Position Specific Check List from the RCC Handbook continue to apply in full to a Mobile-RCC operation.
- All authorities and references listed in Section 8.0 of Appendix M (Revised March 18, 2013) of the RCC Handbook shall apply.
- RCC personnel safety shall have priority over all other essential functions and processes. Safety is everyone's responsibility.
- All priority processes and functions are described in Section 7
- Mobile Facility security – necessary security for the mobile site will be provided by RESF 13 Public Safety and Security.
- Logistics – logistical support will be provided through CT-IMT 3.
- Legal considerations – legal assistance will continue the Capitol Region Council of Governments and where necessary the State of Connecticut.
- Regulatory considerations – local fire and building code requirements – Federal or State related temporary regulations (health and safety and environmental protection) affecting the mobile RCC facility location.
- Liability coverage – provided through Connecticut State statutes covering disaster response activities.
- Communication lines support – crisis communication services will be provided through the normal emergency/disaster procedures established in all appropriate State and local emergency operation plans.
- Information technology support – will be provided primarily by RESF 2 Communication technician support, CT-IMT 3 technicians, and local municipality information technology staff
- Workers Compensation Insurance protection – in accordance with State statutes for coverage during declared emergencies/disasters.

## 6. Line of Succession

The continuity of government (COG) plan identifies the Capitol Region Emergency Planning Council's (CREPC) line of succession for the purpose identifying succession of leadership, delegation of emergency authority, and command and control.

In accordance with the COG plan, the line of succession is as follows:

- CREPC Chairperson
- CREPC 1<sup>st</sup> Vice-Chairperson
- CREPC 2<sup>nd</sup> Vice-Chairperson
- RESF 5 Emergency Management Chairperson
- RESF 13 Public Safety and Security Chairperson
- RESF 4 Fire Protection Chairperson

The only essential function required of CREPC during any disaster is to provide communication and coordination of emergency response activities for the municipalities and agencies in the Capitol Region of Connecticut. In reference to this essential function the line of succession designated for Regional Coordination Center (RCC) functions are:

- RESF 5 Chairperson
- RESF 5 Co-Chairperson
- Senior RESF 5 duty officer for current week
- Second Senior RESF 5 duty officer for current week
- Senior RESF 5 duty officer for following week

## 7. Priorities

The essential service/function of communication and coordination of emergency response activities will take precedence over all other performed by CREPC and RESF 5 during an emergency/disaster. To support this function and process the RCC shall maintain the following priorities:

### **Applications**

- WebEOC connectivity with State of Connecticut
- Internet connectivity
- Data storage for emergency/disaster
- Telephone connectivity (cellular)

### **Records**

- Incident Action Plans (IAP)
- Written message documents

### **Processes**

- Situation awareness
- Incident Action Plan (IAP) development capability
- Radio connectivity between local government, regional and state government emergency response units
- Ham Radio connectivity

### **Functions**

- Site security
- RCC staffing
- Back up electrical power
- Copy capability
- RESF function space

## **8. Mobile Facility**

Logistics support and resource requirements are described below:

The Mobile Facility initial operational set-up includes as a minimum a command post vehicle (or tent) for regional coordination center operations, a command post vehicle for communication support, and two (2) CT-IMT 3 logistical support trailers.

Additional tents or vehicles for command and control sections (command, operations, planning, logistics, and administration/finance) will be added as needed.

Additional tents or vehicles for site support functions (food, showering/toilet, sleeping, etc.) will be added as needed.

Additional service areas for vehicle parking, heliport, in-processing, sanitary activities, storage of flammable liquids, staging, commodity storage, etc., will be determined based on safety considerations and site security capabilities.

## **9. Fiscal Requirements**

Fiscal and budgetary requirements shall be continued through the Capitol Region Council of Governments and the State of Connecticut under their normal purchasing procedures or under emergency procedures as dictated by executive decision.

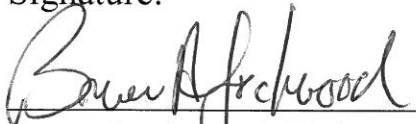
## **10. Continuity of Operations Plan Maintenance**

The chairman of CREPC (or his/her designee) is the responsible official for the maintenance of the continuity of operations plan. This plan shall be reviewed annually and updated as often as necessary when any factor, policy or procedure impacts the execution of the plan.

**Capitol Region Emergency Planning Council  
Continuity of Operations Plan  
Signature Page**

The Capitol Region Emergency Planning Council (CREPC) must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the CREPC Continuity Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Signature:



Bruce Lockwood Chairperson

4/17/2014  
Date



## Record of Changes/Updates

[illegible]



### Record of Distribution

[illegible]

