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| Kanawha Putnam Emergency Management Plan Functional Annex | |
| <h1 style="margin: 0;">Continuity of Government</h1> <p style="margin: 0;">Revised September 2022; Reviewed Biennially</p> | <h1 style="margin: 0;">A13</h1> |
| NRP Coordination: | ESF #5 |
| Primary Agency: | Chief Elected Official |
| Support Agencies: | <ul style="list-style-type: none"> ▪ All local governmental departments ▪ Emergency Management Director |

I. Introduction

A. Purpose

This annex will describe how local government will continue to perform its essential day-to-day functions, maintain leadership, serve its citizens and participate in response and recovery, as needed, in the event of a disaster.

B. Scope of Work

Elements essential to leadership and operation are included for development of Standard Operating Guidelines to be utilized by various political jurisdictions.

II. Situation and Assumptions

A. Destruction from an emergency incident or disaster can impede the ability of the local government to perform effectively. Government buildings can be damaged or destroyed, computer systems may fail or be destroyed, and usual staffing cannot be relied upon. Additionally, elected government leaders may not be available.

B. The Chief Elected Official is responsible for the public safety and welfare of the people of the jurisdiction.

- C. The continuity of government leadership and operation is essential to the ability of the jurisdiction to recover from a disaster.
- D. Continuity of government operations is essential to command and control.
- E. Local codes and ordinances generally stipulate a line of succession for key offices and positions.

III. Direction and Control

- A. Chief Elected Official is responsible for coordinating the necessary planning and implementation of this annex, as necessary.
- B. Department heads of government agencies are responsible for executing planning and implementation.

IV. Concept of Operations

A. General

1. Employees of all local government agencies will participate in the effective implementation of this annex.
2. Employees of all local government agencies will participate in the security and preservation of jurisdiction resources and personnel to ensure that recovery efforts are swift and successful.
3. Local government agencies will utilize their own budgets in executing this plan during an emergency incident, unless ordered otherwise.

B. Primary Agency

1. Insure that Standard Operating Guidelines for the Plan include a statutory line of succession for government officials.
2. Chief Elected Official will use his/her authority to ensure that the local government continues to operate in order to support response and recovery efforts.

3. Chief Elected Official will direct the ordering of external resources in the event local resources for continuity of government operations are exhausted or depleted.
4. Identify an alternate location for local government operations.
5. Ensure that all agencies plan for continuity of operations during an emergency.
6. Ensure that security is provided to protect government resources and personnel.
7. Identify alternate location and security for necessary functions of the Court.

C. Supporting Agencies

1. Ensure that timely backups of essential computer records are made and that a backup is maintained off-site by at least one of the following methods.
 - a. Stored on a server maintained in distant city or state
 - b. Copied to tapes or CD-ROM and physically carried away and stored off-site.
2. Identify critical paper documents and create a plan to store copies off-site.
3. Maintain an organizational chart and twenty-four-hour contact information for each employee.
4. Maintain portable computer hardware containing suitable soft wares to utilize data backups off-site.
5. Agencies that are computer-dependent should develop and practice a plan for operation “on paper”.