

City of Annapolis Continuity of Government Plan



The Continuity of Government Plan is Critical for the City of Annapolis

This Plan:

- Lives in and is activated by the Mayor's Office.

- Ensures the continuity of essential functions under all circumstances that may disrupt normal operations.

- Is developed before emergencies arise, which enables government to better maintain its essential functions.

- Reinforces organizational stability and maintains critical functions of government.

- Ensures, to the maximum extent possible, continuity of leadership and direction to:

 - Provide public safety;

 - Reduce disruption to essential government functions; and

Neighboring Jurisdiction Continuity of Government Status

Jurisdiction	Status
Anne Arundel County	Does not have an official COG, but has parts of COG living in different Continuity of Operation Plans.
Baltimore City	Finalized Plan
Baltimore County	Working on a template.
Carroll County	Have a Draft of an Updated Plan. Not finalized.
Harford County	Finalized Plan
Howard County	Have a Shell of a Plan that they are working to complete.

The Outline of the Continuity of Government Plan

Considerations and Assumptions

Concept of Operations

Readiness and Preparedness

Activation and Relocation

Continuity of Operations

Considerations and Assumptions

General Considerations and Assumptions

One of the missions of the City of Annapolis government is public safety, including coordination of Annapolis's emergency operations to prevent, respond to, and recover from natural and manmade emergencies.

Emergencies or threatened emergencies may adversely affect the City of Annapolis government's ability to manage the City emergency operations to prevent, respond to, and recover from natural and manmade emergencies.

City government buildings are vulnerable to being rendered unusable by the full range of all hazards (man-made and natural disasters).

When a COG event is declared, activation of this COG plan will support the continuity of essential operations of the Mayor's Office and the City Council, and facilitate the performance of all functions during and following the crisis.

Considerations and Assumptions

Specific Considerations and Assumptions

Essential Functions

Human Capital

Vital Records

Continuity Facilities

Plan Activation

Concept of Operations Readiness Levels

Level 1 - Normal Day-to-Day Activities

- Government is operating Business as usual

Level 2 - Alert

- Anticipated or actual event is estimated to have minimal impact on operations. Personnel will be alerted and placed on standby.

Level 3 - Partial Activation

- Event disrupts the operations of essential City and Government functions for a short period. Mayor approves implementation, and personnel will be alerted and instructed of partial implementation of COG Plan.

Level 4 - Full Activation

- Event is anticipated/actually significantly disrupting operations of essential City and Government functions. Mayor approves implementation, and personnel will be alerted and instructed on full implementation of COG Plan.

Readiness and Preparedness

Readiness and preparation of the Continuity of Government (COG) Plan can be accomplished through:

- Regular maintenance and updates to ensure the plan is still viable.
- Conducting trainings as new personnel are hired and new officials are elected.
- Tests and Exercises being conducted with essential personnel and elected officials.
- Compilation of After Action Reports to assist with maintenance and updates of the COG after exercises and activations.

Activation and Relocation Activation

There are three scenarios that would activate this plan:

- Loss of access to the Mayor and City Council's primary facility
- Drastic and unanticipated reduction of workforce caused by external factors
- Equipment or system failure

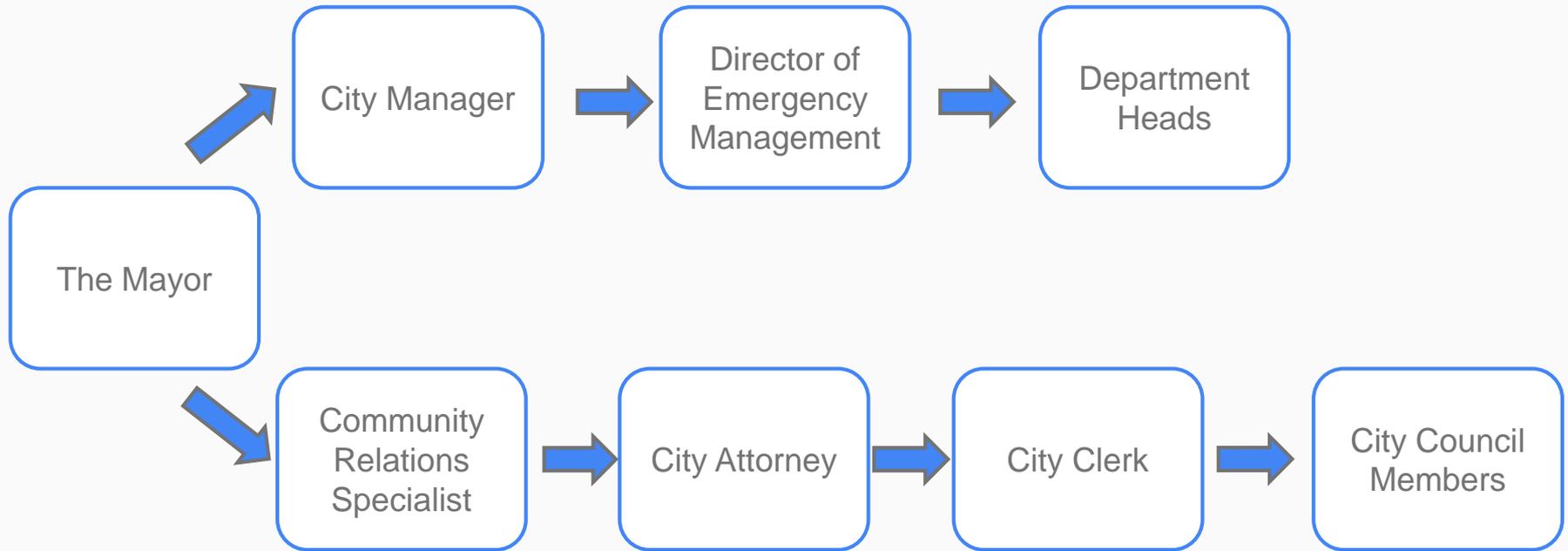
Activation and Relocation Communications

- During an emergency, disaster, or crisis the Mayor has the ability to communicate and meet with the Incident Commander (IC) or Unified Command (UC) as necessary through incident response.
- Other elected officials will have the ability to communicate and retain information about the incident through the City of Annapolis Emergency Operations Center.
- The Incident Commander in the EOC or on-scene can be reached through the EOC Manager.
- Communication with the Public will be conducted through CodeRED, City Mobile Apps, City Website, and Social Media.

Activation and Relocation Communications

- A List of Contact Information is included in this plan.
- When activating the COG, The Mayor or Acting Mayor will contact the City Manager and the Mayor's Community Relations Specialist to begin notifying Continuity Officials and Personnel.
- Individuals who are responsible for notifying members of the City Council of a COG activation have designated alternates to ensure the task is accomplished.

Phone Tree used for COG Activation



City Clerk Alternates:

- Deputy City Clerk
- City Council Associate

Activation and Relocation

Orders of Succession

Disability or Absence of the Mayor

- The mayor shall designate in writing an alderman to serve as acting mayor during the mayor's absence from the city for longer than one (1) day or during the mayor's temporary disability.
- If the mayor is disabled or absent from the city and has failed to designate an acting mayor, the city council, at the call of any member, may meet and, by a majority vote, designate an alderman to serve as acting mayor.
- In an emergent situation, where the mayor is unable to perform his duties and has failed to designate an acting mayor, and the City Council is unable to meet the quorum, the City Attorney and the Director of Emergency Management should open the sealed envelopes which have been assigned to them that lists the name of the acting mayor in that circumstance.

Activation and Relocation Orders of Succession

Disability or Absence of a Member of the City Council

- A majority of the members of the City Council, constitutes a quorum.
- A majority of the city council shall constitute a quorum to conduct business, but a smaller number may adjourn from day to day.
- For purposes of this COG plan, any five members of the City Council may act as alternates for any other members of the Council, to fulfill the functions of the City Council during the period of time following a disaster and as the disability or absence of those council members persists.

Activation and Relocation Orders of Succession

Vacancy of the Mayor or Member of the City Council

- If the vacancy occurs with less than fifteen months remaining until the next general election, the City Central Committee of the political party of which the person vacating was registered chooses a candidate to serve out the remainder of the term.
- If the vacancy occurs with more than fifteen months remaining until the next general election, a special election will be held as prescribed in the Charter.

Activation and Relocation

Relocation

- If City Hall is not accessible, and the Council is holding meetings that must be open to the public, a continuity facility that is accessible to the public must be used.
- All meetings of the City Council shall be open to the public, except such meetings as may be closed in accordance with the laws of the State of Maryland.
 - Ex. Legal Advice, Personnel Issues, etc.
- There are two alternate locations setup for business to be conducted if necessary. The alternate location should be chosen based off the circumstances of the incident activating the COG.

Activation and Relocation

Relocation

Location	Mayor's Office	City Council
<p>Primary Day-to-Day Location</p>	<p>City Hall 160 Duke of Gloucester St Annapolis, MD 21401</p>	<p>Mayor John T. Chambers Jr. City Council Chambers 160 Duke of Gloucester St. Annapolis, MD 21401</p>
<p>Alternate Location #1</p>	<p>City of Annapolis Departmental Office Building, 2nd and 3rd Floor Conference Rooms, 145 Gorman St., Annapolis, MD 21401</p>	<p>Roger "Pip" Moyer Community Recreation Center, 273 Hilltop Lane, Annapolis MD, 21403</p>
<p>Alternate Location #2</p>	<p>Roger "Pip" Moyer Community Recreation Center 273 Hilltop Lane, Annapolis MD, 21403</p>	<p>Anne Arundel County Public Schools Administration Building 2644 Riva Road, Annapolis, MD 21401</p>

Continuity of Operations

- Essential functions for local governments include providing vital services, exercise civil authority, maintain the safety and well being of the citizens, and sustain the industrial and economic base in a disaster.
- Essential functions are necessary to maintaining the City's overall mission while preserving the health and safety of employees and the public.
- Following a disaster, the major responsibilities of elected and appointed officials include:
 - Clearly state agency/jurisdiction policy,
 - Evaluate the effectiveness of policies and correct deficiencies,
 - And support a multiagency approach to response and recovery.

Continuity of Operations Recovery Time Objectives

- A recovery time objective (RTO) is the amount of time following a disaster in which a function needs to be up and running so that there is no negative impact on your department's operations.
- RTOs and Priorities should be assigned to each essential function as follows:
 - RTO of 12 hours - Priority 1;
 - RTO of 36 hours - Priority 2;
 - RTO of 72 hours - Priority 3;
 - RTO of 2 weeks - Priority 4;
 - RTO of 1 month - Priority 5.

Continuity of Operations Essential Functions

Essential Functions for The Mayor

- Manage the City Departments to maintain their services to city residents and visitors.
- Communicate with the IC/UC, City Council, and other groups regarding the City's disaster response and recovery.
- Coordinate with the City Manager and Mayor's office staff.
- Communicate with the public and local businesses

Continuity of Operations Essential Functions

Essential Functions for the Mayor's Office

- Notification of City Council Members, and Mayor's Office Continuity Staff of COG activation.
- Draft and review ordinances, resolutions, charter amendments.
- Keep action minutes of all proceedings of the Annapolis City Council.
- Public Information Dissemination, Spokesperson(s).
- Public Information Dissemination, City website maintenance.
- Keep the calendar of the Mayor and City Council, schedule meetings as needed with City Office and Department Heads.
- Keep the calendar of the City Council and schedule meetings as needed.
- Assist Chief Communications Officer with information dissemination, outreach to community groups.
- Assist Chief Communications Officer with Information Dissemination to Private Sector.

Continuity of Operations Essential Functions

Essential Functions for the City Council

- Enact laws and ordinances necessary for governing the City.
- Respond to citizen queries and concerns.
- Confirm the Mayor's appointments to key positions.
- Develop legislative initiatives and budget priorities to promote the public welfare.
- Approve the City's annual budget and financial plan.
- Determine land use.
- Hold public hearings.
- Provide by ordinance for the summoning of such persons as it deems necessary before itself or any of its committees, or any boards, commissions, and committees of the City of Annapolis.

Continuity of Operations Emergency Executive Declarations

- The Mayor of the City of Annapolis has the authority to declare a local state of emergency under both State law and City Code.
- According to the Maryland State Code, Public Safety Article §14-111, the declaration of a local state of emergency activates all applicable provisions of the City's Emergency Operations Plan and authorizes the provision of aid and assistance under the Emergency Operations Plan.

Declaration Example - Winter Storm Jonas

Continuity of Operations Emergency Executive Declarations

- In addition, under Section 11.48.040 of the Annapolis City Code, during a declared local state of emergency, the Mayor, or acting mayor, if he or she finds it necessary to protect the public health, welfare, or safety, may:
 - Appoint an incident commander.
 - Implement all or part of the City's continuity of government plan, continuity of operations plan, or other related programs and plans;
 - Declare a curfew in all or any part of the City pursuant to Annapolis City Code 11.40.010;
 - Prepare for, and coordinate the implementation of measures ordered by the Anne Arundel Department of Health or the Governor of Maryland designed to protect persons and property, such as quarantine or evacuation;
 - Authorize the use of City-owned property by any other governmental agency or person during the state of emergency;
 - Direct the Harbormaster to limit access to City waters or any other action provided in City Code Section 15.04.040;
 - Take such other and further actions needed to protect the public health, safety and welfare.

Continuity of Operations

Vital Records for Mayor and City Council

- To perform essential functions during a disaster, the Mayor and City will need to use the following vital records:
 - EOP Plan
 - COG Plan
 - List of passwords for vital databases and systems
 - Keys or access cards to continuity facilities
 - The City Charter and City Code
 - Emergency Declaration forms
 - Delegations of Authority
 - Equipment and space contract and lease information
 - Contact information for local business owners
- The Mayor, City Council Members and essential support personnel, should assemble go-kits containing these vital records. All personnel should have these go-kits available to transport to a continuity facility.

Continuity of Operations

Vital Equipment for Mayor and City Council

- To perform essential functions during a disaster, the Mayor and City Council may need to use the following equipment:
 - Cell Phones
 - iPads
 - Laptops with access to the internet and MUNIS
 - Telephone Landlines
 - USB/thumb drive
 - Fax machine
 - Scanner
 - Photo Copier
 - Printer
 - Certified Notary
 - City Seals
- Each member of the Council should assemble go-kits containing the following vital equipment: cellular phones, laptops computers, and USB/thumb drives. All personnel should take these go-kits with them when they leave the Council's primary facility.

Reconstitution

Reconstitution of the Office of the Mayor

- Once the Mayor's primary facility has been restored to operational capacity, the Mayor will return to City Hall. If the primary facility in City Hall cannot become operational, the Mayor will govern from the Continuity Facility until a viable permanent location has been determined.

Reconstitution of the Council

- Once the City Council's primary facilities have been restored to operational capacity, the Council will return to City Hall. If the primary facility in the City Hall cannot become operational, the City Council will govern from its Continuity Facility until a viable permanent location has been determined.

Maintenance, Training, Tests and Exercises

- The Continuity of Government Plan is a living that should be revisited regularly.
- The maintenance of this plan will include:
 - Annual Updates
 - Periodic Exercises
 - After Action Reports

Questions or Comments?

Additional Questions Can be answered by the Office of Emergency Management at (410) 216-9167

Deputy Chief Kevin Simmons

- Ext. 7640 - kjsimmons@annapolis.gov

Patrick Donlan

- Ext. 6811 - pbdonlan@annapolis.gov