

Resolution 17-16

Emergency Meeting Memorandum of Understanding

Staff Report

The City of Annapolis Continuity of Government (COG) Plan outlines the functions that the Mayor and City Council aim to perform in the wake of a disaster, and in situations that inhibit the ability to carry out normal business and standard procedures. The emergency and disaster scenarios discussed in the COG regarding the Annapolis Mayor and City Council includes:

- Unavailability of Mayor and/or City Council Members and Orders of Succession
- Inability to access City Hall and the Mayor John T. Chambers, Jr. City Council Chambers
- Preparations for Power or Telecommunications Failure

To prepare for the potential loss of access to City Hall, the COG plan identifies two alternate facilities that may be used, and describes the records and equipment that would be needed in those facilities for the Mayor and Council to perform all essential functions.

Resolution 17-16 is presented for the purpose of approving a Memorandum of Understanding (MOU) to establish an alternate facility for the City Council to utilize if City Hall is not accessible. The agreement has been drafted with Anne Arundel County Public Schools in order to use a large conference room in their Administration Building located at 2644 Riva Road, Annapolis, MD 21401.

This MOU will provide the second alternate location for the City Council to convene during an emergency or disaster. This MOU will be effective for ten (10) years, and shall not automatically renew.

The COG plan also considers that human capital of the Annapolis City government is integral to maintaining the City's essential operations and services. The COG plan prepares for the reduced availability of staff that might result from transportation issues, or personal health or safety concerns. The orders of succession and delegations of authority procedures that pertain to the elected officials of the City of Annapolis are explained in the COG.

The COG also covers methods to prepare for a power or telecommunications failure by detailing backup records retrieval and communications redundancies.

The COG plan will be activated by the Mayor's Office, while the Office of Emergency Management will provide assistance to operations, activation, and plan maintenance. The COG plan is designed to complement the Emergency Operations Plan (EOP), which details the responsibilities of City Departments during disasters.

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