



Policy 392 C.O.O.P. Plan

CONTINUITY OF OPERATIONS PLAN

Des Moines Pool Metropolitan Park District | April 21, 2020

TABLE OF CONTENTS**OVERVIEW**

INTRODUCTION	3
PURPOSE	3
AUTHORITIES AND REFERENCE	4
SCOPE AND APPLICABILITY	4
COOP TERMS AND DEFINITIONS	4

PLANNING

PLANNING OBJECTIVES	7
PLANNING ASSUMPTIONS	7
PLANNING SCENARIOS	8

IMPLEMENTATION

COOP IMPLEMENTATION	9
PHASES OF COOP	9
DEPARTMENT COOP RESPONSIBILITIES	12
COOP CHART OF ESSENTIAL PERSONNEL	12
NOTIFICATION	13

ESSENTIAL EMPLOYEES

ESSENTIAL FUNCTIONS	13
ORDER OF SUCCESSION	15
ALTERNATE FACILITIES AND TELECOMMUTING	16
COMMUNICATIONS	17
VITAL RECORDS AND DATABASES	17
CRITICAL SYSTEMS AND EQUIPMENT	18
EXTERNAL CONTACTS	18
GO-KITS	18
SHELTER-IN-PLACE	19
EMPLOYEE SUPPORT	19
COOP PLAN MAINTENANCE	20

APPENDICES

APPENDIX A – GO-KITS	22
APPENDIX B – SHELTER-IN-PLACE SUPPLY KIT	26
APPENDIX C – EMPLOYEE ASSISTANCE	28
APPENDIX D – TELECOMMUTING POLICY	30

1.0 OVERVIEW

1.1 Introduction

The Des Moines Pool Metropolitan Park District “District”, which manages the Mount Rainier Pool “Pool” has essential operations that need to be performed or rapidly resumed in a disaster or emergency. While the impact of an incident cannot be predicted, planning for operations under such conditions may mitigate the effects of the disaster or emergency on people, facilities, and services. To that end, the district has prepared a Continuity of Operations (COOP)/Continuity of Government (COG) Plan (“Plan”) to serve as a guide for sustainment or resumption of essential services affected by a disaster.

The District intends to provide the highest level of response and recovery to an incident as possible; however, there is no guarantee that the District will have the capability or resources to meet the needs of every resident, patron, or business-partner before, during, or after a disaster or emergency.

This Plan establishes guidance to support District critical functions when a disaster or emergency threatens or impacts the Pool’s operations to the point that requires changes to the delivery of District services or the relocation of personnel or operations. The Plan provides guidance for when the District may need to implement COOP activities related to an incident that impacts essential functions, roles of staff, facilities, or delivery of services to District residents, patrons, or business-partners.

District employees may have identified responsibilities in an emergency that requires COOP and/or COG activities to sustain essential District functions. Such employees are expected to fill their COOP and/or COG role(s) to the extent practicable under the circumstances and consistent with relevant job descriptions, District personnel policies and any state or federal government directives.

1.2 Purpose

The ability of the District to support essential functions during times of disaster or emergency and to provide for the needs of residents, patrons, or business-partners within the District’s service area is a priority. To facilitate implementation of this ability the District has coordinated the development of this Plan.

This Plan describes how the District will endeavor to perform essential, critical functions during and after a disaster or emergency that disrupts normal District operations. This Plan is intended to guide the District during an actual incident; however, specific actions will depend on the situation. This Plan serves a consolidated location for critical

information related to the delivery of essential functions and the resources that facilitate services.

1.3 Authorities and References

This Plan has been developed to support implementation of the District:

- Mount Rainier Operational Plan
- Chapter 42.14 RCW

References that have supported the development of this Plan include:

- Des Moines Pool Metropolitan Park District Policy and Procedures

1.4 Scope and Applicability

This Plan applies to all District departments and personnel. COOP activities may be initiated at any time as determined necessary by the District leadership. COOP activities may be due to a natural, technological, or human-caused disaster or emergency; but not limited to these situations.

The scope of this Plan is focused on the critical services that should not be disrupted for more than twelve hours following an incident. The intent of this document is to provide a framework to support delivery of essential services.

Potential issues include a health crisis, earthquake higher than 4.6, weather-related (snow/ice), hazmat, power failure, terrorism or any other incident that may require a prolonged response.

1.5 COOP Terms and Definitions

Activation. When COOP activities have been implemented whether in whole or in part.

Alternate facility. A location, other than the normal facility, used to carry out essential functions in a COOP situation.

Continuity of Operations (COOP). The activities of individual departments and their subcomponents to facilitate essential functions throughout an emergency and its short-term recovery.

This includes plans and procedures that:

- delineate essential functions;
- specify succession to office and the emergency delegation of authority;
- provide for the safekeeping of vital records and databases;
- identify alternate operating facilities;

- provide for communications;
- support personnel readiness and wellbeing; and
- validate the COOP capability through training and exercises.

COOP Incident. Any incident that causes the District to perform COOP activities to support continuation of essential functions.

Critical data and systems. Information essential to supporting the delivery of essential functions.

Critical equipment. Equipment essential to supporting the delivery of essential functions.

Delegation of authority. Specifies who is authorized to act on behalf of the agency head and other senior management and technical personnel for specific purposes.

Departments. The two departments of the Des Moines Pool Metropolitan Park District are separated into the District Offices (Administration) and the Mount Rainier Pool (Operations).

Essential functions. Functions that enable the District to:

- maintain government status;
- provide vital services;
- support the safety and wellbeing of employees, contractors, customers, and the general public; and
- sustain the economic base due to an emergency.

Essential resources. Resources that support the agency's ability to provide essential functions.

Go-kit. A kit prepared by, and for, an individual or department who expects to deploy to an alternate location during an emergency. The kit contains items needed to minimally satisfy personal and professional needs during deployment.

Interagency Agreements. A written agreement entered between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Interoperable communications. Alternate communications that support the capability to perform essential functions, in conjunction with other agencies, until full operations can be resumed.

Legal and financial records. Records that are needed to protect the legal and financial rights of the District.

Management team. This team consists of the District General Manager, District Clerk, Aquatics Manager and Aquatics Coordinator.

Orders of succession. Provisions for the assumption of leadership positions during an emergency in the event that any of those leaders are unavailable to execute their duties.

Primary facility. The site of normal, day-to-day operations; the location where the employee usually goes to work.

Return to operations (RTO). The process by which the affected agency resumes full operations following COOP activities.

Risk analysis. The identification and assessment of hazards.

Virtual offices. A location or environment where an employee performs work through the use of portable information technology and communication packages.

Vital databases. Information systems needed to support essential functions during a COOP situation.

Vital records. Electronic and hardcopy documents, references, and records needed to support essential functions during a COOP situation. The two basic categories of vital records are emergency operating records and legal and financial records.

Information adapted from the Federal Emergency Management Agency (FEMA) Glossary of Terms.

2.0 Planning

2.1 Plan Objectives

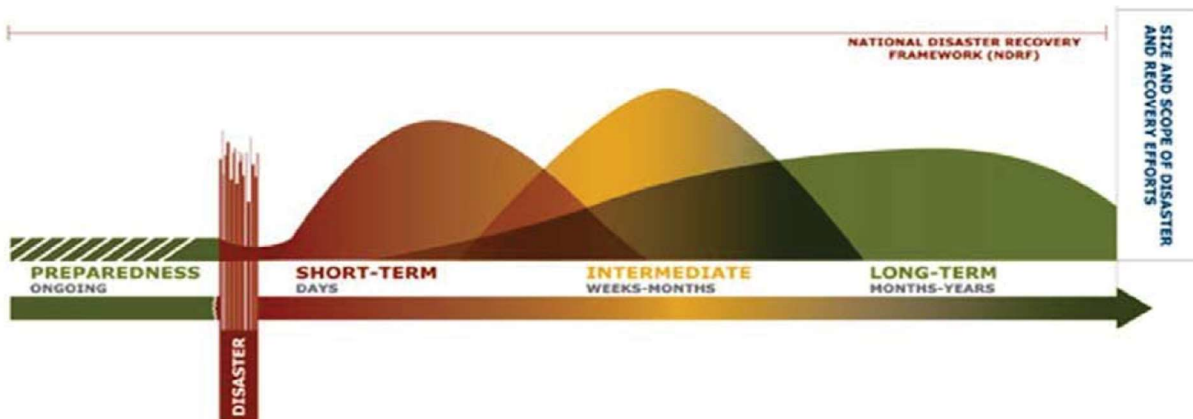
The objectives of this COOP Plan are to:

- facilitate decision-making during COOP activities
- reduce disruptions to essential functions
- document the order of succession of critical management positions
- identify vital facilities, equipment, records, and other assets
- guide an orderly transition to COOP activities and return to operations

2.2 Planning Assumptions

Assumptions used to support the District's development of this Plan include but are not limited to:

- The District will follow the directives of City, State and Federal government (proclamations).
- Disasters, emergencies or threatened emergencies can adversely impact the District's ability to continue to support essential functions.
- When possible, the Board President and/or a majority of the board shall approve the initiation and conclusion of COOP activities.
- When COOP activities are initiated, the District will implement a predetermined plan using trained and equipped personnel whenever possible.
- Personnel and resources located outside the area affected by the disaster or emergency may or may not be available to support District essential functions.
- Some District services may be limited or suspended to enable the District to concentrate on essential functions.
- The timeline for establishment of some essential functions may exceed 12 hours of the incident onset.
- Alternate support or delivery of essential functions may extend beyond the response phase of an incident and extend into long-term recovery.
- District staff may implement telecommuting practices to support delivery of essential services. (See Appendix E)
- Recovery from an incident may result in the decision to not restore certain District services, facilities, or positions.
- Staff members may be unavailable during or after a disaster or emergency and thus may be unable to support COOP activities due to childcare, illness or other outside issues.
- It may take days to weeks to reestablish District services and months to years to recover from an incident.



2.3 Planning Scenarios

Any or all scenarios that may result in the injury, death, or inability to account for District staff, elected officials, or the public at a District facility should have a plan. In addition, any or all scenarios may affect critical systems that the District relies on for normal business operations and service delivery.

3.0 Implementation

3.1 COOP Implementation

The District General Manager or designee may direct the implementation of COOP activities. COOP activities are implemented based on known or anticipated threats and emergencies that may occur with or without warning. The District will use a phased approach for implementation, whereby essential functions are sustained or established early and additional services will follow as needed and available.

- Notice threats or emergencies: There are some threats that may provide advance warning that will allow notification of, direction to, and if necessary, the relocation of employees. Situations that may provide such warning include inclement weather or a threat of violence.
- No notice threats and emergencies during business hours: Incidents may not be preceded by warning, for example earthquakes, fire, or terrorist attacks. In these circumstances, employees should follow their emergency procedures to stay safe and resolve the issue if possible. COOP activities will be initiated, if appropriate, and employees will be provided direction by their department leader or the District General Manager.

- No notice threats and emergencies during non-business hours: Incidents may also occur with no warning outside of business hours. In these circumstances, COOP activities will be initiated, if appropriate, and employees will be notified of any changes to working conditions as soon as possible through various communications methods.

3.2 Phases of COOP

The District will use a phased approach to the initiation, management, and eventual de-escalation of COOP activities.

3.3 Phase 1: Initiation

- Notification. The General Manager or designee shall inform the Board of Commissioners of an incident. The management team will assess the situation and determine if COOP activities are necessary. If it is determined that COOP activities are necessary the District General Manager, and the management team will be notified and directed to respond to a designated location. District employees, partners, and the public will be notified of COOP activities, as able and appropriate, using any or all communication resources available.
- Initial Actions. The COOP team will meet, in person or via teleconference, to determine what COOP activities are necessary and what direction will be given to the COOP Team for implementation. The General Manager will initiate public messaging and manage media interests. Key COOP staff will be notified to initiate COOP activities to support delivery of essential services at the primary site or a designated alternate site if necessary.
- Establish Operations. The COOP Team will inform the Board of Commissioners when facilities, systems, or resources are prepared to support delivery of essential services. Departments will provide essential services to the best of their ability with the capability available.

3.4 Phase 2: Alternate Operations

- Delivery of Essential Functions. The department(s) will deliver essential functions using temporary work procedures or from an alternate facility, if needed and able based on incident impact and resource availability.
- Establishment of Communications. The department(s) will establish communication internally, to external agencies, and to the public, as able and appropriate.
- Augmentation of Staff. As the situation progresses, additional staff will be activated to provide services and functions, as able and/or needed.

- Development of Plans for a Return to Operations. As soon as feasible, the management team will begin planning and preparation of activities to return to normal operations based on resources, staffing, and facility availability.

3.5 Phase 3: Return to Operations

- Ending Alternate Process. The management team will meet to identify the timeline of concluding COOP activities. Based on their decision the team will develop guidance for ending alternate operations and returning to a non-emergency status at the designated facility.
- COOP Management Team Conclusion. The COOP management team will demobilize the site they have been working from, including the delivery of all documentation related to COOP activities performed for critical functions. The District General Manager will provide public information regarding resumption of services and manage media interest.

The table below highlights the key COOP activities to be accomplished by phase. All activities are the responsibility of the management team. Lead until delegated to sub teams or staff.

Phase	Key COOP Activities
Phase 1- Initiation	<ul style="list-style-type: none"> • Instruct staff to ready alternate facility, if needed. • Notify impacted local, regional, and State agencies. • Activate plans to transfer to alternate facility. • Notify agency employees and contractors regarding activation of COOP plan and their status. • Assemble documents/equipment required for essential functions at alternate facility. • Continue essential functions at regular facility, if available, until alternate facility is ready. • Activate Facilities and Operations Teams as necessary.
Phase 2 - Alternate Operations	<ul style="list-style-type: none"> • Provide guidance to staff and information to the public. • Identify replacements for missing personnel (delegation of authority and orders of succession). • Commence full execution of operations supporting essential functions at the alternate facility.

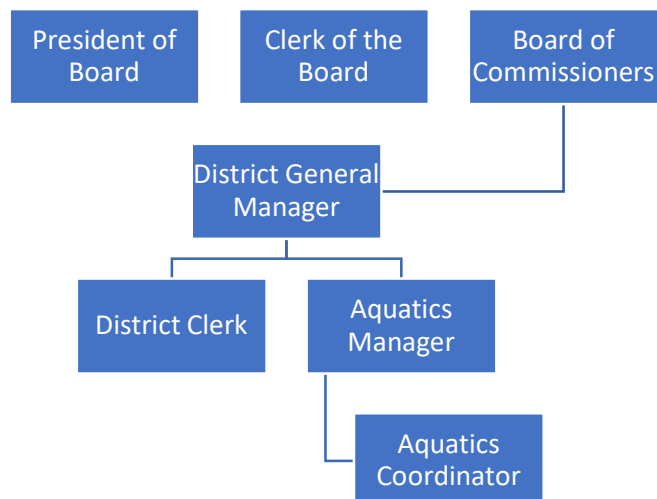
Phase 3 - Return to Operations	<ul style="list-style-type: none"> • Supervise return to operations. • Demobilize COOP Team site(s). • Arrange employee emotional support, if needed. • Deliver public information of status.
-----------------------------------	---

3.6 Department COOP Responsibilities

Each department should have an organizational structure identified to support delivery of essential functions. Department activities are unique; however, at a minimum department's should be prepared to:

- Facilitate department COOP activities;
- Support activation of alternate facilities, supporting communications, and information technology systems;
- Support COG activities as appropriate;
- Provide public information content to the District General Manager for dissemination;
- Assess and report situational status for department responsibility;
- Develop or implement temporary service plans;
- Coordinate resource support for employees emotional and physical wellbeing; and
- Lead department recovery activities.

3.7 COOP Organizational Chart of Essential Personnel



All other staff will be only used if necessary to supplement COOP operations.

3.8 Notification

The District recognizes that the COOP activities could be initiated under a variety of conditions; therefore, multiple notification systems may be used for contacting: COOP Team members, the Board of Commissioners and employees, as appropriate to the situation. Systems include but are not limited to telephone networks, technology-based mass notification tools or Outlook email. The appropriate authorized manager of each department will be responsible for making notifications when directed by the policy group to do so. Notification of operational changes will be provided to the public through as many available communication channels as possible, including but not limited to email notification system, social media, the District and Pool phone messages, local media, District's webpage, and postings at District facilities. The District recognizes that many people leverage social media for informational updates, below is the District's managed digital media communication accounts

that may be used to communicate changes or updates.

- Email: Campaign Monitor & CivicRec
- Text: CivicRec
- Social Media: Facebook and Twitter
- Website: Main Page Pop-Up

4.0 Essential Employees

4.1 Essential Functions

The District has identified essential functions and continuity of government priorities. The District also identified critical processes, services, systems, and equipment necessary to support each essential function, as well as key personnel required.

The following table provides a high-level summary of department specific areas of essential functions including the Continuity of Government (COG) status and Return to Operations (RTO) target for each function.

Staff Member	Function	Function Description
Board of Commissioners	Leadership	Maintain seat of governance and facilitate policy (if needed).
	Legislation	Support incident and COOP operations through actions and funding allocation.

	Outreach	Liaise with other jurisdictions and elected officials and staff and connect with the public.
District General Manager	Leadership	Provide leadership for the incident, the District, and the public.
	Research	Monitor state, federal and local outlets for updates, synthesize and communicate to staff.
	Communications	Facilitate internal and external messaging including website, social media and email notification systems.
	Intergovernmental Operations	Coordinate political official involvement.
	Technology Support	Support access to and use of telecom, internet, and computer hardware and software.
	Compliance	Enforce compliance with laws, contracts, and ADA requirements.
	Internal Recruitment	Fulfill requests for personnel for incident response.
	Support	Backup the District Clerk in case of illness or unavailable.
District Clerk	Employee payroll and benefits	Maintain continuity of payroll for District employees.
	Record Presentation	Protect vital records.
	Manage Money	Monitor and track cash available for District operations.
	Purchasing	Procure materials and professional services for incident needs.
	Support	Backup the District General Manager in case of illness or unavailable.
Aquatics Manager	Safety Assessment	Analyze and monitor the status of the safety condition of the Pool.
	Repairs and Support	Fix, mend, and service pool equipment.
	Risk Management	Identification, evaluation,

		and mitigation of risk.
	Support	Backup the Aquatics Coordinator in case of illness or unavailable.
Aquatics Coordinator	Workforce Management	Manage safety concerns and support and retain employees.
	Compensation	Manage and maintain pay and benefit system.
	Safety Training	Conduct just in time safety training for employees and volunteers for the incident.
	Support	Backup the Aquatics Manager in case of illness or unavailable.

If a member of this team is unable to perform their duties, alternative staff will be selected from the organization or contracted to complete work. This could be due to illness, family illness or other factors.

4.2 Order of Succession

If key positions are unavailable during an emergency, the District has an established Orders of Succession and when appropriate Delegations of Authority to support continuation of operations and governance.

The District recognizes the importance of leadership in the delivery of essential functions and thus has identified the following Order of Succession, based on position, to support operations during and emergency or disaster.

Department	Order of Succession
Board of Commissioners	<ol style="list-style-type: none"> 1. President 2. Clerk of the Board 3. Commissioner selected by Board in absence of President or Clerk of the Board.*
District Offices	<ol style="list-style-type: none"> 1. District General Manager 2. District Clerk 3. Aquatics Manager
Pool Operations	<ol style="list-style-type: none"> 1. Aquatics Manager 2. Aquatics Coordinator 3. District General Manager

	4. Designee by District General Manager
--	---

* In the event more than four commissioners are permanently or temporarily unavailable to fulfill their statutory duties during an emergency, the following procedures shall be used to appoint temporary interim successors pursuant to RCW 42.14.070. The remaining Board member (or the General Manager in the absence of all five commissioners) shall appoint two (or three) temporary interim successor board members to temporarily serve as a Board of three. The temporary interim successors shall serve until such time as two or more regularly elected or appointed commissioner are able to perform their duties or until such time as the County legislative body appoints sufficient commissioners to allow a quorum of the regularly elected or appointed commissioners to conduct business.

4.3 Alternate Facilities and Telecommuting

The District recognizes that normal operations may be disrupted and that there may be a need to perform essential functions at alternate locations including potential telecommuting.

If relocation is necessary, the District's management team will perform a site evaluation to confirm the facility is safe for use and to identify resources necessary to make the site operational for the designated department.

The District will prepare to relocate by informing employees of the need to relocate and of their role in the transition. Once the alternate site is established, staffed, and ready for operations, and if appropriate, public messaging will be provided via all methods available to inform the community of where and how to reach the services of the department.

The District will operate from the alternate location until such a time that the original facility is available for reoccupation, or a new location has been identified and prepared for operations. Transition to the original or new facility will initiate with establishment of the work area, followed by movement of personnel, notification of relocation, and implementation of service.

If situations require telecommuting, District staff will work on forwarding phones to alternative locations.

- Pool: The Mount Rainier Pool phone will be checked or forwarded to a designated staff member.
- District Offices: The District Offices phone number will be forwarded to the District General Manager or designee.

4.4 Communications

Communication is a critical capability for government as communication systems support connectivity to internal organizations, external partners, critical vendors and customers, and the public. To support communications during COOP activities, the District has identified primary and alternate communication resources to provide as many normal communication methods as possible, based on operational status, during a COOP scenario.

Systems may be limited due to infrastructure failures caused by the emergency or disaster; thus prioritization of capability may need to occur based on life safety, COG requirements, and incident management demands.

The majority of operations desire the ability to use telephone, email, and text messaging communication systems.

4.5 Vital Records and Databases

The District has identified vital records and databases which facilitate the performance of essential functions. Although most functions can be performed by using hard copy forms, the District benefits greatly by having access to electronic databases for research and verification purposes. Departments that rely on electronic documents and forms are encouraged to produce at least master hard copy versions.

Our key databases are mostly cloud-based including Office 365, CivicRec and Subitup. The District Clerk and District General Manager have remote access to the server. The District's IT provider, CMIT has access to a digital backup of the server in case of the server being damaged or destroyed.

The District Clerk maintains contact information for vendors and contractors available to support the restoration of vital records, systems, and processes.

4.6 Critical Systems and Equipment

The District has identified critical systems and equipment necessary to support a COOP incident. The primary equipment needed by both departments include technology-based solutions such as cell phones, computers, printers, and Microsoft Office and department specific operations software programs.

It is also paramount that the critical systems of the pool be monitored and tested throughout any extended closure. This will require the Aquatics Manager (or a designee)

to make trips to the pool. It is also important that the security of the facility be monitored due to the potential hazard of the pool and its equipment.

4.7 External Contacts

The District contracts with a variety of vendors for support and delivery of essential functions. The expectation is that contracted vendors will have continuity plans to facilitate service delivery to the District.

The District values the partnership and agreements that have been established and intends to leverage those relationships as able for the support and delivery of essential functions during a COOP incident.

External contacts will be a part of each department's Go-Kit.

4.8 Go-Kits

Departments are expected to develop and maintain, at least quarterly, a "go-kit" comprised of critical documents (electronic and/or hard copy) including forms and files, staff rosters and contact information, key partner, customer, and vendor contact lists, and appropriate supplies to support initial COOP activities and establishment of service delivery from an alternate site. The department go-kit should be mobile and easily accessible by staff. All management staff should know the location of the go-kit, particularly personnel with a COOP department assignment. Each Go-Kit will include a thumb drive including department policy and procedures, employee handbook, contact list operations manual, employee contact list, board of commissioners contact list.

Each employee with a COOP designated role is expected to create a "go-kit" to enhance preparedness for responding to an incident. A go-kit should contain those items considered essential to supporting operations at an alternate site. Each kit may be somewhat unique, but most should include such items as COOP checklists, key contact lists (names, phones, addresses, etc.), files specific to positions, specialized tools routinely used, and maps of the local area and potential alternate sites.

Recommended go-kit items and a list of personal preparedness items all staff are encouraged to keep at their desk can be found in the Appendix of this Plan.

See Appendix A for more information on Go-Kits.

4.9 Shelter-in-Place Kit

Pool management is also responsible for setting up a shelter-in-place kit. If there is an emergency, the kit will include emergency food, water and other supplies to supplement an emergency prolonged stay at the pool facility. A three-day supply of dried food will be kept onsite for up to ten people.

Key staff members will know the location of this equipment. Any equipment that is not kept with the kit will have a list of locations of these items.

Click link for a list of shelter-in-place checklist.

<https://www.readyrating.org/DesktopModules/EasyDNNNews/DocumentDownload.aspx?portalid=1&moduleid=2542&articleid=25&documentid=39>

4.10 Employee Support

A situation that requires the implementation of COOP activities can be stressful and physically or emotionally upsetting to employees and volunteers. The District will endeavor to support and provide the appropriate resources to assist personnel with managing crisis stress management.

Resources may include access to an Employee Assistance Program (EAP), formal Critical Incident Stress Management (CISM) sessions, on site mental, emotional, or spiritual support staff, or referral to professional mental health providers.

4.11 COOP Plan Maintenance

The District intends to maintain a viable COOP capability through the review and update of this Plan partnered with training and exercising on COOP activities.

The District's COOP (management) team will coordinate the maintenance of this Plan.

Activity	Task	Review Frequency	Parties Involved
Overall Plan Update	Review entire plan for accuracy Incorporate lessons observed and improvement adjustments. Manage distribution of plan updates.	Annually, but also dependent on law changes and incidents	Management Team with board approval

Update Order of Succession	Obtain names of current incumbents and designated successors. Confirm or update Delegation of Authorities.	As-need and at least annually	Management Team
Checklists	Update and review checklists	As needed	Management Team
Orient Board of Commissioners	Brief on Plan, COOP concepts, and their responsibilities related to COOP activities.	Annually, but also dependent on law changes and incident	Management Team with board approval
Plan and conduct COOP activity Exercise	Conduct at least one drill, table-top, or functional internal exercise testing part or all COOP activities.	Annually	Management Team with staff support

APPENDIX A – GO-KITS

Each Go-Kit is specific to the staff member. Please see below.

CONTACT INFORMATION	
Hard copy of employee roster	
Hard copy of employee emergency notification contacts with numbers	
Hard copy list of emotional support resources	
PERSONAL SAFETY ITEMS	
Blankets	
Snacks and water (small but meaningful)	
Flashlight with batteries	
First aid supplies (including OTC medications)	
Comfort kits (tissues, toothbrush, comb, toilet paper)	
OPERATION ITEMS	
Computers with power and network connectors	
Thumb Drive (memory device) with current records/files, resources for all positions and functions.	
Basic office supplies (pen, paper, tape)	
Hard copy of important documents, contacts, and contracts/MOUs	
Keys for file drawers, facility, secured rooms	

Clothes, can opener, fire extinguisher...etc. (all things on chart below)

R-5278
Exhibit A

2 WEEKS READY

X

BUILD KITS

Plan to be on your own for at least 2 weeks





Water (1 gallon per person, per day)



Food (non-perishable)



Comfort/entertainment



Medical equipment



Glasses/eye care



First aid kit



Can opener



Sturdy shoes



NOAA alert radio



Extra batteries



Flashlight



Warm clothes



Personal hygiene items



Fire extinguisher



Tools



Pet supplies



Cash



Toilet paper



Medications



Identification & important documents

! *Keep at least 2 weeks of supplies in your home. Have smaller kits for work, for every family member, and pets. Have a vehicle safety kit too.*

X

BE PREPARED

MAKE A PLAN

Determine an accessible meeting place in case you have to leave your home or work, so you can reunite your family.



LEARN ABOUT DISASTER PLANS FOR

- Your work
- Your children's school
- Your medical and/or transportation provider
- Other places where your family spends time



Check with your local emergency management office to:

- find out what hazards could affect your home and place of work
- sign up for emergency alerts and notifications
- identify your local emergency alert system (EAS) radio stations
- know your evacuation and alternate transportation routes



DEVELOP A COMMUNICATIONS PLAN



Write down emergency contact information



Texts are more likely to go through



Have an extra cell phone charger and batteries



An out-of-area contact can serve as a relay point for family communication

HELP EACH OTHER

Know how you'll help people and pets who normally rely on you







Form a neighborhood group: for examples and suggestions, see Map your Neighborhood at: emd.wa.gov/myn



Help organizations in your neighborhood that may need support during a disaster



Attend free disaster skills workshops offered by your local emergency management office and learn basic survival skills





APPENDIX B – SHELTER IN PLACE SUPPLY CHECKLIST

Shelter-in-Place Supplies Checklist

- Author: [WebTeam](#)
- Number of views: 45054

When an emergency happens at your facility, the first decision to make is whether to evacuate or take shelter. If ordered to shelter it is important to have sufficient supplies and equipment on-hand to support the needs of staff and visitors for periods ranging from several hours to several days. Use this checklist to determine if you have the necessary material on hand.

Communication Equipment:

- Communication devices/smart phones capable of receiving NOAA and news local news updates.
- Cell phones and/or satellite telephones have been tested and their limitations noted.
- There are portable generators on hand with vented exhaust systems that can supply power to the shelter during an emergency.
- There is/are public address system(s) in the shelters.
- There is/are a cache of office supplies in the shelter, e.g., paper, notepads, staplers, tape, whiteboards and markers, etc.
- There are hard-wired land lines in the shelter area.

Emergency Equipment:

- At least one current copy of the EAP is stored in the shelter.
- There are battery-powered or hand cranked flashlights, or glow sticks stored in the shelter area.
- Fire extinguishers, blankets, pry-bars (for opening doors that may have been damaged or blocked by debris), stretchers and Automated External Defibrillator(s) are stored in the emergency shelter.
- Trash receptacles, trash can liners and ties, a supply of commonly used tools, and portable heaters are pre-positioned in the shelter.

First-Aid Supplies including:

- Adhesive tape and bandages in assorted sizes are on-hand.
- Safety pins in assorted sizes are in the shelter.
- There is a supply of latex gloves in the shelter.
- Scissors and Tweezers are available in the shelter.
- Antiseptic solutions and antibiotic ointments are in the emergency kit.
- A supply of moistened towelettes are on-hand.
- A supply of non-prescription drugs (e.g. aspirin and non-aspirin pain relievers, anti-diarrhea medications, antacids, syrups of ipecac, laxatives) are available.
- Petroleum jelly is available in the emergency kit.
- Eye drops are available.
- Wooden splints are included in the emergency supply kit.
- Thermometers are available.
- Cotton towels are available.
- Fold up cots are stored in the shelter.
- There are first aid handbooks in the shelter.

Water and Non-Perishable Food:

There are adequate amounts of food and water for duration of the expected event(s) and number of personnel expected to seek shelter.

Sanitary Supplies:

Sufficient amounts of the following supplies are stored in the shelter:

- Toilet Paper.
- Paper towels.
- Personal hygiene items.
- Disinfectants.
- Chlorine bleach.
- Plastic bags.
- Portable chemical toilets, when regular toilets are not contained in the shelter.
- Plastic sheeting (preferably, pre-cut to size to cover any windows & doors and labeled).
- Duct tape for sealing cracks around doors and windows.

APPENDIX C – EMPLOYEE ASSISTANCE PROGRAMS

INFORMATION SHEET



SEATTLE POLICE DEPARTMENT
AND SEATTLE FIRE DEPARTMENT



Critical Incident Stress Management (CISM)

As professional emergency personnel, traumatic events and critical incidents can become routine. These scenes may be difficult, but our involvement is a necessary part of our job. If we see someone who needs first aid, we see to that person's needs. Likewise, we have an obligation to care for ourselves. Critical Incident Stress Management (CISM) is **necessary emotional first aid for emergency service providers.**

Critical incidents may evoke strong reactions which have the potential to interfere with a person's ability to function--during the event or at a later time. It is very common for people to experience stress related reactions when exposed to, or involved in, a critical incident. The responses may vary depending on the person and the circumstances. They may appear immediately, or days, weeks, or even months post-event.

Reactions experienced by emergency service providers are, in fact,

Normal Reactions in Normal People to Abnormal Events

Common Signs & Symptoms

PHYSICAL Chills, thirst, fatigue, nausea, fainting, twitches, vomiting, dizziness, weakness, chest pains, headaches, elevated blood pressure, rapid heart rate, muscle tremors, shock symptoms, grinding of teeth, visual difficulties, profuse sweating, difficulty breathing, etc. *Note: Any one of these symptoms may indicate the need for a medical evaluation. When in doubt, please contact your physician.*

COGNITIVE Confusion, nightmares, uncertainty, hypervigilance, suspiciousness, intrusive images, excessively blaming someone else, inattention, poor memory, disorientation of time, place or person, difficulty identifying objects or people, heightened or lessened levels of alertness, etc.

EMOTIONAL Fear, guilt, grief, panic, denial, anxiety, agitation, irritability, depression, intense anger, apprehension, emotional shock, emotional outbursts, feeling overwhelmed, loss of emotional control, inappropriate emotional responses, etc.

BEHAVIORAL Withdrawal, anti-social acts, inability to rest, intensive pacing, erratic movements, change in social activity, changes in sexual activity, change in speech patterns, loss or increase of appetite, increased alcohol consumption, etc.

SEATTLE POLICE DEPARTMENT
AND SEATTLE FIRE DEPARTMENT

Critical Incident Stress Management (CISM)

■ A Few Suggestions

- ✓ Especially within the first 24-48 hours moderate physical exercise, alternated with relaxation will alleviate some of the physical reactions.
- ✓ Maintain as normal a schedule as possible. Structure your time and stay active.
- ✓ Drink water and eat well-balanced and regular meals, even if you don't feel like it.
- ✓ Don't make any major life changes or decisions.
- ✓ Talk to people you trust.
- ✓ Utilize your Department's CISM Team members and services.
- ✓ Do things that you enjoy such as a hobby, sport activity, etc.
- ✓ Try to get plenty of rest.
- ✓ You may want to keep a journal.

■ For Family Members & Friends

- ✓ Be willing to listen without being judgemental.
- ✓ Be available to provide assistance, like cooking, cleaning, caring for the family, etc.
- ✓ Spend time with the involved person(s).
- ✓ Also give them some private time if they want it.
- ✓ Try not to take their strong responses personally.
- ✓ Avoid telling them that they are "lucky it wasn't worse." This type of statement does not console people. Instead, you may want to tell them that you are sorry that such an event has occurred.

With understanding and support, stress reactions usually pass more quickly. Occasionally the critical incident is so painful additional assistance from a professional counselor may be helpful.

There are also some excellent websites on the internet that have additional information on trauma and critical stress. Contact the CISM Team via the SPD or SFD Communications Section.

APPENDIX D – TELECOMMUTING POLICY

272 – Telecommuting Policy

Des Moines Pool Metropolitan Park District
Administrative Manual**272 – Telecommuting Policy****1.0 → PURPOSE**

The purpose of the Telecommuting Policy is to establish policies and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the District with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the District to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the District General Manager. The District or employee may discontinue the telecommuting arrangement at any time without advance notice.

2.0 → SCOPE

All employees must meet the criterion for Telecommuting and request the opportunity to do so.

3.0 → DEFINITIONS

"Telecommuting" means work performed at an employee's residence to conduct an employee's job duties, or at other locations when approved by employee's direct supervisor.

"District Facilities" refer to the Mount Rainier Pool and District Offices.

4.0 → POLICY

An employee may be permitted to telecommute for all or a portion of the employee's workweek, if approved in advance by the District General Manager. Telecommuting may be approved if the duties will not negatively impact service delivery, customer service, or the overall function of the work unit.

5.0 → TELECOMMUTING PROGRAM REQUIREMENTS

- → The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee's duties, obligations and responsibilities prior to telecommuting.
- → The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- → Unless authorized by the District General Manager, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that

DRAFT 1: 04/02/2020

→

272-1

272—Telecommuting Policy

Des Moines Pool Metropolitan Park District
Administrative Manual

dependent care does not interfere with the employee's performance of their job responsibilities.

- Telecommuting employees shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- A telecommuting employee may not perform work for a non-District employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s).
- FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor.
- As part of approval of a telecommuting request, the supervisor may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval.
- For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor/director.
- Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The District will not provide office furniture to employees who telecommute.
- All District employees must use District issued equipment for telecommuting and follow all security measures setup by District. Personal devices are not allowed. This is to ensure the District's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image.
- All remote access will be managed by the District's IT consultant.
- Telecommuters shall make every effort to secure District information in their residence and prevent unauthorized access to any District system or information. If District equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the District General Manager, and local law enforcement.
- The telecommuter, supervisor or District General Manager may end the telecommuting arrangement at any time.
- Telecommuters must understand and agree to the Program Requirements listed in this policy.

6.0 ELIGIBILITY

Employees are eligible, if they:

- Have job duties that are not required to be performed at the District's facilities.

DRAFT-1: 04/02/2020

→

272-2

272 – Telecommuting Policy

Des Moines Pool Metropolitan Park District
Administrative Manual

- → Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- → There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- → The employee's job is not dependent on the location of the workplace.
- → The employee shall have previously demonstrated to the department director's satisfaction, their capability to work productively without direct supervision.

7.0 – EMPLOYEE RESPONSIBILITY

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- → Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- → Tasks the employee proposes performing while telecommuting.
- → Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- → Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

8.0 – ASSIGNED TELECOMMUTING

Under other-than-normal circumstances, including but not limited to; natural disasters, risks to public safety and/or health, at the discretion of the District, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District, City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District's *Continuity of Operations Plan* (Policy _____).

Page Break

TELECOMMUTING REQUEST FORM

Des Moines Pool Metropolitan Park District

Employees who wish to telecommute must complete and submit this form to supervisor for approvals prior to telecommuting. The District General Manager agrees to monitor the employee's performance and adhere to established guidelines and work standards.

Employee Name (Printed):		
Position Title:		
Supervisor:		
Days Requested to Telecommute:		
Primary Work Hours:		
Number Available At:		
Purpose of Telecommuting:		

Employee Agreement: I hereby request approval to telecommute. I understand that the District or employee may discontinue the telecommuting agreement at any time. I have read Telecommuting Policy 272, understand, and agree to adhere to all policies required to participate in the telecommuting program.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

District GM: _____ Date: _____