



RESOLUTION #8 of 2021

CLARION COUNTY

A RESOLUTION OF CLARION COUNTY AUTHORIZING AND DIRECTING THE EMERGENCY SUCCESSION OF COUNTY OFFICERS AND THE CONTINUITY OF COUNTY GOVERNMENT

WITNESSETH:

WHEREAS, pursuant to Sections 779.6 and 779.7 of the Emergency Interim Executive and Judicial Succession Act of 1959 (71 P.S. 779.1 et seq.) All counties of the Commonwealth are authorized to enact resolutions or ordinances to assure the continuity of government through a legally constituted leadership process that will provide for the effective operation of county government during an emergency; and

WHEREAS, the Board of Commissioners of Clarion County desires to establish a lawful order of succession to exercise the powers and discharge the duties of County government if one or more Commissioners are absent or unable to exercise his or her powers and duties of office during an emergency that occurs within this County; and

WHEREAS, The Commissioners of Clarion County believe that the public health, safety, and welfare of all the residents of this County will be better served and protected by the adoption of this Resolution.

NOW THEREFORE, be it resolved by the Board of Commissioners of Clarion County, as follows:

Section 1. This Resolution shall take effect whenever any Commissioners of Clarion County are unavailable to exercise the powers and duties of his or her office during the occurrence of any human caused or natural occurring disaster as defined by Section 7102 of the Emergency Management Services Code (35 Pa. C.S. 7101 et seq.) as amended. Unavailable shall mean either that a vacancy in a commissioner's office exists and there is no individual authorized to exercise all the powers and discharge the duties of that office or that the lawful incumbent Commissioner(s) is absent from the County or unable to exercise the powers and discharge the duties of his or her office due to illness, accident, or injury, or some other preventive circumstance.

Section 2. During the occurrence of any human cause or natural occurring disaster in Clarion County and the unavailability of any County Commissioner, the following order of succession shall be exercised to assure the continuity of County Government:

- (1) Commissioner Chairperson
- (2) Commissioner Vice-Chairperson
- (3) Commissioner Secretary
- (4) Chief Clerk
- (5) Public Safety Director



Section 3. Each succeeding Acting Commissioner listed above shall, during the occurrence of a disaster, assume and discharge the powers and duties of any unavailable Commissioner or Acting Commissioner, and shall retain those powers and duties until the exercise of the powers and discharge the duties of his or her office or until a vacancy which may exist shall be filled in accordance with the law.

Section 4. The order of succession listed above in Section 2 of this Resolution shall be revised whenever a vacancy occurs, and a new Commissioner is appointed to fill that vacancy. Otherwise, at the first organizational meeting held at the beginning of each new term of office, the elected Commissioners shall adopt a Resolution that contains a renewed order of succession that will provide for the continuity of County government during that term of office.

Section 5. All other county elected officers shall designate, by order of succession, three (3) deputies or emergency interim successors who are legally authorized to exercise the powers and discharge the duties of his or her office whenever the elected officer is unavailable during the occurrence of any human caused or natural occurring disaster. A written list of the designated successors for each officer shall be delivered to the County's Emergency Management Agency for verification purposes.


Section 6. All resolutions or parts of resolutions heretofore enacted, as those resolutions shall be inconsistent with this Resolution, shall be and are expressly repealed and declared to be null and void.


Section 7. This Resolution shall be effective immediately.

DULY ADOPTED BY THE BOARD OF COMMISSIONERS, CLARION COUNTY, PENNSYLVANIA, in lawful session duly assembled this 13th day of April 2020.

CLARION COUNTY COMMISSIONERS


Theodore W. Tharan, Commissioner


Wayne R. Brosius, Commissioner


C. Edward Heasley, Commissioner

ATTEST:


Jillian M. Fischer, County Administrator

CONTINUITY OF GOVERNMENT/OPERATIONS PLAN (COG/OP)

1. INTRODUCTION

The County of Clarion has operations that must be performed, or rapidly and efficiently resumed, in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our people, our facilities and our mission. To that end, the County of Clarion has prepared a Continuity of Government/Operations Plan (COG/OP).

This plan establishes policy and guidance to ensure the execution of the critical functions for the County of Clarion if an emergency at the agency or in its service area threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions.

COG/OP planning is a good business practice and is part of the fundamental mission of all agencies as responsible and reliable public agencies. The changing threat environment and recent emergencies have shifted awareness to the need for COG/OP capabilities that enable agencies to continue their critical functions across a broad spectrum of emergencies.

A. Purpose

- 1). The capability to prepare for, respond to and recover from emergencies affecting Clarion County's operations is dependent upon the proficiency and well-being of its employees and the clarity of its leadership. To ensure the capability to support employees and contractors, system users, emergency responders, local and regional emergency management agencies, and the public during emergencies, Clarion County has this COG/OP plan.
- 2). This COG/OP plan describes how Clarion County will sustain the capability to perform critical functions during and after a disruption in internal operations whether caused by natural occurring or human caused incidents. This COG/OP plan ensures that Clarion County:
 - has the capability to implement the COG/OP plan both with and without warning;
 - can perform critical functions no later than 12 hours after activation of the COG/OP plan;
 - can maintain critical functions for up to 30 days;
 - conducts testing, training and exercising of agency personnel, equipment, systems, processes and procedures used to support the agency during a COG/OP event;
 - provides for a regular risk analysis of current alternate operating facilities;
 - plans the location of alternate facilities in areas where the ability to initiate, maintain and terminate continuity operations is maximized;
 - determines what critical functions of county operations can be performed via websites, email and employees working from home; and
 - develops checklists which enable the performance of critical functions; and promotes the development, maintenance and annual review of agency COG/OP capabilities.

government at the normal locations of the seat of government because of a natural occurring or human caused disaster.

b). Disbursal of Personnel and Resources

Each County Official (elected or appointed) will have plans for the disbursal of essential personnel, equipment and supplies required for emergency operations necessary for government functions, and emergency response and recovery. This plan is included within their checklists.

c). Municipal Governments

Municipal governments will have plans for the possible relocation of their government operations within the municipality or through mutual-aid agreements with governments outside the municipality.

4. ORGANIZATION AND RESPONSIBILITIES

A. County Commissioners

- 1). The Board of County Commissioners, themselves or via their delegated authority to the Emergency Management Coordinator/designee, is responsible for activation of this plan.
- 2). The board will contact the Chief Justice of the Commonwealth Supreme Court for the appointment of special emergency judges should they become aware of the unavailability of local judges.
- 3). The board will arrange for an Emergency Relocation Site (ERS) for the emergency operation of county business.
- 4). The board will identify the essential functions of government which must continue without interruption and for which this plan is written (see Appendix 2). This will be based on nature, location and duration of the disaster.

B. EMA Coordinator

- 1). The EMA Coordinator is responsible for maintenance of this plan, to include safe keeping of department/agency lines of succession and vital records preservation plans.
- 2). The EMA Coordinator is responsible for altering and notification of personnel as outlined in the County EOP.
- 3). The EMA Coordinator will conduct training on and/or an exercise of this plan.

C. Other County Officials

- 1). Emergency Action Steps (Checklists). Each County department/agency identified as providing essential functions (see Appendix 1) will develop a detailed set of checklists for emergency operations to facilitate their ability to keep their government operations

Homeland Security Presidential Directive (HSPD) - 5, this COG/OP plan incorporates the principles of NIMS and the Incident Command System (ICS).

succession to the County EMA Office for safe keeping. This succession list will be reviewed annually or whenever the incumbent changes.

f). Municipalities

The governing body of each municipality within the county is responsible for establishing the lines of succession to provide for the continuity of government and emergency management operations.

2). Pre-delegation of Emergency Authority

- a). During a time of emergency and when the public business is being conducted, the governing body and other officers of the County and its municipalities possess and exercise power and functions considering the emergency without regard to or compliance with time-consuming procedures and formalities prescribed by law, and all acts of such body and officers shall be valid and binding.

The County Commissioners have authority, under emergency conditions, to:

- (1) Declare a state of emergency.
- (2) Proclaim and enforce curfews.
- (3) Control population movement.
- (4) Permit professional and business entities/organizations to operate without additional licenses.
- (5) Permit local government personnel and property to be used outside of the jurisdiction, but within the county, unless inter-county agreements exist with neighboring counties.
- (6) Provide immunity for medical personnel from malpractice liability.
- (7) Shut down nonessential government operations.
- (8) Make use of public and private property.
- (9) Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with Commonwealth authorities.
- (10) Invoke rationing, price controls, anti-black-marketing and anti-hoarding regulations in coordination with Commonwealth authorities.
- (11) Direct redistribution of food and essential commodities from hazard to reception and care areas in support of an evacuation.

b). Authority, Limitation, and Termination of Emergency Interim Successors

Emergency Interim Successors appointed by the Board of County Commissioners to fill vacancies of unavailable County appointed officials will serve in such positions at the pleasure of the Board of Commissioners and may be replaced or removed by the Board at any time with or without cause.

3). Emergency Operations Center (EOC) and Alternate Emergency Operations Center (AEOC)

The EOC is a central protected facility where decision-makers can exercise direction and control of County operations during emergency situations.

- Governments
- Guidance on Continuity of Operations Planning for Commonwealth, Local, Tribal, Territorial and Private Sector Organizations, (FEMA)

7. DEFINITION OF TERMS

A. Continuity of Government/Operation Plan (COG/OP)

A plan developed to provide information on how the executive, elected, and judicial branches of County government will be preserved and maintained and have the capability to be quickly reconstituted, in the event of an emergency, catastrophic disaster, or terrorist event directed at incapacitating the County Administrative Government.

B. Emergency Relocation Group (ERG)

Pre-designated staff members will move to an Emergency Relocation Site (ERS) to continue essential county functions in the event the existing building(s) is threatened or incapacitated. The ERG is composed of vital administrative personnel plus emergency personnel (for security, etc.).

C. Emergency Relocation Site (ERS)

The facility to which the ERG moves to continue essential governmental operations in the event the principal county facility (ies) is threatened or incapacitated.

D. Public Officials

All persons holding any office by the Constitution of Pennsylvania or by any act of the General Assembly, the Governor, and all other officers of the executive branch of the county government, and all other officers, heads, presidents, or chairpersons of boards, commissions, departments, and agencies of the county government.

E. Succession

The process established to list the order, line or interim personnel entitled to succeed one another under emergency conditions.

F. Vital Records

Vital records are those documents, electronic databases, and files that are deemed essential to continue government functioning in a disaster situation. These records include, but are not limited to, the following: constitutions, statutes and ordinances, court records, official proceedings, vital statistics, land and tax records, license registers, payroll records, public welfare accounts, papers of incorporation, utility system maps, locations of emergency supplies and equipment, emergency operations plan and procedures, lists of succession, and other pertinent legal and financial records.

8. APPENDICIES

APPENDIX 1

Clarion County Continuity of Government/Operations Plan Emergency Checklists

The following Departments/Offices/Facilities will maintain relocation checklists:

Adult/Juvenile Probation	Information Technology
Human Services	9-1-1 Center
Assessment	Central Accounting
Planning Department	Treasurer
Children & Youth	Prison
Commissioners	Prothonotary
Coroner	Public Defender
County Maintenance	Register & Recorder
Auditors	Sheriff
Courts	Tax Claim
District Attorney	Domestic Relations
Elections/Voter Registration	Veterans Affairs
District Court 18-3-01	District Court 18-3-02
District Court 18-3-03	District Court 18-3-04
GIS Mapping	Mental Health/Developmental Disabilities
Conservation District	Clarion County Corrections

Clarion County Courts Emergency Relocation Group:

The Courts Emergency Relocation Group is comprised of the following departments. Each Department has designated key staff members that must be relocated to the selected emergency relocation site. The following Departments/Offices will relocate to the Jefferson County Court of Common Pleas.

Courts	Jury Commissioners
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APPENDIX 3

Clarion County Continuity of Government/Operations Plan Emergency Relocation Site Maps

(Sites will be designated at the time by the Commissioners and maps will be distributed to appropriate staff)

APPENDIX 4
TAB 2
Human Service Building
Vulnerability Analysis Worksheet

TYPE OF EMERGENCY	Probability	Human Impact	Property Impact	Business Impact	Internal Resources	External Resources	Total
Define	High ----Low Possibility 5 1	High ----- Low Impact 5 1			Weak ----- Strong Resources 5 1		Score (Rank)
HazMat – Transportation	1	1	1	1	1	1	6 (11)
Power Failure	3	3	2	4	3	3	18 (2)
Rad. Incident Transportation	1	1	1	1	1	1	6 (12)
Transportation Emergency	1	1	1	1	1	1	6 (10)
Dam Failure	N/A	N/A	N/A	N/A	N/A	N/A	
Severe Winter Storm	3	2	1	2	1	2	11 (7)
Flood	N/A	N/A	N/A	N/A	N/A	N/A	
Tornado/ Windstorm	3	2	2	3	2	3	15 (3)
Subsidence	2	1	1	1	1	1	7 (8)
Wildfire	1	1	1	1	1	1	6 (9)
Building Fire	2	4	4	5	2	2	19 (1)
Mudslide	N/A	N/A	N/A	N/A	N/A	N/A	
Computer Failure	2	1	1	4	2	2	12 (6)
Bomb Threat	3	2	2	4	2	3	14 (4)
Terrorist Activity	3	2	2	4	2	3	14 (5)

The lower the score the better

APPENDIX 5

Clarion County Continuity of Government/Operations Plan Contact Information

Contact Information is maintained by EMA,
updated quarterly or as required

APPENDIX 7

Clarion County Continuity of Government/Operations Plan Resolution

Modified Procedures for a Pandemic

This section describes what modifications to standard COG/OP plan procedures are necessary in the event of a pandemic. For example:

Although many COG/OP procedures are applicable no matter what the disaster, significant modifications are necessary in the event of a pandemic. The modifications listed below assume that the standard COG/OP procedures are followed except where indicated.

Anticipate need to stock-pile certain supplies. There may not be ample time or supplies available when a pandemic actually hits or is first predicted. Advance planning regarding emergency supplies is strongly suggested.

The following modifications should be made to standard COG/OP procedures when a pandemic is in effect.

Phase I: New influenza virus has been detected in humans, has caused human infection and has been confirmed in the United States

- Same basic plan as outlined herein – except that Pennsylvania Dept. Public Health will be the primary source of information for determining whether to activate COG/OP Plan;
- Same basic plan as outlined herein – except will likely involve all staff in the County system regardless of physical location of work facility.
- Identify PPE shortages/surplus within County agencies, groups, organizations and facilities.
- Monitor CDC, PaDOH, PEMA and other reports for protective decisions and actions to be taken
- Determine what specialized resources are needed through event for continuance of County services
- Ensure County agencies, groups, organizations and facilities are provided information on what to do should a pandemic occur. Information is provided by PaDOH

Phase II: An influenza virus case has been confirmed in Pennsylvania

- County activities will continue to be led by the Department of Health and the Department of Public Safety.
- Consider issuing a Declaration of Public Health Emergency for the County
- **Movement of staff and public** within the County facilities may need to be restricted – implement strategies to limit personal contact: video conferencing within building, security glass, masks for staff;

- **Reduce scheduling** (if can't totally eliminated function) to limit need for interpersonal interaction – reduce contact for County Prison staff, Sheriff's Deputies, etc. – again for functions involving large numbers of people;
- **Increased use of Video Conferencing** – both inside and outside the county facility.
- **Limiting personal contact** - may also need to relocate/restrict staff and/or public movement within the existing county facility (or all county facilities) depending on the nature of the pandemic. Restrict access to First Floor, etc.
- **Increased security** at access points to the County facilities – limit to only one entrance/exit - include screening for symptoms of influenza, for example (Health Dept. or medical staff involvement). Reducing number of security staff needed – in light of their own projected absenteeism;
- **Alert cleaning/custodial staff** of need for increased attention to cleaning.
- **Restrict or eliminate work-related travel** of all staff;
- **Vaccination prioritization and distribution** – in the event that vaccinations are made available to County staff, depending on the limited number of same, the County should prepare a list of prioritization prior to distribution. Emphasis should be placed on ensuring that the County's essential functions are maintained.
- Full transition to alternate facility likely not applicable – unless main facility is subject to Quarantine, and/or alternate facility would better accommodate need to limit personal contact, etc.
- Ensure the return of borrowed resources to their rightful places. If remuneration for their use is required, forward this to the elected officials.
- Inform community members of provisions made and actions being taken to protect them. Provide suggestions for individuals to aid in their recovery