

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.
- 3). This COG/OP plan supports the performance of critical functions from alternate location

(due to the primary facility becoming unusable for long or short periods of time) and provides for continuity of management and decision-making, if senior management or technical personnel are unavailable, inaccessible or lost to the organization.

2. SITUATION AND ASSUMPTIONS

A. Situation

- 1). In the event of a major incident, natural occurring or human caused, the county government may be disrupted due to closing of County buildings, the absence or unavailability of government officials.
- 2). Unless the government is prepared to deal with the situation, the dimension of the problem related to support of the population after an event will overwhelm government's capability to respond.
- 3). The most extreme application of this concept is highly unlikely. The COG/OP enclosure may still apply to a lesser degree in times of heightened alert or debilitating natural/human caused disasters; thus, the concepts are still valid.

B. Assumptions

- 1). Adequate planning for the most extreme examples, i.e. acts of terrorism or catastrophic incidents, will provide an enhanced capability to cover the less extreme contingencies.
- 2). In the event of a natural occurring or human caused, outside assistance will be interrupted or unavailable.
- 3). County government must be prepared to operate on its own, without help, at least for a temporary time.
- 4). Decentralized county government operations demand heightened COG/OP Planning.
- 5). Emergencies or threatened emergencies can adversely impact the agency's ability to continue to support critical functions and to provide support to the operations of clients and external agencies.
- 6). Normally available staff members may be rendered unavailable by a disaster or its aftermath or may be otherwise unable to participate in the recovery.
- 7). Checklists are sufficiently detailed enabling another individual, other than the person primarily responsible for the work, to follow them.
- 8). A disaster may require agency users, clients and local agencies to function with limited automated support and some degradation of service until full recovery is made.
- 9). In compliance with the National Incident Management System (NIMS), and Homeland Security Presidential Directive (HSPD) - 5, this COG/OP plan incorporates the principles of NIMS and the Incident Command System (ICS).

3. CONCEPT OF OPERATIONS

A. General

The system of COG/OP readiness consists of the following six elements:

1). Succession

The designation of at least three (3) emergency interim successors, in order, who are **legally authorized** to exercise all the powers and discharge all the duties of the office should vacancies, absence or inability to act occur. Development of checklists to enact the successor's authority at the appropriate time will increase the government's ability to respond.

a). County Board of Commissioners

In the event of a terrorist event or catastrophic disaster, members determined unavailable by the Chairperson or his/her successor will have an emergency interim successor appointed by the County's President Judge, in consultation with the senior political party representative. The emergency interim successor's powers and duties shall expire two years following the occurrence of an event or until the elected officer becomes available or a replacement is elected.

b). Other County Departments and Agencies under the Commissioners

In the event of a natural occurring or human caused incident, each department and agency (to include the County Prison) will determine its line of succession for continuity of government/operations services. Each line of succession will be submitted to the County Emergency Management Agency for safe-keeping and will be updated annually.

c). Department of Public Safety, 9-1-1 and Emergency Management

The line of succession for the 9-1-1 center is the Public Safety Director, Deputy 9-1-1 Coordinator then the Supervisors. Emergency Management line of succession is the Deputy Director EMA, Operations and Training then Planning.

d). Judicial

If, after a natural occurring or human caused disaster, any judge for the County is unavailable and no other judge is authorized to exercise powers and duties, the Board of County Commissioners will notify the Chief Justice of the Commonwealth Supreme Court of the need to have a special emergency judge appointed.

e). Other Elected County Officials

The line of succession to each County Elected Official is per his/her own determination or by law. Each County Elected Official will submit its line of 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.

- a). The County has a primary and alternate EOC. The communications center accepts all calls for assistance and has the capability to communicate by radio with all fire departments, police departments and Emergency Medical Services within the County. The center also has communications with its designated PEMA regional office and the Commonwealth Watch and Warning Center (CWWC).
 - b). Access to the County EOC is controlled by security. A law enforcement officer and the Emergency Management Coordinator will be responsible for the control of access to the facility.
 - c). The AEOC is a protected facility where government officials may exercise direction and control should the primary EOC be inoperable.
 - d). The AEOC is designated as an official emergency location for emergency operations, if determined by the Board of Commissioners that the primary EOC is threatened.
- 4). Emergency Relocation Site (ERS) - An Emergency Relocation Site will be identified that can support the functions and staff of County government deemed essential when current facilities are damaged, destroyed or unreachable. The location and detailed specifics of the ERS are noted in Appendix 3.
- 5). Vital Records Safekeeping

It is important to public health, safety and well-being that vital government records are identified, and protection or duplication measures are implemented.

- a). Each County elected official, County department/agency, and municipal official is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.
 - b). Each County elected official, County department/agency and municipal official is responsible for preparing a list of vital records and a plan for their protection or duplication at an alternate site. The list and protection plan will be submitted to the County Chief Clerk and the EMA Office by February 1st each year.
- 6). Protection of Government Facilities and Personnel.

It is equally important that measures are taken to provide redundancy of government functions to ensure their operation during and after emergencies.

- a). Emergency Seat of Government

The governing body of each political subdivision may meet at any place, within or out of the territorial limits of such political subdivision or the Commonwealth, on the call of the presiding officer or any two members of such governing body, if it becomes imprudent, inexpedient or impossible to conduct the affairs of County 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 operable. The set of checklists will have detailed emergency authorities, responsibilities, duty locations, and sequences of events that require actions or implementation during a natural occurring or human caused disaster situation.

Checklists will be reviewed annually in coordination with the County EMA.

- 2). When a state of emergency is declared, increased readiness posture is determined, or emergency conditions exist to the extent that the County Commissioners warrant an activation of the County EOC, the EOC will initiate emergency notification of personnel. Each County department/agency with an essential function should then be prepared to implement their continuity of government/operations checklists.

5. ADMINISTRATION AND LOGISTICS

A. Administration

- 1). Emergency operations are assigned to parallel or complement normal day-to-day duties.
- 2). Development, distribution, and testing of pre-established procedures to facilitate the ability of county government personnel in the response to emergencies, with minimal guidance from outside sources, are authorized.
- 3). Public business conducted by County departments, agencies and officers of government, while in emergency temporary location or locations, shall be valid and binding. These powers and functions may be exercised without regard or compliance with time-consuming procedures, formalities, or territorial limits.

B. Logistics

Each County department/agency possessing essential functions will prepare a detailed plan for the disbursal of equipment and supplies required for County government to function at an ERS. De-Centralized operations will be considered in each plan.

6. AUTHORITY AND REFERENCES

A. Authorities

- Title 35, Part V
- Commonwealth EOP
- County Emergency Operations Plan
- County Hazard Vulnerability Risk Assessment

B. References

References used to develop this plan include:

- Continuity of Operations (COOP) Plan Template, Pennsylvania Emergency Management Agency
- Interim Guidance on Continuity of Operations Planning for Commonwealth and Local 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

The appendices will be reviewed and updated annually. This review will be initiated by the EMA Office and the necessary updates will be prepared by the responsible elected officials, departments, and agencies.

Appendix 1 - Plan checklists

Appendix 2 - Emergency Relocation Group Assignments

- Appendix 3 - ERS map location and floor plans of the ERS
- Appendix 4 - Completed Hazard Vulnerability Risk Assessment Worksheet
- Appendix 5 - Contact Information
- Appendix 6 - Record of Changes
- Appendix 7 - Resolution # of 2023
- Appendix 8 - COG/OP Modifications for a Pandemic or other Public Health Emergency

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

APPENDIX 2

Clarion County Continuity of Government/Operations Plan Emergency Relocation Group Assignments

Purpose:

The purpose of the Clarion County Emergency Relocation Groups is to outline essential County Departments/Offices that need to continue operation if their building is threatened or incapacitated. Each of the Departments/Offices classified as a critical Department/Office of county government has key pre-designated personnel who will move to the emergency relocation site.

Clarion County Emergency Relocation #1 - Administrative Building:

The Emergency Relocation Group #1 is comprised of the following departments. Each Department has designated key staff members that must be relocated to the selected emergency relocation site.

1 – Commissioners Office	2 – Information Technology
3 – Accounting	4 – Treasurers Office
5 – Veterans Affairs	7 – Voter Registration/ Elections
8 – Human Resources	

Clarion County Emergency Relocation Group #2 - Courthouse:

The Emergency Relocation Group #2 is comprised of the following departments. Each Department has designated key staff members that must be relocated to the selected emergency relocation site.

1 – Tax Claim	2 – Sheriff's Office
3 – Register & Recorder	4 – Prothonotary's
5 – Assessment Department	6 – GIS Mapping Department
7 – Auditors	8 – County Maintenance
9 – Court of Common Pleas	10 – Planning Department

Clarion County Emergency Relocation Group #3 – Public Safety Complex:

The Emergency Relocation Group #3 is comprised of the following departments. Each Department has designated key staff members that must be relocated to the selected emergency relocation site.

EMA/9-1-1	

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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Clarion County Annexes Relocation Group

The Clarion County Annexes 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.

Conservation District	Coroner
Children and Youth Services	Mental Health/Developmental Disabilities
Human Services	District Attorney
Domestic Relations	Public Defender
District Courts	Adult/Juvenile Probation
Clarion County Prison	

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 1

Clarion County Courthouse, Administration Building, District Attorney and 6th Ave. Office Complex
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)
Building Fire	2	4	4	5	3	3	21 (1)
Power Failure	3	3	2	4	3	3	18 (2)
Bomb Threat	3	2	2	5	3	3	18 (3)
Terrorist Activity	3	2	2	5	3	3	18 (4)
Tornado/ Windstorm	3	2	2	3	2	3	15 (5)
Severe Winter Storm	3	2	1	3	1	2	12 (6)
Computer Failure	2	1	1	4	2	2	12 (7)
HazMat – Transportation	2	2	1	2	1	1	9 (8)
Transportation Emergency	2	1	1	2	1	1	9 (9)
Subsidence	2	1	1	1	1	1	7 (10)
Rad. Incident Transportation	1	1	1	1	1	1	6 (11)
Dam Failure	N/A	N/A	N/A	N/A	N/A	N/A	
Flood	N/A	N/A	N/A	N/A	N/A	N/A	
Wildfire	N/A	N/A	N/A	N/A	N/A	N/A	
Mudslide	N/A	N/A	N/A	N/A	N/A	N/A	

The lower the score the better

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)
Building Fire	2	4	4	5	2	2	19 (1)
Power Failure	3	3	2	4	3	3	18 (2)
Tornado/ Windstorm	3	2	2	3	2	3	15 (3)
Bomb Threat	3	2	2	4	2	3	14 (4)
Terrorist Activity	3	2	2	4	2	3	14 (5)
Computer Failure	2	1	1	4	2	2	12 (6)
Severe Winter Storm	3	2	1	2	1	2	11 (7)
Subsidence	2	1	1	1	1	1	7 (8)
Wildfire	1	1	1	1	1	1	6 (9)
HazMat – Transportation	1	1	1	1	1	1	6 (10)
Rad. Incident Transportation	1	1	1	1	1	1	6 (11)
Transportation Emergency	1	1	1	1	1	1	6 (12)
Dam Failure	N/A	N/A	N/A	N/A	N/A	N/A	
Flood	N/A	N/A	N/A	N/A	N/A	N/A	
Mudslide	N/A	N/A	N/A	N/A	N/A	N/A	

The lower the score the better

APPENDIX 4

TAB 3

EMA/9-1-1 – Clarion Complex 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)
Building Fire	2	4	4	5	2	3	20 (1)
Bomb Threat	3	2	3	6	3	3	19 (2)
Terrorist Activity	3	2	3	5	3	3	19 (3)
Computer Failure	3	4	1	4	3	3	18 (4)
Tornado/ Windstorm	3	2	2	3	2	3	15 (5)
Severe Winter Storm	3	2	1	3	1	2	12 (6)
Flood	2	1	2	2	1	1	9 (7)
Power Failure	1	1	1	2	3	2	11 (8)
Subsidence	1	1	1	1	1	1	6 (9)
Rad. Incident Transportation	1	1	1	1	1	1	6 (10)
Transportation Emergency	1	1	1	1	1	1	6 (11)
Wildfire	1	1	1	1	1	1	6 (12)
HazMat – Transportation	1	1	1	1	1	1	6 (13)
Mudslide	N/A	N/A	N/A	N/A	N/A	N/A	
Dam Failure	N/A	N/A	N/A	N/A	N/A	N/A	

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 6

Clarion County Continuity of Government/Operations Plan Record of Changes

DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)
4/6/2021		<i>Brett Whitling</i>
2/2/2022		<i>Brett Whitling</i>

APPENDIX 7

Clarion County Continuity of Government/Operations Plan Resolution

APPENDIX 8 COG/OP MODIFICATIONS FOR A PANDEMIC OR OTHER PUBLIC HEALTH EMERGENCY

INTRODUCTION

The onset of a pandemic or other major public health emergency could generate catastrophic health, social and economic consequences. The cascading effects of such a disaster on food safety, transportation, education, business, medical and public safety issues will demand the availability of county services. Such an emergency will not likely arrive suddenly without warning, but the temptation to be complacent about preparedness should be resisted because of the formidable and unique challenges presented by public health emergencies.

While other disaster scenarios may require collaboration with local executive branch entities, a large-scale public health emergency may cause the county to be more self-reliant in some matters, and even more dependent on the Commonwealth executive branches in others, such as decision-making and information. In preparing for and responding to a public health emergency the executive branches, at Commonwealth and county levels, must cooperate, and have well defined understandings of their respective duties and authority in the event of such an emergency. In addition, though county employees are not first responders, it is critical that the executive branch recognize the need to have the county operational and assign identified county personnel a high priority for access to antiviral drugs and/or vaccines. It should also be acknowledged that the very nature of a pandemic or public health emergency may create isolation mandating comprehensive action and responsibility at the local level.

The pandemic scenario creates a host of employer-employee concerns, many of which involve ethical considerations, to be addressed well before the specter of a pandemic arises. COG/OP essential functions may need to be modified or more cross-training done to either minimize the number of employees necessary and/or to expand the number of employees capable to serve as COG/OP personnel. Procedures and practices should be developed for tele-working, social distancing, minimizing of cross-contamination, self-quarantine and the tracking and monitoring of employees that are sick and those that are well. As employers, the county should ensure that all COG/OP personnel are provided with the necessary personal protective equipment and other related infection control medical supplies, and that the facilities in use are clean and sanitary.

The following information provides additional guidance on modifications your COG/OP plan may require in the event of a pandemic or public health emergency. In addition to specific suggestions for COG/OP plan activation and procedures, additional guidance on Human Resources issues which may be implicated in a public health emergency have been provided.

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;

- Determine what essential County positions and facilities are needed through event to ensure continuance of services.
- **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
- **Preventative hygienic measures** – alert staff to need for same – at home and at work. Hand sanitizer is made available in all offices. Antibacterial soap in all restrooms.
- May have sufficient warning and/or time to notify staff “on the job”, over the course of several days – not necessarily in an emergency-type situation;
- **Monitor staff and staffing levels** - County Human Resources will implement procedures for monitoring staff (for illness) and staffing levels - to determine if same is affecting performance of essential functions. **NOTE** – this also includes monitoring of staff in offices that support the needs of the County. Daily updates on staffing levels are required.

Phase III: Has been confirmed in Clarion County or 3 or more cases in counties bordering Clarion County

- Same basic plan as outlined herein, however, must consider the progress/status of the County’s operational partners in dealing with pandemic themselves when ready to resume normal functions. Unlike emergency affecting just one building or geographic area, pandemic will affect virtually all aspects of society/community.
- If not already issued, consider a Declaration of Public Health Emergency
- Coordinate regular briefings with County task force
- If required, cancel unnecessary public gatherings and meetings to create “social distancing.” Make recommendations to elected officials regarding containment and social distancing
- **Staff working from home** – consider possibility of same, per “Telework Needs Assessment” – which will answer the following questions: “who can work from home?”, “do they have what they need in order to be able to work from home?” (i.e.: phone, computer, fax, video, remote access to systems, etc.), and “if not, can we get them what they need?” Access to servers through VPN access to County system. May likely involve advising some staff to work from home rather than moving to an alternative facility – multiple notifications may be necessary - likely not just one blanket notification.
- **If staff become ill** – either at home or on the job – they must immediately notify their supervisor, who will in turn report to the County Human Resources. Determine who (emergency contact) is advised if staff becomes ill.
- **Regular communication** to staff of updates on extent of pandemic, and affected staff – including those working from home, or home sick.

- **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 prioritizations 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