

Sponsored by: Councilmember Roger Bush
Requested by: Pierce County Council

RESOLUTION NO. R2008-24s

A Resolution of the Pierce County Council Amending the Continuity of Operations Plan (COOP) for the Office of the Pierce County Council.

Whereas, in late 2005, the Pierce County Executive directed all departments to prepare a Continuity of Operations Plan; and

Whereas, the County Council adopted its COOP on April 25, 2006 in Resolution R2006-45; and

Whereas, from time to time, updates and changes to the COOP are necessary;
Now Therefore,

BE IT RESOLVED by the Council of Pierce County:

Section 1. The Council's COOP, as adopted by Resolution No. R2006-45, as amended by Resolution No. R2006-119, is hereby amended as shown in Exhibit A, attached hereto and incorporated herein by reference.

ADOPTED this _____ day of _____, 2008.

ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

Denise D. Johnson
Clerk of the Council

Terry Lee
Council Chair



1 Exhibit A to Resolution No. R2008-24s

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3 *Only those portions of Exhibit A to Resolution No. R2006-45, as amended by Resolution*
4 *No. R2006-119, that are proposed to be amended are shown. Remainder of text is*
5 *unchanged.*

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7 **PIERCE COUNTY COUNCIL CONTINUITY OF OPERATION PLAN**

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9 **II. POLICY STATEMENT AND IMPLEMENTATING PROCEDURES.**

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11 B. Implemental Procedures
12 1. Phase I – Activation and Relocation (0 –
13 12 hours)

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15 d. The Council Chair shall contact the
16 Department of Emergency Management Duty Officer to request a PCWARN notification
17 be sent to Council office personnel upon plan activation.

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19 In the absence or incapacity of the Council Chair, the Emergency Liaison will notify the
20 other Councilmembers and the Council Administrators, and request a PCWARN
21 notification be sent to Council office personnel.

22 de. Each Council Administrator will notify
23 the Council Emergency Liaison (Chair of Select Committee on Emergency
24 Preparedness) of his/her proposed actions and progress.

25 ef. The Council Liaison will notify the
26 Director of Emergency Management of his/her proposed actions and progress.

27 fg. The Liaison will keep the Council Chair
28 apprised of the proposed actions and progress.

29 gh. Each Councilmember will notify his/her
30 Councilmember Assistant.

31 hi. As quickly as possible, within 12 hours
32 maximum if determined to be necessary, the Council's essential personnel will
33 assemble and conduct minimum essential operations.

34 j. In the absence or incapacity of a
35 Councilmember, a Council Administrator will notify the absent or incapacitated
36 Councilmember's Assistant.

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38 **IV. EMERGENCY FACILITIES AND**
39 **ALTERNATIVE FACILITIES:**

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Alternative location #2:
South Hill Precinct
271 John Bananola Way E2
Puyallup, WA 98374
(253) 798-4721 – Dispatch
Public Works Frederickson Central Maintenance Facility
4812 196th Street
Spanaway, WA 98387



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2 **APPENDIX D**

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4 **CONTINUITY OF OPERATIONS ALTERNATE FACILITY - MEMORANDA OF**
5 **UNDERSTANDING**

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8 **CONTINUITY OF OPERATIONS ALTERNATE FACILITY**
9 **MEMORANDUM OF UNDERSTANDING WITH SHERIFF'S OFFICE**

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12 THIS UNDERSTANDING is made and entered into by and between the PIERCE
13 COUNTY COUNCIL and PIERCE COUNTY SHERIFF SOUTH HILL PRECINCT
14 authorizing the use of latter's facility as an alternate facility, in the advent a continuity of
15 operations event renders the PIERCE COUNTY COUNCIL offices, EOC and/or other
16 facilities unsustainable.

17
18 **WHEREAS**, the Continuity of Government is defined as a principle of establishing
19 defined procedures that allow all branches of government to continue their essential
20 operations in a wide range of potential emergencies; and

21
22 **WHEREAS**, a Continuity of Operation Plans (COOP) is defined by FEMA "as the
23 activities of individual departments and agencies and their sub-components to ensure
24 that their essential functions are performed." This includes, among other things, plans
25 and procedures that identify alternate operating facilities; and

26
27 **WHEREAS**, Pierce County Government has developed and maintains effective
28 Continuity of Government and Continuity of Operations Plans. These Plans identify the
29 County's essential functions and personnel, the preservation of vital records, plan
30 implementation concept of operations, alternate facilities, and plan maintenance; and

31
32 **WHEREAS**, an alternate facility assures a safe location for operations if permanent
33 offices are untenable, provides capability to maintain mission essential functions, and
34 serves as communication nerve center of contact with all level of government, public
35 and media; and

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37 **WHEREAS**, the PIERCE COUNTY COUNCIL has an effective Continuity of Operations
38 Plan, which can be implemented both with and without warning, become operational no
39 later than 12 hours after activation, and sustain operations for up to 30 days; and



1 **THEREFORE,**

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3 1. When PIERCE COUNTY COUNCIL Continuity of Operations Plan is implemented
4 and an alternate facility is determined necessary the PIERCE COUNTY SHERIFF
5 SOUTH HILL PRECINCT, located at 271 JOHN BANANOLA WAY E, PUYALLUP, WA
6 98374 will serve as an alternate facility; and

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2. It will be the responsibility of the PIERCE COUNTY COUNCIL representatives to notify PAUL PASTOR of the activation and relocation details.

PIERCE COUNTY COUNCIL

PIERCE COUNTY SHERIFF

Signature on file (see R2006-45) _____

Shawn Bunney, Council Chair

Paul Pastor, Sheriff

Date: _____

Date:

CONTINUITY OF OPERATIONS ALTERNATE FACILITY
MEMORANDUM OF UNDERSTANDING WITH PUBLIC WORKS AND UTILITIES

THIS UNDERSTANDING is made and entered into by and between the PIERCE COUNTY COUNCIL and PIERCE COUNTY PUBLIC WORKS AND UTILITIES DEPARTMENT authorizing the use of latter’s facility as an alternate facility, in the advent a continuity of operations event renders the PIERCE COUNTY COUNCIL offices, EOC and/or other facilities unsustainable.

WHEREAS, the Continuity of Government is defined as a principle of establishing defined procedures that allow all branches of government to continue their essential operations in a wide range of potential emergencies; and

WHEREAS, a Continuity of Operation Plans (COOP) is defined by FEMA “as the activities of individual departments and agencies and their sub-components to ensure that their essential functions are performed.” This includes, among other things, plans and procedures that identify alternate operating facilities; and

WHEREAS, Pierce County Government has developed and maintains effective Continuity of Government and Continuity of Operations Plans. These Plans identify the County’s essential functions and personnel, the preservation of vital records, plan implementation concept of operations, alternate facilities, and plan maintenance; and



1 **WHEREAS**, an alternate facility assures a safe location for operations if permanent
2 offices are untenable, provides capability to maintain mission essential functions, and
3 serves as communication nerve center of contact with all level of government, public
4 and media; and

5
6 **WHEREAS**, the PIERCE COUNTY COUNCIL has an effective Continuity of Operations
7 Plan, which can be implemented both with and without warning, become operational no
8 later than 12 hours after activation, and sustain operations for up to 30 days; and

9
10 **THEREFORE**,

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12 1. When PIERCE COUNTY COUNCIL Continuity of Operations Plan is implemented
13 and an alternate facility is determined necessary the PUBLIC WORKS AND UTILITIES
14 DEPARTMENT, FREDERICKSON CENTRAL MAINTENANCE located at 4812 196TH
15 STREET, SPANAWAY, WASHINGTON 98387 will serve as an alternate facility; and

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17 2. It will be the responsibility of the PIERCE COUNTY COUNCIL representatives to
18 notify BRIAN ZIEGLER of the activation and relocation details.

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20 PIERCE COUNTY COUNCIL

PUBLIC WORKS DEPARTMENT

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24 Terry Lee, Council Chair

Brian Z

25 Date: _____

Date: _____

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