**CONTINUITY OF OPERATIONS PLAN**

**DALTON, MASSACHUSETTS**



**April 2022**

**Table of Contents**

1. **Table of Contents 2**
2. **Annual Review 4**
3. **Record of Changes 4**
4. **Executive Summary 5**
5. **Introduction 5**
6. **Purpose 6**
7. **Authority 7**
8. **State / Local Authorities and References 7**
9. **Planning 8**
10. **Logistics 9**
11. **Concept of Operations – Procedures for Plan Implementation 10**
12. **COOP Testing, Training, and Exercises 13**
13. **COOP Plan Maintenance 13**
14. **Clarify Essential Functions 14**
15. **Contingency Staffing 17**
16. **Delegation of Authority 18**
17. **Leadership Succession 19**
18. **Emergency Operations Center Activation, Notification and Termination 20**
19. **Consider Personnel Issues 22**
20. **Emergency Relocation Site Plans (ERS) 23**
21. **Plan Components 24**
22. **Protection of Vital Records 25**

**Appendices**

**Appendix A: Continuity of Operations Departmental Sheets A1: Accountant**

**A2: Animal Control**

**A3: Assessor**

**A4: Board of Health**

**A5: Building Inspector**

**A6: Building and Grounds**

**A7: Collector**

**A8: Communications**

**A9: Council on Aging**

**A10: Dalton Fire Department**

**A11: Dalton Water District**

**A12: Emergency Management**

**A13: Finance Committee**

**A14: Highway / Cemetery / Sewer**

**A15: IT: Renatus**

**A16: Library**

**A17: Police Department**

**A18: Selectboard**

**A19: Town Clerk**

**A20: Town Manager**

**A21: Town Planner**

**A22: Treasurer**

**A23: Veterans Agent**

**Appendix B: Emergency Staffing Sheets**

**Appendix C: Town Contact List**

**Appendix D: EOC Emergency Operations Center**

**Appendix E: Pandemic Flu Incident Command Center**

**Appendix F: Delegation of Authority**

**Appendix G: Municipal Leadership Succession**

**Appendix H: COOP Notification Form**

**Appendix I: COOP Three Phase Plan**

**1: Phase I: Activation and Relocation**

**2: Phase II: Alternative Facility Operations**

**3: Phase III: Reconstitution**

**Appendix J: Emergency Payroll Plans / Personnel Issue Forms**

**Appendix K: Strategies to be used**

**Appendix L: Personnel Family Emergency Form**

**Appendix M: Household Disaster Plan**

**Appendix N: Alternate Site Plan Town Hall / COA**

**Appendix 0: Alternate Site Plan Dispatch**

**Appendix P: Alternate Site Plan Town Highway**

**Appendix Q: Alternate Site Plan Police Department**

**Appendix R: Alternate Site Plan Dalton Water District**

**Appendix S: ERS Plan Forms**

**Appendix T: ERS Plan – Supplies, Resources Detail Forms**

**Appendix U: Vital Records Worksheet**

**Appendix V: Acronyms**

**Appendix W: Municipal COOP Checklist**

**Appendix X: Statutes**

**Annual Review**

Date Reviewer Comments

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**Record of Changes**

Date Page # Brief Description of Change Person Making Change

Fall 2021 Alt Site Plan Developed Alternate Site Plan for Town D. Filiault

Met with Businesses and Dept. Heads

Jan 2022 **Dept. Resource** Worked with Department Heads D. Filiault

Feb 2022 Forms. Asps Worked with PD, FD, WD, HD on ASP D. Filiault

March 2022 All Worked on generating COOP Plan D. Filiault

April 2022 All Completed Development COOP D. Filiault

April 16, 2022 All Presented Completed Plan to TM/ SB D. Filiault

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1. **Executive Summary**

This Continuity of Operations Plan (COOP) was adopted from a template provided through the Massachusetts Emergency Management Agency (MEMA). It has been adapted to the local situations and unique characteristics of the Town of Dalton in order to better serve our citizens and the community.

Dalton has a Comprehensive Emergency Management Plan that is used to prepare for, respond to, and recover from a major disaster. The COOP plan is an additional document designed to help our community effectively resume our day- to- day core services and functions following a disaster.

This COOP Documents the procedures ensuring for the continuity of town services following an emergency situation. It will enable offices which provide community services to resume minimum essential operations within 12 hours of an emergency, with or without warning, and to sustain emergency operations for up to 30 days.

This Continuity of Operations Plan:

1. Delineates Essential Functions and Activities
2. Delegates Authority
3. Establishes Orders of Succession
4. Identifies Requirements for Interoperable Communications
5. Identifies Vital Records and Databases
6. Identifies Alternative Facilities
7. Outlines Tests, trainings, and Exercise for COOP Capabilities
8. Identifies COOP Plan Maintenance Requirements and Responsibilities
9. **Introduction**

Local governments today face challenges unlike any that have been seen before. In addition to terrorism both domestic and foreign, disasters from many causes are on the rise, not only in frequency, but also in severity. The most recent example is the COVID-19 Pandemic which has affected the whole world over the last two years. The reaction to the Pandemic created the need for identification of and enactment of new procedures on all levels of government from the small town to the Federal Government.

Other disasters that have affected our citizens include, wildfires, earthquakes, transportation / infrastructure failures and technology failures that have affected both public and private operations throughout the nation.

Massachusetts is vulnerable to many hazards, just in Berkshire County we have seen the effects of wildfires, hurricanes, tornados, wind storms and localized flooding. In addition the state has had to deal with major coastal flooding, dam failure, radiation contamination, hazardous materials spills or releases.

COOP planning is part of the fundamental mission of local governments as responsible and reliable public institutions. The changing threat environment and recent emergencies, including natural disasters, accidents, technology emergencies, and terrorist attack related incidents both domestic and foreign have shifted awareness to the need for COOP capabilities that enable local governments to continue their essential functions across a broad spectrum of emergencies.

1. **Purpose**

COOP planning is an effort to ensure that the capability exists to continue essential government functions for the Town of Dalton across a wide range of potential emergencies. The objectives of this COOP Plan include.

1. Ensuring the continuous performance of a governments essential functions/operations during an emergency.
2. Protecting essential facilities, equipment, records, and other assets.
3. Reducing or mitigating disruptions to operations
4. Reducing loss of life, minimizing damage and losses
5. Achieving a timely and orderly recovery from an emergency and resumption of full service to citizens.

The key purpose of COOP planning is to reduce the consequences of a disaster to acceptable levels. Although when and how a disaster will occur is unknown, the fact that future disasters will happen is certain. How well a COOP plan is designed and implemented will determine response, resumption, recovery and restoration of services.

1. **Authority**

Authority, support and guidance for Continuity of (COOP) Planning activities are provided from the following sources.

* Executive Order 12148 – Federal Emergency Management
* Executive Order 12472 – Establishment of the National Communications System
* Executive Order 12656 – assignment of Emergency Preparedness Responsibilities
* Presidential Decision Directive 63 PDD-63
* Presidential Decision Directive 67 PDD-67
* Executive Order 13228-Establishing the Offices of Homeland Security and the Homeland Security Council.
* Executive Order 13231- Critical Infrastructure Protection of Information Age
* Robert T. Stafford Disaster Relief and Emergency assistance Act Amended (U.S. Code Title 42 Section 5121)
* U.S. national Archives & Records Administration (NARA) Code of Federal Regulations)
* Homeland Security Presidential Directive -1
* Homeland Security Presidential Directive -3
* FEMA Federal Preparedness Circular (FPC) N0.65 – Federal Executive Branch Continuity of Operations (COOP)
* FEMA Federal Preparedness Circular No. 66-Test, Training and Exercise (TT&E) Program for Continuity of Operations (COOP)
* Federal Preparedness Circular No. 67- Acquisition of Alternate Facilities for Continuity of Operations (COOP)

1. **State / Local Authorities and References**

The Commonwealth of Massachusetts effort to create a statewide Continuity of Government (COG) Plan details that all agencies and local governments must be prepared to respond to emergencies and disasters even when the agencies and local governments are affected. In addition the following documents apply to the Town of Dalton COOP development.

* Commonwealth of Massachusetts Chapter 639 of the Acts of 1950, Chapter 33 (Massachusetts Civil Defense Act)
* Interim Guidance on Continuity of Operations Planning for State and Local Governments, May 2004
* Governors Executive Order No. 144
* Survivable Crisis Management Plan 1994
* Town of Dalton By-Laws
* Select Board policies
* Dalton Comprehensive Emergency Management Plan

Statutes can be found in **Appendix X**

1. **Planning**
2. Essential Functions; Essential Functions are those that enable State and Local governments and jurisdictions to provide services, exercise civil authority, maintain the safety and well-being of the general public , and sustain the economic base in an emergency. Each Department is tasked with reviewing its list of functions and selecting those which are deemed to meet these definitions.
3. Order of Succession: Succession planning and management is an important part of both COOP and COG planning. Both seek to maintain leadership in the event of an emergency and consist of two components: Delegation of Authority and orders of Succession. Essential Functions must proceed without interruption regardless of the availability of any individual. During any period in which the department head is vacant, or the department jurisdiction head is sick or absent the department’s official highest on their designated list (who is not sick or absent) will perform the duties of the department head.
4. Vital Records, Files and Databases: This COOP includes the identification and protection of Vital Records, systems, data management software, and equipment (Including classified or sensitive data) necessary to perform essential functions and activities and to reconstitute normal agency operations following an emergency at any single or multiple departments.
5. Vital Systems and Equipment: A system or piece of equipment is vital if it is essential to emergency operations and /or to the department’s continuance of critical functions during a crisis of a minimum of 30 days. Many critical processes supporting essential agency functions include or consist of IT systems and applications. As such, the IT system of any agency plays a vital role in COOP planning. Not every system or piece of equipment is vital, even if it is important. The timing of a system or piece of equipment’s use may also bear on whether it is vital or not. For example, the DPW’s snow plows are vital in Dalton during and immediately after a snowstorm, but are not vital in the summer.
6. **Logistics**
7. Alternative Location: Emergencies or Potential Emergencies, whether anticipated or not can affect the way that governments or departments perform their mission-essential functions from their primary locations. An important part of COOP planning is the identification and preparation of facilities that can be used if the primary locations cannot be used for any reason. The following criteria can be used to identify suitable alternate locations for continuity of operations for all departments in the Town of Dalton.
   * Immediate Capability to perform essential functions under various threat conditions.
   * Sufficient space and equipment to sustain the relocation of departments.
   * Availability of interoperable communications with all identified essential internal and external organizations, critical customers, and the public.
   * Reliable logistical support, services and infrastructure systems, including water, electrical power, heating and air conditioning etc.:
   * Ability to sustain operations for up to 30 days.
   * Consideration for the health, safety, and emotional well-being of relocated employees
   * Appropriate physical security and controls
   * COOP alternate locations for each town department will be shown the appropriate annex to this plan.
8. Interoperable Communications: The success of operations at an alternate facility depends on the availability and functionality of critical communications to support the mission of the department. These Include:
   * Communications capability that adequately supports department essential functions and activities
   * Ability to communicate with COOP contingency staffs, town management, and citizens and other customers
   * Ability to communicate with other organizations and emergency personnel.
   * Access to systems and data necessary to conduct essential activities and functions.
   * Ability to operate in the alternate facility within 12 hours and for up to 30 days.
9. **Concept of Operations – Procedures for Plan Implementation**

Procedures for Plan Implementation were developed based on the following key assumptions.

* Emergencies, actual or threatened, can adversely impact the government’s ability to continue to support essential functions and provide these functions and services to its citizen.
* Emergencies, actual or threatened, can differ in priority and impact.
* The vulnerability of the government depends upon the probability of an event occurring and the impact this event would have on operations.
* Outside assistance could be interrupted or unavailable during the emergency.
* State and Local governments, departments, agencies, and offices must be prepared to operate without help for at least 72 hours.
* When a COOP event is declared, the government will implement a predetermined plan using trained and equipped personnel.
* The Government will provide operational capability within 12 hours of the event and be able to continue essential operations for 30 days or until event termination, whichever is earlier.

**Phase 1: Activation and Relocation (0-12 hours)**

* If a situation arises either by a natural or manmade disaster, or a systems failure within the town facility where relocation of town services may be required the Town Manager in consultation with the Selectboard, Emergency Manager, and department heads will make a determination on what needs to be done
* If a situation arises where an individual office needs to be relocated the first step will be for the affected town office(s) to notify the Town Manager. Determinations of the needs for relocation based on the circumstances will be made and the Town Managers Office will contact the alternate facility manager(s) of the impending relocation requirements. The reason for the relocation, if not already announced, will also be included. Based on the nature of the circumstances for Relocation the Emergency Manager should also be notified.
* The affected office(s) will activate their plans and procedures to transfer activities, personnel, records and equipment to the alternate operating facility.
* Instruct all assigned personnel on what they are to do.
* Transport all required and re-locatable records and equipment which can be safely moved. The normal operating location will be secured within safety and security limitations.
* Order any required equipment and supplies if not already in place
* The Emergency Management Director (EMD) will as necessary, convene a COOP Management Team in the Town Emergency Operations Center (EOC) in order to assess the situation and determine what if any assistance is required. This team will include the Town manager, appropriate Fire/Police /EMS representatives, and other town agencies which might be required to provide support to the relocating office.
* If Town resources are not sufficient to meet the situation, the EMD will contact the Massachusetts Emergency Management Agency (MEMA) to request additional assistance.
* General or specific instructions will be found in each office’s individual annex to this plan and in other documents maintained in each office by the head of that office.

**Phase II: Alternative Facility Operations (12 hours – Termination)**

* Provide guidance to office key staff and any non-emergency personnel.
* Identify any shortfalls in equipment and personnel and report these to the Town Manager and EMD.
* Begin full operation of town services
* Advise citizens and other concerned personnel of the move by all means possible to minimize any disruption of the ability to serve the community.
* Begin to plan a return to the normal operating location as soon as circumstances permit. This will include phasing down operations at the alternate location and returning activities, personnel, records, and equipment to the regular facility.

**Phase III: Reconstitution (Termination and Return to Normal Activities)**

* Inform all personnel of the termination of relocated operations and provide instructions and a timeline for the return to normal operations.
* Supervise an orderly return to the normal operating location, or movement to other temporary or permanent facilities using a phased approach if needed.
* Report the status of the relocation to the Town Manager and EMD and other agency points of contact as needed.
* Conduct an after action review of COOP operations and the effectiveness of plans and procedures as soon as possible. Identify areas for correction / improvement and develop a remedial action plan. Provide this input to the EMD for any changes that may be required to the Town of Dalton COOP Plan.

1. **COOP Testing, Training and Exercises**

Testing and exercising the COOP capabilities of the Town are essential to demonstrating and improving the ability of the departments to execute their COOP plans. They serve to validate plans or identify for subsequent correction, specific aspects of COOP plans, policies, procedures, systems, and facilities. Periodic testing also helps ensure that equipment and procedures are maintained in a constant state of readiness. Examples of COOP training and testing are:

* Orientation Seminar: For both current employees and new hires. The department head will brief personnel on the department COOP Plan and the employee’s responsibilities and duties under the plan.
* Drill: Walk through the procedures for gathering applicable equipment and records and how to re-locate them to alternate work location.
* Tabletop: Develop a tabletop exercise to activate the EOC and COOP Management Team and walk personnel through a COOP relocation and the proper steps and management actions to support relocation actions.
* Other Exercises: As developed and conducted by town management and the EMD.

1. **COOP Plan Maintenance**

This plan will be reviewed on an annual basis and compared with current state and federal COOP guidance to insure applicability with this guidance. The Emergency Management Director will oversee the review of the basic plan. All departments will review their applicable offices in order to insure that their responsibilities and actions are still current.

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**Town Manager Select Board Chairperson**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Emergency Manager**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLARIFY ESSENTIAL FUNCTIONS**

In an emergency, the Town of Dalton may have to limit activities to only those essential functions that provide vital services to the community, maintain safe operations, and ensure the safety of elected and appointed officials, staff and volunteers. Once sufficient personnel and resources are available normal operations may be resumed.

Each essential function includes essential tasks that must be done to ensure the continuance of the essential functions. Some essential functions of the Town of Dalton are required by regulations or statutes.

Below we have posted a suggested list of essential functions by department. Not every Town Department is listed and exactly what essential functions will be required will be dictated by the emergency situation presented to the Town.

Department Continuity of Operations Plans have been provided to Town Departments and can be found in **Appendix A**

**Essential Functions of the Town of Dalton by Department**

**Selectboard / Town Manager / Human Resources / Purchasing**

* Declare Emergencies
* Authorize Emergency Expenditures
* Represent the Town of Dalton and communicate with the public and other jurisdictions
* Provide legal support as needed for emergency response, including signing MOU and MAA to form cross jurisdictional Unified Areas of Command.
* Ensure the health and safety of all staff and volunteers
* Provide resources, equipment, and supplies to maintain essential functions
* Maintain vital records and databases

**Board of Health / Health Agent**

* Ensure safe water, food and shelter for all citizens
* Maintain Communicable disease surveillance and control.
* Initiate isolation and / or quarantine and disease prevention measures
* Provide Risk Communication regarding the emergency and protecting the public
* Investigate complaints and enforce the laws and regulations to protect the Public Health
* Mass Medical and Medication Operations

**Police Department**

* Maintain social order
* Enforce Laws and regulations and protect the public

**Fire Department**

* Respond to emergency calls
* Maintain equipment
* Maintain Emergency Medical Response

**Emergency Management Director**

* Brief Chief Elected Officials
* Recommend emergency declarations
* Coordinate emergency response
* Coordinate Emergency Operations Center (EOC)

**Department of Public Works / Sewer Department**

* Keep roads open and safe including drain and flood management
* Debris clearing and maintenance
* Maintain safe operations
* Respond to complaints
* Respond to operational emergencies

**Facilities Manager**

* Maintain basic services at essential Town Buildings.

**Inspector of Buildings**

* Respond to complaints of unsafe structures that threaten public safety
* Determine the safety of buildings for occupancy during and after an emergency

**Tax Collector**

* Collect Revenue

**Town Accountant / Town Treasurer**

* Maintain Town Payroll Operations
* Pay invoices
* Borrow Money as needed to meet the emergency
* Apply for emergency related reimbursements

**Water Department**

* Maintain safe operations
* Respond to complaints
* Respond to operational emergencies

**Finance Committee**

* Authorize Emergency Expenditures
* Track emergency related expenses

**Assessors**

* Maintain vital records and deeds
* Set tax assessments and tax rates

**Town Clerk**

* Maintain vital records including birth, marriage and business certificates and licenses
* Post and Certify Elections and Oaths of Office
* Certify and Date Stamp records
* Cemetery and burial permits

**Conservation Commission**

* Respond to Emergency environmental issues and complaints

**Council on Aging**

* Provide services to elders

**CONTINGENCY STAFFING**

During any large scale emergency you may experience staffing shortages due to the length of the event or its effect on the community.

* In a pandemic flu, 40 % of the population may become ill. Town staff and volunteers will be among them.
* Personnel may also be absent as they care for sick family members or respond to family emergencies.

In any Emergency that requires the Town to activate its COOP, it is important that the community is able to maintain essential functions and services. It may be that you will need to replace key staff members who normally take care of these essential services.

It is understood, that Towns with volunteer staff may be unable to meet some needs. Furthermore during an emergency, qualified people may not be available.

The Town must evaluate staffing levels and implement alternative staff options.

* Staffing for the Emergency Operations Center (EOC) is very important during any large scale emergency. Staffing plans need to be several layers deep to allow for absences for many reasons.
* Plan for contingency staffing to include qualified individuals in your community (e.g. retired Assessors, Clerks, board members, Selectboard members etc.)
* Plan to share essential services with other towns or cities under Memorandums of Understanding (MOU) and Mutual Aid Agreements (MAA)
* Cross Train staff as much as possible

THE TOWN OF DALTON IS A SIGNATORY TO THE STATE MUTUAL AID AGREEMENT WHICH ALLOWS THE TOWN TO REQUEST ASSISTANCE OF AVAILABLE SERVICES AND EQUIPMENT FROM ANY OTHER TOWN / CITY IN MASSACHUSETTS. THE AGREEMENT ALLOWS BUT DOES NOT REQUIRE OTHER CITIES OR TOWNS TO ASSIST WHERE AND WHEN AVAILABLE. (Request must be made via WebEOC)

Emergency Staffing Sheets are found in **Appendix B**

Town Contact List is found in **Appendix C**

Emergency Operations Incident Command is found in **Appendix D**

Pandemic Flu Incident Command Structure is found in **Appendix E**

**DELEGATION OF AUTHORITY**

If key elected officials or staff are unavailable due to illness or absence for any reason, the Selectboard or Town Manager should consider delegating authority.

This means that they can specify who is authorized to make decisions or act on their behalf during an emergency. The procedure on this should be outlined by the Town Attorney or in the Town By-Laws.

* Plan for and document these delegations of authority.
* Consider which authorities you may need to transfer, based on your essential functions list.
* Determine to which position the authority will be delegated
* Plan to terminate the delegation of authority when a person is available to resume duties or after a specified period of time.
* Make sure that the delegations are specific and limited. For example, authority for a given responsibility might be conferred while personnel are out of contact due to illness or travel.
* Establish specific delegations of authority, for example the Town may want to limit the delegation of financial authority.
* Consider how emergency elections or temporary appointment can be used to fill critical positions.

Delegation of Authority during a Declared Emergency forms are in **Appendix F**

**LEADERSHIP SUCCESSION**

When key personnel are unavailable or unable to assume their duties, the Town of Dalton will develop a plan for Order of Succession.

An Order of Succession is a formula that specifies who will automatically fill a position if it is vacated and, therefore, allows for an orderly and predefined transition of leadership.

The designated successor retains all assigned obligations, duties, and responsibilities of the incumbent until officially relieved by an individual higher on the list of succession, or until officially relieved by an individual higher on the list of succession, or until an individual higher on the list of succession reassigns the responsibilities.

If a designated individual is unavailable, authority will pass to the next individual on the list.

Unavailable means that the designated person is:

* Incapable of carrying out the assigned duties by reason of death, disability or distance from or excessive response time from the Town.
* Unable to be contacted within 30 Minutes. (Time frame can be changed)
* Has already been assigned to other emergency activities.

Staff Level:

In the case where two or more people work in an office the Department Manager will establish an order of succession.

For departments that is staffed by one person the Town Manager can assign someone to the required position.

If the Town Manager is unavailable then the Selectboard can assign personnel to the required position.

Municipal Leadership Succession Plan is under **Appendix G**

**EMERGENCY OPERATIONS CENTER** **ACTIVATION, NOTIFICATION AND TERMINATION PLANS**

After the EOC has been activated the Emergency Manager will consult with the Town Manager or the Selectboard to activate the COOP plan depending on the nature of the severity of the Emergency in response to:

* Extensive or unusual usage of sick/family leave by personnel
* An Emergency as determined by the Fire Chief
* An Emergency as determined by the Police Chief
* An Emergency as determined by the Board of Health
* Notification by the Massachusetts Emergency Management Agency (MEMA)
* Notification from the Massachusetts Department of Public Health (MDPH)
* A declared Emergency by the Governor
* A Declared Emergency by the Federal Government (FEMA) or President

**Notify Local and State Contacts**

After assessing the nature and extent of the emergency, the Selectboard or Town Manager will notify key local and state contacts about the emergency and the COOP activation.

The Emergency Manager will contact MEMA and other state emergency agencies via WebEOC concerning the emergency and COOP activation.

Depending on the circumstances the following personnel and agencies should be contacted.

* All Staff Members
* Fire Department
* Police Department
* Highway Department
* Board of Health Agent and BOH Board
  + State Board of Health
* Committee Chairs
* Schools
* Eversource
* Berkshire Gas

The following information should be provided to all parties contacted.

* Situation status
* Contact information for key personnel
* Relocation addresses
* Other details as necessary

**COOP Termination**

The Town Manager terminates the COOP in consultation with the Selectboard, Emergency Manager and if necessary the Board of Health when

* Staff and resources can be returned to normal levels
* The condition that initiated the COOP no longer exists.

COOP Notification Form is under **Appendix H**

COOP Three Phase Activation, Relocation, and Reconstitution Plan **Appendix I**

**CONSIDER PERSONNEL ISSUES**

During an emergency, Town personnel may need support to help them deal with long hours, death and other extreme situations. Plan for these issues now.

* You may need to offer flexible work options.
* Personnel may need behavioral health assistance.

Establish guidance that can be used for all personnel dealing with how the town will handle required overtime. When dealing with Unions there may be a need to negotiate staff contingency plans regarding overtime, as well as the sharing and shifting of responsibilities among workers.

* Staff Notification: Make sure that all staff members know about the COOP plan and their expected emergency roles. Staff should be notified annually of proposed staffing contingency plans and pay provisions, as well as delegation of authority and succession orders.
* Ask Municipal Counsel to access **liability / workers compensation** issues for contracted and volunteer staff. Consider appointing all volunteers as Special Municipal Employees to provide liability coverage.
* Determine **emergency compensation / payroll plans** per Town of Dalton Continuity of Government emergency operations plans.
* Ensure that all staff and volunteers have **Family Emergency Plans**.

Emergency Payroll Plans / Personnel Issues Form is under **Appendix J**

Strategies to be used Form is under **Appendix K**

Personnel Family Emergency Planning Form is under **Appendix L**

Household Disaster Plan is under **Appendix M**

**EMERGENCY RELOCATION SITE (ERS) PLANS**

Should the Town of Dalton primary offices become unavailable because of a flood, fire, or other threat we need to establish an alternate site of operations from which you can provide essential services.

* Establish a meeting place (rallying point) outside of the Town Hall offices in case they are unavailable due to a fire, flood or other natural or manmade emergency. Make sure that everyone is aware of the meeting place.
* Determine the location of the Emergency Relocation Site (ERS) for Town Operations
* If needed get a Memorandum of Understanding (MOU) that allows the use of the location in an emergency.
* Consider other community owned buildings located away from your present site.
* Consider getting a reciprocal agreement with a neighboring community to share space.
  + The Town of Dalton is a signatory agency of the State Mutual Aid Agreement which may be used in this situation.
* List required resources for the alternate site that will enable you to maintain your essential functions. List the location of these resources if they are not available onsite. REVIEW and check these regularly.
* Consider the following when determining Emergency Relocation Sites:
  + Immediate capability to perform essential functions (within 12 hours)
  + Available up to 30 days
  + Safe Location (out of flood plain, away from hazardous sites, etc.)
  + Accessible year round, preferably on a central location
  + Sufficient space including a room that could be used for meetings
  + Appropriate equipment
  + Interoperable Communications
  + Internet Access, high speed if possible
  + Reliable services including the basics of electricity, heat, water, air conditioners etc.
  + Health, safety and well-being of staff and volunteers.
  + Physical Security and access control
  + Each Department may need its own ERS location and plan.

**PLAN COMPONENTS**

* Appoint an ERS Team Leader who will co-ordinate the relocation
* Appoint an ERS Transportation Leader to provide Transport
* Establish a Rallying Point
* Establish and Emergency Relocation Site or Sites (OBTAIN an MOU if needed)
* List needed equipment at the alternate site(s) and where you will obtain it.

ERS Team Leader for the Town of Dalton: **Building and Grounds Supervisor**

ERS Transportation Leader for the Town of Dalton: **Building and Grounds Supervisor**

Rallying Point for Town Hall Employees: **Dalton Community House**

Relocation sites that are available: See **Appendix M**

List of equipment needed at the alternate site will be established and kept by each department.

Alternate Site Plan for Town Hall and COA is under **Appendix N**

Alternate Site Plan for Dispatch is under **Appendix O**

Alternate Site Plan for Town Highway is under **Appendix P**

Alternate Site Plan for the Police Department is under **Appendix Q**

Alternate Site Plan for the Dalton Water District Fire / Water Depts. is under **Appendix R**

ERS Plan Forms are under **Appendix S**

ERS Plan – Supplies, Resources Detail Forms are under **Appendix T**

**PROTECTION OF VITAL RECORDS**

Vital Records are the records that the Town of Dalton Departments need to carry out the essential functions.

They include documents of files which, if damaged or destroyed, would disrupt operation and information flow, cause considerable inconvenience, and require replacement at considerable expense.

Examples of vital records include:

* Town Emergency Plan
* COOP Plan
* Plan reference materials
* Copy of regulations
* personnel rosters and records
* Fiscal documentation

Each Department should have a list of essential records that they are responsible for, efforts should be made by the departments to protect and preserve these records.

Note the location of Primary and backup copies of the records. Backup records should be kept offsite.

**Ways to Protect Essential Vital Records**

* Backup all vital records regularly and store backups off site
* Know the exact location of all vital records and their backups. Someone who is unfamiliar with the Town of Dalton may have to locate them quickly.
* Consider keeping all vital COOP records together in one place.
* If your computer is password protected, ensure that more than one person knows how to obtain the files.
* If the vital records you have are in paper form then efforts should be made to have these records scanned
* Fire proof vaults should be considered to store vital records where appropriate.

Vital Records Worksheet is under **Appendix U**