

OHIO Facility Degradation Appendix Template

[Agency Name]
[Month Day, Year]

I. PURPOSE OF THE TEMPLATE

This template provides guidance to assist State Agencies in developing a Facility Degradation Appendix to the basic Continuity of Operations (COOP) Plan.

The guidance in this job aid applies to all levels of State government. Our partners in the county and local government, private sector, and other non-governmental organizations may also use this job aid as a business continuity planning template.

This template contains all elements of a viable Facility Degradation Appendix and is meant to supplement a basic COOP plan. It is crafted to allow agencies the flexibility to insert and customize information, as deemed appropriate. Sample text has been provided throughout this template; however, it is intended only as an example of possible language. Each section contains instructions about material that should be included. These instructions, shown in blue, should be deleted after each section is updated.

Any questions or concerns about this template may be directed to:

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II. INTRODUCTION

A. PURPOSE

1. This plan describes how the *<Agency Name>* will plan for, respond to, mitigate, and provide resource support to tenants before, during, and after degradation to any *<Agency Name>*-owned facility.
2. This Plan addresses issues found in *<reference Ohio Revised Code, Administrative Code, or other law that gives the agency authority to perform its duties>*.
3. For the purposes of this plan, all emergencies, situations, and incidents that affect *<Agency Name>*-owned facilities will be referred to as an “event”.

B. GENERAL PROVISIONS

Responsibilities of the essential employees assigned to this plan include:

1. Planning for resource support before, managing resource support during, and mitigating causes of facility degradation after an event.
2. Providing support during the event, including the acquisition, processing, and distribution of physical resources, as well as the request for and use of contractors when *<Agency Name's>* resources are inadequate.
3. Staffing an ad-hoc Emergency Operations Center (EOC) during any event which requires activation of this plan. Depending upon the location of the event, this ad-hoc EOC may be:
 - a. Primary/Level I EOC: *<List immediate EOC in the agency>*.
 - b. Secondary/Level II EOC: *<List EOC in another location.>*
4. Coordinate with other State agencies and third party contractors as necessary to ensure the most effective use of *<Agency Name>*-owned resources (personnel and equipment) at all times, to streamline notification and communication at event onset, to coordinate response efforts during response, and to begin reconstitution to the facility after the event has concluded.
5. The *<insert resource name>* will be used as an emergency conference line for the purposes of coordinating *<Agency Name>* event response.
 - a. *List phone number.*
 - b. *List who manages and activates this conference line.*

III. SITUATION

- A. Facility degradation may occur through loss of electricity to, introduction of water to, or extraneous events occurring in close proximity to any State-owned facility.
- B. Facility degradation may be caused through human acts, inaction, or negligence, by equipment malfunction, or by natural disasters (e.g., severe wind events, extreme cold, flooding, etc.).

IV. ASSUMPTIONS

- A. Working Units may have developed their own emergency response plans. This plan shall work in conjunction with, not in succession of, any working unit level response plans.
- B. If facility degradation occurs, the *<name of position>* will immediately receive notification from *<contact>*, including all relevant details (i.e., location, cause of event, time of event, current actions, etc.).
- C. *<Contact >* will notify the *<name of position>* via telephone.

- D. The *<name of position>* will inform the *<name of office>* that an event has occurred, including all relevant details (i.e., location, cause of event, time of event, current actions, etc.). The *<name of office>* will then go on “standby”, awaiting further direction from the *<name of position>*.

V. CONCEPT OF OPERATIONS

A. Objectives of Direction and Control

1. Ensure the safety and security of all employees located in and assigned to the degraded site.
2. Establish and deliver timely internal messaging to employees through *<eNotify system>*.
3. Establish and delivery timely public messaging through available media outlets.
4. Develop situational awareness reports for the Governor’s Office, specifically focusing on current response actions and the degraded facility’s estimated return to service time.
5. Ensure continuity of government.
6. Conduct logistics preparations for alternate site(s), if necessary.
7. Support emergency response personnel, as necessary.
8. Integrate operations with the *<Primary EOC>* and the *<any other EOCs>*, as necessary.

B. Overview of Response Team

1. The response team will be comprised of:
 - a. *Facilities Manager*
 - b. *Security Administrator*
 - c. *Other*
2. Personnel on the Facility Response Team shall set forth their own protocols for responding to individual emergencies within the facility.

C. Determination of Risk Area

1. The *<Facility Manager>* shall identify and set forth the respective risk area (Facility or floor(s)) during the event and communicate that risk area to the *<name of position>*.

D. (Optional Section) Relationship among Levels of Government

1. **State**
 - a. *The <office> will work with the facility manager throughout the response and reconstitution phases to ensure that employees’ and the public’s needs alike are identified, assessed, and prioritized.*
2. **Local**
 - b. *The <office> will conduct outreach to establish working relationships with its local partners (e.g., utilities offices, law enforcement, fire departments, and other first responders) before an event occurs.*

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The *<facilities manager>* will serve as the Lead for this plan.
2. If and when an event occurs that causes damage to a *<Agency Name>*-owned facility, rendering it uninhabitable, the *<facilities manager>* will activate this plan to support

response to the event and reconstitution to the facility. The <facilities manager> will notify the employees assigned to this plan when the plan has been activated.

B. Assignment of Responsibility

1. <facilities manager> (Primary)

- a. *Notify the Facility Response Team when this plan has been activated.*
- b. *Establish the event risk area (i.e., affected location, floors, situation, etc.).*
- c. *Establish lines of communication, command, and control.*
- d. *Serve as the liaison with the <office>.*
- e. *Serve as the liaison with the <office>.*
- f. *Serve as the liaison with the <office>.*
- g. *Determine the need for and/or make recommendations for facility closure.*
- h. *Provide event assessments and updates to the <position>.*
- i. *<Financial decisions: e.g., maintain and approve procurement payment card for emergency financial expenditures of less than \$5,000>*

2. Security Administrator

- a. *Serve as the liaison with law enforcement.*
- b. *Serve as the liaison with contract security.*
- c. *Review security schedules to determine if there is a need for an increased security presence.*
- d. *Coordinate public safety response with the on-site Incident Commander.*

3. Business Continuity Coordinator

- a. *Maintain situational awareness of event.*
- b. *Serve as the liaison with the EOC.*
- c. *Develop perspective of potential impact spanning all agency functions.*
- d. *Open the emergency conference line.*
- e. *Communicate teleconference times to the applicable response team(s).*
- f. *Create after-action report(s) after the event has concluded.*
- g. *Lead and develop future planning (i.e., process improvement) before, during, and after the event.*

4. Deputy of Communications

- a. *Serve as the liaison with the media.*
- b. *Notify employees of facility closures.*
- c. *Develop uniform messaging to employees.*
- d. *Create graphics and signage, as needed.*

5. Human Resources Administrator

- a. *Develop perspective of potential impact to employees.*
- b. *Assist Director in decision making.*

6. Director

- a. *Approve recommendations to close facility(s).*
- b. *Serve as the decision-making authority for agency.*

VII. RESOURCE REQUIREMENTS

- A. Employees assigned to this plan will maintain their own organizational Standard Operating Procedures, resource listings, procedures, policies, equipment, supplies, and services available to them during emergencies. The <office> will maintain a list of Facility Response Team personnel.
- B. Employees listed in this plan are responsible for maintaining a record of expenditures for equipment, supplies, services, compensatory time, and related expenses for response and reconstitution efforts.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The <Business Continuity Coordinator> is responsible for creating, updating, and reviewing the plan on an annual basis or after an actual event has occurred.

IX. REFERENCES

- A. *Law referenced in Purpose*

X. ATTACHMENTS

- A. Essential Employee Contact List
- B. Notification Decision Matrix

A. Essential Employee Contact Information

Name	Title	Cell Phone	Home Phone	Personal Phone

B. Notification Decisional Matrix

Name	Title	Week Day	Week Night	Weekend