

Herriman City Continuity of Operations Plan (COOP)

1. Introduction

1.1 Purpose

The Herriman City Continuity of Operations Plan (COOP) is designed to ensure that essential functions continue during any disruption of normal operations. This plan aligns with state, local, and federal emergency management policies. Continuity of operations planning is part of the fundamental mission of Local, State, and Federal governments. The changing threat environment and the severity of recent natural and man-made emergencies in the United States highlight the need for careful continuity of operations planning that enables governments at all levels to continue their essential functions across a broad spectrum of emergencies disrupting normal operations. The plan focuses on maintaining critical city services in the event of emergencies, such as natural disasters, pandemics, cyberattacks, or other significant disruptions.

1.2 Scope

This COOP applies to all departments and divisions within Herriman City. It ensures that all critical services and functions, including public safety, utilities, infrastructure, and administrative operations, are maintained or restored as quickly as possible during an emergency.

1.3 Applicability

The COOP is applicable to all employees, elected officials, contractors, and any other personnel involved in maintaining Herriman City's essential functions.

2. Essential Functions

2.1 Identification of Essential Functions

It is Herriman City's goal to maintain the following critical city functions during an emergency:

- Public Safety (Police, Fire, Animal Services, Emergency Management)
- Public Works (Water, Stormwater, Streets, Streetlights)
- Communication Systems (Public Communication and Emergency Alerts)
- Utilities (Water)
- City Leadership (Executive Administration, Mayor, Elected Officials)

2.2 Prioritization of Functions

Each department has identified its essential functions based on criteria such as:

1. Life and Safety
 2. Protection of property and critical infrastructure
 3. Restoration of essential public services
-

3. Concept of Operations

3.1 COOP Activation

COOP activation will be initiated when a disruption threatens essential city operations. Activation may be partial or full, depending on the nature and scope of the emergency. The City Manager or designated officials are responsible for determining activation levels.

3.2 Phase I: Readiness and Preparedness

- Regular training and exercises for city personnel
- Maintenance of alternate work locations
- Updating of resource inventories and personnel lists
- Coordination with local, state, and federal agencies

3.3 Phase II: Activation and Relocation

- Immediate notification of key personnel
- Establishment of alternate work sites or teleworking as necessary
- Continuity of essential functions from remote or designated COOP sites

3.4 Phase III: Continuity Operations

- Maintain operations for a period that ensures safety and restoration
- Focus on the continued performance of essential functions
- Manage resources to sustain the emergency response and continuity of services

3.5 Phase IV: Reconstitution

- Transition back to normal operations
 - Deactivation of COOP response and closure of alternate facilities
 - Conduct post-event evaluation and update COOP
-

4. Organization and Assignment of Responsibilities

4.1 Executive Leadership

The City Manager, or designee, is responsible for activating and managing the COOP, delegating tasks, and ensuring communication between departments.

4.2 Department Heads

Department heads must ensure their divisions are prepared to execute their essential functions, train staff, and maintain department-specific continuity plans.

4.3 Emergency Management Team

The emergency management team coordinates emergency efforts and resources, working with public safety agencies, utility companies, and other stakeholders to maintain continuity.

5. Communications and Coordination

5.1 Internal Communication

Internal communication among departments will use established protocols such as phone trees, radios, and email. Critical personnel should be reachable at all times during an activation.

5.2 External Communication

External communications will be coordinated with Salt Lake County, FEMA, and other agencies. Public notifications will be disseminated through the City's communication channels, including social media, local news, and emergency alert systems.

6. Essential Resources

6.1 Alternate Facilities

Herriman City has identified alternate sites for essential services if primary locations are unavailable. These include city-owned properties and community partners.

6.2 Vital Records and Databases

Departments are responsible for securing and backing up all vital records and databases, ensuring accessibility during emergencies.

6.3 Key Personnel and Delegation of Authority

Each department will identify key personnel for COOP operations and create a clear chain of succession. Delegations of authority are documented to ensure leadership continuity.

7. COOP Maintenance and Updates

7.1 Plan Maintenance

The COOP will be reviewed annually by department heads, with revisions made as necessary. Training exercises will occur regularly, and feedback will be incorporated into plan updates.

7.2 After-Action Review

After any activation of the COOP, an after-action review will be conducted. Lessons learned will be used to improve preparedness and response efforts.

8. Annexes

Annex A: Department-Specific COOP Plans

Each department will maintain detailed continuity plans in Annex A, outlining specific procedures for sustaining its essential functions.

Annex B: Contact Information

Key personnel and backup contact information will be maintained in Annex B.

Annex C: Vital Records

An inventory of vital records, including storage locations and access instructions, will be listed in Annex C.

Annex D: Department Facilities and Locations

An inventory of current department facilities and locations will be maintained in Annex D.

Conclusion

Herriman City's COOP provides a framework to ensure essential services are maintained in the face of various emergencies. This plan is a living document, subject to updates as the city evolves and new challenges emerge. All personnel are expected to familiarize themselves with the COOP and be prepared to act accordingly in any situation that threatens city operations.

RECORD OF CHANGES

[illegible]