

State Agency COOP (Continuity of Operations) Training

**Satellite Conference and Live Webcast
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Produced by the Alabama Department of Public Health
Video Communications and Distance Learning Division

Faculty

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Governor's COOP Directive

Planning Terms

- **Continuity of Operations Plan (COOP)**
 - Department of Homeland Security (DHS)
- **Operational Plan (Op Plan)**
 - Department of Health and Human Services (DHHS)

Planning Terms

- **Emergency Preparedness Plan (EP Plan)**
 - Federal Emergency Management Agency (FEMA)
- **All use the same basic planning elements**

Hierarchy of Emergency Plans

- **State Emergency Operations Plan (EOP)**
- **State Pandemic Influenza (PI) Op Plan**
 - State Agency COOP and Continuity of Government (COG)
- **County EOP**
 - Local Agency COOP and COG
- **Organization COOP**
- **Personal Preparedness Plan**

State PI Op Plan Overview

- In 2006, *The National Strategy for Pandemic Influenza: Implementation Plan*, directs DHHS & DHS to review & approve State PI Op Plans
- Requirement for all states
- Assessed by various federal counterparts

State PI Op Plan Overview

- Based on FEMA's Emergency Plan definition
- Current plan and assessment are posted on, www.adph.org/pandemicflu, State Operational Plan

State Op Plan Outline

- Continuity of Government (COG)
 - Appendix A
- Protect citizens
- Support/sustain Critical Infrastructure and Key Resources (CI/KR)

FEMA Definition of Emergency Plan

- Describes how people and property will be protected
- Details who is responsible for carrying out specific actions
- Identifies the personnel and all resources available
- Outlines how all actions will be coordinated

Governor's COOP Directive

- On April 19, 2009
 - Governor Riley signed the PI and AH COOP Directive
- On April 13, 2009
 - AEMA and ADPH conducted the Governor's PI Workshop for Key Leadership

Governor's COOP Directive

- On April 29, 2009
 - AL announced 1st confirmed case of H1N1

Federal Guidance Documents

- **Homeland Security Presidential Directive 20/HSPD-20**
 - http://www.dhs.gov/xabout/laws/gc_1219245380392.shtm
- **National Preparedness Guidelines (NPG)**
 - http://www.dhs.gov/xlibrary/assets/National_Preparedness_Guidelines.pdf

Federal Guidance Documents

- **National Response Framework**
 - <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
- **Continuity Guidance Circular 1 (CGC 1) for Non-Federal Entities**
 - http://www.fema.gov/pdf/about/org/ncp/coop/continuity_guidance_circular.pdf

State Agency COOP Design

- **Define the roles, responsibilities, resources, and procedures to ensure operations before, during and after an emergency**
- **Open and maintain a line of communication with functionally-related public and private entities**

State Agency COOP Design

- **Encourage functionally-related public and private entities to cooperate to allow information collection and dissemination**
- **No additional authority not already inherent in their duties**

High-priority PI Op Plan Elements

A.1 Essential Functions

- **Identify essential functions and unique credentials**
- **Develop step-by-step actions or standard operating procedures (SOP)**
- **Identify hiring needs across all state agencies**

A.1 Essential Staff

- Assess ancillary workforce
- Contractors/suppliers should have PI plans
- Details about who, what, when, and how employee status data is collected

A.1 Human Capital

- Explicit HR policies need to be given to agencies
 - Flexible work schedules
 - Leave and benefits
 - All managers have leave options
 - Health insurance

A.1 Telework and IT Capabilities

- Determine what positions can/will telework, triggers, how long, and when to return
- Telework plan needs to be broader than day-to-day

A.1 Communication

- Establish overall state communication plan
- Convey information to all employees about plan to deal with PI
- Convey HR policies to employees

A.1 Safety and Health of Employees

- Create policies to encourage practices to help prevent influenza spread
- Complete a risk assessment for all jobs
- Implement PPE plans to protect and train

State Personnel Department (SPD) Guidelines

- Applies only in State Declared Pandemic Influenza Emergency
- Normal rules of allowing emergency appointments stipulated
- SPD will assist agencies in hiring qualified emergency appointments

State Personnel Guidelines

- Employees sent home will be paid, but must remain available
- Reassign employees to other work in another agency
- Each agency must keep an updated list with all employee's status
- Blanket permission to implement telework, flexible work schedules, and other techniques

State Personnel Guidelines

- Employees with the flu or caregiver should be allowed to take their accumulated leave
- When employee's leave is exhausted, they may be eligible for donated leave
- Rules requiring a doctor's statement may be waived by your agency

ADPH's H1N1 Policy

- Employees with influenza-like illness (ILI) should remain at home at least 24 hr until free of fever w/out fever-reducing medications
- Expect employees to be out for 3-5 days in most cases
- Doctor's notes will not be required unless absent is ≥ 10 consecutive work days

ADPH's H1N1 Policy

- Employees w/out leave to cover their absence will continue to have their health insurance paid
- Sick employees at work should be asked to go home
- Each work unit should refer to their COOP Plan

ADPH's H1N1 Policy

- Absences >19 work days may need to be covered by the Family and Medical Leave Act (FMLA)
- Employees will not be disciplined for absences related to the ILI
- Employees are expected to follow office call-in procedures