

CONTINUITY OF OPERATIONS PLAN (COOP)

SOUTH CENTRAL HEALTHCARE COALITION



03/03/2025

FINAL

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NOTICE: This document contains information pertaining to the deployment, mobilization, and tactical operations of South Central Healthcare Coalition in response to emergencies. It is exempt from public disclosure under Colorado state law.

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Plan Approval and Authorization

The undersigned acknowledge they have reviewed South Central Healthcare Coalition and approve the contents and scope of the COOP.

Jeremiah Grantham
SCHCC Co-Chair, St Vincent General Hospital District

Date

Sara Baird
SCHCC Chair, CommonSpirit

Date

Matthew Merriman
SCHCC Clinical Advisor, CommonSpirit

Date

I. INTRODUCTION

The mission statement as provided by the South Central Healthcare Coalition is as follows:

To enhance coalition member readiness throughout the emergency management cycle of preparedness, response, recovery, and prevention/mitigation.

A. Purpose

This Continuity of Operations Plan (COOP) has been created for the South Central Healthcare Coalition, also referred to as SCHCC. The Continuity of Operations Plan establishes policy and guidance to ensure the execution of the mission-essential functions for the SCHCC in the event that an emergency threatens or incapacitates operations; and the relocation of selected personnel and functions of any essential facilities of the SCHCC are required. Specifically, this COOP is designed to:

- Ensure that the SCHCC is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the SCHCC is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide timely direction, control, and coordination to the SCHCC leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact time-phased implementation procedures to activate various components of the "Plan".
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
- Ensure that the SCHCC COOP is viable and operational, and is compliant with all guidance documents.
- Ensure that the SCHCC COOP is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.

B. Applicability and Scope

The provisions of this document apply to the SCHCC and its offices. Support from other organizations as described herein will be coordinated with the SCHCC Chair (Sara Baird) as applicable. This document applies to situations that require relocation of mission-essential functions of the SCHCC as determined by the SCHCC Chair (Sara Baird). The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The SCHCC Chair (Sara Baird) will determine situations that require implementation of the COOP.

C. Supersession

This plan supersedes all previous versions.

D. Authorities

- Homeland Security Act of 2002, as amended (6 U.S.C. § 101 et seq.).
- Americans with Disabilities Act of 1990 (ADA), Title II and Title III, as amended (42 U.S.C. §§12131-12165, 12181-12189).
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 22, 2004.
- Presidential Policy Directive 40, National Continuity Policy, July 15, 2016.
- Presidential Policy Directive 8, National Preparedness, March 30, 2011.
- Presidential Policy Directive 21, Critical Infrastructure Security and Resilience, February 12, 2013.
- CDPHE Grant Contract Requirements

E. References

- Comprehensive Preparedness Guidance (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 3.0, September 2021.
- Comprehensive Preparedness Guidance (CPG) 201, Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Third Edition, May 2018.
- Continuity Guidance Circular (CGC), February 2018.
- Federal Continuity Directive 1 (FCD-1), Federal Executive Branch National Continuity Program and Requirements, January 2017.
- Federal Continuity Directive 2 (FCD-2), Federal Executive Branch Mission Essential Functions and Candidate Primary Mission Essential Functions Identification and Submission Process, June 2017.
- National Disaster Recovery Framework (NDRF), Second Edition, June 2016.
- National Fire Protection Association (NFPA) 1600: Standard on Continuity, Emergency, and Crisis Management, 2019 Edition.
- National Incident Management System (NIMS), Third Edition, October 2017.
- National Planning System, February 2016.
- National Preparedness Goal, Second Edition, September 2015.
- National Response Framework (NRF), Fourth Edition, October 2019.
- Colorado Emergency Operations Plan.
- Continuity of Operations Concise Guidance for Health Care Coalitions, CDPHE, June 2020

F. Policy

The SCHCC recognizes and acknowledges that the protection of its assets and business operations is a major responsibility to its employees and respective jurisdiction. Therefore, it is a policy of the SCHCC that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the SCHCC to protect life, ensure incident stabilization, prioritize environmental stewardship, restoration of essential utilities, protect information confidentiality and property. To this end, procedures have been developed to support the resumption of time-sensitive business operations and functions in the event of their disruption at the facilities identified in this plan. The SCHCC is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the SCHCC and its management are responsible for developing and maintaining a viable COOP that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other SCHCC policies, plans, and procedures.

II. CONCEPT OF OPERATIONS (CONOP)

A. Objectives

The objective of this COOP is to ensure that a viable capability exists for SCHCC to continue essential functions across a wide range of potential emergencies, specifically when facilities and services are either threatened or inaccessible. The objectives of this COOP include:

- To ensure the continuous performance of essential functions/operations during an emergency.
- To protect essential facilities, equipment, records, other assets, the environment and complementary infrastructure.
- To reduce or mitigate disruptions to operations and essential utilities.
- To reduce loss of life, minimize damage and losses.
- To identify and designate principals and support staff to be relocated.
- To facilitate decision-making for execution of the COOP and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

B. Planning Considerations and Assumptions

In accordance with continuity guidelines and emergency management principles/best practices, a viable COOP capability:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 30 days.

- Should take maximum advantage of existing local, State or federal government infrastructures.

C. COOP Execution

This section outlines situations that can potentially lead to activation of the COOP due to emergencies or potential emergencies that may affect the ability of the SCHCC to perform its mission-essential functions from its primary and other essential facilities. This section also provides a general description of actions that will be taken by the SCHCC to transition from normal operations to COOP activation.

COOP Activation Scenarios

The following scenarios would likely require the activation of the SCHCC COOP:

- The primary facility or any other essential facility of the SCHCC is closed for normal business activities as a result of an event or credible threat of an event that would preclude access or use of the facility and the surrounding area.
- The area in which the primary facility or any other essential SCHCC facility is located is closed for normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military threat or attack. Under this scenario, there could be uncertainty regarding whether additional events such as secondary explosions or cascading utility failures could occur.

The following scenario would NOT require the activation of the SCHCC COOP:

- The primary facility or any other essential facility is temporarily unavailable due to a sudden emergency such as a fire, bomb threat, or hazardous materials emergency that requires the evacuation of the facility, but only for a short duration that does not impact normal operations.

COOP Activation

The following measures may be taken in an event that interrupts normal operations, or if such an incident appears imminent and it would be prudent to evacuate the primary facility or any other essential facility as a precaution:

- The SCHCC Chair (Sara Baird) may activate the COOP to include activation of the alternate facility.
- The SCHCC Chair (Sara Baird) will direct some or all of the COOP Teams to initiate the process of relocation to the alternate facility (see Sections II-D and II-F). The COOP Teams will be notified using the notification procedures outlined in Section IV of this document.
- The COOP Teams will initiate relocation to the alternate facility site and will ensure that the mission-essential functions of the closed primary or other impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- SCHCC staff members who do not have specific COOP assignments may be called upon to supplement the COOP Team operations.
- Representatives from other government or private organizations may also be called upon to support COOP operations.

- The COOP Teams and their members will be responsible for ensuring the continuation of the mission-essential functions of the SCHCC within 12 hours and for a period up to 30 days pending regaining access to the affected facility or the occupation of the alternate facility.

**** Section IV of this document provides additional detail on the procedures that will be used for COOP activation and implementation.*

Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the SCHCC COOP will be executed in response to a full range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures. In most cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of all personnel, and activation of the COOP Teams.

Without warning, the process becomes less routine and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether personnel are present in the affected facility or in the surrounding area. Positive personnel accountability throughout all phases of emergencies, including COOP activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours.

**** Section II-I of this document provides additional information on warning conditions and related procedures.*

D. Time-Phased Implementation

In order to maximize the preservation of life, property, essential utility services and protect the environment in the event of any natural or man-made disaster or threat, time-phased implementation may be applied. Time-phased implementation is used to prepare and respond to current threat levels, to anticipate escalation of those threat levels and, accordingly, plan for increased response efforts and ultimately full COOP activation and facility relocation. The extent to which time-phased implementation will be applied will depend upon the emergency, the amount of warning received, whether personnel are on duty or off-duty at home or elsewhere, and, possibly, the extent of damage to essential facilities and their occupants. The Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

- **Minor Disaster** - Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.
- **Major Disaster** - Any disaster that will likely exceed local capabilities and require a broad range of outside resource support including state or federal assistance. The State of Colorado Emergency Management Agency and the Federal Emergency Management Agency (FEMA) will be notified and potential state and federal assistance will likely be predominantly recovery-oriented.
- **Catastrophic Disaster** - Any disaster that will require massive state and federal assistance. State and federal assistance will involve response and recovery needs.

As described in Section II-C of this document, COOP activation applies to events or incidents impacting a facility where mission-essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. Using the Disaster Magnitude Classification above, it is possible that a minor disaster would not render a facility unusable. However, minor disasters can escalate into major disasters, and even

into catastrophic disasters. Conversely, events that are of short duration and do not impact normal operations (e.g., require a building evacuation only) must also be handled as though they could escalate into a more serious situation. Time-phased implementation of the COOP is a way to be prepared for all levels of emergency/potential emergency scenarios that may or may not require relocation of the primary or other essential facility. This implementation method allows the individual(s) responsible for making decisions to be prepared to fully activate the COOP on very short notice, if necessary, but not prematurely activate the COOP for situations such as the building evacuation-only scenario described above. Listed below is a general summary of the sequence of events that can be followed using time-phased implementation of the COOP:

Phase I – Activation (0 to 12 hours)

During this phase, alert and notification of all employees, COOP Teams, and other organizations identified as “critical customers” (e.g., vendors or public/private entities that may provide resource support) will take place. It is during this phase that the transition to alternate operations at the alternate facility begins. However, if events turn out to be less severe than initially anticipated, the time-phased COOP activation may terminate during this phase and a return to normal operations will take place.

Phase II – Alternate Operations (12 hours to Termination)

During this phase, the transition to the alternate facility is complete and the performance of mission-essential functions should be underway. Also during this phase, plans should begin for transitioning back to normal operations at the primary facility or other designated facility.

Phase III – Reconstitution and Termination

During this phase, all personnel, including those that are not involved in the COOP activation, will be informed that the threat or actual emergency no longer exists and instructions will be provided for resumption of normal operations.

**** Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

E. Critical Service COOP Staff

The SCHCC management and staff that relocate to the alternate facility must be able to continue operations and perform mission-essential functions for up to 30 days with resource support. Specific SCHCC management and staff will be appointed to serve on COOP Teams to support COOP activations and relocation. It is important that COOP Teams and corresponding responsibilities are established prior to COOP activations so team members can be trained on their team roles and responsibilities. Depending upon the nature and severity of the event requiring COOP activation, the roster and size of the COOP Teams may be adjusted by the SCHCC Chair (Sara Baird) as necessary.

**** Annex A provides a description of each COOP Team developed for the SCHCC COOP including each team member's role and contact information. Annex O provides a complete list of contact information of SCHCC staff and vendors.*

Because alternate facility space and support capabilities may be limited, staff may need to be restricted to those specific personnel who possess the skills and experience needed for the execution of mission-essential functions. Staff may be directed to move to other facilities or duty stations, or may be advised to remain at or return home, pending further instructions. Individuals may be used to replace unavailable staff or to augment the overall COOP response. COOP

activation will not, in most circumstances, affect the pay and benefits of the SCHCC management and staff.

**** Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

F. Alternate Facility

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the SCHCC to the alternate facility will be made at the time of activation by the SCHCC Chair (Sara Baird); the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the staff of the SCHCC.

To ensure the adequacy of assigned space and other resources, all locations currently identified as alternate facilities and those being considered for alternate facility locations should be reviewed by the SCHCC management on an annual basis. The SCHCC Chair (Sara Baird) and associated COOP Team Chiefs will be advised of the findings of this review and made aware of any updates made to the alternate facility details.

In conducting a review of an existing alternate facility to determine its adequacy for supporting the operation of mission-essential functions, the following should be considered:

- Ensure that the facility has sufficient space to maintain and support the SCHCC.
- Ensure that the facility, along with acquired resources, are capable of sustaining operations for performing mission-essential functions for up to 30 days.
- Ensure that the facility has reliable logistical support, services, and infrastructure systems (e.g., electrical power, heating/ventilation/air conditioning (HVAC), water/plumbing).
- Ensure that personal convenience and comfort considerations (including toilet facilities) are given to provide for the overall emotional well-being of staff.
- Ensure that adequate physical security and access controls are in place.
- Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility could be impacted by the same incident that impacts the primary facility.
- Consider cooperative agreements such as Memoranda of Understanding (MOUs)/Mutual Aid Agreements with other agencies or contract agreements with vendors who provide services such as virtual office technologies.

**** Annex B provides the location of the SCHCC alternate facility sites and additional information on alternate facility requirements.*

G. Mission-Essential Functions

In planning for COOP activation, it is important to establish operational priorities prior to an emergency to ensure that the SCHCC can complete the mission-essential functions that are critical to its overall operation. The SCHCC Chair (Sara Baird) and associated COOP Teams shall ensure that mission-essential functions can continue or resume as rapidly and efficiently

as possible during an emergency relocation. Any task not deemed mission-essential must be deferred until additional personnel, time, or resources become available. SCHCC has identified a comprehensive list of mission-essential functions.

**** Annex C provides a complete list of prioritized mission-essential functions identified for SCHCC.*

H. Delineation of Mission-Essential Functions

To ensure that mission-essential functions referenced in Section II-G are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that each function have qualified staff and resources assigned to it. The SCHCC COOP should be formed with mission-essential functions in mind. As the COOP is developed, specific staff should be matched up to each of the mission-essential function(s) within the plan. These staff will be assigned to perform these specific mission-essential functions at the alternate facility during COOP activations. The staff working at the alternate facility must be able to ensure that mission-essential functions are carried out. In some cases, the number of staff assigned to the alternate facility may be limited due to lack of facility resources and/or reduced capacity.

**** Annex C provides a complete prioritized list of mission-essential functions for SCHCC. Each mission-essential function includes a breakdown of estimated personnel requirements and estimated equipment requirements needed to ensure the continuation of that specific mission-essential function during COOP activations.*

I. Warning Conditions

When planning and preparing for emergencies that may require activation of the COOP, a wide range of scenarios must be considered. Impending events such as hurricanes or winter storms may provide ample warning for notification of staff and identification and pre-positioning of resources in preparing for possible COOP activation; other types of events such as earthquakes or terrorist events, may provide no warning.

- **With Warning** - It is expected that, in most cases, the SCHCC will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and/or deployment of the COOP Teams to an assembly site or the alternate facility.
- **Without Warning** - The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the COOP Teams is not feasible because of the unavailability or loss of personnel, including the SCHCC Chair (Sara Baird), temporary leadership of the SCHCC will be passed to the St Vincent General Hospital District SCHCC Co-Chair, as identified in Section II-J of this document.
- **Duty Hours** - If an event or incident occurs during work hours, which requires relocation of the primary facility, the COOP will be activated and available members of the COOP Teams will be deployed as directed to support operations for the duration of the emergency. Those individuals who do not have assigned roles in the COOP, will either be sent home or possibly used to provide support to the COOP Teams, if additional assistance is required.
- **Non-Duty Hours** - The ability to contact members of the COOP Teams at all times during duty hours or non-duty hours is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the COOP Teams on extremely short notice.

**** Section II-L of this document provides additional information and procedures to be followed based on warning conditions. Section IV-C of this document provides staff activation procedures for duty hours and non-duty hours. Annex F provides detailed instructions regarding Alert Notification Procedures for the SCHCC.*

J. Direction and Control

Lines of succession should be maintained by all leadership elements contained within the SCHCC to ensure continuity of mission-essential functions. Lines of succession are to be provided to a minimum depth of three positions at any point where policy and directional functions are carried out.

Authorized successors to the SCHCC Chair (Sara Baird) are specified as follows:

1. SCHCC Co-Chair - Jeremiah Grantham - St Vincent General Hospital District - EMS
2. SCHCC OEM Liaison - Bart Evans - Pikes Peak Regional Office of Emergency Management
3. SCHCC Public Health Representative - Janel McNair - El Paso County Public Health

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

The SCHCC Chair (Sara Baird) and/or their designee are responsible for ordering activation of the COOP. Members of the COOP Teams may be requested by the SCHCC Chair (Sara Baird) to disseminate COOP guidance and direction during the activation and relocation phases. Pending the activation of the COOP, the COOP Teams Chiefs will monitor the situation and assist in the notification process, as necessary.

Once the COOP is activated, the appropriate officials should be notified and requested to provide any previously agreed upon assistance to the SCHCC.

**** Annex D provides information regarding Lines of Succession. Annex E provides information regarding Delegations of Authority.*

K. Operational Hours

During COOP contingencies, the SCHCC Chair (Sara Baird) will determine the hours of operation for the COOP Teams and staff. Members of the COOP Teams must be prepared to support a 24-hour-per-day, 7-day-per-week operation, if needed.

L. Alert Notification Procedures

If the situation allows for warning, staff may be alerted prior to activation of the COOP. In all situations allowing for an advanced alert, procedures should be in place and trained upon for effective notification to the SCHCC key staff members and appropriate officials.

The COOP Teams should be prepared for rapid deployment upon activation via special prearranged notification procedures. These instructions will denote explicit actions to be taken, including the location of the assembly site and/or the designated alternate facility location.

The SCHCC Chair (Sara Baird) will direct the activation of the COOP. Upon activation of or notification to activate the SCHCC COOP, telephone, email, and other methods of

communication designated by the SCHCC may be used to notify its key staff and personnel.

**** Annex F provides complete details for Alert Notification procedures for the SCHCC.*

III. PROCEDURES

A. Personnel Coordination

Procedures should be in place to address any personnel issues that may arise among those individuals who will be responsible for implementing the COOP, as well as, those who do not have specific COOP roles; but may be called upon during COOP activation. Listed below are personnel resources and capabilities in place at the SCHCC to ensure that emergency and non-emergency staffs are prepared when disasters strike, either with or without warning:

- Communications Plan for emergency and non-emergency staff
- Health, safety, and emotional well-being of all employees and their families
- Pay status and administrative leave issues
- Medical, special needs, and travel issues

Issues will be managed by the SCHCC Chair (Sara Baird) and based on the Policies and Procedures of the SCHCC.

B. Essential Records and Resources

Essential records and resources identified as critical to supporting mission-essential functions have been identified within the COOP and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how these essential records and resources will be made available to personnel for use in completing mission-essential functions. Identified below are different categories of essential records and resources.

Essential records essential to the continued operation or reconstitution of the SCHCC during and after a continuity disruption may include:

- Emergency plans and directives
- Orders of succession (Annex D)
- Delegations of authority (Annex E)
- Staff roster (Annex O)
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming formal operations at its conclusion

Essential records critical to carrying out the SCHCC legal and/or financial mission-essential functions and activities may include:

- Accounts receivables / Accounts payable documentation

- Contracting and acquisition files
- Personnel files / Human Resource Records
- Payroll documentation / Social Security documentation
- Retirement records
- Insurance records
- Property management and inventory records

**** Annex G provides additional information on essential records and provides identification, location, and backup capabilities of SCHCC essential records necessary for performing mission-essential functions.*

C. Pre-Positioned Resources

It is strongly encouraged that essential items, such as office supplies, equipment, data, essential records, and other critical resources be pre-positioned at the alternate facility or other off-site location to facilitate relocation during COOP events. The pre-positioned resources should be carefully inventoried and regularly maintained by the Alternate Facility Manager or his/her designee to ensure that there is a clear understanding of what resources are identified as pre-positioned at the alternate facility and what additional resources need to be acquired during COOP events.

D. Drive-Away Kits

The SCHCC Chair (Sara Baird) is responsible for providing guidance to staff on the necessity of Drive-Away Kits and the contents of these kits. Drive-Away Kits may contain items such as software, databases, forms, publications, and other necessary resources that can be stored in a manageable manner. Checklists need to be developed for the various Drive-Away Kits developed for SCHCC to help ensure the inclusion of all necessary contents.

It is strongly encouraged that essential items and data be pre-positioned at the alternate facility or other off-site location instead of being carried within Drive-Away Kits, because COOP Team personnel and staff may be at home when the order to relocate is given. Access to the Drive-Away Kits may be difficult or impossible. Items to consider including in these kits:

- State/local regulations; statutes and administrative codes
- Emergency plans/procedures
- List of positions to be filled and procedures needed to continue mission-essential functions
- Laptop(s) with necessary forms/plans/procedures installed
- Office supplies to support operations for the initial period of relocation.

In addition to “official” items carried in the Drive-Away Kits, each staff member relocating to the alternate facility should consider bringing appropriate personal items and changes of clothing for situations of relocation of great distances. In addition, staff should relocate with their SCHCC identification badge for entry into the alternate facility.

**** Annex H provides additional information on specific Drive-Away Kits that have been developed for SCHCC and their contents.*

E. Telecommunications and Information Systems Support

Interoperable communications or the ability for the SCHCC staff to communicate with individuals internal and external to the organization is critical during COOP events. Internal and external communications that will be used within the SCHCC and its alternate facilities to communicate with officials, emergency response organizations, the media, and/or the public are identified in detail in Annex I.

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be arranged for accessibility at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. For the SCHCC, the Colorado Springs Information Technology Department maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, the Colorado Springs Information Technology Department ensures that connectivity exists at the alternate facility. The Colorado Springs Information Technology Department will also provide systems technical support during COOP activations.

The telecommunications and information systems capabilities at the SCHCC alternate facility are sufficient for the performance of mission-essential functions under the COOP.

The following is a checklist that may be used for planning telecommunications and information systems requirements:

- Plans should address all three types of communication (internal, external, and mobile).
- Plans should include the development of telephone trees.
- Plans should consider use of a hotline numbers.
- Plans should consider radio communications using available staff with radios.
- Plans should recognize different needs ranging from a one-hour emergency to an extended emergency.
- Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
- Plans should strategize for situations in which all communications systems are unavailable.

At a minimum, all COOP Team Members should have cell phones and/or pagers.

**** Annex I provides additional information on telecommunications and information systems.*

F. Transportation, Lodging, and Food

Policies and procedures should be developed that consider transportation, lodging, and feeding of staff working from the alternate facility. During COOP activations, staff members will likely prefer to use their individual vehicles for transportation to the alternate facility; however, in the event that they are not able to do so, an alternate transportation plan should be in place. Procedures for lodging and feeding arrangements should also be developed. All of the items mentioned above can be accomplished by arranging agreements with other agencies or non-

profit organizations. Also, it is a good practice to have agreements with pre-identified private vendors to provide support on very short notice during COOP events.

The SCHCC has procedures that address food, lodging, and purchasing for COOP events.

G. Security and Access Controls

The SCHCC Chair (Sara Baird) will ensure that all four types of security are addressed and in place at the alternate facility: operational, information systems/cyber, physical, and access controls. Due to the sensitive information contained in the COOP, the SCHCC Chair (Sara Baird) will also ensure that distribution of the COOP is limited and that an account of those who have access to the plan is maintained.

The SCHCC Chair (Sara Baird) will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility to the alternate facility.
- Alternate technologies, including video technology, may be considered for security.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, private vendors, or other resources.

**** Annex J identifies security measures currently in place for SCHCC and provides guidelines for arrangements of security measures at alternate facilities.*

H. Personal and Family Preparedness

All staff, including those individuals actively involved in COOP events or not officially assigned a role during COOP activations should be prepared for and aware of COOP activation procedures. To assure that all employees are prepared for COOP events, training should be a part of the SCHCC orientation for new staff and should be regularly conducted (at least annually) for all existing staff. The training should focus on preparing employees for situations in which they will not be able to work from their primary facility. The training should advise staff on how to be personally prepared by developing “personal go-kits” as well as emphasize the need for Family Disaster Planning to ensure families are prepared for all types of emergencies, including COOP activations.

**** Annex K provides a Family Disaster Plan developed by the Federal Emergency Management Agency (FEMA) that can be used as a guideline for families to prepare for COOP events. It is suggested that these Family Disaster Plan guidelines be distributed to all SCHCC staff on an annual basis.*

I. Site Support Procedures

Site support responsibilities are those tasks that must be conducted to ensure the readiness of the alternate facility and the continued functional operation of the facility during the entire duration of COOP activation. These responsibilities include ensuring that an alternate Facility Manager is appointed and that procedures are in place and are followed to ensure a smooth transition to alternate facility operations. These responsibilities also include a planned transition back to normal operations once the emergency situation has passed.

IV. ACTIVATION - PHASE I

The following procedures are suggested as guidelines to follow for COOP activations. They may be adopted or modified as needed to fit with internal requirements. In general, the following procedures are to be followed in the execution of the COOP. The extent to which this will be possible will depend on the event, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the impacted facilities and their occupants. This COOP is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this COOP is implemented depends on the type and magnitude of the events or threats.

A. Alert and Notification Procedures

The SCHCC notification process related to COOP activation should allow for a smooth transition of the COOP Teams to an alternate facility in order to continue the execution of mission-essential functions across a wide range of potential events. Notification may be in the form of one of the following:

- A COOP alert to the COOP Team members that relocation is anticipated or is imminent.
- An announcement of a COOP activation that 1) directs the COOP Team members to report immediately to an assembly site or a designated alternate facility, and 2) provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated alternate facility.
- Instructions to COOP Team members to prepare for departure and relocation to a designated alternate facility and instructions to staff.
- Upon receipt of a COOP alert from the SCHCC Chair (Sara Baird) or a designated successor, staff alert and notification procedures (see Annex F) are initiated.

B. Initial Actions

Based on the situation and circumstances of the event, the SCHCC Chair (Sara Baird) will evaluate the capability and capacity levels required to support the current mission-essential functions of the impacted facility(ies) and, if selected, initiate actions for relocation to the appropriate alternate facility. These actions include measures to be taken in anticipation of COOP activation and actions to be taken upon COOP activation. Once COOP activation is initiated, procedures must be considered for both duty hours and non-duty hours.

In cases where COOP activation is anticipated, the SCHCC Chair (Sara Baird):

- Notifies the designated alternate Facility Manager to prepare for the relocation of the impacted facility and to prepare the appropriate alternate facility for operations.
- Issues a COOP alert to the COOP Team Chiefs that relocation is anticipated. COOP Team Chiefs instruct their team members and personnel to prepare for COOP activation.
- Notifies emergency officials, if appropriate, that relocation of the facility is anticipated.

In cases where COOP activation is ordered:

- The SCHCC Chair (Sara Baird) coordinates the immediate deployment of the COOP Teams to an assembly site or the designated alternate facility.

- The SCHCC Chair (Sara Baird) notifies the designated alternate Facility Manager to immediately initiate relocation efforts of the impacted facility and to prepare the appropriate alternate facility for operations.
- The SCHCC Chair (Sara Baird) provides instructions and guidance on operations and the location of the alternate facility.
- The Alternate Facility Manager provides regular updates to the SCHCC Chair (Sara Baird) regarding the status of alternate facility activation/readiness.

The following notification procedures are initiated:

- The SCHCC Chair (Sara Baird) notifies emergency officials, if appropriate, that relocation of the facility has been ordered and is in progress.
- All designated staff members (see Annex F – Notification Procedures) initiate their respective COOP notification cascades.
- Designated COOP Team members report to an assembly site or deploy to the designated alternate facility to assume mission-essential functions.
- All staff members who have established Drive-Away Kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
- As delegated in Annex A, COOP Team members assemble the remaining documents and other assets as required for the performance of mission-essential functions and begin preparations for the movement of these resources.
- All personnel and sections of the impacted facility or facilities should implement normal security procedures for areas being vacated.
- Security and other designated personnel of the impacted facility should take appropriate measures to ensure security of the facilities and equipment or records remaining in the building.

C. Activation Procedures During Duty Hours

- The SCHCC Chair (Sara Baird) notifies the COOP Team Chiefs of the event requiring activation of the SCHCC COOP.
- The SCHCC Chair (Sara Baird) activates the COOP and notifies the appropriate alternate Facility Manager(s).
- Notification procedures identified in Annex F are conducted.
- The SCHCC Chair (Sara Baird) directs members of the COOP Teams to begin movement to an assembly site or to the designated alternate facility immediately.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles may be instructed to go home or relocate to another specified location pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

D. Activation Procedures During Non-Duty Hours

- The SCHCC Chair (Sara Baird) is notified that an event requiring COOP activation is anticipated or underway.
- The SCHCC Chair (Sara Baird) then notifies the COOP Team Chiefs of the event requiring activation of the SCHCC COOP.
- The SCHCC Chair (Sara Baird) activates the COOP and notifies the appropriate alternate Facility Manager.
- Notification procedures identified in Annex F are conducted.
- The SCHCC Chair (Sara Baird) directs members of the COOP Teams to begin immediate movement to an assembly site or to the designated alternate facility.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles are directed to remain at home pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

E. Deployment and Departure Procedures

The SCHCC Chair (Sara Baird) will determine full or partial deployment to the designated alternate facility of any mission-essential functions that are critical to operations at the time the SCHCC COOP activation is ordered. This determination will be based on the severity of the event and the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the alternate facility. Specific instructions will be provided at the time a deployment is ordered.

COOP Team members will immediately begin deployment, taking with them all office Drive-Away Kits, if applicable, and their personal go-kits. Team members will most likely use privately-owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.

All other personnel not designated to serve on COOP Teams at the impacted facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. At the time of notification, any available information will be provided regarding routes that should be used to depart the facility or other appropriate safety precautions. During non-duty hours, these personnel will remain at their homes pending further guidance.

F. Transition to Alternate Operations

Following the activation of the COOP and establishment of communications links with the SCHCC Chair (Sara Baird) and COOP Teams at an assembly site or the designated alternate facility, the SCHCC Chair (Sara Baird) orders the cessation of operations at the primary facility.

The SCHCC Chair (Sara Baird) will then notify emergency officials, as appropriate, that an emergency relocation of the SCHCC facility is complete. The SCHCC Chair (Sara Baird) will then provide information on the alternate facility location, including contact numbers.

As appropriate, government officials, media, outside customers, vendors, and other service

providers are notified by the SCHCC Public Information Officer or other designated person(s) that the SCHCC primary facility has been temporarily relocated.

G. Site Support Responsibilities

Following notification that a relocation of the SCHCC facility has been ordered or is in progress, the appropriate alternate Facility Manager will implement the COOP Site support procedures and prepare to receive the COOP Teams within 12 hours.

V. ALTERNATE OPERATIONS - PHASE II

A. Execution of Mission-Essential Functions

Upon activation, the COOP Teams will begin providing support for the following functions:

- Ensure that mission-essential functions (see Annex C) are reestablished as soon as possible.
- Monitor and assess the situation that required the relocation.
- Monitor the status of personnel and resources.
- Establish and maintain contact with emergency officials, as appropriate, or other designated personnel.
- Plan and prepare for the restoration of operations at the impacted facility or other long-term facility.

B. Establishment of Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the SCHCC. Internal and external resources could include SCHCC staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The SCHCC Chair (Sara Baird) in coordination with the Colorado Springs Information Technology Department will ensure all necessary and preplanned communications and information systems are established, adequate, and functioning properly. The Colorado Springs Information Technology Department will service and correct any faulty or inadequate communications systems. The Colorado Springs Information Technology Department personnel will ensure connectivity of information systems and will service any faulty or inadequate information systems.

**** Annex I provides additional information on communications capabilities of the SCHCC.*

C. COOP Team Responsibilities

A critical planning component within the SCHCC COOP is the development of COOP Teams and team member responsibilities. The COOP Teams can consist of internal staff to the SCHCC, as well as external staff, vendors, and/or other organizations that may assist during COOP events. For each COOP Team, team members are appointed and given specific instructions regarding their roles on the team. It's important that COOP Teams are developed prior to a COOP event so COOP Team members have awareness of their roles on these teams and can be trained on their responsibilities in preparation of potential COOP events.

The following is a list of COOP Teams and their team descriptions for the SCHCC COOP:

Relocation Team - In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include essential records and databases.

During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Support Team - In preparation of potential continuity events, Support Team members are responsible for attending continuity meetings as scheduled, keeping the Support Team Chief apprised of continuity matters, developing notification cascades for all Support Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Support Team are responsible for reporting in to their Support Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the Relocation Team as requested.

Planning Team - In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

Executive Leadership - Working collaboratively, the Executive Leadership Team initiates coalition planning, organizing, activity coordination, and fiscal compliance.

**** Annex A provides a complete list of COOP Teams, team descriptions, team members, contact information, and team member roles.*

D. Augmentation of Staff

- If it becomes evident that the COOP Teams cannot adequately ensure the continuation of mission-essential functions, the SCHCC Chair (Sara Baird) will determine the additional positions necessary to maintain these functions.
- The SCHCC Chair (Sara Baird) will identify additional staff, as available, who may be able to provide support.
- The SCHCC Chair (Sara Baird) will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- The SCHCC Chair (Sara Baird) will consider implementing agreements with outside resource support including Memoranda of Understanding/Mutual Aid Agreements with other organizations and contractual agreements with private vendors.

E. Development of Devolution Plans

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the mission-essential functions to the same level of proficiency as the SCHCC personnel.
- Essential records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred or accessible at devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Should sufficient staff be unavailable to conduct the mission-essential functions of SCHCC, all of the affected operations will initiate the activation of pre-arranged devolution agreements. Devolution will be triggered when available staff determines that there are insufficient resources to maintain and carry out the SCHCC's prioritized mission-essential functions. At that point, the SCHCC Chair (Sara Baird) or highest ranking SCHCC official available will institute devolution through the issuance of the Devolution Activation Memo, provided in Annex L. Available SCHCC staff will notify the devolution organization(s) that devolution is being initiated.

The following are pre-identified devolution organization(s) for the SCHCC:

Pikes Peak Regional OEM and El Paso County Public Health

**** Annex C provides mission-essential functions identified for SCHCC. Annex E provides COOP Delegations of Authority. Annex L provides the pre-established Devolution Activation memo and specific guidelines for initiation of devolution of mission-essential functions.*

F. Development of Plans for Reconstitution and Termination

The SCHCC Chair (Sara Baird) or designee will develop Reconstitution and Termination Plans that will direct an orderly transition of all mission-essential functions, personnel, equipment, and records from the devolution organization to a new or restored facility. Plans and Schedules will include:

- Whether the original primary facility is re-inhabitable. If not, the plans will include recommendations of primary facility options.
- Construction needs for the primary facility re-occupancy, including remediation of safety issues.

- Estimated costs associated with construction and occupancy. Plans to include options for funding.
- Notification plans for COOP Teams and staff.
- Timeframe for construction completion and move-in.

The SCHCC Chair (Sara Baird) will review and formally approve all plans and schedules. Upon approval, the SCHCC Chair (Sara Baird) will issue a COOP Termination memo to the devolution organization(s) identifying the point of formal COOP Termination. The COOP Teams, as assigned, will oversee the Reconstitution and Termination process.

VI. RECONSTITUTION AND TERMINATION - PHASE III

As soon as possible (within 24 hours) following a COOP relocation, the COOP Teams will initiate operations to salvage, restore, and recover the impacted facility, pending approval from any applicable local, state, and/or federal law enforcement organizations or emergency service authorities.

Reconstitution procedures will commence when the SCHCC Chair (Sara Baird) determines that the emergency situation has ended and is unlikely to reoccur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission-essential functions at the alternate facility for up to 30 days.
- Begin an orderly return to the impacted facility and reconstitute full normal operations.
- Begin to establish reconstitution of normal operations at a different primary facility location.

A. Procedures

Upon a decision by the SCHCC Chair (Sara Baird) that the impacted facility can be reoccupied, or that a different location will be established as a new facility to resume normal operations, the following procedures will be followed:

- The SCHCC Chair (Sara Baird) or designee will create and submit resumption plans for review and approval.
- Upon approval, the COOP Teams will initiate and oversee the orderly transition of all mission-essential functions, personnel, equipment, and records from the alternate facility to a new or restored facility.
- Non-assigned COOP Team personnel will be notified using the Alert Notification Procedures provided in Annex F that normal operations of the SCHCC are resuming and that they should report back to work.

B. After-Action Review and Remedial Action Plan

An After-Action Review information collection process will be initiated by each COOP Team prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from personnel working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as

deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the SCHCC COOP and any accompanying documents will be developed and brought forth to the SCHCC Chair (Sara Baird) and COOP Teams for review. The SCHCC Chair (Sara Baird) and designated COOP planners for the SCHCC will review and implement changes to the COOP as required.

ANNEX A
COOP TEAMS AND RESPONSIBILITIES

Relocation Team

In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include essential records and databases.

During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Relocation Team Members - South Central Healthcare Coalition

Team Member	Team Responsibility/Role
Victoria Slater - RRC Assistant South Central Healthcare Coalition Home: [REDACTED] Work Email: [REDACTED]	Serves as the Relocation Team Chief assists the Healthcare Coalition Coordinator with move needs as necessary.
Derek Gordon - Business Relationship Manager Colorado Springs Information Technology Information Technology Work: [REDACTED]	Assist with the physical relocation of mission essential functions as needed.

Support Team

In preparation of potential continuity events, Support Team members are responsible for attending continuity meetings as scheduled, keeping the Support Team Chief apprised of continuity matters, developing notification cascades for all Support Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Support Team are responsible for reporting in to their Support Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the Relocation Team as requested.

Support Team Members - South Central Healthcare Coalition

Team Member	Team Responsibility/Role
<p>Kara Prisock - HCC Coordinator South Central Healthcare Coalition Work: [REDACTED] [REDACTED]</p>	<p>Responsible for managing the communication efforts to healthcare coalition membership regarding current status of the situation.</p> <p>Responsible for managing the staffing levels and successful completion of mission essential functions at the alternate facility. Request assistance from membership and/or temporary staff as needed.</p> <p>Serves as the Support Team Chief and is responsible for reporting and coordinating with the Relocation Team Chief to support any necessary requirements that arise during relocation.</p>
<p>Sara Baird - SCHCC Chair CommonSpirit Work: [REDACTED] [REDACTED]</p>	<p>Assist with managing the communication efforts to the coalition membership regarding current status of the situation using Everbridge as needed.</p>
<p>Bart Evans - SCHCC OEM Liaison Pikes Peak Regional Office of Emergency Management Work: [REDACTED] [REDACTED]</p>	<p>Responsible for assisting the Healthcare Coalition Coordinator in obtaining needed resources required for the successful completion of mission essential functions at the alternate facility.</p> <p>Provide policy direction as it pertains to human resource or facility considerations.</p>

Team Member	Team Responsibility/Role
Tobi Blanchard - Deputy Director Pikes Peak Regional Office of Emergency Management Home: [REDACTED] [REDACTED]	Assist with decision making and obtaining resources.

Planning Team

In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization’s continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

Planning Team Members - South Central Healthcare Coalition




Team Member	Team Responsibility/Role
Kara Prisock - HCC Coordinator South Central Healthcare Coalition Work: [REDACTED]	Serves as the Planning Team Chief and is the primary point of contact for all continuity planning issues. Responsible for developing sections of the draft version of the plan. Responsible for the on-going maintenance of the plan over time.
Victoria Slater - RRC Assistant South Central Healthcare Coalition Home: [REDACTED]	Responsible for participating in Planning Team meetings designed to keep the plan current. Responsible for the on-going maintenance of the plan over time. Responsible for developing sections of the draft version of the plan.
Sara Baird - SCHCC Chair CommonSpirit Work [REDACTED]	Responsible for participating in Planning Team meetings designed to keep the plan current. Responsible for the on-going maintenance of the plan over time. Responsible for developing sections of the draft version of the plan. Responsible for the official review and formal approval of the finalized plan.
Jeremiah Grantham - SCHCC Co-Chair St Vincent General Hospital District EMS	Responsible for developing sections of the draft version of the plan. Responsible for the official review and formal approval of the finalized


Team Member	Team Responsibility/Role
<p>Work [REDACTED] [REDACTED] h</p>	<p>plan. Responsible for the on-going maintenance of the plan over time.</p>
<p>Matthew Merriman - SCHCC Clinical Advisor CommonSpirit Trauma/ED Cell: [REDACTED] [REDACTED]</p>	<p>Responsible for the on-going maintenance of the plan over time. Responsible for the official review of the finalized plan. Provide medical guidance as needed. Responsible for participating in Planning Team meetings designed to keep the plan current.</p>
<p>Janel McNair - SCHCC Public Health Representative El Paso County Public Health Work [REDACTED] [REDACTED]</p>	<p>Responsible for the on-going maintenance of the plan over time. Responsible for participating in Planning Team meetings designed to keep the plan current.</p>
<p>Bart Evans - SCHCC OEM Liaison Pikes Peak Regional Office of Emergency Management Work: [REDACTED] [REDACTED]</p>	<p>Responsible for participating in Planning Team meetings designed to keep the plan current. Responsible for the on-going maintenance of the plan over time.</p>
<p>Marion Richmond-Haygood - SCHCC Executive Council Member FT Carson Public Health [REDACTED]</p>	<p>Responsible for the on-going maintenance of the plan over time. Responsible for participating in Planning Team meetings designed to keep the plan current.</p>
<p>Timothy Baker - SCHCC Executive Council Member Fort Carson Fire and Emergency Services [REDACTED] [REDACTED]</p>	<p>Responsible for participating in Planning Team meetings designed to keep the plan current. Responsible for the on-going maintenance of the plan over time.</p>


Executive Leadership



Working collaboratively, the Executive Leadership Team initiates coalition planning, organizing, activity coordination, and fiscal compliance.


Executive Leadership Members - South Central Healthcare Coalition


Team Member	Team Responsibility/Role
Kara Prisock - HCC Coordinator South Central Healthcare Coalition 	HCC Readiness and Response Coordinator <ul style="list-style-type: none"> • Facilitate the planning, training, exercising, operational readiness, financial sustainability, evaluation, and ongoing development of the HCC • Lead, participate in, or support the response activities of the coalition according to their plans.
Jen Vance - Grant Manager Colorado Springs Finance 	Fiscal Agent In coordination with the HCC Readiness and Response Coordinator: <ul style="list-style-type: none"> • Ensure grant deliverables are completed in accordance with the contract statement of work. This work is not the sole responsibility of the Fiscal Agent to complete and must be a culmination of efforts by the SCHCC membership. • Ensure the SCHCC follows the policies and procedure set forth by the Fiscal Agent with regards to staff hiring, travel, project and other reimbursement for work completed in support of the scope of work.
Sara Baird - SCHCC Chair CommonSpirit 	SCHCC Chairperson <ul style="list-style-type: none"> • Facilitate coalition meetings



Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"> • In coordination with Executive Council and Fiscal Agent, appoint Readiness and Response Coordinator, Clinical Advisor and administrative staff • Appoint subcommittees as needed • Review SCHCC quarterly meeting, any standing committee, and work group minutes • Review and sign coalition documents • Appoint members-at-large and alternate members to the Executive Council • Ensure selection of primary and alternate delegates to the state-level healthcare coalition council • Appoint liaison(s) to adjacent healthcare coalitions
<p>Jeremiah Grantham - SCHCC Co-Chair St Vincent General Hospital District EMS</p> 	<p>SCHCC Chairperson</p> <ul style="list-style-type: none"> • Facilitate coalition meetings • In coordination with Executive Council and Fiscal Agent, appoint Readiness and Response Coordinator, Clinical Advisor and administrative staff • Appoint subcommittees as needed • Review SCHCC quarterly meeting, any standing committee, and work group minutes • Review and sign coalition documents


Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"> • Appoint members-at-large and alternate members to the Executive Council • Ensure selection of primary and alternate delegates to the state-level healthcare coalition council • Appoint liaison(s) to adjacent healthcare coalitions
<p>Matthew Merriman - SCHCC Clinical Advisor CommonSpirit Trauma/ED </p>	<p>SCHCC Clinical Advisor</p> <ul style="list-style-type: none"> • Provide clinical leadership to the coalition and serve as a liaison between the coalition and medical directors/medical leadership at health care facilities, supporting entities (e.g., blood banks), and EMS agencies. • Review and provide input on coalition plans, exercises, and educational activities to assure clinical accuracy and relevance. • Act as an advocate and resource for other clinical staff to encourage their involvement and participation in coalition activities. • Assure that the coalition mass casualty/surge plans provide for appropriate distribution (and re-distribution) of trauma patients to avoid overloading single centers whenever possible and work with health care facilities to understand their capabilities and capacity. • Assure that subject matter experts are available and a process exists to support secondary transfer prioritization in specialty surge (e.g., burn, pediatric) mass casualty situations (i.e., identify which patients are a priority to transfer to specialty care

Team Member	Team Responsibility/Role
	centers when adequate transportation or inpatient resources are unavailable).
<p>Janel McNair - SCHCC Public Health Representative El Paso County Public Health </p>	<p>Executive Leadership Team Member</p> <ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed • Provide oversight on development of coalition emergency preparedness and response plans • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration. • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts. • Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.
<p>Bart Evans - SCHCC OEM Liaison Pikes Peak Regional Office of Emergency Management </p>	<p>Executive Leadership Team Member</p> <ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed

Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"> • Provide oversight on development of coalition emergency preparedness and response plans • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration. • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts. • Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.
<p>Trevor Russell - SCHCC Hospital Representative UHealth </p>	<p>Executive Leadership Team Member</p> <ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed • Provide oversight on development of coalition emergency preparedness and response plans • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration.

Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"> • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts. • Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.
<p>Marion Richmond-Haygood - SCHCC Executive Council Member FT Carson Public Health </p>	<p>Executive Leadership Team Member</p> <ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed • Provide oversight on development of coalition emergency preparedness and response plans • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration. • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts. • Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.
<p>Timothy Baker - SCHCC Executive Council Member Fort Carson Fire and Emergency Services</p>	<p>Executive Leadership Team Member</p>

Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed • Provide oversight on development of coalition emergency preparedness and response plans • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration. • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts. • Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.
<p>Nikole Bacon - SCHCC At Large Member Rocky Mountain PACE</p> 	<p>Executive Leadership Team Member</p> <ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed • Provide oversight on development of coalition emergency preparedness and response plans

Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"> • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration. • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts. • Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.
<p>Barb Bridgmon - SCHCC Executive Council Member Medical Reserve Corps of El Paso County </p>	<p>Executive Leadership Team Member</p> <ul style="list-style-type: none"> • Lead and support the strategic planning process and continued development of the Coalition • Provide budgetary oversight and input as needed • Provide oversight on development of coalition emergency preparedness and response plans • Provide oversight of Coalition subcommittees, workgroups and projects • Provide oversight for the HCC Readiness and Response Coordinator and Clinical Advisor through supervision and collaboration. • Provides direction for the responsibilities and scope of individual positions regarding work that supports the SCHCC preparedness and response planning efforts.

Team Member	Team Responsibility/Role
	<ul style="list-style-type: none"><li data-bbox="1024 235 1864 332">• Ensure that the coalition is represented at state-level healthcare coalition council meetings and national healthcare preparedness conferences.

**ANNEX B
FACILITIES**

The following are Primary Facilities identified for the SCHCC:

Name / Location (Physical Address)	Resources Located at Primary Facility
<p>Primary Facility</p> <p>Pikes Peak Regional OEM 3755 Mark Dabling Blvd Colorado Springs, CO 80907</p> <p>Number of Staff: 1</p> <p><u>Facility Manager:</u> Brian Olson [REDACTED]</p> <p>Can this Facility Be Closed?: Yes</p>	<p>Pre-Positioned</p> <ul style="list-style-type: none"> 1 - Full Kitchen - <i>Other</i> 2 - Showers - <i>Other</i> 1 - Washer/Dryer set - <i>Other</i> 4 - Meeting rooms with projection - <i>Other</i> 2 - Printer/Copier/Scanner - <i>Other</i> 4 - Rolling whiteboards - <i>Office Supplies</i> 1 - Workstation - <i>Furniture</i> 1 - Generator - <i>Emergency Equipment</i> 10 - Televisions - <i>Emergency Equipment</i> 1 - Phoneline - <i>Communications</i>

The following are Alternate Facilities identified for the SCHCC:

Name / Location (Physical Address)	Resources Required at Alternate Facility
<p>Alternate Facility</p> <p>Work From Home CO</p>	

* Identify resources needed to continue the operation of mission-essential functions that have been pre-positioned at the alternate facility and those that will need to be transported to the facility. Examples of resources include office equipment/supplies, computers, chairs, tables, telephones, printers, and copiers.

Alternate Facility Operations

The alternate facility should have pre-positioned resources to sustain operations for three days without resource support. The alternate facility will require installation of:

- Telephones
- Computers/LAN
- Fax machines
- Copiers
- Furniture

Setup of the alternate facility may require vendor and resource support to provide the labor and equipment to outfit the facility.

Memorandum of Understanding (MOU) Considerations

The SCHCC Chair (Sara Baird) will establish MOU(s) or pre-arranged contracts with Facility Managers and other organizations to provide basic support to the South Central Healthcare Coalition during COOP events, including exercises, if needed.

Joint Facility Support Requirements

The SCHCC Chair (Sara Baird) or designee will be responsible for developing a coordinated support plan with the Facility Manager of the primary alternate facility. At a minimum, the plan will address the following items:

- Receiving, supporting, and relocating personnel at the alternate facility;
- Repositioning supplies and equipment at the alternate facility;
- Adequate logistical support;
- Adequate infrastructure;
- Adequate services;
- Capability of the facility to accept the COOP Teams and operations; and
- Capability of the facility to sustain COOP operations for a minimum of 30 days.

The details of the coordinated support plan will be incorporated as part of this annex.

Review and Update

The SCHCC Chair (Sara Baird) will conduct an annual review of space allocations at the alternate facility to ensure the adequacy of assigned space and other resources.

Alternate Facility Selection Process

The alternate facilities should be fixed facilities identified from existing city, state, or county facilities, or from leased facilities. The alternate facilities must be capable of supporting emergency operations in a safe environment, as determined by the geographical location of the facility, an assessment of the local threat, and the collective protection characteristics of the facility. The facility requirements, selection, and occupancy planning should be based on a worst-case scenario.

A list cataloging each facility and its capability and capacity will be used to assist in the selection process. The SCHCC Chair (Sara Baird) is responsible for maintaining the facility list and ensuring the accuracy of the data. The facilities should be located in areas where the ability to initiate, maintain, and terminate operations will not be disrupted. The following considerations will be used in the selection of the alternate facilities:

- The ability to be operational not later than 12 hours after deployment and to sustain operations for up to 30 days.
- Number of personnel per shift required for accomplishing these functions for 30 days or until the emergency ends.
- Minimum amount of space needed to accomplish SCHCC functions under emergency conditions.
- Space Allocation Considerations - The following are Primary Facilities for SCHCC and their associated staff levels:

Pikes Peak Regional OEM - Staff Level: 1

- As a guideline, Alternate facility locations should allow an average of 100 Square Feet of space per persons relocated. (Number of relocated people X 100 s.f. = total s.f. recommended at Alternate Facility).
- The distance from the threat area to any other facilities/locations (e.g., hazardous materials/nuclear power plants, areas subject to natural disasters or civil unrest).
- Facility construction must be such that it is uniquely resistant to natural disaster risk factors (e.g., tornadoes, hurricanes, floods).
- Access to essential resources such as food, water, fuel, medical facilities, lodging, and municipal services (e.g., fire, police).
- The availability of transportation and parking.
- Power requirements to support the Alternate Facility.
- Interoperable communications in sufficient quantity, mode, and media to effectively interface with critical customers, and organizations.
- Availability of existing equipment and furniture in the facility that can be used by SCHCC staff and COOP Teams.

Alternate Facility Acquisition

It is suggested that a MOU should be established with the owner and/or Facility Manager of each potential alternate facility. Each MOU should include:

- Time period from notification of requirement to availability of facility for occupancy.
- Space and services to be provided.
- Provision for sole use of allocated space during the period of occupancy.

Alternate Facility Reevaluation

Any Alternate Facility identified and rated by the SCHCC will be reevaluated annually for suitability and functionality. The annual review of the SCHCC COOP will include a review of the Alternate Facilities to ensure that the facilities still meet the current needs. Recommendations will become part of the remedial action process and any shortfalls in the equipment, maintenance, or improvement and modernization of the facilities will be incorporated into COOP revisions.

Provided below is additional information that can be used to determine alternate relocation capabilities during the planning phase:

- **HOT SITE** - A hot site is a building already equipped with processing capability and other services. Operational standby facilities require a subscription contract and charge various fees. Normally, a three- or five-year contract is negotiated and includes specific hardware configurations with detailed communications requirements, which must be updated when changes occur.
- **COLD SITE** - A cold site is a building for housing processors that can be easily adapted for use. Vendor contracts should be in place to make the facility operational in a short period of time.
- **REDUNDANT SITE** - A redundant site is a site equipped and configured exactly like the primary site.
- **RECIPROCAL AGREEMENT** - A reciprocal agreement is a formal agreement that allows for two organizations to back-up each other. The agreement is usually with an external organization. Although low development and maintenance cost are the principal advantage to this alternative, consideration must be given to establishing an agreement with an organization that will not be affected by the same disaster.
- **HYBRIDS**- Any combination of the above, such as having a hot site as a back-up in case a redundant or reciprocal agreement site is damaged by the same or a separate event.

ANNEX C
MISSION-ESSENTIAL FUNCTIONS

Mission-Essential Functions

Mission-Essential functions for the SCHCC have been identified and prioritized below. In addition to identifying each mission-essential function, the SCHCC has associated the personnel resources and essential record resources required to carry out each specific function. The performance of the highest priority mission-essential functions will need to be resumed as quickly as possible.

Essential Functions for South Central Healthcare Coalition

1. Functions to be performed, given a *One Day* disruption. (Highest priority to lowest):
 - Facilitate the coordination of incident response actions for the participating healthcare organizations
 - Facilitate information sharing among participating healthcare organizations and with jurisdictional authorities to promote common situational awareness
2. Functions to be performed, given a *One Week - One Month* disruption. (Highest priority to lowest):
 - Continuation of functions listed under previous Tier(s) identified above
 - Systematically enhance regional medical response capabilities required to increase service delivery and expand medical surge capabilities of member healthcare providers.
 - Ensure effective program administration.

**TIER: 1: Functions to be performed, given a *One Day* disruption.
(Highest priority to lowest)**

FUNCTION: Facilitate the coordination of incident response actions for the participating healthcare organizations

PRIORITY: # 1

PMEF: Yes

PROCESS DETAILS:

- Ensure incident objectives, strategy, and tactics are consistent for the healthcare response.
- Serve as a Multiagency Coordination (MAC) group to enhance effective emergency response.
- Facilitate emergency planning meetings and briefings as needed
- Help coalition member organizations and/or emergency response organizations to obtain incident-related information that is not otherwise readily available.
- Update SCHCC Website with current information.
- Support after action report and improvement plan development as appropriate.

PERSONNEL: Prisock, Kara - HCC Coordinator; Baird, Sara - SCHCC Chair; Evans, Bart - SCHCC OEM Liaison; Grantham, Jeremiah - SCHCC Co-Chair; Slater, Victoria - RRC Assistant; Victoria Slater to assist with updating SCHCC website if needed.

PERFORMED REMOTELY: Yes

ESSENTIAL RECORDS: Internet Service; Remote Access Services; E-mail Service; Cell Phone Service; Everbridge; EMResource; Radio Services; Medical and Mass Care Caches in the SCHCC; SCHCC Response Plan; Virtual Meeting Platform; Pulsara; SCHCC Website

DEPARTMENT: South Central Healthcare Coalition

FACILITIES: Pikes Peak Regional OEM

ALTERNATE FACILITIES: Work From Home

TIER: Functions to be performed, given a One Day disruption. (Highest priority to lowest)

FUNCTION: Facilitate information sharing among participating healthcare organizations and with jurisdictional authorities to promote common situational awareness

PRIORITY: # 2

PMEF: Yes

PROCESS DETAILS:

- Provide a mechanism to rapidly disseminate information from emergency response authorities and or the emergency operations/coordination center to Coalition member organizations.
- Maintain contact information for membership and response partners in Everbridge
- Test the use of Everbridge and EMResource on a consistent basis

PERSONNEL: Prisock, Kara - HCC Coordinator; Baird, Sara - SCHCC Chair; Merriman, Matthew - SCHCC Clinical Advisor; McNair, Janel - SCHCC Public Health Representative; Evans, Bart - SCHCC OEM Liaison; Grantham, Jeremiah - SCHCC Co-Chair; Kelly, Joseph (Bob) - SCHCC Medical Advisor

PERFORMED REMOTELY: Yes

ESSENTIAL RECORDS: Internet Service; E-mail Service; Cell Phone Service; Radio Services; Everbridge; Internal Network Services; EMResource; Healthcare Coalition Governance; All Hazards Emergency Preparedness Plan; SCHCC Response Plan; Virtual Meeting Platform; Pulsara

DEPARTMENT: South Central Healthcare Coalition

FACILITIES: Pikes Peak Regional OEM

ALTERNATE FACILITIES: Work From Home

TIER: Functions to be performed, given a One Day disruption. (Highest priority to lowest)

TIER: 3: Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)

FUNCTION: Systematically enhance regional medical response capabilities required to increase service delivery and expand medical surge capabilities of member healthcare providers.

PRIORITY: # 1

PMEF: Yes

PROCESS DETAILS:

- Serve as a coordinating body to establish and maintain regional healthcare plans.
- Serve as a coordinating body to identify and prioritize regional training needs.
- Serve as a coordinating body to identify and prioritize regional exercise needs.
- Support exercises and after action report and improvement plan development as appropriate.
- Identify and prioritize capability-based needs and priorities.

PERSONNEL: Prisock, Kara - HCC Coordinator; Baird, Sara - SCHCC Chair; Kelly, Joseph (Bob) - SCHCC Medical Advisor; Merriman, Matthew - SCHCC Clinical Advisor; Slater, Victoria - RRC Assistant; Grantham, Jeremiah - SCHCC Co-Chair

PERFORMED REMOTELY: Yes

ESSENTIAL RECORDS: Internet Service; Internal Network Services; E-mail Service; Radio Services; Everbridge; EMResource; Cell Phone Service; SCHCC Website; SCHCC Response Plan; Virtual Meeting Platform

DEPARTMENT: South Central Healthcare Coalition

FACILITIES: Pikes Peak Regional OEM

TIER: Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)

FUNCTION: Ensure effective program administration.

PRIORITY: # 2

PMEF: Yes

PROCESS DETAILS:

- Ensure that required grant reports are completed and requests for reimbursement are submitted and received.
- Monitor and assist with scopes of work that have been assigned to sub-recipient member organizations
- Ensure all information requests from CDPHE are addressed.

PERSONNEL: Prisock, Kara - HCC Coordinator; Vance, Jen - Grant Manager; Slater, Victoria - RRC Assistant

PERFORMED REMOTELY: Yes

ESSENTIAL RECORDS: Internal Network Services; Remote Access Services; Peoplesoft - Financial/Purchasing System; Internet Service; E-mail Service

DEPARTMENT: South Central Healthcare Coalition

FACILITIES: Pikes Peak Regional OEM

ALTERNATE FACILITIES: Work From Home

TIER: Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)

ANNEX D
ORDERS OF SUCCESSION

Orders of Succession for South Central Healthcare Coalition

The SCHCC has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

SCHCC Chair (Sara Baird) - Order of Succession

Primary: SCHCC Chair - Sara Baird - CommonSpirit

1. SCHCC Co-Chair - Jeremiah Grantham - St Vincent General Hospital District - EMS
2. SCHCC OEM Liaison - Bart Evans - Pikes Peak Regional Office of Emergency Management
3. SCHCC Public Health Representative - Janel McNair - El Paso County Public Health

Primary Continuity Planner - Order of Succession:

Primary: Unassigned Person

1. SCHCC Public Health Representative - Janel McNair - El Paso County Public Health
2. SCHCC OEM Liaison - Bart Evans - Pikes Peak Regional Office of Emergency Management
3. SCHCC Chair - Sara Baird - CommonSpirit

ANNEX E
DELEGATIONS OF AUTHORITY

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority

ALL AUTHORITY HEREBY DELEGATED SHALL BE EXERCISED IN ACCORDANCE WITH APPLICABLE LAWS, RULES, BUDGET ALLOCATIONS AND ADMINISTRATIVE DIRECTIVES. THIS AUTHORITY CANNOT BE RE-DELEGATED.

To ensure continuity of operations for the SCHCC during continuity events, the following personnel are hereby delegated the authority to conduct the following assignments provided below.

Travel Authorization

Acting Agents:

Tobi Blanchard / Deputy Director

Delegated Agents:

Andrew Notbohm / Regional Director of Emergency Management

Ryan Trujillo / Deputy Chief of Staff

Jamie Fabos / Chief of Staff

Leave Authorization

Acting Agents:

Kara Prisock / HCC Coordinator

Delegated Agents:

Tobi Blanchard / Deputy Director

Andrew Notbohm / Regional Director of Emergency Management

Ryan Trujillo / Deputy Chief of Staff

Jozette Hemphill / Payroll and Pension Supervisor

Purchase Requisitions/Spending Authority

Acting Agents:

Kara Prisock / HCC Coordinator

Delegated Agents:

Michael Zeller / Procurement Services Manager

Andrea Fix / Buyer II

Execution of Contractual Agreements

Acting Agents:

Kara Prisock / HCC Coordinator

Delegated Agents:

Tobi Blanchard / Deputy Director

Michael Zeller / Procurement Services Manager

Andrew Notbohm / Regional Director of Emergency Management

Authorized Signature:

South Central Healthcare Coalition

ANNEX F
ALERT NOTIFICATION PROCEDURES

Alert Notification Procedures

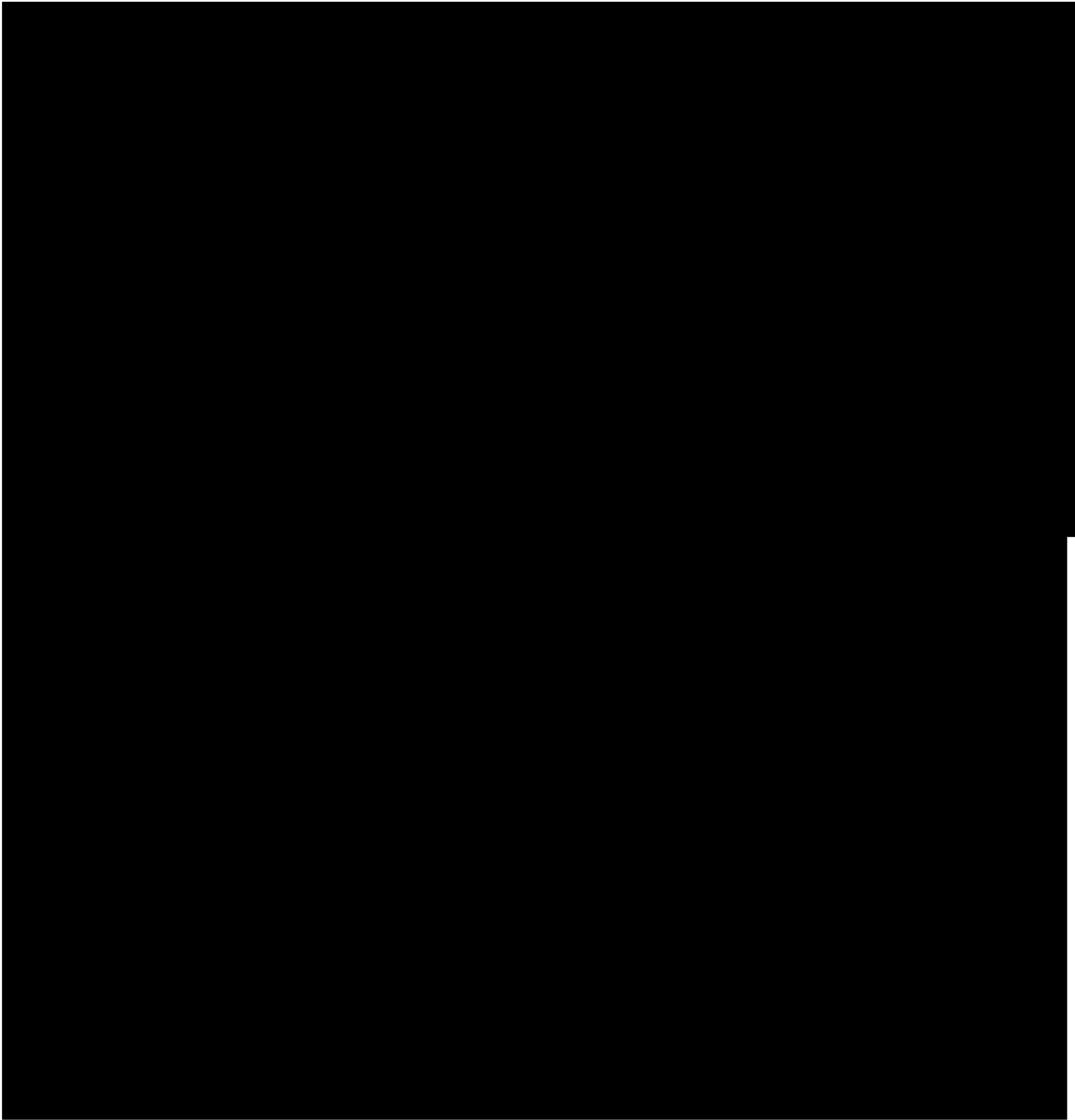
The HCC Coordinator will notify the SCHCC Chair and COOP Relocation Team (CRT) Chief to activate the COOP Plan.

Upon notification to activate the COOP Plan, the Relocation Team Chief, with assistance from relocation team members will perform the following duties:

1. Contact the key staff members identified within this annex, informing them of the current situation and that the COOP Plan is being activated.
 2. If needed, notify the Alternate Facility Manager of the alternate facility regarding the activation of the COOP Plan.
 3. As needed, notify the local and/or state Emergency Coordination/Operations Center that the COOP Plan activation is expected or in progress.
 4. Notify the appropriate Emergency Support Function staff and/or membership where mission essential functions are being conducted.
 5. Report the progress of the notification process to Healthcare Coalition leadership and ECC as appropriate.
-

Once the COOP is activated, the HCC Coordinator, or designee will inform SCHCC membership. Notification will include direction for how to obtain additional information (refer membership to website, Veoci, etc.)

KEY STAFF NOTIFICATION LIST





ANNEX G
ESSENTIAL RECORDS

Essential Records

The following checklist can be used when determining which essential records are critical to ensure continuation of mission-essential functions.

- Storage of duplicate records off-site.
- Back-up off-site of electronic records and databases.
- Pre-position essential records and databases at the alternate facility prior to deployment.
- The COOP should describe a maintenance program to assure the records are accurate, current, and frequently updated.
- Identifying essential records, systems, and data (hard copy and electronic) critical to performing functions.
- Assuring availability of emergency operating records.
- Ensuring back-up for legal and financial records.

Additional Recommendations

Ensure backup copies of essential records and databases, both paper and electronic, are maintained, updated, and stored in a secure off-site location. The COOP identifies essential records, systems, and data (hard copy and electronic) critical to performing mission-essential functions. The COOP provides for ensuring availability of emergency operating records and ensuring back-up for legal and financial records. The SCHCC will maintain current copies of essential records essential to the continued functioning or reconstitution in a secure off-site location.

Included within the COOP are records having such value that their loss would significantly impair the SCHCC of conducting mission-essential functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of essential records are:

- Accounts receivable/Accounts payable
- Contracting and acquisition files
- Official personnel files
- Social security documentation
- Payroll
- Retirement
- Insurance records
- Property management and inventory records

The following table identifies Essential Records required by SCHCC to complete mission-essential functions:

Essential Record: Internet Service

Type: Web Based

Description:

Availability to the Internet.

Plans for Protection, Duplication, and Movement of Records:

Access to the internet is maintained by Information Technology. IT infrastructure provided internet access is maintained on a continuous basis. Back up access can be provided using FirstNet WiFi puck.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Wide Area Network

Backup Location: To be Provided

Remote Accessible: Yes

Essential Record: Remote Access Services

Description:

Availability to remote access services such as VPN which allows remote access to internal resources.

Plans for Protection, Duplication, and Movement of Records:

Information Technology provides/limits VPN access. Access is protected by permissions and password access. This process is maintained on a continuous basis by City IT.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Other

Backup Location: To be Provided

Format: Other

Remote Accessible: No

Essential Record: E-mail Service

Description:

Access to e-mail service provided by IT.

Plans for Protection, Duplication, and Movement of Records:

City IT maintains email access and service on a continuous basis

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Wide Area Network

Backup Location: To be Provided

Format: Electronic - Wide Area Network

Remote Accessible: Yes

Essential Record: Cell Phone Service

Type: Hardware / infrastructure

Description:

Access to e-mail and internal web resources remotely using smart phones.

Plans for Protection, Duplication, and Movement of Records:

Cell network is maintained by vendor on a continuous basis.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Wide Area Network

Backup Location: To be Provided

Format: Electronic - Wide Area Network

Remote Accessible: Yes

Essential Record: Internal Network Services

Type: Web Based

Description:

Availability to internal network resources.

Plans for Protection, Duplication, and Movement of Records:

The internal network is maintained by City IT on a continuous basis.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Wide Area Network

Backup Location: To be Provided

Format: Other

Remote Accessible: Yes

Essential Record: Radio Services

Type: Hardware / infrastructure

Description:

Access to 800 MHz trunked radio system.

Plans for Protection, Duplication, and Movement of Records:

The 800 MHz system is maintained by Pikes Peak Regional Communications Network. Some towers can serve as back up to other towers if taken out. If we lose the local 800 MHz network, there are a few State owned towers that could be used, however they will likely be easily overloaded. This network is maintained on a continuous basis.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Other

Backup Location: To be Provided

Format: Electronic - Other

Remote Accessible: Yes

Essential Record: Everbridge

Type: Web Based

Description:

This is a subscription web-based system used for emergency notifications to membership and partners.

Plans for Protection, Duplication, and Movement of Records:

Access to this system is limited to certain administrators within the city and is password protected. The system is maintained by the vendor on a continuous basis. Information within the system is maintained by those with access on a continuous basis.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Other

Backup Location: To be Provided

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

This system is tested twice per year at a minimum.

Essential Record: Virtual Meeting Platform

Type: Web Based

Description:

Virtual meeting platform such as Microsoft Teams, Zoom, Google meets to convene groups of people and coordination response efforts.

Plans for Protection, Duplication, and Movement of Records:

Platforms are maintained and protected by private vendors. Subscription to platform is provided by City Information Technology.

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Format: Other

Backup Location: Other - Specify Location in Comments

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Virtual meeting platforms can be used by partner agencies that host meetings.

Essential Record: Pulsara

Type: Web Based

Description:

Pulsara is used to load level patients across hospitals, patient tracking and reunification of MCI victims during an incident.

Plans for Protection, Duplication, and Movement of Records:

Platforms are maintained by private vendors and access is protected through agency agreements and state requirements.

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Format: Electronic - Other

Backup Location: To be Provided

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 02/11/2025

Pulsara is cloud-based and accessible via mobil app or desktop web-based platform

Essential Record: Peoplesoft - Financial/Purchasing System

Type: Enterprise System / Database

Description:

PeopleSoft in the database that tracks all expenditures, encumbrances and income.

Plans for Protection, Duplication, and Movement of Records:

This system is maintained by City IT and PeopleSoft vendor on a continuous basis.

Location and Accessibility of Essential Records:

Primary Location: To Be Provided
Format: Electronic - File Server/LAN
Backup Location: To be Provided
Format: Electronic - Wide Area Network

Remote Accessible: Yes

Essential Record: EMResource

Type: Web Based

Description:

EMResource is a web-based emergency resources communication tool that is used State-wide and allows:

- real time hospital status
- available resources
- ability to receive patients
- notification for mass casualty alerts

Plans for Protection, Duplication, and Movement of Records:

EMResource is maintained by the State of Colorado and Juvare (vendor). It is used and maintained on a daily and continuous basis.

Remote Accessible: Yes

Essential Record: SCHCC Website

Type: Web Based

Description:

SCHCC website is used to share information and resources with membership.

Plans for Protection, Duplication, and Movement of Records:

The SCHCC website is maintained by the HCC Coordinator and vendor:

Harmony Design
Tracy Tydeman, Graphic Designer
720-580-3553
tracy@harmonyd.com

Andrea Carlstrom may also be able to assist with website maintenance in the absence of the HCC Coordinator.

Remote Accessible: Yes

Essential Record: Healthcare Coalition Governance

Type: Other

Description:

Document describes the coalition's governance structure as well as leadership and membership responsibilities.

Plans for Protection, Duplication, and Movement of Records:

This document is open and does not contain sensitive information. At a minimum, this document is reviewed annually by the SCHCC Coordinator, leadership team and membership. It can be amended at any scheduled or special meeting of the voting membership as needed.

Document is stored and can be accessed at multiple locations which include:

- 1) Posted on the website found at www.schccoalition.com under the membership tab.
- 2) Stored within the COOP planning system File Archive.
- 3) Stored on the City of Colorado Springs IT network on the V:drive under SCHCC/Governance (The SCHCC Coordinator position is currently hosted by the City of Colorado Springs, therefore the City network is utilized).

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Other

Backup Location: To be Provided

Format: Electronic - File Server/LAN

Remote Accessible: Yes

Essential Record: All Hazards Emergency Preparedness Plan

Type: Other

Description:

The purpose of this plan is to provide general guidelines that establish and describe the organization and process of how it prioritizes and works collectively to further develop and sustain the regional healthcare coalition.

Plans for Protection, Duplication, and Movement of Records:

This document is open and does not contain sensitive information. The plan is a “living plan” and will be continuously updated based on changing conditions, as a result of exercise lessons learned, as new guidelines are distributed, as a result of real world incidents, and as needed.

Document is stored and can be accessed at multiple locations which include:

- 1) Posted on the website found at www.schccoalition.com under the membership tab.
- 2) Stored within the COOP planning system File Archive.
- 3) Stored on the City of Colorado Springs IT network on the V:drive. (The SCHCC Coordinator position is currently hosted by the City of Colorado Springs, therefore the City network is utilized).

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Other

Backup Location: To be Provided

Format: Electronic - File Server/LAN

Remote Accessible: Yes

Accuracy and Currency of Records

Essential Record: Medical and Mass Care Caches in the SCHCC

Type: Other

Description:

Medical equipment/supply caches have been created and stored throughout the South Central Healthcare Coalition to ensure adequate supplies are available for responding to a mass casualty event. This document delineates the location, inventory and procedures for accessing each cache.

Plans for Protection, Duplication, and Movement of Records:

This document is open and does not contain sensitive information. The plan is a “living plan” and will be updated as changes are made to the various resources and caches. At a minimum this document will be reviewed and updated biennially by coordinating and cooperating agencies.

Document is stored and can be accessed at multiple locations which include:

- 1) Posted on the website found at www.schccoalition.com under the executive council tab
- 2) Stored within the COOP planning system File Archive.
- 3) Stored on the City of Colorado Springs IT network on the V:drive. (The SCHCC Coordinator position is currently hosted by the City of Colorado Springs, therefore the City network is utilized).

Location and Accessibility of Essential Records:

Primary Location: To Be Provided
Format: Electronic - File Server/LAN
Backup Location: To be Provided
Format: Electronic - File Server/LAN

Remote Accessible: Yes

Accuracy and Currency of Records

Essential Record: SCHCC Response Plan

Type: Other

Description:

This Response Plan outlines how members will support each other as a coalition, in a public health emergency response. It provide general guidance for preparation, response, and recovery to all hazards events that threaten the healthcare system and result in illness or injury to the population within the coalition's boundaries

Plans for Protection, Duplication, and Movement of Records:

This document is open and does not contain sensitive information. The plan is a "living plan" and will be updated one time per year at a minimum. Changes will integrate exercise lessons learned, new relevant guidelines, and real world incidents. Document maintenance will be coordinated by the SCHCC Coordinator and SCHCC Chair.

Document is stored and can be accessed at multiple locations which include:

- 1) Posted on the website found at www.schccoalition.com under the executive council tab
- 2) Stored within the COOP planning system File Archive.
- 3) Stored on the City of Colorado Springs IT network on the V:drive. (The SCHCC Coordinator position is currently hosted by the City of Colorado Springs, therefore the City network is utilized).

Location and Accessibility of Essential Records:

Primary Location: To Be Provided
Format: Other
Backup Location: To be Provided
Format: Electronic - File Server/LAN

Remote Accessible: Yes

Legend

Essential records, systems, and data - Information, records, databases, procedures, and other information necessary to support mission-essential functions and sustain operations.

Protection, duplication, and movement - Identify policies in place to restrict how the information is guarded, procedures for duplication, how the information is backed-up and stored, and how the material is distributed.

Location - Where are the essential records/systems/data currently located? Where are the back-up records/systems/data located? Are records in electronic or hard copy format? Can records be accessed from an alternate site if the primary site is inaccessible?

Accuracy and currency of records - Are records up to date? On what date was the records/systems/data last reviewed/updated?

**ANNEX H
DRIVE-AWAY KITS**

<i>Drive Away Kit</i>	<i>Quantities</i>
Communication:	
1. Access and password information for communication, resource and reporting systems. <i>Website, EMResource, Everbridge, WebEOC, CAT Tool etc.</i>	1
2. Cell Phone - Business and Personal	1
3. FirstNet Wi-Fi puck/hotspot	1
4. Radio	1
Equipment:	
1. Laptop Computer	1
Forms:	
1. Contact Numbers for HCC Leadership	1
2. Contact Numbers for HCC membership	1
3. Contact Numbers for State and County EOC's	1
Other:	
1. Budget and expense documents needed for VISA and reimbursement requests. <i>If there is time, may need to scan/email copies to the HCC Coordinator.</i>	1
2. Expense documentation for Visa and reimbursement requests.	1
Supplies:	
1. Copy of COOP Plan <i>Copy of current COOP plan is shared with SCHCC Leadership and posted on the secure SCHCC website.</i>	1
2. HCC Emergency Response Plans	1
3. Office Supplies	1

**ANNEX I
COMMUNICATIONS**

Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the SCHCC. Internal and external resources could include SCHCC staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The SCHCC has identified below the various modes of communication that currently exist and/or communications that must be arranged at an Alternate Facility. The communications are listed in order of priority and include a written description for each. Also, each communication item identifies whether the communication is for internal/external use, mobile, or if it requires any level of security measures.

Communications		
Communication: Computer Work Station		
Priority: High	Type: Other	Quantity: 1
Description: Internal Use, Mobile, Secure		
Communication: Internet Connection		
Priority: Low	Type: Other	Quantity: 1
Description: Secure		
Communication: Desk Phone		
Priority: Low	Type: Voice	Quantity: 1
Description: Internal Use, External Use, Secure		
Communication: 800 MHz Radio		
Priority: Medium	Type: Voice	Quantity: 1
Description: Internal Use, External Use, Mobile - Radio retained with Readiness and Response Coordinator		
Communication: Portable Wi-Fi Puck/Hotspot		
Priority: High	Type: Data	Quantity: 1
Description: Internal Use, Mobile, Secure		
Communication: Smart Phone		
Priority: High	Type: Other	Quantity: 1

Description: Internal Use, External Use, Mobile, Secure - Smart Phone is voice and data capable.		
Communication: Everbridge		
Priority: High	Type: Other	Quantity: 1
Description: Internal Use, Mobile, Secure - This is a subscription web-based system used for emergency notifications to membership and partners.		
Communication: EMResource		
Priority: High	Type: Other	Quantity: 1
Description: Internal Use, External Use, Mobile, Secure - EMResource is a web-based emergency resources communication tool that is used State-wide. This is used to communicate and share incident information, but is also used to query resource availability.		

ANNEX J
SECURITY AND ACCESS CONTROLS

Security and Access Controls for South Central Healthcare Coalition

SECURITY & ACCESS CONTROLS

The following security and access control measures are in place to restrict access to the facility to employees and critical customers:

- Primary Facility
 - Pikes Peak Regional OEM - Building access is controlled by Card Key Readers at each entry door. Access accounts are maintained by PPROEM.
- Alternate Facility
 - Work From Home - N/A

COMMUNICATIONS AND INFORMATION SYSTEMS / CYBER SECURITY

The following measures are in place to send and receive secure communications from the facility, as well as information systems and cyber security measures:

- Primary Facility
 - Pikes Peak Regional OEM - All computers are designed with authentication requirements; meaning a user name and password must be entered in order to logon.
- Alternate Facility
 - Work From Home - Will be using work-issued computer and accessing secured networks.

**ANNEX K
FAMILY DISASTER PLAN**

Family Disaster Planning for South Central Healthcare Coalition

The SCHCC understands the importance of personnel preparing their families for disaster events. The information below provides assistance to SCHCC personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

FOUR STEPS TO SAFETY

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office -- be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete this Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your children every six months so they remember what to do.
- Conduct fire and emergency evacuation.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and charge the batteries at least once a year.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at www.READY.gov.

**ANNEX L
DEVOLUTION**

Devolution for South Central Healthcare Coalition

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the essential functions to the same level of proficiency as the SCHCC personnel.
- Essential records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred to the devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

SCHCC's prioritized mission-essential functions which must be carried out in its devolution of authority are identified in Annex C of the SCHCC COOP.

Devolution Triggers, Process, Resources and their Availability, and Restoration guidelines are noted below. The pre-identified Devolution Memorandum is also included within this Annex.

Devolution Triggers

Pre-devolution preparation begins when staffing levels in one or more critical areas are reduced by 40%. Critical areas are defined as: 1) leadership, 2) communication capabilities, 3) administrative support, and 4) prioritized MEFs. Pre-devolution preparation includes assessment of:

- Available devolution organizations
- Location and availability of resources and information needed to transfer critical operations to the devolution organization
- Approach to notify and train (as needed) devolution organization staff
- Prioritization of mission-essential functions necessary to provide continuity of operations during the devolution process

Once this assessment is complete, the intended devolution organization should be notified that devolution is likely and transfer of knowledge/resources necessary for devolution should begin.

The key staff members of the devolution organization should also be informed on how to access the SCHCC COOP information contained within SCRcoop.com.

Devolution is initiated through the issuance of the Devolution Memorandum. Organizational devolution is triggered when staffing levels are reduced by 60% in one or more critical areas.

Devolution Process

The SCHCC Chair (Sara Baird) is responsible for identifying devolution triggers and is responsible for deciding when devolution is necessary. The SCHCC Chair (Sara Baird) is responsible for issuing the Devolution Memorandum and begin actually transferring responsibilities to the devolution organization.

Every attempt will be made to retain expertise and authority through all COOP Teams. All available COOP Teams will continue to work with and for the new devolution organization in carrying out COOP, devolution, and restoration/reconstitution duties.

Resources and Availability

All resources necessary for devolution will be retained in SCHCC's on-line COOP and be made available via SCRcoop.com. The executives and support staff working on devolution will be given access to these resources, and will be trained in the use of available communication tools in advance of COOP activations.

Restoration (Pre-Event)

Because the nature of a catastrophic event that would create the need for devolution is so difficult to predict and may have a wide array of circumstances to respond to, we cannot specify exact measures needed to recover and restore pre-event operations in advance. However, the devolution organization will work with the existing SCHCC staff to identify all actions needed to provide restoration to pre-event conditions. Reconstitution and termination plans as identified in the COOP are available and should be used by the devolution organization.

MEMORANDUM

TO: Highest Ranking Official(s)/Pikes Peak Regional OEM and El Paso County Public Health

FROM: SCHCC Chair (Sara Baird)

South Central Healthcare Coalition

DATE:

SUBJECT: Devolution of South Central Healthcare Coalition

As of Date/Time, an emergency occurred that required the activation of the South Central Healthcare Coalition Continuity of Operations Plan (COOP). As of Date/Time, the emergency has affected staffing to levels such that we can no longer carry out our prioritized mission-essential functions and maintain our mandated operations. In order to provide continuity of government operations within SCHCC, as of Time today I am hereby transferring mission-essential function responsibilities as identified in the SCHCC COOP to the Pikes Peak Regional OEM and El Paso County Public Health. In addition, I am extending all delegations of authority of key actions and responsibilities to the Pikes Peak Regional OEM and El Paso County Public Health. This delegation is effective as of Date/Time.

Thank you in advance for your assistance as we continue to provide critical services during this challenging time and work to restore full SCHCC operations. Access to all critical SCHCC COOP information, including mission-essential functions, delegation responsibilities, and personnel contact lists can be found at: SCRcoop.com. Username and password access to the COOP information within SCRcoop.com will be provided under separate cover.

SCHCC Chair (Sara Baird)

ANNEX M
TESTING, TRAINING, AND EXERCISING /
PLAN MAINTENANCE

Testing, Training, and Exercising / Plan Maintenance

- This plan will be reviewed annually or as required by statute by all CONTINUITY OF OPERATIONS PLAN Team members and approved by the SCHCC Chair (Sara Baird).
- The SCHCC Chair (Sara Baird) will ensure training of all SCHCC employees on the key aspects of this plan. This training will be conducted at new employee orientation and quarterly staff meetings.
- This CONTINUITY OF OPERATIONS PLAN will be assessed annually through tabletop or field exercises as required by law.
- Support plans and communications equipment will be tested annually as part of the Test, Training, and Exercises (TT&E).
- Equipment pre-positioned at Alternate Facilities will be tested annually as part of the TT&E program.
- The exercise will include a test of the alert and notification procedures within this CONTINUITY OF OPERATIONS PLAN, with and without warning, during duty and non-duty hours.
- The SCHCC Chair (Sara Baird) or designee will identify and incorporate lessons learned and remedial actions from exercises or actual events into annual revisions of this CONTINUITY OF OPERATIONS PLAN
- Copies of AAR (After Action Review) reports will be placed in the File Archive of this system.

The SCHCC documents the past, present, and future events that support their Test, Training, and Exercise program for their CONTINUITY OF OPERATIONS PLAN. These events are documented below in chronological order starting with the most recent:

Event Title: Plan review and update

Event Date: 2/11/2025

Event Type: Plan Maintenance

Event Status: Completed

Description:

Kara reviewed all elements of COOP plan in preparation for formal review and approval.

Event Title: Plan Update

Event Date: 5/11/2022

Event Type: Plan Maintenance

Event Status: Completed

Description:
Updated Key Staff

Event Title: Plan Updates
Event Date: 9/24/2020
Event Type: Plan Maintenance
Event Status: Completed

Description:
Based on COOP planning team input, added four plans to Essential Records and uploaded a copy to the file archive.

Event Title: Plan updates
Event Date: 8/18/2020
Event Type: Plan Maintenance
Event Status: Completed

Description:
After review of draft COOP plan, group identified and made minor changes to position titles.

Event Title: Plan Maintenance
Event Date: 8/07/2020
Event Type: Plan Maintenance
Event Status: Completed

Description:
Reviewed and finalized hazards and risk-specific actions.

Event Title: COVID Continuity Event
Event Date: 8/04/2020
Event Type: Continuity Event/Activation
Event Status: Completed

Description:
As a result of the COVID Pandemic, the Healthcare Coalition Coordinator has managed the regional Healthcare Coalition from the alternate work location since Mid-March.

Event Title: COOP Plan Revision/Review

Event Date: 8/04/2020

Event Type: Plan Maintenance

Event Status: Completed

Description:

Executive Council met to review Mission Essential Functions and other sections of the plan.

ANNEX N
FACILITY EVACUATION

Facility Evacuation

The purpose of this section is to provide specific directions to all staff in the event of an emergency requiring the evacuation of the following facilities.

Responsibilities

The SCHCC Chair (Sara Baird) shall identify a line of succession, and recognize a "Safe Room" for sheltering in place in the event that this becomes necessary.

The SCHCC Chair (Sara Baird) shall be responsible for the following:

- Monitor the evacuation procedures and ensure that all employees are participating.
- Identify themselves to responding emergency personnel and provide any information or assistance, as requested.
- Station themselves outside the facility to receive employee check-off lists from Division Heads/Delegates and to coordinate with emergency personnel as necessary.

The Division Heads/Delegates shall be responsible for monitoring their sections as follows:

- Know the status of all assigned staff, (e.g. are they on site, in the field, or on annual leave).
- Ensure staff are trained in the evacuation procedures and in dealing with clients and staff who may become confused or panic in an emergency situation.
- Assign at least two alternate Division Head delegates and keep this assignment list current.
- Ensure all delegates are properly trained in their duties.
- Obtain checklists of staff accounted for and unaccounted for and report status to the SCHCC Chair (Sara Baird) after evacuation.

Staff are responsible for the following:

- Ensuring handicapped employees and visitors are assisted from the facility.
- Staff with public visitors should exit the facility with the visitors.
- Staff must search for and insure that any clients who are in private rooms, restrooms, etc. evacuate with the staff immediately.

Evacuation Procedures

Specific evacuation procedures for each of the facilities identified within this COOP are as follows:

- Primary Facility
 - Pikes Peak Regional OEM - Building evacuation route maps are posted in each workspace within the building and should be followed unless the threat dictates otherwise. Once outside of the building, staff will meet in Goose Gossage Park directly across Mark Dabling.

- Alternate Facility
 - Work From Home - N/A

**ANNEX Q
RISK ASSESSMENT**

Wildfire (Natural Risk) Risk Rating: 3.7 - High <i>Probability = Highly Likely, Magnitude Severity = Critical, Warning Time = Less Than 6 Hours, Duration = More Than 1 Week</i>	
<i>Risk Description</i>	<i>Risk Impact</i>
<p>A wildfire is any uncontrolled fire in combustible vegetation that typically occurs in the countryside or a wilderness area. A wildfire differs from other fires by its extensive size, the speed at which it can spread out from its original source, its potential to change direction unexpectedly, and its ability to jump gaps such as roads, rivers and fire breaks. About 75 percent of wildfires start during spring due to dry weather conditions.</p>	<p>Wildfires can cause damage to facilities or prompt closure of a facility for an extended period of time due to the proximity of the fire. Wildfires can also pose health risks to personnel due to smoke and air quality.</p>
Cyber Incident (Man-Made Risk) Risk Rating: 3.7 - High <i>Probability = Highly Likely, Magnitude Severity = Critical, Warning Time = Less Than 6 Hours, Duration = More Than 1 Week</i>	
<i>Risk Description</i>	<i>Risk Impact</i>
<p>A cyber-attack is deliberate exploitation of computer systems, technology dependent enterprises, and networks. Cyber-attacks use malicious code to alter computer operations or data.</p>	<p>The vulnerability of computer systems to attacks is a growing concern as people and institutions become more dependent upon networked technologies. The Federal Bureau of Investigation's (FBI) Cyber Division (n.d.) states that "cyber intrusions are becoming more commonplace, more dangerous, and more sophisticated," with implications for private and public-sector networks.</p>
Pandemic Event (Biological Risk) Risk Rating: 3.25 - High <i>Probability = Highly Likely, Magnitude Severity = Critical, Warning Time = 24+ Hours, Duration = More Than 1 Week</i>	
<i>Risk Description</i>	<i>Risk Impact</i>
<p>Pandemic is defined as a disease affecting or attacking the population of an extensive region which may include several countries and/or continents. It is further described as extensively epidemic. Generally, pandemic events cause sudden, pervasive illness in all age groups on a global scale. The exact size and extent of the infected population is dependent upon how easily the illness is spread, the mode of transmission, and the amount of contact between infected and non-infected persons. A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic</p>	<p>A pandemic may occur when a new, or new variant, of an infectious pathogen appears against which the human population has no immunity. The interconnected nature of the world and the high level of global travel could cause increased infection rates and result in a significant shortage of personnel in the workplace, putting a strain on operations. Additionally, medical facilities will be strained with demands for care.</p>

of a disease	
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Flood (Mud or Debris Flow, Dam Failures) (Natural Risk) Risk Rating: 2.9 - Moderate Probability = <i>Likely</i> , Magnitude Severity = <i>Critical</i> , Warning Time = <i>6-12 Hours</i> , Duration = <i>Less Than 1 Day</i>	
<i>Risk Description</i>	<i>Risk Impact</i>
A flood is an overflow of an expanse of water that submerges land. Flooding may result from the volume of water within a body of water, such as a river or lake, which overflows or jeopardizes a dam or reservoir with the result that some of the water escapes its usual boundaries. Floods often cause damage to homes and businesses if they are placed in natural flood plains of rivers.	Floods can result in partial or complete loss of facilities. Flooding events could also result in a temporary loss of power and/or phone service lasting from a few hours to several days. Results of these impacts could complicate communication with staff. Staff attendance may be impacted. Staffing issues, loss of power, and other impacts could reduce the ability to continue operations at acceptable levels.

Winter Storm (Natural Risk) Risk Rating: 2.85 - Moderate Probability = <i>Highly Likely</i> , Magnitude Severity = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration = <i>Less Than 1 Week</i>	
<i>Risk Description</i>	<i>Risk Impact</i>
Winter storms usually come in the form of heavy snow or freezing rain (ice storms). A major winter storm can last for several days and be accompanied by high winds, freezing rain or sleet, heavy snowfall, and cold temperatures. Personnel may not be able to leave their homes to attend work due to transportation issues. Even small accumulations of ice can be extremely dangerous to personnel trying to travel to and from work during winter storm events.	Winter storms can immobilize an entire region, blocking roads, railways and closing airports. Heavy accumulations of ice, often the result of freezing rain, can bring down trees, utility poles, and communications towers and disrupt communications and power for days. Results of these impacts could complicate communication with staff. Staff attendance may be impacted. Shipping/receiving may be impacted due to transportation issues. Staffing issues, loss of power, and other impacts could reduce the ability to continue operations at acceptable levels.

Severe Weather (Drought, Extreme Heat, High Winds, Torrential Rains, Hail) (Natural Risk) Risk Rating: 2.75 - Moderate Probability = <i>Highly Likely</i> , Magnitude Severity = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration = <i>Less Than 1 Day</i>	
<i>Risk Description</i>	<i>Risk Impact</i>
Severe weather hazards refer to dangerous and/or damaging meteorological events resulting from weather systems or prolonged climate patterns which include the following: thunderstorms (to include	Severe weather can cause significant property damage, threaten public safety, and affect the economy due to business closures.

hail, tornados, winds, down pour, lightning), windstorms, and drought

Extreme Acts of Violence (Man-Made Risk)

Risk Rating: 2.4 - Moderate

Probability = *Possible*, Magnitude Severity = *Limited*, Warning Time = *Less Than 6 Hours*, Duration = *Less Than 1 Week*

Risk Description

Risk Impact

Extreme acts of violence ranges from lone attacker to multiple individuals and includes such acts as mass shootings, bombing, arson, use of hazardous materials, or sabotage of infrastructure.

Potential impacts range from mass casualty or fatality and may involve threatening the public with fire, inhalational hazards, blast, shrapnel, falling, or crushing injuries. Communities that face extreme acts of violence may have fear, disruption of normalcy, closure of businesses, and a sense of degraded resiliency, and lack of public trust in protection from threats.

Geological (Subsidence, Sinkholes, Landslide, Rockfalls) (Natural Risk)

Risk Rating: 2.2 - Moderate

Probability = *Possible*, Magnitude Severity = *Negligible*, Warning Time = *Less Than 6 Hours*, Duration = *More Than 1 Week*

Risk Description

Risk Impact

Geologic hazards include subsidence, sinkholes, landslide, or rockfall caused by earthquakes, shifting, or creeping of land mass.

Structural damage to buildings, bridges, and highways. Railway lines may be twisted. Underground sewer, power and water lines may be torn apart. Rivers may be blocked and increase risk of flood.

Major Transportation Incident (Jetliner, Military Aircraft, Rail Accident, or Multiple Vehicle Crash) (Technological)

Risk Rating: 2.0 - Low

Probability = *Possible*, Magnitude Severity = *Negligible*, Warning Time = *Less Than 6 Hours*, Duration = *Less Than 1 Day*

Risk Description

Risk Impact

Major transportation incidents include airplane crashes, rail incidents, and multiple-vehicle accidents/pileups.

Major transportation incident can result in life loss and property damage. There could be significant financial impacts stemming from the closure of roads, rails, or airport.

Hazardous Materials Incident (Technological)

Risk Rating: 1.85 - Low

Probability = *Unlikely*, Magnitude Severity = *Limited*, Warning Time = *Less Than 6 Hours*, Duration = *Less Than 1 Day*

<i>Risk Description</i>	<i>Risk Impact</i>
Hazardous materials incident can be caused from a fixed facility or transportation event which causes the release of a hazardous substance into the environment (air, land or water).	The improper leak, spillage, discharge, or disposal of hazardous materials can pose significant threat to human health and safety, and the surrounding environment.

**ANNEX R
RISK SPECIFIC ACTION LIST**

Risk Specific Action List

As part of the COOP development process, the SCHCC has identified specific risks that pose a threat to its operations. For each risk, the SCHCC has also developed a list of action items designed to either eliminate the risk from occurring or help reduce the effects of the risk to manageable levels. Provided below are the risks identified by SCHCC and a checklist of the actions for each risk.

Wildfire

Preparedness

- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (*Overall*)
- Ensure response plans and contact lists are maintained. - (*Overall*)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (*Overall*)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (*Overall*)

Response

- Promote common operating picture through shared information.- (*Overall*)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (*Overall*)
- Create a communication plan for key staff which identifies how to contact key positions. - (*Overall*)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (*Overall*)
- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)
- Support Evacuation activities as needed. - (*Overall*)

Recovery

- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)
- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (*Overall*)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (*Overall*)

Cyber Incident

Preparedness

- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (Overall)
- Ensure response plans and contact lists are maintained. - (Overall)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (Overall)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (Overall)

Response

- Ensure SCHCC website is updated as needed. - (Overall)
- Promote common operating picture through shared information.- (Overall)
- Create a communication plan for key staff which identifies how to contact key positions. - (Overall)
- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (Overall)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (Overall)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (Overall)

Recovery

- Ensure SCHCC website is updated as needed. - (Overall)
- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (Overall)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (Overall)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (Overall)

Pandemic Event

Preparedness

- Develop a business impact analysis to analyze the potential effects on the SCHCC due to increased absenteeism generated by a pandemic event.- (Overall)
- Notify membership of SCHCC of planned pandemic response activities. - (Overall)

- Encourage membership to develop/revise their organization's pandemic plan.- (*Overall*)
- Assist in planning efforts to coordinate and dispense medical countermeasures. - (*Overall*)
- As needed, purchase supplies, sanitizers and disinfectant to enable a healthy workplace.- (*Overall*)
- Clean and disinfect surfaces and items that are more likely to have frequent hand contact. Clean commonly touched surfaces such as workstations, countertops, doorknobs and light switches.- (*Overall*)
- Encourage respiratory etiquette by providing education and reminders about covering coughs and sneezes.- (*Overall*)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (*Overall*)
- Confirm staffing plan. Ensure representatives are able to work in assigned coalition response locations as appropriate. - (*Overall*)
- Ensure response plans and contact lists are maintained. - (*Overall*)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (*Overall*)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (*Overall*)

Response

- Promote common operating picture through shared information.- (*Overall*)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (*Overall*)
- Advise membership to be aware of any signs of fever or other symptoms.- (*Overall*)
- Cancel all non-essential face-to-face meetings. Alternative options include scheduling meetings via conference calls or internet-based meetings.- (*Overall*)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (*Overall*)
- Provide all in-person meetings with virtual/remote attendance options.- (*Overall*)
- Follow local and state recommendations for utilizing or clearing facilities.- (*Overall*)
- Utilize sanitizers and disinfectants within the workplace. As appropriate, ensure that adequate supplies of these items are maintained and accessible. - (*Overall*)
- Clean and disinfect surfaces and items that are more likely to have frequent hand contact. Clean commonly touched surfaces such as workstations, countertops, doorknobs and light switches.- (*Overall*)
- Encourage respiratory etiquette by providing education and reminders about covering coughs and sneezes.- (*Overall*)

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (Overall)
- Support Shelter-in-Place activities as needed. - (Overall)
- Create a communication plan for key staff which identifies how to contact key positions. - (Overall)
- Ensure SCHCC website is updated as needed. - (Overall)
- Ensure that members of the SCHCC Executive Council and the SCHCC membership are accounted for utilizing whatever communication tools are available. In order of preference 1) Everbridge, 2) phone, 3) 800 MHz radios. - (Overall)
- Assist with information sharing efforts for membership addressing point of dispensing processes and sites, testing sites, etc. - (Overall)

Recovery

- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (Overall)
- Replenish supplies such as tissues, soap, hand sanitizers and disinfectant as needed. - (Overall)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (Overall)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (Overall)
- Ensure SCHCC website is updated as needed. - (Overall)
- Assist with information sharing efforts for membership addressing point of dispensing processes and sites, testing sites, etc. - (Overall)

Flood (Mud or Debris Flow, Dam Failures)

Preparedness

- Ensure response plans and contact lists are maintained. - (Overall)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (Overall)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (Overall)
- Create a communication plan for key staff and management within the organization to identify how they will communicate and who is to be involved in communications during an event. In doing so, identify different alternatives of communication in the event of loss of power and/or telephones.- (Overall)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (Overall)

Response

- Ensure SCHCC website is updated as needed. - (*Overall*)
- Promote common operating picture through shared information.- (*Overall*)
- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (*Overall*)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (*Overall*)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (*Overall*)
- Create a communication plan for key staff which identifies how to contact key positions. - (*Overall*)
- Support Evacuation activities as needed. - (*Overall*)

Recovery

- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (*Overall*)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (*Overall*)

Winter Storm

Preparedness

- Ensure response plans and contact lists are maintained. - (*Overall*)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (*Overall*)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (*Overall*)
- Create a communication plan for key staff and management within the organization to identify how they will communicate and who is to be involved in communications during an event. In doing so, identify different alternatives of communication in the event of loss of power and/or telephones.- (*Overall*)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (*Overall*)

Response

- Promote common operating picture through shared information.- (*Overall*)

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (*Overall*)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)
- Create a communication plan for key staff which identifies how to contact key positions. - (*Overall*)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (*Overall*)
- Support Shelter-in-Place activities as needed. - (*Overall*)

Recovery

- Ensure SCHCC website is updated as needed. - (*Overall*)
- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (*Overall*)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (*Overall*)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (*Overall*)

Severe Weather (Drought, Extreme Heat, High Winds, Torrential Rains, Hail)

Preparedness

- Determine where mission essential functions will be performed (ECC, primary office, alternate location) and ensure all equipment and supplies are available at location. - (*Overall*)
- Ensure response plans and contact lists are maintained. - (*Overall*)
- Confirm staffing plan. Ensure representatives are able to work in assigned coalition response locations as appropriate. - (*Overall*)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (*Overall*)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (*Overall*)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (*Overall*)

Response

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (*Overall*)

- Promote common operating picture through shared information.- (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (*Overall*)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (*Overall*)
- Create a communication plan for key staff which identifies how to contact key positions. - (*Overall*)
- Support Shelter-in-Place activities as needed. - (*Overall*)
- Support Evacuation activities as needed. - (*Overall*)

Recovery

- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (*Overall*)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (*Overall*)

Extreme Acts of Violence

Preparedness

- Create a communication plan for key staff and management within the organization to identify how they will communicate and who is to be involved in communications during an event. In doing so, identify different alternatives of communication in the event of loss of power and/or telephones.- (*Overall*)
- Ensure response plans and contact lists are maintained. - (*Overall*)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (*Overall*)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (*Overall*)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (*Overall*)

Response

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (*Overall*)
- Promote common operating picture through shared information.- (*Overall*)

- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (Overall)
- Support Evacuation activities as needed. - (Overall)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (Overall)
- Create a communication plan for key staff which identifies how to contact key positions. - (Overall)
- Ensure SCHCC website is updated as needed. - (Overall)

Recovery

- Ensure SCHCC website is updated as needed. - (Overall)
- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (Overall)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (Overall)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (Overall)

Geological (Subsidence, Sinkholes, Landslide, Rockfalls)

Preparedness

- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (Overall)
- Ensure response plans and contact lists are maintained. - (Overall)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (Overall)
- Identify the rooms and electrical sockets that are powered with the emergency generator system. - (Overall)

Response

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (Overall)
- Create a communication plan for key staff which identifies how to contact key positions. - (Overall)
- Ensure SCHCC website is updated as needed. - (Overall)
- Promote common operating picture through shared information.- (Overall)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (Overall)

- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (Overall)

Recovery

- Ensure SCHCC website is updated as needed. - (Overall)
- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (Overall)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (Overall)
- If used, evaluate how emergency power supported the essential functions. Make planning or equipment adjustments if needed. - (Overall)

Major Transportation Incident (Jetliner, Military Aircraft, Rail Accident, or Multiple Vehicle Crash)

Preparedness

- Ensure response plans and contact lists are maintained. - (Overall)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (Overall)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (Overall)

Response

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (Overall)
- Promote common operating picture through shared information.- (Overall)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (Overall)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (Overall)
- Create a communication plan for key staff which identifies how to contact key positions. - (Overall)
- Ensure SCHCC website is updated as needed. - (Overall)

Recovery

- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (Overall)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (Overall)

- Ensure SCHCC website is updated as needed. - (*Overall*)

Hazardous Materials Incident

Preparedness

- Ensure response plans and contact lists are maintained. - (*Overall*)
- Ensure adequate supply of emergency supplies and equipment to include battery charger for small electronics, charging cords and power cords. - (*Overall*)
- Ensure SCHCC website has updated information and tools to assist membership with emergency preparedness. - (*Overall*)

Response

- Ensure representatives are able to work in assigned coalition response locations as appropriate. Establish staffing plan if event will involve more than one operational period. - (*Overall*)
- Promote common operating picture through shared information.- (*Overall*)
- Assist with resource management between partner entities, particularly within the healthcare membership for healthcare resources. - (*Overall*)
- Support Evacuation activities as needed. - (*Overall*)
- If activated, assist with linkage with the local emergency coordination center and serve as the intermediary for healthcare and information sharing.- (*Overall*)
- Create a communication plan for key staff which identifies how to contact key positions. - (*Overall*)
- Support Shelter-in-Place activities as needed. - (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)

Recovery

- Review response activities and results. Identify any deficiencies or issues encountered during the event that could have been mitigated or avoided. Use findings to update the plans and procedures as necessary.- (*Overall*)
- If ECC Recovery Section is activated, serve as the intermediary for healthcare membership recovery efforts. - (*Overall*)
- Ensure SCHCC website is updated as needed. - (*Overall*)

**FILE ARCHIVE
APPENDIX**

File Archive

The SCHCC has access to a file archiving feature within the South Central Healthcare Coalition - Continuity of Operations Plan system. The File Archive feature allows the SCHCC to upload files to the system and provides the SCHCC with access to these files from remote locations, as needed, during continuity events or disruptions. Provided below is a list of files that have been uploaded by the SCHCC to the South Central Healthcare Coalition - Continuity of Operations Plan system. Each file listed below includes the name of the file, a description of the file, and the most recent date the file was uploaded.