

# **CONTINUITY OF OPERATIONS PLAN (COOP)**



**CHATHAM COUNTY - SAVANNAH  
METROPOLITAN PLANNING COMMISSION (MPC)**

**March 2020**

## TABLE OF CONTENTS

I.	Introduction.....	4
II.	Plan Activation Criteria.....	5
III.	Business Hours of Operation.....	5
IV.	After Hours Operation.....	6
V.	Teleworking.....	6
VI.	Advanced Team Roles and Responsibilities.....	7-10
VII.	Staff Recall.....	10
VIII.	Media Communications.....	10
IX.	Information Technology/Telecommunications Priority.....	11
X.	Essential Functions and Responsible Party.....	11-12
XI.	Plan Maintenance, Testing, Training, and Exercising.....	12
XII.	Conclusion.....	13
XIII.	Appendix.....	14
1.	Key Personnel and Order of Succession.....	15-16
2.	Description of Mission Critical Systems.....	17-18
3.	Description of Non-Mission Critical Systems.....	19
4.	Preparation Checklists.....	20
a.	Pre-Evacuation Management Checklist.....	20
b.	Pre-Evacuation Department Checklist.....	20
c.	Day of Evacuation Department Checklist.....	21
5.	Equipment and Supplies.....	22
6.	Evacuation Preparation Checklist for SAGIS .....	23
7.	Preparation Checklist for Advance Planning/Natural Resources.....	24
8.	Evacuation Preparation for Administrative.....	25
9.	Evacuation Preparation for Historic Preservation.....	26
10.	Evacuation Preparation for Transportation.....	27
11.	Evacuation Preparation for Information Technology/Mapping.....	28
12.	Evacuation Preparation for Current Planning.....	29
13.	Evacuation Preparation for Executive Department.....	30
14.	Test, Training, and Exercise.....	31

6.1.	Training.....	31
6.1.1	New Personnel.....	31
6.2	Testing Program.....	32
6.2.1	Testing Schedule.....	32
6.3	Exercises.....	32
6.3.1	After-Action Report.....	32-33
15.	Information Technology Services Preparation and Recovery Plan...34	
I.	Information Technology Services.....	35
II.	Data Center Disaster Recovery Plan.....	35
III.	Requirement Assumptions.....	36
IV.	Emergency Access Procedures for Critical Systems and Data.....	36
V.	Recovery Assumptions.....	37-38
16.	SAGIS/IT COOP Plan.....	39
I.	Essential Functions, Positions, and Resources.....	40-48
II.	Leadership and Staff.....	49-53
III.	Essential Continuity Records Management.....	54
IV.	Continuity Facilities.....	55-57
V.	Continuity Communications.....	58-59
VI.	Reconstitution.....	60
VII.	Plan Maintenance and Test, Training and Exercise.....	60

## I. Introduction

The Chatham County – Savannah Metropolitan Planning Commission’s (MPC) mission is to demonstrate professional and forward-thinking leadership, ensure sustainable economic growth, provide a competitive advantage through environmental responsibility, and meeting the social needs of the community.

The MPC is a joint planning agency for the City of Savannah and Chatham County. The Planning Commission is a planning agency that staff’s multiple boards in order to comprehensively address land use and zoning, historic preservation, transportation planning, natural resources and mapping through GIS. MPC staff, headed by an Executive Director, research and evaluate issues and prepare information for the consideration and action by the appropriate board.

The MPC must ensure its operations are performed effectively and efficiently with minimal disruption, especially during an emergency. The MPC’s Business Continuity of Operations Plan (COOP) includes not only major disasters (e.g. total loss of a building) but also routine interruptions to service (e.g. power outage, computer systems downtime, building fire, sprinkler system release/water damage, etc.). It puts disaster planning in perspective and makes it more likely that disasters will be handled smoothly.

There are basically four scenarios that could potentially affect the day-to-day operations of the MPC:

1. An internal event, such as a fire, gas leak or flooding inside or out that prevents or limits access to the building.
2. An external event affecting the surrounding downtown area that prevents access to the building.

3. An event outside our immediate area that requires regional assistance from outside staff and resources for recovery.
4. A declared pandemic that restricts and/or prevents access to the building or requires staff to remain at home.
5. MPC's inability to provide full services due to a reduced workforce possibly due to an outbreak of pandemic influenza.

## II. Plan Activation Criteria

The following will trigger plan activation:

### A. Damage to the Building:

- a. Fire, water, physical and/or electrical damage to assets (computer equipment, storage files and /or furniture);
- b. Structural damage to the building; or
- c. Intentional damage to data and/or equipment from external/internal sources.

B. Disasters may also be caused by events external to MPC such as natural disasters, pandemics, acts of war/terrorism, and emergency proclamations by government. These events may not specifically cause damage to the MPC and /or its assets, but could cause the MPC to discontinue all or part of its day-to-day functionality due to inaccessibility to the MPC office or the requirement that employees remain at home.

## III. Normal Business Hours Operation

The type and extent of a disaster during normal business hours will determine the actions that need to be taken. The person or persons that first discover the disaster must exercise good judgment to determine what steps need to be taken. If needed, the person(s) will activate the nearest fire alarm box to initiate an evacuation of the building. **ALL staff will immediately evacuate the building using the standing evacuation procedures as noted on the MPC's building exit maps.** Staff will not take

the time to gather belongings or work materials. A headcount will be conducted by each Department Head as soon as possible in the designated area away from the building and a report given to the Executive Director. In her absence, the report will be given to the Assistant Executive Director, or the person in Responsible Charge of the Office. **The designated meeting area is Oglethorpe Square across the street from the building if it is deemed safe. If it is not safe, staff will convene at the City of Savannah Fire Station on the corner of Abercorn Street and Oglethorpe Avenue, adjacent to Colonial Cemetery.**

In the event of an evacuation of the Downtown area, instructions will be communicated to staff via email and/or the phone tree as they are received from the emergency response units.

#### **IV. After Hours Operation**

If a disaster occurs after normal business hours, CEMA will first contact the Executive Director, Assistant Executive Director, and the Director of Administrative Services. At the earliest possible time following a major event, the Executive Director and the staff designated below as the core group will meet to initiate the response to the event.

#### **V. Teleworking**

If a pandemic occurs for which a federal, state or local Emergency Declaration is issued requiring all employees to shelter in place or all business considered nonessential are required to close, the Executive Director may require employees to Telework where management has determined that working remotely is appropriate and viable. A Temporary Remote Work Agreement will be used in instances where the Department Director, in consultation with the Executive Director, (or his/her designee) has determined that the employee's job may temporarily be performed from home or an alternate location.

A teleworking agreement will be executed to permit employees to work remotely as a temporary measure only. The Executive Director may alter

an employee's work schedule or end the Temporary Remote Work Agreement at any time at his/her discretion.

## VI. Advance Team Roles and Responsibilities

The MPC Executive Director, Department Directors and other-directed staff members will form the core group for responding to a disaster and direct the responses to the event.

- Melanie Wilson – Executive Director
- Pamela Everett-Assistant Executive Director Compliance and Operations
- Christy Adams-Director, Administrative Services
- Roger Beall, Network Administrator
- Jackie Jackson, Advance Planning
- Leah Michalak, Director Historic Preservation
- Lara Hall, Director, SAGIS
- Marcus Lotson, Director Current Planning
- Mark Wilkes, Director CORE/MPO

*The primary point of contact for all operations and emergency functions is:*

MPC 's Executive Director: **Melanie Wilson**

Office: 912-651-1446

Cell: 912-800-5607

[wilsonm@thempc.org](mailto:wilsonm@thempc.org)

*If the Executive Director is not available, the order of succession for the primary point of contact **during an actual event** is as follows:*

1. Assistant Executive Director Compliance and Operations Pamela Everett

Office: 912-651-1465 Email: [everettp@thempc.org](mailto:everettp@thempc.org)

Cell: 912-596-6653 Email:

2. Director of Administration: **Christy Adams**

Office: 912-651-1459 Email: [adamsc@thempc.org](mailto:adamsc@thempc.org)





- **CODE 2 - Downtown Area Impact**- The area directly around the MPC facility, in addition to the Downtown area, has been affected by the disaster.  
The MPC facility may or may not have been affected. The Executive Director will issue communication to staff via email and phone tree about the status of the facility and instructions for staff.
- **CODE 3 - County/ Widespread Impact** – Regardless of the direct impact on the MPC’s facility, normal business is disrupted throughout the County. MPC staff should stay home or at another safe location and wait for instructions. Stay tuned if possible, to the local news/authorities.

If the direct impact to MPC is severe enough that the facility at 110 East State Street is unavailable, short-term temporary workspaces will be required. In such case, all staff will remain at home and wait to be notified about when and where to report for work or if teleworking will be implemented. The possible office spaces that will be utilized include the following locations, depending on the location of the emergency:

1. **Localized Impact Location (CODE 1)**

**The Savannah Civic Center Emergency Operations Center**  
301 W. Oglethorpe Avenue  
Savannah, Ga. 31401

2. **Downtown Area Impact Location (CODE 2)**

**Savannah Technical College Crossroads Campus**  
190 Crossroads Parkway  
Savannah, Ga 31407

3. **County/ Widespread Impact Location (CODE 3)**

**Henry County Public Safety Complex**  
110 South Zack Hinton Parkway  
McDonough, Ga. 30252

## **VII. STAFF RECALL**

Efforts will be made to begin bringing staff back into a single location as quickly as possible. Every effort will be made to secure enough office space with temporary furniture and equipment for the entire agency.

However, it will not be possible to have office space and equipment ready for the entire staff immediately. It is important that staff is responsible for and has set aside what they will need to function/get back up and running effectively and in a timely manner. Each staff member should have an emergency “to-go” box. Staff will be recalled to work at the new alternate workspace in phases over the next few days or weeks, as it is prepared and ready for them. Recall of staff will be at the discretion of the Executive Director and Department Heads, based on how their accommodations are progressing.

In addition, each department or staff member may also be called upon after the event to provide representatives to serve on special teams or assist the City or County as needed.

## **VIII. Media Communications**

The Executive Director or his/her designee, or the Assistant Executive Director Compliance and Operations, will conduct all communications with the media. All queries from the media will be referred to the Executive Director. No other MPC staff is authorized to discuss or speculate on the event, its consequences or the recovery effort. In case of a Code 2 or Code 3 event, the MPC will defer all communications with media to the County/City Public Information Office (PIO).

## **IX. Information Technology/Telecommunications Priority**

As soon as it is determined that portions of the existing building are usable, or temporary office space is secured, the goal will be to get all the

telecommunications network functionality established as soon as possible. Critical network and system functionality will be the top priority during the initial 72 hours. These functions include:

- Email
- Internet connectivity
- Payroll
- Telephone Service

#### **X. Essential Functions and Responsible Party**

To ensure that the Agency's critical functions continue, each Department must ensure the following:

1. That matters of zoning and land use can continue to function - Executive/Current Planning Directors
2. That the integrity and compliance of the MPC's planning programs are maintained. – Advance Planning Director
3. Maintain continuity of all MPC and associated meetings (MPC, MPO, HRB, etc.). – Executive/Administrative Services Directors
4. Maintain continuity of MPC, City, & County projects and recurring activities. – Executive/Administrative Services Directors
5. That Certificates of Appropriates continue to be issued and any historic preservation matters related to Building Permits continue to function. – Historic Preservation Director
6. Possess the ability to provide compensation associated with MPC agreements and contracts. –Assistant Executive Director Compliance & Operations
7. All staff records (including payroll) are backed up off site. –Assistant Executive Director Compliance & Operations
8. Assistant Executive Director Compliance & Operations maintains all active and inactive personnel files. –Assistant Executive Director Compliance & Operations
9. Personnel files are backed up electronically and securely stored off site. Personnel files contain emergency contact information. Assistant

Executive Director Compliance & Operations and Information Technology have access to the files via a web-based application.

## **XI. Plan Maintenance, Testing, Training, and Exercising**

The effectiveness of a COOP depends on staff awareness of the COOP federal, state and local requirements. Each staff member has an essential readiness role and each department provides or supports the ability to perform its essential functions and execute its portion of the COOP. It is essential that staff members feel “ownership” of the COOP. To accomplish this goal, all essential staff members must be trained in COOP preparedness and conduct COOP drills in response to a disaster.

The plan is adaptable to various scenarios ranging from partial to complete disruptions. It is recommended COOP staff members test their departmental plans, backup and recovery systems regularly. It is through agency testing that gaps can be identified, and modifications made.

The main MPC COOP point of contact should reference the MPC COOP and consult with the Chatham Emergency Management Agency (CEMA) for guidance regarding the County-Wide test, training and exercise schedule to ensure proper coordination and participation.

Authority, support, and justification for continuity of operations (COOP) planning for county or state -wide disasters/emergencies are provided through the documents provided by CEMA.

## **XII. Conclusion**

The chance of MPC experiencing a major disaster is minimal, but the agency must be prepared for such an event. With proper planning, staff will be able to make sound decisions quickly to minimize the effects that a major disaster could have on the agency. Key staff must be identified that will be involved, trained, ensure that critical records are backed up and establish plans for purchasing/securing possible relocation. At the same time, staff must be

prepared to step in and assist with staffing to support the recovery of the community.

# Appendix

1. Key Personnel and Order of Succession
2. Description of Mission Critical Systems
3. Description of Non-Mission Critical Systems
4. Preparation Checklists
5. Information Technology Services Preparation and Recovery Plan

## KEY PERSONNEL AND ORDER OF SUCCESSION

---

### 12-24 HOURS (In order of Succession)

- \*Melanie Wilson- Executive Director
- \*Pamela Everett- Assistant Executive Director Compliance & Operations
- Christy Adams- Administrative Services Director
- \*Roger Beall- Network Administrator

### 24-48 HOURS (In order of Succession -To Be Activated as Needed as Determined by the Executive Director and/or His/Her Successor)

- \*Jackie Jackson – Advance Planning
- Leah Michalak – Historic Preservation Director
- \*Lara Hall – SAGIS Director

### 48 HOURS OUT (To be Activated as Needed as Determined by the Executive Director and/or His/Her Successor)

#### **DEPARTMENT HEADS (Listed Alphabetically):**

- Christy Adams- Director Administrative Services
- \*Jackie Jackson - Advance Planning Director
- \*Lara Hall – SAGIS Director
- Leah Michalak – Historic Preservation Director
- Marcus Lotson- Current Planning Director
- Mark Wilkes- Transportation Director

#### **ADMINISTRATIVE STAFF (Listed Alphabetically):**

- Jessica Hagan, Administrative Assistant
- Sally Helm, Administrative Staff

Sabrina Morgan, Administrative Assistant

Mary Mitchell, Administrative Assistant

**PLANNING STAFF** (Listed Alphabetically):

Olivia Arfuso, Preservation Planner

Debbie Burke, Natural Resources Planner

Aislinn Droski, Associate Planner

\*Nicholas Fazio, Planner

Alicia Hunter, Planner

\*Asia Hernton, Associate Planner

Jordan Holloway, Planner

\*Jackie Jackson - Director Advanced Planning

Ryan Jarles, Preservation Planner

Leah Michalak – Historic Preservation Director

\*Kait Morano, Planner

David Ramsey, Information Services and Mapping Technician

\*Anna Stamatogiannakis, SAGIS GIS Analyst

\*Mandy Terkhorn, SAGIS GIS Analyst

\*Wykoda Wang, Transportation Administrator

Julie Yawn, Systems Analyst

\*Staff trained to work in the CEMA EOC if activated



## MISSION CRITICAL SYSTEMS/FUNCTIONS

---

### ESSENTIAL FUNCTIONS:

The MPC's essential functions and oversight areas include:

- **COMPENSATION**

ASSOCIATED WITH MPC STAFF PAYROLL AND MPC, SAGIS AND MPO CONTRACTS.

- **THE METROPOLITAN PLANNING COMMISSION (MPC)**

The MPC is a joint planning agency for the City of Savannah and Chatham County to consider matters of zoning and land use, as well as other studies and issues for which it has responsibility. Planning Meetings are held as needed to discuss only planning issues. All meetings are open to the public.

- **CURRENT PLANNING**

Current Planning focuses on current planning matters, including the review of site plans, subdivision plats, zoning map amendments and text amendments to the zoning ordinance. Staff also serves the Zoning Board of Appeals (ZBA) for the City of Savannah and Chatham County. The ZBA reviews variances, special uses, appeals of decisions and extensions of nonconforming uses. Additionally, staff assigns street addresses for new developments.

- **HISTORIC PRESERVATION**

Staff reviews projects, issues Certificates of Appropriateness, and makes recommendations to the Savannah Historic District Board of Review, Chatham County Historic Preservation Commission, Historic Site and Monument Commission, Chatham County Resource Protection Commission and the Metropolitan Planning Commission on historic preservation matters.

- **SAVANNAH AREA GEOGRAPHIC INFORMATION SYSTEMS (SAGIS)**

SAGIS is focused on providing access to Geospatial data, in a standardized format to all interested parties. The SAGIS mission is to consolidate geospatial information into one central location, providing a one stop access to information. SAGIS works with the City of Savannah, Chatham County, the Metropolitan Planning Commission and a variety of other non-profit and private organizations to maintain standards, manage data, educate and coordinate projects that affect the greater Chatham County area.

- **ADMINISTRATIVE SUPPORT**

The MPC also provides administrative support for the Metropolitan Planning Commission, Savannah Historic District Board of Review, the Historic Site and Monument Commission, the Chatham County Historic Preservation Commission, the City and County Zoning Boards of Appeal, and the Coastal Regional Metropolitan Planning Organization Committees.

## NON-MISSION CRITICAL SYSTEMS

---

### FUNCTIONS:

The MPC's non-critical functions and oversight areas include:

- **TRANSPORTATION PLANNING**

The Transportation Planning Department of the MPC supports the Coastal Region Metropolitan Planning Organization (CORE MPO) Board and its advisory committees, to carry out the federally required process associated with the federal transportation funding in the region. The CORE MPO Board includes local elected officials throughout the MPO's planning area, representatives of GDOT, CAT and the Savannah Airport Commission, among others.

- **NATURAL RESOURCES PLANNING**

The Natural Resources Planning section of the Advance Planning Department is responsible for environmental planning and outreach programs related to natural resources issues, water conservation and storm water. This section is also the County's main point of contact for any pertinent environmental regulatory code and regulation changes and updates.

- **COMPREHENSIVE FUTURE LAND USE PLANNING**

Comprehensive planning is long-range planning that integrates information management, community visioning and goal setting, and program implementation. The Comprehensive Plan establishes an updated policy framework for growth and development; natural and historic resource protection; provisions for a range of housing opportunities for all residents; provisions for public facilities; and coordination of growth with transportation systems and other infrastructure.

### EVACUATION PREPARATION CHECKLISTS:

**1. To be done by Management BEFORE Evacuation Event:**

- Update any staff badges that are considered critical workforce
- Have staff training on how to access documents and other files from the cloud
- Roger/Julie/Pamela —set a code for “disaster” admin pay
- Identify what the laws are for holding public meetings according to your individual boards.
- Safety Critical Systems, Applications, and Data (SCS) systems should be “cloud” replicated in an effort to provide redundancy.
- Surge Internet Band Width should be available to facilitate recovery.

**2. To be done by Each Department BEFORE Evacuation Event:**

- Identify vital records and how they will be protected
- Identify within your dept. what each person’s role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Create instructional, department-specific checklists
- Establish and maintain Department call lists with staffs’ home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

**3. To be done by Each Department DAY-OF Evacuation:**

- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Take with: laptops, small printers/scanners, current projects, zoning working maps, all working files that have not been scanned, original documents, all critical files, historical documents not scanned and original
- Stay behind: file cabinets, large printers and electrical equipment will need to be unplugged, covered, and raised off the ground in each office and workspace
- Shut blinds and doors
- Pack each office's "to-go" bins with necessary items listed above (The bins are stored in the MPC's electrical/storage room at the rear of the file room)

Equipment and Supplies (# required)			
<input type="checkbox"/> Laptop Comps ( )	<input type="checkbox"/> Desks ( )	<input type="checkbox"/> Legal Pads ( )	<input type="checkbox"/> Post-Its ( )
<input type="checkbox"/> Printers ( )	<input type="checkbox"/> Chairs ( )	<input type="checkbox"/> Copy Paper ( )	<input type="checkbox"/> Highlighters ( )
<input type="checkbox"/> Faxes ( )	<input type="checkbox"/> File Cabinets ( )	<input type="checkbox"/> Pens ( )	<input type="checkbox"/> Markers ( )
<input type="checkbox"/> Telephones ( )	<input type="checkbox"/> Bookshelf ( )	<input type="checkbox"/> Pencils ( )	<input type="checkbox"/> Scissors ( )
<input type="checkbox"/> Copier ( )	<input type="checkbox"/> Tables ( )	<input type="checkbox"/> Manila Env ( )	<input type="checkbox"/> Rulers ( )
<input type="checkbox"/> Scanner ( )	<input type="checkbox"/> Trash Cans ( )	<input type="checkbox"/> Index Cards ( )	<input type="checkbox"/> Staple Remover ( )
<input type="checkbox"/> Radios ( )	<input type="checkbox"/> File Folders ( )	<input type="checkbox"/> Tape ( )	<input type="checkbox"/> Stamps (COA, etc.) ( )
<input type="checkbox"/> Projectors ( )	<input type="checkbox"/> Media Storage ( )	<input type="checkbox"/> Rubb. Band ( )	<input type="checkbox"/> Business Cards ( )
<input type="checkbox"/> Screens ( )	<input type="checkbox"/> Printer/Fax Ink ( )	<input type="checkbox"/> Binder Clips ( )	<input type="checkbox"/> Pencil Sharpeners ( )
<input type="checkbox"/> Dictaphones ( )	<input type="checkbox"/> Paper Cutter ( )	<input type="checkbox"/> Paper Clips ( )	<input type="checkbox"/> Calculators ( )
<input type="checkbox"/> Recorders ( )	<input type="checkbox"/> 3-Hole Punch ( )	<input type="checkbox"/> Staplers ( )	<input type="checkbox"/> Shredders ( )
<input type="checkbox"/> TVs ( )	<input type="checkbox"/> Binders ( )	<input type="checkbox"/> Staples ( )	<input type="checkbox"/> Letter Pads ( )
<input type="checkbox"/> DVD Players ( )	<input type="checkbox"/> Maps ( )	<input type="checkbox"/> Flip Charts ( )	<input type="checkbox"/> Easels ( )

**EVACUATION PREPARATION CHECKLISTS FOR SAGIS:**

**To be done by SAGIS BEFORE Evacuation Event:**

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staffs' home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

**To be taken out of the building by SAGIS staff the DAY-OF the Evacuation Event:**

- Computers/chargers
- Laptop with GIS software installed

## EVACUATION PREPARATION CHECKLISTS FOR ADVANCE PLANNING/NATURAL RESOURCES:

### To be done by Advance Planning/Natural Resources staff **BEFORE** Evacuation Event:

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staff's home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

### To be taken out of the building by Advance/Natural Resources staff the **DAY-OF** the Evacuation Event:

- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Laptop/charger/printer
- Desk top scanner/charger
- Working files
- Phone/charger
- Pens-paper-notebooks-post it notes- stapler/staples-file folders
- Thumb drive/external hard drive



## EVACUATION PREPARATION CHECKLISTS FOR ADMINISTRATIVE:

### To be done by Administrative staff **BEFORE** Evacuation Event:

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staffs' home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

### To be taken out of the building by Administrative staff the **DAY-OF** the Evacuation Event:

- Laptop/charger
- Copier/printer
- Paper-highlighters-pens-tablets-post it notes
- Binders-binder clips-paper clips-stapler-staples
- Scissors-tape-3hole punch-envelopes
- Date stamp
- Business cards
- Phone/charger
- Credit card (regular one and Office Depot)

**EVACUATION PREPARATION CHECKLISTS FOR HISTORIC PRESERVATION:**

**To be done by Historic Preservation staff **BEFORE** Evacuation Event:**

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staffs' home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

**To be taken out of the building by Historic Preservation staff the **DAY-OF** the Evacuation Event:**

- Laptop/charger
- Laptop/charger/printer/paper
- Sanborn Map Books
- HP Stamp
- Digital camera
- Architectural scale
- Historic Savannah Resource Book
- Active files
- COA files that have not been scanned
-

## EVACUATION PREPARATION CHECKLISTS FOR TRANSPORTATION:

### To be done by Transportation staff **BEFORE** Evacuation Event:

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staff's home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

### To be taken out of the building by Transportation staff the **DAY-OF** the Evacuation Event:

- Laptop/charger
- Scanner/printer/paper
- Pens-paper clips-color file folders-note pads
- Recorder for meetings
- Phone/charger
- External hard drive
- Flash media

**EVACUATION PREPARATION CHECKLISTS FOR INFORMATION TECHNOLOGY/MAPPING:**

**To be done by Technology/Mapping staff **BEFORE** Evacuation Event:**

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staffs' home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

**To be taken out of the building by Technology Mapping staff the **DAY-OF** the Evacuation Event:**

- Laptop/charger
- Cellphone/charger
- Credit card

## EVACUATION PREPARATION CHECKLISTS FOR CURRENT PLANNING:

### To be done by Current Planning staff **BEFORE** Evacuation Event:

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staffs' home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

### To be taken out of the building by Current Planning staff the **DAY-OF** the Evacuation Event:

- Laptop/charger
- Copier/scanner/paper
- Pens-clips-stapler/staples
- Calculator
- Ruler
- Thumb drive

**EVACUATION PREPARATION CHECKLISTS FOR EXECUTIVE DEPARTMENT:**

**To be done by Executive Department staff **BEFORE** Evacuation Event:**

- Identify vital records and how they will be protected
- Identify within your dept. what each person's role will be during an evacuation/disaster.
- Review what department responsibilities are expected to be available at the evacuation site and immediately following the threat
- Identify members of the staff that will be directly involved in the recovery effort and to what degree
- Determine what the requirements are under law about meetings and publicizing them
- Decide ahead of any event who will be in charge when the other staff activated for Emergency Operations Center efforts (EOC) are out of the office.
- Establish and maintain Department call lists with staff's home and cell telephone numbers and home email addresses.
- Inventory all hardcopy files and documents and determine which critical documents need to be backed up off site. Arrangements will be made for duplication and storage of hard copy or electronic files off site.

**To be taken out of the building by Executive Department staff the **DAY-OF** the Evacuation Event:**

- Laptop/charger/copier/printer
- Physical checks
- Phone/charger
- Payroll checks/files
- envelopes
- Color files
- Lock box/safe
- Pens-paper
- Calculator
- Outstanding Invoices
- Will need access to: ICMA, Ga State Taxes, SunTrust, Microsoft Dynamics, email server, S-drive files

## TEST, TRAINING, AND EXERCISE

The test, training and exercise program will ensure that all employees are aware of their roles and responsibilities in COOP implementation. Regularly scheduled exercises are critical to ensuring that the COOP can be implemented during an emergency. Exercising is one of the most effective ways to discover and document necessary modifications. The test, training and exercise program should be progressive in nature, building from simple, individual tasks to complex, multiorganizational interactions. The program should contain activities that include build-on training and improve capabilities through a series of tests and exercises.

### 6.1 Training

The following subject matter should be considered for the COOP training program:

- Mission Essential Functions (MEF) and operations
- Operational elements of the overarching COOP and departmental annexes
- COOP triggers, activations, and decision-making
- Continuity facilities and resumption of normal operations
- Leadership during a COOP activation
- Safety strategies and policies including proper use of personal protective equipment

#### 6.1.1 New Personnel

All new personnel working for the MPC shall receive COOP awareness training as part of their new employee orientation from their individual department and/or work location. The training will be conducted within 60 days of an employee's first day of employment. If a new employee is designated as essential, his or her contact information will be updated on the department's internal call list. Each department is responsible for providing job-specific COOP and safety training for all new employees in their department.

## 6.2 Testing Program

Testing is demonstrating if the equipment, procedures, processes, and systems that support the local government's MEF are operating correctly. Testing reveals whether equipment and systems conform to specifications and operate in the required environments. Testing validates or identifies for correction specific aspects of a COOP's procedures and processes. Periodic testing also helps ensure that equipment and procedures are maintained in a constant state of readiness.

### 6.2.1 Testing Schedule

It is recommended that testing and exercise plans provide for the following elements:

- Testing staff as part of the MPC's exercise program to ensure the ability to perform MEF.
- Periodically testing alert and notification procedures and systems for all types of emergencies.

## 6.3 Exercises

Individual and collective exercises that vary in size and complexity will be conducted to validate elements of the COOP. Exercises will realistically simulate an emergency so that individuals and departments and divisions can demonstrate fulfillment of tasks expected of them in a real incident.

Exercises promote overall preparedness; validate plans, policies, procedures, and systems; determine effectiveness of command, control, and communication functions; and evaluate preparation for incident scene activities.

### 6.3.1 After-Action Report

The evaluation of exercises or actual incidents will identify areas for improvement and provide recommendations to enhance local government preparedness. Following the exercise or actual incident, a comprehensive debriefing and after-action report will be completed. The Emergency Preparedness Coordinator, or a designee, will be responsible for coordinating the debriefing and developing the



after- action report. All data collected will be incorporated into an improvement plan that provides input for annual COOP revisions.

# **INFORMATION TECHNOLOGY SERVICES PREPARATION AND RECOVERY PLAN**

## INFORMATION TECHNOLOGY SERVICES PREPARATION AND RECOVERY PLAN

---

### I. Information Technology Services

Information Technology is responsible for maintaining IT operations, functions and devices for all departments including, but not limited to:

- a. Providing technical assistance to end users with regard to smart phones, PCs, software applications, email, printers, laptops, and other technical devices issued by MPC
- b. Backup and Maintenance of servers and databases
- c. Virus protection
- d. Backup and Recovery of all on site data
- e. Management of all technology related projects
- f. Procurement and installation of new hardware and software
- g. Successfully schedule and store off site data for redundancy
- h. Coordinate the purchase of equipment and infrastructure material needed to ensure redundancy of agency data files
- i. Maintain detailed inventory of critical equipment, i.e. servers, switches, routers, for implementation of backup up data
- j. Oversee purchase of new equipment as needed

### II. Data Center Disaster Recovery Plan

The MPC & SAGIS data is considered one of the agency's most valuable assets, without which the organization and many of the City of Savannah and Chatham County Departments and agencies cannot conduct its business. Special emphasis in this document will be placed on Information Technology (IT). The purpose of this document is to ensure operational continuity and quick recovery for all critical systems impacted by a disaster.

In addition, this document is to ensure IT recovery requirements are properly communicated to all staff, clearly identifying all essential roles and responsibilities. It also serves to ensure adherence to established safety procedures exit plans and related emergency requirements, and to maintain an orderly process for business resumption and systems recovery. The IT disaster recovery plan will be tested on a regular basis.

### III. Requirement Assumptions

The systems and services to which this plan applies have been identified as follows:

- **Safety Critical Systems (SCS), Applications, and Data:** systems whose failures would disrupt mission essential functions. During an emergency, these systems will *receive the highest priority and will be restored as quickly as possible.*
- **Mission Critical Systems and Applications (MCS):** systems whose failure would cause grave consequences. Downtime during an emergency or disaster is acceptable if the system resumes operations within a period of 48 hours after the emergency is over.
- **Core Systems and Applications (CS):** systems whose failure would cause an inconvenience, operational difficulties or increased workload to staff and clients. During an emergency, operations and data should be restored within 72 hours.

### IV. Emergency Access Procedures for Critical Systems and Data

During an emergency, priority will be given to restoring and supporting operations in the following departments:

- SAGIS
- Finance
- Administration

## V. Recovery Assumptions

1. Safety Critical Systems, Applications, and Data (SCS) will receive the highest priority and will be restored as quickly as possible. All of these systems should be “cloud” replicated beforehand in an effort to provide redundancy and prevent them from not being accessible should the MPC’s system fail.
2. Mission Critical Based Systems and Applications will be restored within a period of 48 hours after the emergency is over. 50% of critical functions will be restored within 24 hours. 100% of critical functions will be restored within 48 hours. A contractor should be utilized for immediate assistance if the Network Administrator or Systems Analyst is not available. All of these systems should be “cloud” replicated beforehand in an effort to provide redundancy and prevent them from not being accessible should the MPC’s system fail.
3. Surge Internet Band Width should be available to facilitate recovery.
4. “Cloud” facilities should be available for recovery as physical facilities are not necessarily going to be available.
5. Core Systems and Applications (CS) operations and data should be restored within 72 hours.
6. Standard System and Applications (SS) operations should be restored within 96 hours.
7. Scenario conditions covered by this plan: (table below shows responsibilities)
  - i. MPC Building Down
  - ii. Data Center Down
  - iii. Files Servers Down
  - iv. Backup Servers Down
  - v. Other Databases Down

Scenario Description	Planned Response Strategy	Expected Response Results	Post-disaster Expectations
MPC building down	If the network is available and the PCs are still online, users can log into their work computers remotely using VPN. IT staff can use VPN to log into their work PCs and Remote Desktop to log into servers.	Using VPN will keep at least all users whose work PC is online in business until the building can be accessed again.	Test connectivity of internet, servers, and data. Re-build and restore the server(s) that have been damaged. Continue restoration of data to servers from backups.
IT Data Center down	If the servers are up, IT staff will be able to Remote Desktop to them. A contractor should be utilized for immediate assistance if the Network Administrator is not available.	Begin the restoration of servers and data in compliance with the Planning Assumptions	Test connectivity of internet, servers, and data. Evaluate, then re-build and restore any damaged servers. Continue restoration of data to servers from backups.
Technology down	If redundancy is in place at the time of the disaster, all functionality of affected servers will be switched to the hot standby servers (a backup server that receives regular updates and is standing by ready to take over immediately)	75% of all critical functions will be active on the hot standbys within 4 hours.	Once the main office is again accessible, data entries created on the hot standbys will be restored to production systems.

Introduction

Savannah Area GIS (SAGIS) is a cooperative agreement between the City of Savannah, Chatham County, Chatham County – Savannah Metropolitan Planning Commission, Georgia Tech – Savannah and Georgia Power to provide GIS services to Chatham County and the City of Savannah.

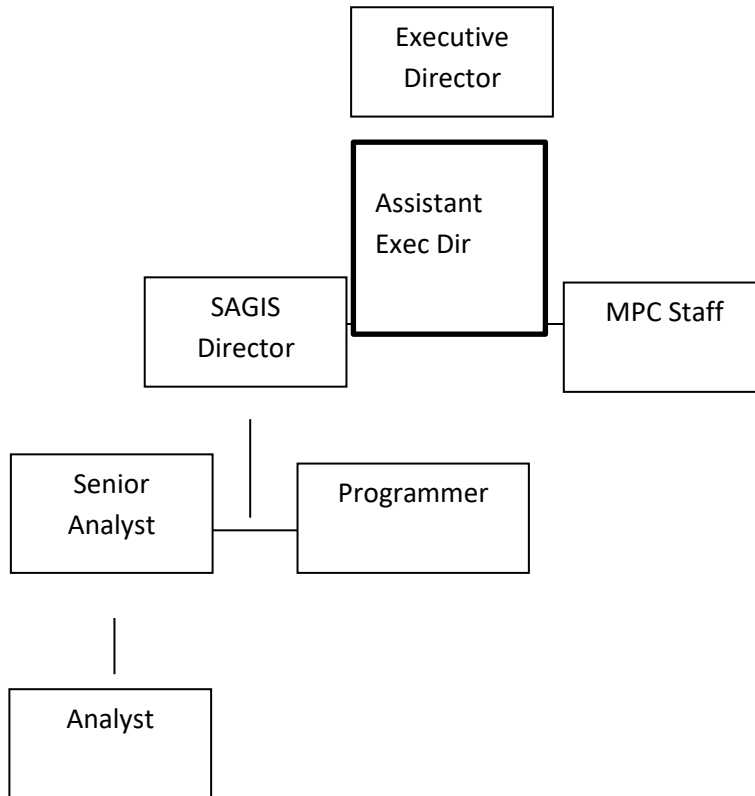
**A. Mission**

Planning the Future-Respecting the Past.

**B. Organization**

SAGIS is currently staffed by a Director, Senior GIS Analyst, Analyst and a Programmer. SAGIS provides all spatial database administration as well as mapping services to its partners.

**Organizational Chart**



## I. Essential Functions, Positions, and Resources

### Mission Essential Functions (MEFs)

The following list details department-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities. The Chart below is to be completed for every Mission Essential Function identified by the Department.

- MEF #1 – GIS Data Delivery via SDE
- MEF #2 – GIS Data Delivery via ArcGIS Server
- MEF #3 – Pictometry
- MEF #4 – GIS Editing

*Please note that in post-emergency situations, surge band width may be required to receive post-disaster images.*

MEF #1 – GIS Data Delivery via SDE			
Function Name:	GIS Data Delivery via SDE		
Description of Function	Provide GIS data via SDE and SQL Server 2014		
Recovery Priority (X Hours)	24 hours	Peak Time Period (X am – X pm)	8am – 10am & 1:30pm – 3:00pm
Frequency (i.e. Daily)	DAILY		
Legal/Statutory Reference	N/A	Licensure Requirements	N/A
Key Personnel			
Staff Type	Title	Staff Name	Contact Info (Work Cell, Home, Personal Cell)
Primary	Director	Lara Hall	912-651-1451



<b>MEF #1 – GIS Data Delivery via SDE</b>				
Backup 1	SAGIS Director	Lara Hall	912-651-1451	
Backup 2	Network Administrator	Roger Beall	912-651-1458	
<b>Locations</b>				
Type	Location Name, Address, Staff Capacity			
Primary	MPC 110 E State St. Savannah, GA 31401			
Alternate #1	Amazon Web Services (AWS): <a href="http://aws.amazon.com/">http://aws.amazon.com/</a>			
<b>Critical Resources</b>				
Equipment	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
Server	2	TBD	HP	
Software	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
ArcGIS Server Advanced Enterprise	1	10.2.2	ESRI	TBD
MS Sql Server	1	2014	Microsoft	TBD
<b>Additional External Contacts and Vendors</b>				
Description	Company / Vendor Name and Phone	Contact Name and Phone	Email	
Sales for all new equipment and use of technicians	State of Georgia Hewlett Packard (HP) Representative	800-727-2472		

MEF #2 – GIS Data Delivery via ArcGIS Server				
Function Name:	GIS Data Delivery via ArcGIS Server			
Description of Function	Delivery of data via web			
Recovery Priority (X Hours)	24 Hours	Peak Time Period (X am – X pm)	7:30am – 5:00pm	
Frequency (i.e. Daily)	Daily			
Legal/Statutory Reference	N/A	Licensure Requirements	N/A	
Key Personnel				
Staff Type	Title	Staff Name	Contact Info (Work Cell, Home, Personal Cell)	
Primary	Director	Lara Hall	912.651-1451	
Backup 1	GIS Analyst	Anna Stamatogiannakis	912.651-1443	
Locations				
Type	Location Name, Address, Staff Capacity			
Primary	MPC 110 E State St Savannah, GA 31401			
Alternate #1	Amazon Web Services (AWS): <a href="http://aws.amazon.com/">http://aws.amazon.com/</a>			
Critical Resources				
Equipment	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
Server	2	TBD	HP	

MEF #2 – GIS Data Delivery via ArcGIS Server				
Software	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
ArcGIS Server Advanced Enterprise	1	10.2.2	ESRI	TBD
MS Sql Server	1	2014	Microsoft	TBD
Windows 2012	1	2012	Microsoft	TBD
Additional External Contacts and Vendors				
Description	Company / Vendor Name and Phone		Contact Name and Phone	Email
Licensing & Technical Support/ESRI	N/A		1-888-377-4575	support@esri.com

MEF #3 – Pictometry			
Function Name:	Pictometry		
Description of Function	Oblique Aerial Photography		
Recovery Priority (X Hours)	12 Hours	Peak Time Period (X am – X pm)	TBD
Frequency (i.e. Daily)	Annual		
Legal/Statutory Reference	N/A	Licensure Requirements	N/A
Key Personnel			
Staff Type	Title	Staff Name	Contact Info (Work Cell, Home, Personal Cell)

MEF #3 – Pictometry				
Primary	Director	Lara Hall	912-651-1451	
Backup 1		Mandy Terkhorn	912-651-1458	
Backup 2		Anna Stamatogiannakis	912-651-1443	
Backup 3	TBD			
Locations				
Type	Location Name, Address, Staff Capacity			
Primary	110 E State St Savannah, GA 31401			
Alternate #1	Amazon Web Services (AWS): <a href="http://aws.amazon.com/">http://aws.amazon.com/</a>			
Critical Resources				
Equipment	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
SAN	1	HP	HP	TBD
Server	3	HP	HP	TBD
Software	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
Pictometry	1	Pictometry	Pictometry	TBD
ESRI	1	ESRI	ESRI	TBD
Microsoft	1	Various	Microsoft	TBD

MEF #3 – Pictometry			
Additional External Contacts and Vendors			
Description	Company / Vendor Name and Phone	Contact Name and Phone	Email
Web Hosting	Amazon Web Services (AWS)	http://aws.amazon.com	http://aws.amazon.com/

MEF #4 – GIS Editing			
Function Name:	GIS Editing		
Description of Function	Editing of GIS layers		
Recovery Priority (X Hours)	TBD	Peak Time Period (X am – X pm)	8:00am – 4:30pm
Frequency (i.e. Daily)	Daily		
Legal/Statutory Reference	N/A	Licensure Requirements	N/A
Key Personnel			
Staff Type	Title	Staff Name	Contact Info (Work Cell, Home, Personal Cell)
Primary	Director	Lara Hall	912-651-1451
Backup 1		Mandy Terkhorn	912-651-1458
Backup 2			
Locations			

MEF #4 – GIS Editing				
Type	Location Name, Address, Staff Capacity			
Primary	110 E State St Savannah, GA 31401			
Alternate #1	http://aws.amazon.com			
Critical Resources				
Equipment	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
N/A	N/A	N/A	N/A	N/A
Software	Min Qty	Manufacturer Details, Model or Version	Vendor Name	Contact Name and Phone
N/A	N/A	N/A	N/A	N/A
Additional External Contacts and Vendors				
Description	Company / Vendor Name and Phone	Contact Name and Phone	Email	
Reload new equipment with software, email, etc.	Microsoft	N/A	N/A	

Consolidated Equipment and Supply List

Equipment and Supplies (# required)			
<input checked="" type="checkbox"/> Laptop Computers (4)	<input checked="" type="checkbox"/> Desks (1)	<input checked="" type="checkbox"/> Legal Pads (5)	<input checked="" type="checkbox"/> Post-Its (5)
<input checked="" type="checkbox"/> Printers (1)	<input checked="" type="checkbox"/> Chairs (1)	<input checked="" type="checkbox"/> Copy Paper	<input checked="" type="checkbox"/> Highlighters(5)
<input checked="" type="checkbox"/> Faxes (1)	<input type="checkbox"/> File Cabinets (___)	<input checked="" type="checkbox"/> Pens (5)	<input checked="" type="checkbox"/> Markers (5)
<input checked="" type="checkbox"/> Telephones (1)	<input type="checkbox"/> Bookshelves (___)	<input checked="" type="checkbox"/> Pencils (5)	<input checked="" type="checkbox"/> Scissors (5)
<input type="checkbox"/> Copier (___)	<input type="checkbox"/> Tables (___)	<input type="checkbox"/> Manila Env.	<input type="checkbox"/> Rulers (___)
<input checked="" type="checkbox"/> Scanner (1)	<input type="checkbox"/> Trash Cans (___)	<input type="checkbox"/> Index Cards (___)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> Radios (___)	<input checked="" type="checkbox"/> File Folders (1 Box)	<input type="checkbox"/> Tape (___)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> Projectors (___)	<input type="checkbox"/> Media Storage (___)	<input checked="" type="checkbox"/> Rubb. Band (1000)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> Screens (___)	<input checked="" type="checkbox"/> Printer/Fax Ink (1)	<input type="checkbox"/> Binder Clips (___)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> Dictaphones (___)	<input type="checkbox"/> Paper Cutter (___)	<input checked="" type="checkbox"/> Paper Clips (___)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> Recorders (___)	<input type="checkbox"/> 3-Hole Punch (___)	<input checked="" type="checkbox"/> Staplers (3)	<input checked="" type="checkbox"/> Staple Remover (1)
<input type="checkbox"/> TVs (___)	<input type="checkbox"/> Binders (___)	<input type="checkbox"/> Staples (___)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> DVD Players (___)	<input type="checkbox"/> Maps (___)	<input checked="" type="checkbox"/> Flip Charts (3)	<input type="checkbox"/> Other (___)
<input type="checkbox"/> Shredders (___)	<input checked="" type="checkbox"/> Letter Pads (5)	<input type="checkbox"/> Easels (___)	<input type="checkbox"/> Other (___)

### **To-Go Kits**

See the MPC's base COOP for standard to-go kit materials to be prepared ahead of an event. Additional, department-specific contents and procedures for maintaining to-go kits are TBD as needed.



## II. Leadership and Staff

### A. Alert, Activation, and Notification

#### Advance Team

Advance Team Role	Department Position / Title	Name	Contact (Phone, Email)
GIS Data Support	Director	Lara Hall	912.651-1451 hall@thempc.org
Communication Set-up	Director	Lara Hall	912.651-1451 hall@thempc.org

#### Alert and Notification

##### Step-by-Step Department Notification Procedure

1. SAGIS Director Notification
2. Senior GIS Analyst Notification
3. Programmer Notification
4. GIS Analyst Notification

**B. Orders of Succession**

Orders of Succession			
Position	Title / Position of Designated Successors	Relevant Rules, Procedures, Laws or Policies	Authority Limitations (temporal, geographical, regulatory, or permission-related)
Director	1. Lara Hall	N/A	N/A
	2. TBD		
	3.		
Sr. GIS Analyst	1. Mandy Terkhorn	N/A	N/A
	2. Anna Stamatogiannas		
	3.		
Lead Programmer	1. Programmer	N/A	N/A
	2. TBD		
	3.		

**C. Delegations of Authority**

Delegations of Authority					
Authority	Position Holding Authority	Delegated To (Title/Office)	Limitations to Delegated Authority	Delegated Purchasing Authority	Relevant Triggering Conditions, Reference, Rules, Procedures, Laws or Policies
SAGIS By-laws	SAGIS Director Executive Director	Senior GIS Analyst	SAGIS By-laws	SAGIS By-laws and MPC's Purchasing Policies	SAGIS By-laws

**D. Human Capital**

Human Capital addresses the Continuity Organization and Responsibilities; Continuity Personnel; All Staff; and, Human Resources Considerations.

<b>Continuity Organization and Responsibilities</b>	
<b>Position</b>	<b>Name</b>
Department Head	Lara Hall/ Melanie Wilson
COOP Manager / Coordinator	Lara Hall/Melanie Wilson, MPC Executive Director, Pamela Everett
Communications Manager	Lara Hall
Records Manager	Pamela Everett
Training Manager	Lara Hall, SAGIS Director
Continuity Personnel	Lara Hall
Other	

<b>Human Capital</b>			
<b>Personnel Documentation</b>	<b>Document Owner</b>	<b>Document Attached, or Alt. Location?</b>	<b>Method for Ensuring or Documenting Distribution or Training</b>
Continuity and Non-Continuity Staff Roster with contact information	SAGIS Director	Alt Location	Email and hand delivery

<b>Human Capital</b>			
<b>Personnel Documentation</b>	<b>Document Owner</b>	<b>Document Attached, or Alt. Location?</b>	<b>Method for Ensuring or Documenting Distribution or Training</b>
Requirements for employees' contact with agency, and Accountability Procedures, Documentation, and Reporting Requirements	Assistant Executive Director, Compliance & Ops	Alt Location	Email, call trees and hand delivery
Continuity and non-continuity roles and responsibilities	Assistant Executive Director, Compliance & Ops	Alt Location	Email, call trees and hand delivery
Post-Event Policies and Guidance for Human Capital Management and Issues	Assistant Executive Director, Compliance & Ops	Alt Location	Email, call trees and hand delivery
Provisions and Procedures for Special Human Capital Concerns	Assistant Executive Director, Compliance & Ops	Alt Location	Email, call trees and hand delivery

### III. Essential Continuity Records Management

The following essential continuity records should be managed in compliance with the requirements in the Basic Plan and ICS.

Essential Continuity Record, File, or Database (including Policies,	Essential Functions Supported	Record Type (Continuity, Financial, and/or Legal)	Form of Record (e.g., hardcopy, electronic)	Pre-positioning (Main location, Continuity Facility, and / or Devolution Facility)	Hand Carried to Continuity Facility	Multiple Storage Location(s) (Y/N)	Maintenance Frequency (min. annual)
GIS Data	Command Center Ops (CCC)	Continuity	Electronic	NAS	No	Yes	Nightly
Pictometry	(CCC)	Continuity	Electronic	NAS	No	Yes	Annually
Ortho-Imagery	(CCC)	Continuity	Electronic	NAS	No	Yes	Annually

**IV. Continuity Facilities**

**Number of Department Staff to be Relocated: TBD**

Facility Name	Facility Location and Address	Distance from Primary Facility	Point of Contact Name and Phone	Ownership (Government, Private, other)	Staffing Maximum Capacity
<p><b>Localized Impact Location (CODE 1)</b>                      The Savannah Civic Center Emergency Operations Center</p>	<p>301 W. Oglethorpe Avenue Savannah, Ga. 31401</p>	<p>1 mile</p>	<p>City of Savannah Emergency Operations Director</p>	<p>Government</p>	<p>5</p>
<p><b>Downtown Area Impact Location (CODE 2)</b>                      Savannah Technical College Crossroads Campus</p>	<p>190 Crossroads Parkway Savannah, GA 31407</p>	<p>13 miles</p>	<p>Kathy Love, President 912-443-3010</p>	<p>State College</p>	<p>25</p>

Facility Name	Facility Location and Address	Distance from Primary Facility	Point of Contact Name and Phone	Ownership (Government, Private, other)	Staffing Maximum Capacity
County/ Widespread Impact Location (CODE 3) Henry County Public Safety Complex	110 South Zack Hinton Parkway McDonough, Ga. 30252	230 miles	City of Savannah Emergency Operations Director	Government	25



Continuity Facility #1 – Amazon Web Services

Continuity Facility #1 – Quality Technology Services	
Facility Name	Amazon Web Services
Facility Address	<a href="http://aws.amazon.com">http://aws.amazon.com</a> (Web Based)
Owner	Amazon
Ownership (Government, Private, Other)	Private (Contract)
Point of Contact Name	
Primary / Alt. Phones	
Email	
MOA / MOU	
MOA or MOU in place?	
Office or position-holder responsible for MOA / MOU	Roger Beall
MOA / MOU special considerations (e.g. continuity facility houses more than one agency)	N/A
MOA / MOU review schedule (min. annual)	Annual Review
Availability	
Available within (__) hours and for up to (__) days (Standard: 12, 30)	Available 24/7/365
Security and access requirements	Web Based

## V. Continuity Communications

### Communication Systems: Continuity Leadership in Transition

Communication Systems: Continuity Leadership in Transition					
Communication System	Support to Continuity Leader	Current Provider	Specification	Alternate Provider	Special Notes
Threat and Warning Systems					
Non-secure Phones	X	CEMA	N/A	N/A	
Secure Phones					
Fax Lines					
Cellular Phones	X	Various	N/A	N/A	
Satellite					
Pagers					
E-mail	X	MPC	N/A	Personal Email Accounts	
Internet Access	X	MPC/CEMA	Web 1.0		
Data Lines					
Two-way Radios					
GETS Cards					

Communication Systems: Continuity Facility #1 – Quality Technology Services

Communications System: Cont. Facility #1 – Quality Technology Services					
Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Special Notes
Threat and Warning Systems					
Non-secure Phones	X	AT&T			
Secure Phones	X				
Fax Lines	X				
Cellular Phones	X				
Satellite					
Pagers					
E-mail	X				
Internet Access	X	Comcast			
Data Lines	X				
Two-way Radios					
GETS Cards					

## VI. Reconstitution

Departmental Reconstitution			
<b>Order of MEF Reconst. (during Phase-Down)</b>	Assuming these are not available via the “cloud” the reconstitution shall include: SDE Sql Server Editing Arc GIS Server Pictometry		
<b>Order of Deferrable Function Reconst. (after move)</b>	SDE Sql Server Editing Arc GIS Server Pictometry		
<b>Non-Essential Records to be Reconstituted</b>	TBD		
Department Reconstitution Team Title	Department Position / Title	Name	Contact (Phone, Email)
Dept. Reconstitution Manager	SAGIS Director	Lara Hall	912-651-1451 halll@thempc.org
Essential Continuity Records Manager (as needed)	Asst. Exec. Director	Pamela Everett	912-596-6653 everettp@thempc.org

## VII. Plan Maintenance, and Test, Training, and Exercises

The departmental training manager should reference the Basic Plan and consult with CEMA for guidance regarding the County-wide test, training and exercise schedule.