

# Town of Montague

Board of Health

Continuity of Operations Plan

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## **Purpose and Objectives**

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This Continuity of Operation Plan is a framework that establishes procedures to respond to and recover from the effect of a wide range of emergencies which may disrupt normal Board of Health operations. Its purpose is to ensure that the essential functions of the Board will continue. The COOP plan will help the Board of Health cope with serious staff reductions and unavailable support systems during a pandemic flu or other large-scale disaster. The plan will address how to transfer authority when key personnel are unavailable. This is called delegation of authority and leadership succession.

This Continuity of Operations Plan is limited to emergencies that directly affect Board of Health functions, personnel and facilities. The COOP is promulgated under MGL C111 s30.

### **COOP Plan Objectives**

To ensure that the Board of Health can:

1. Continue essential public health functions
2. Efficiently activate and terminate the Coop Plan
3. Ensure the succession of key leaders and transfer authority
4. Protect Board of Health personnel and develop contingency staffing plans
5. Protect essential facilities, equipment, records, and other assets
6. Maintain an annual testing, training, and exercise program

In an emergency, the Board of Health may have to limit activities to only those functions that provide vital services to the community, maintain safe operations, and ensure the safety of Board of Health members and staff, until sufficient personnel and resources are available. Some essential functions of the Board of Health are required by regulation/statutes.

### **Essential Functions of the Board of Health**

- Oversee Board of Health operation and finance
- Ensure the health and safety of BOH members and staff
- Communicate with clients, public and state officials
- Ensure safe water, food and shelter for all citizens
- Conduct communicable disease surveillance and control
- Initiate isolation and/or quarantine and disease prevention measures
- Enforce laws and regulations that ensure and protect public health
- Provide resources, equipment and supplies to maintain essential functions
- Maintain BOH vital records and databases

**Essential Functions by Incident Command and Staff Positions** This chart shows essential functions and lists the relevant Incident Command role, as well as the staff person normally responsible. Ultimately the Board of Health is responsible for all the roles listed.

Essential Functions by Incident Command Role	Critical Staff Position	Preferred Qualifications
<b>Control Board of Health operations, including financial oversight</b>  Incident Command	<b>Board of Health</b>	<b>MAHB certification</b>
<b>Ensure safe water, food and shelter</b>  Operations	<input checked="" type="checkbox"/> <b>Board of Health</b> <input checked="" type="checkbox"/> <b>Health Director</b> <input type="checkbox"/> <b>Health Agent</b> <input type="checkbox"/> <b>Health Inspector</b>	<b>MAHB certification</b> <b>Experience, RS, Food Safety etc</b>
<b>Personnel Management to protect health and safety of BOH and staff</b>  Safety Officer and Planning	<input checked="" type="checkbox"/> <b>Board of Health</b> <input checked="" type="checkbox"/> <b>Health Director</b>	<b>MAHB certification</b>
Communicate with clients, public and state officials  <b>Public Information Officer</b>	<input checked="" type="checkbox"/> <b>Board of Health Chairman</b> <input checked="" type="checkbox"/> <b>Health Director</b> <input type="checkbox"/> <b>Health Inspector</b> <input type="checkbox"/> <b>Public Health Nurse</b>	Empathy  Risk communication training
Conduct communicable disease surveillance and control.  <b>Operations</b>	<input checked="" type="checkbox"/> <b>Public Health Nurse</b> <input checked="" type="checkbox"/> <b>Board of Health</b>	<b>RN</b>
Initiate isolation and/or quarantine and disease prevention measures  <b>Operations</b>	<input checked="" type="checkbox"/> <b>Board of Health</b> <input type="checkbox"/> <b>Public Health Nurse</b> <input type="checkbox"/> <b>Health Director</b>	Familiarity with laws regarding isolation and quarantine  Understanding of disease prevention
Enforce laws and regulations that ensure and protect public health  <b>Operations</b>	<input checked="" type="checkbox"/> <b>Board of Health</b> <input checked="" type="checkbox"/> <b>Health Director</b> <input checked="" type="checkbox"/> <b>Health Inspectors</b>	Experience, RS, Food Safety etc  Familiarity with laws and regulations
Maintain BOH vital records and databases  <b>Finance and Administration</b>	<input checked="" type="checkbox"/> <b>Board of Health</b> <input checked="" type="checkbox"/> <b>Public Health Nurse</b> <input checked="" type="checkbox"/> <b>Health Director</b>	Understanding of required documentation  Familiarity with computer
Ensure resources equipment and supplies available to provide essential services  <b>Logistics</b>	<input checked="" type="checkbox"/> <b>Board of Health</b> <input type="checkbox"/> <b>Public Health Nurse</b> <input checked="" type="checkbox"/> <b>Health Director</b>	Knowledge of procurement rules

## **Plan for Leadership Succession**

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In a pandemic flu, 40% of the population may become ill. Board of Health members and staff will be among them. Personnel may also be absent as they care for sick family members. In an emergency that requires the Board of Health to activate the COOP, it is important that you are able to maintain essential functions. It may be that you will need to replace key staff members who normally take care of these essential functions.

When key personnel are unavailable or unable to assume their duties there is a plan called Orders of Succession. The order of succession is a formula that specifies who will automatically fill a position if it is vacated and therefore, allows for an orderly and predefined transition of leadership. The designated successor retains all assigned obligations, duties and responsibilities of the incumbent until officially relieved by an individual higher on the list of succession, or until an individual higher on the list of succession reassigns the responsibilities.

If a designated individual is unavailable, authority will pass to the next individual on the list.

Unavailable means that the designated person is:

- incapable of carrying out the assigned duties by reason of death, disability, or distance from/response time to the BOH
  - unable to be contacted within 30 minutes
  - has already been assigned to other emergency activities
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## Succession of Leadership

When there is a Board of Health quorum	→	the Board is in charge
When there is no quorum	→	the remaining member(s) assumes responsibility
When no Board of Health members are available	→	<input checked="" type="checkbox"/> the Health Director Will assume responsibility. The Health Director must report to the Town Administrator for all financial decisions
When		<input checked="" type="checkbox"/> the Emergency Manager <input type="checkbox"/> the Health Director <input type="checkbox"/> the Health Agent <input type="checkbox"/> the Public Health Nurse <input type="checkbox"/> the District Health Officer <input type="checkbox"/> the Board of Selectman Will assume responsibility
<input type="checkbox"/> Selectboard/Town Admin <input checked="" type="checkbox"/> Health Director <input type="checkbox"/> Health Agent is unavailable then.....	→	

# Activation, Notification and Termination Plans

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## **COOP Activation**

The BOH activates the COOP in consultation with the Emergency Manager and the Board of Selectman depending on the nature and severity of the emergency, in response to:

- extensive or unusual usage of sick/family leave by personnel
- an emergency as determined by the Board of Health
- an emergency as determined by the local Emergency Manager
- notification by the MA Emergency Management Agency (MEMA)
- notification from the MA Dept. of Public Health (MDPH)
- declared State of Emergency by the Governor

## **Notify Local and State Contacts**

After assessing the nature and extent of the emergency, the Board of Health notifies key local and state contacts, about the emergency and COOP activation.

Depending on the situation, contact all BOH members and staff, the Emergency Manager, the Selectboard/Town Manager, Fire, Police, DPW and schools and other agencies e.g. Mass Electric etc., the Department of Public Health and MEMA to inform them about:

- Contact information for key personnel
- Relocation addresses
- Other details, as necessary

## **COOP Termination**

The Board of Health terminates the COOP when:

- BOH members and staff resources have returned to normal levels
  - The disease or other threat no longer exists.
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# Develop Activation, Notification and Termination Plans

Describe who to reach	Name	Cell	Home	Work
Board of Health Agent/Director	Gina McNeely	522-4641	369-4216	863-3200
Board of Health Chairman	Al Cummings	475-8028	863-8162	
Board Member 2	Chris Boutwell	575-5317	863-8072	
Board Member 3	Michael Nelson	485-8627		
Board of Health Office Admin	Anne Stuart	781-424-5167	863-4834	863-3200
DPH	Michael Nelson	485-8627		
Emergency Manager	John Zellmann	325-1427		863-9203
MEMA	Bob Barry	548-4403		
Public Health Nurse	N/A			
Town Administrator	Steve Ellis	530-6496		863-3200
Selectboard, Chairman	Rich Kuklewicz	824-8867		
Town Accountant	Carolyn Olsen		648-9556	863-3200
Fire	John Zellmann	325-1427		863-9203
DPW	Tom Bergeron	775-3447	863-8145	863-2054
Police	Chris Williams	834-7215		863-8911
Schools	Michael Sullivan	362-9608		863-9324
Hospital	Franklin Medical		773-0211	

# Alternate Site Plans

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Plan	Details
Alternate Site Location	Montague Safety Complex
Alternate Site Equipment and Resources	<p style="text-align: center;"><b>List resources available:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Kitchen facilities (refrigeration for vaccines),</li> <li><input checked="" type="checkbox"/> Telephones, radios and other communication devices pagers, mobile units, small walkie-talkies</li> <li><input checked="" type="checkbox"/> Computer equipment on-site.</li> <li><input checked="" type="checkbox"/> Personal Protective Equipment</li> <li><input type="checkbox"/> Thermometers, other inspection equipment.</li> <li><input checked="" type="checkbox"/> Office supplies.</li> <li><input checked="" type="checkbox"/> Plan, COOP plan, Guide to Surveillance and Reporting</li> <li><input type="checkbox"/> <input type="checkbox"/> <b>Add others as needed</b></li> </ul>

# Signature Page

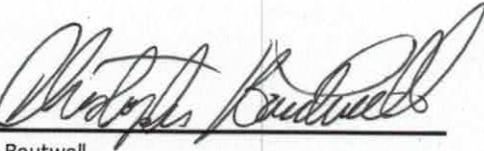
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This Continuity of Operations Plan is approved on \_\_\_\_\_  
and is effective immediately.

3/27/2019

X 

Al Cummings  
Chairman

X 

Chris Boutwell

X 

Michael Nelson