

Emergency Management Office Continuity of Operations Plan



Schuyler County Emergency Management Office

106 Tenth St, Unit 36

Watkins Glen, NY 14891

Kirk Smith, Director of Emergency Services

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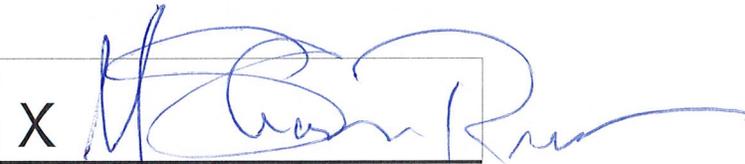
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This Continuity of Operations Plan for the Schuyler County Emergency Management Office establishes guidance to ensure that Mission Essential Functions (MEF's), and Daily Essential Functions (DEF's) within the department can continue, and that personnel and resources, if necessary, are relocated to an alternate facility in case of emergency. In addition to ensuring the continuity of operations of the Emergency Management Office, it may also be necessary for the staff to open and maintain the County Emergency Operations Center (EOC). This COOP plan includes guidance on how the Emergency Management Office will incorporate continuity operations of the EOC. The plan addresses all phases of the Emergency Management Office cycle: preparedness, response, and recovery in the event of an emergency occurring in Schuyler County.

I, the undersigned, have reviewed the following Continuity of Operations Plan and, by my signature, give my approval of the Continuity of Operations Plan.

X 

Carl Blowers
Chair of Legislature

X 

Shawn Rosno
County Administrator

X 

Kirk Smith
Director of Emergency Services

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Executive Summary

The Schuyler County Emergency Management Office (“the agency”) maintains a presence in Schuyler County with its headquarters located at 106 Tenth Street, Unit #36, Watkins Glen, New York. The Schuyler County Emergency Management Office is home to three full-time employees and one part-time employee, all of which support the common mission of preparing for, responding to, and recovering from any emergency that can affect Schuyler County.

The ability for the Schuyler County Emergency Management Office to function is vital to the operation of the County, should a disaster or emergency occur. There are many types of emergencies that could occur and may have a negative impact on the Emergency Management Office day-to-day operations. This plan results from the recognition, on behalf of Schuyler County leadership, that a comprehensive plan is needed to enhance the Emergency Management Office ability to operate in an emergency or disaster situation.

The development of this plan included identifying potential hazards that could affect Emergency Management Office operations and an assessment of the capabilities and mechanisms that the Emergency Management Office will use to recover from those hazards. This plan only applies to events that warrants the Emergency Management Office to enter and operate in a continuity environment.

The Continuity of Operations Plan (COOP) is an integral part of a larger Schuyler County Continuity of Government (COG) Plan as required by NYS Executive Law, Article 2-B, Section 27. The COG Plan identifies how the jurisdiction can continue to manage its functions and missions from an Executive, Judicial, and Legislative perspective.

Comprehensive Approach

Dealing with emergencies and disasters is an ongoing and complex endeavor. The implementation of preparedness measures assists in the identification and application of timely and effective response mechanisms during an actual emergency. Further, recognizing provisions to support recovery after an occurrence is essential in ensuring that the agency can maintain its obligation to Schuyler County and municipalities, as well as the staff that it employs. This process is a comprehensive approach as it emphasizes and addresses all phases of emergency preparedness and the relation of one phase to another.

Management Responsibilities and Authority

It is the policy of Schuyler County Emergency Management Office that all staff within the Emergency Management Office support all continuity efforts. This plan outlines the strategies and responsibilities for each section within the Emergency Management Office to operate in a continuity environment. Assignments are made within the framework of the present capability and existing organizational responsibilities. The primary responsibility for responding to the emergency within the office rests with the Director of Emergency Services or designee. In addition, the Director of Emergency Services or designee, under the authority of the Chair of the Schuyler County Legislature or designee has the authority to direct and coordinate emergency operations on behalf of Schuyler County.

The County is obligated to aid Local Government in response to a disaster. If State assistance is needed, Schuyler County can request assistance from the NYS Office of Emergency Management (NYS OEM), who has the responsibility of coordinating the State's response to a disaster. Therefore, the Schuyler County Emergency Management Office must also ensure that it is prepared to respond to an emergency as part of a larger emergency response.

Planning Standards and Implementations

This plan follows the guidelines from the New York State Continuity Program. The program was developed by the NYS Office of Emergency Management (NYS OEM). The plan is designed to meet the criteria of the *National Fire Protection Association (NFPA) 1600 – Standard on Continuity, Emergency and Crisis Management*. This standard exceeds guidance from Department of Homeland Security/Federal Emergency Management Agency and is widely considered the highest in the public sector for continuity of planning, requiring business impact analysis, business process analysis, risk assessment, and all in tandem with sound traditional planning practices.

Section I – General Considerations and Planning Guidelines

1.1 Introduction

Schuyler County Emergency Management Office day-to-day operations may be impacted by a variety of emergencies or disaster situations. Some emergency situations may be insignificant in nature, and/or require little action to mitigate, and other emergencies may have significant impacts on the Emergency Management Office which may include the loss of life.

The origin of the hazards may be internal or external and could have a substantial impact on the agency as well as the local community and support vendors. The agency has identified the required elements to effectively prepare for, respond to, and recover from an emergency or disaster situation while ensuring that the agency maintains its function in government. The supporting documentation can be found in multiple attachments at the back of this plan. The socialization of this plan is done as part of the agency's ongoing continuity program and emergency preparedness program.

1.2 Purpose

The purpose of this plan is to provide a framework for the agency to utilize should an internal or external emergency affect operation. This plan establishes a concept of operations, strategies, and tactics to guide agency preparedness, response, and recovery activities to ensure uninterrupted agency operation.

The objectives of this plan are to:

- Identify, assess, and prioritize agency vulnerabilities to emergencies or disasters and identify the resources available to prevent or mitigate, respond to, and recover from them.
- Identify, assess, and prioritize Mission Essential Functions (MEF's) of the agency.
- Ensure that systems or processes are in place to ensure that continuous delivery or minimal interruptions of MEF's.
- Outline short, medium, and long-range measures to improve the agency's capability to respond to and recover from an emergency.
- Ensure the continuity of operations of the agency in times of emergency or disaster situations.

1.3 Scope

This continuity plan applies to the functions, operations, and resources required to ensure the continuation of the agency's MEF's in the event operations at the primary operating facility are disrupted. This plan does not apply to the action occupants should take to ensure their safety if an emergency threatening employee safety should occur. For guidance on those actions, the Occupant Emergency Plan (OEP) should be referenced. This COOP applies to the entire agency personnel at the Schuyler County Emergency Management Office. The agency staff have been made familiar with the continuity plan, procedures, and their respective continuity roles and responsibilities. This document ensures Schuyler County Emergency Management Office has the capability to conduct MEF's under all threats and conditions, with or without warning.

The Schuyler County Emergency Management Office COOP outlines overall agency policies and activities into three areas:

- **Agency Preparedness:** efforts focus on identifying risks, mission-critical business processes, systems, potential continuity problems affecting the agency, and steps taken to prevent or mitigate those problems.
- **Agency Response:** efforts involve measures to recognize and respond to an emergency, provide for a warning system, identify protective actions, and ensure that mission-critical agency activities are carried out.
- **Agency Recovery:** efforts include short and long-term strategies and options to restore agency operations following an emergency, including identifying ways to prevent and/or mitigate a hazards impact on the agency.

1.4 Situation

This plan represents the Emergency Management Office to maintain a comprehensive and effective Continuity of Operations Plan and program. Schuyler County leadership recognizes that while a Continuity of Operations Plan is a plan or a product of a planning process, the Emergency Management Office strives to build and sustain a viable and successful continuity program. It is understood that entering a continuity environment can be stressful and may require long hours, possible relocation, along with other activities that are stressful in nature. Therefore, all efforts have been made to test, exercise, and maintain a program that is focused on the continuance of the agency MEF's.

This plan is written on the assumption that the agency will have little, if any, warning of an impending emergency. As a result, a comprehensive risk assessment and analysis of the business practices within the organization have been conducted to ensure that all MEF's

are captured during the planning process. Assessments and analyses provide insight as to the steps to take to mitigate the impact an emergency will have on the agency's day-to-day operations.

The Schuyler County Emergency Management Office has additional challenges as the host of Schuyler County Emergency Operations Center (EOC). Since disasters generally begin and end at local levels, it is highly likely that the Schuyler County EOC will activate. The severity of an incident that warrants an activation of the EOC would determine the activation level, including the representation of County agencies in the EOC.

1.5 Planning Assumptions

This plan covers the functions located in the Michael J. Maloney Public Safety Building, 106 Tenth Street Watkins Glen, and encompasses the required coordination with County agencies. A hazard may be natural, technological, or human-caused in nature, and may originate from an internal or external source. The occurrence of such hazards may have a severe impact on the agency, the facility, its operating system, and the staff that may be called upon to support operations. Emergencies may warrant the employee(s) to take some sort of protective action, such as sheltering-in-place and/or evacuating. In some cases, portions of or the entire agency facility may be uninhabitable, requiring the use of an alternate facility. The agency has completed an assessment of its functions and has identified the required elements that are necessary to ensure continuity of operations at a remote location.

Vital agency functions will need to be carried out regardless of the extent of damage or impact of the emergency. In a widespread community disaster, employees may need to take the appropriate steps to ensure the safety and security of their families prior to returning to work. This could have a negative impact or delay on staff assignments. Vendors and Local Government that the Schuyler County Emergency Management Office staff normally coordinate with may also be responding to the emergency and may be experiencing some disruption in their agency operations as well. Any scenario requiring activation of an alternate facility will likely require the assistance of the Schuyler County Information Technology (IT) Department.

During the first hours of an emergency:

- Communications will likely be disrupted.
- Transportation may be disrupted in pockets or over a widespread area.
- Resources may not be immediately available at an alternate location.

- EMO employees will likely need assistance from other departments to establish their alternate location, and to activate the Emergency Operations Center (EOC) if needed for the emergency. However, departments requested to assist may also be impacted by the emergency and may not be available.
- EMO employees may be personally impacted by the emergency.

Assisting Departments: When the EMO needs to activate this COOP, other Schuyler County departments/agencies, as shown below, may be able to provide needed assistance. However, depending on the scope of the emergency, these departments may also be impacted by the event and may only be available for limited labor assistance or not at all.

Agency/Department	Type of Assistance
Buildings and Grounds	moving, office furniture
Information Technology Department	computer, phones
Highway Department	labor, transport, equipment
Sheriff's Department	Law enforcement duties
Volunteer Chief Deputy Fire Coordinator	labor, transport, equipment
Purchasing Department	emergency purchases
Legal Department	Legal advice and representation
Legislature	Approve Emergency Spending/Contracts

1.6 Concept of Operations

The concept of operations when entering a continuity environment for the Schuyler County Emergency Management Office is as follows and as conditions warrant:

- An event with or without warning occurs that warrants consideration to enter a continuity environment. This event can happen during or after normal business hours.
- The Director of Emergency Services, or designee, determines if the event warrants the activation of the Continuity of Operations Plan.

- When the decision is made to enter a continuity environment, the staff that supported the Continuity Planning Team will transition into an operational capacity.
- The decision to enter a continuity environment is communicated to all internal and external stakeholders, customers, municipalities, and to the Chair of the Schuyler County Legislature, or designee.
- The decision is made by the Director of Emergency Services, or designee, to devolve function(s) from the staff to other staff within the agency (i.e., Schuyler County Deputy Fire Coordinators) at a separate facility that is not impacted by the immediate threat.
- The Director of Emergency Services, or designee, will notify Schuyler County IT of deployment to alternate worksites and request personnel and resources be deployed to support the alternate worksite.
- Agency staff deploy to an alternate facility, staff assess needs, check-in, and begin addressing their MEF's in order of priority.
- Reconstitution is pursued by staff upon being situated in their new location and is attained when all the agencies' functions begin coming online.

Destabilization/Recovery occurs when the primary facility is habitable, or a new office location or accommodation is established.

1.7 Authority

The authority to develop this plan and implement the specific response actions required to effectively respond to a disruption in the day-to-day operations can be found in New York State Law, Regulations, and Federal Authorities, including:

- New York State Executive Law, Article 2-B.
- NYS General Municipal Law, Article 10.
- New York County Law, Section 153 (1).
- Emergency Management Office Accreditation Program Requirements: *NFPA 1600 – Standard on Continuity, Emergency, and Crisis Management*.

Note: Homeland Security Presidential Directive (HSPD) 20/National Security and Homeland Security Presidential Directive (NSPD) 51 applies to Federal Departments and Agencies, not State or Local Government. These Directives do not apply to Schuyler County but may be applicable to mutual aid agencies.

1.8 Annex Maintenance, Distribution, and Revision Process

The Schuyler County Emergency Management Office has the responsibility for the development, review, and maintenance of all multi-agency response plans under Schuyler County Comprehensive Emergency Management Plan.

Following the annual review of the Schuyler County Comprehensive Emergency Management Plan, the Emergency Management Office will facilitate the review of the Continuity of Operations Plan. The plan is examined for both content and format. Plan updates will be conducted based upon experiences and lessons learned from exercises and/or real-world events, or through administrative changes in government. Final drafts will be distributed to all appropriate agencies/personnel upon completion.

Section II – Preparedness

2.1 Overview

An organization's ability to adapt and quickly respond to a disruption in services can be directly related to their preparedness, training, and the effectiveness of their continuity program. As a result, Schuyler County Emergency Management Office has taken several steps to adequately prepare for an incident should one occur. Organizational resilience is the foundation of this plan, and everything outlined within this section is directed towards codifying the agency's ability to continue to provide an acceptable level of service while functions are being restored. The Continuity Program is managed by a Continuity Program Leader (CPL) who is responsible for the development, implementation, and overall administration of the plan and program.

2.2 Continuity Plan/Continuity Program Management

Schuyler County Emergency Management Office staff understand the importance of risk management, mitigation, and the sustainment of all MEF's. As a result, an operational structure has been established to ensure that preparedness for and the response to a continuity event is as efficient and effective as possible. The composition of the organizational structure includes a Continuity Program Manager (CPM) and Continuity Planning Team (CPT).

Continuity Program Manager (CPM): The Continuity Program Manager (CPM) serves as the managerial support for agency Executives on all continuity related functions. The CPM has the responsibility of coordinating all continuity program activities within the agency. This includes, but is not limited to:

- The development, implementation, administration, evaluation, maintenance, and progress reporting of the program.

The agency has determined that the Director of Emergency Services, or designee, will serve as the Continuity Program Manager (CPM).

Continuity Planning Team (CPT): If staffing is available, the Continuity Planning Team (CPT) is a cross-organizational team established by leaders within the organization. The Continuity Planning Team (CPT) is comprised of Schuyler County Fire Coordinator and Deputy Fire Coordinators. Each team member, in addition to representing their own MEF's, is deeply engaged and committed to the program. This structure allows for the maximum representation in the planning process and as a result, naturally fosters an understanding of both the plan and program should the planning team need to mobilize.

Team Member Roles and Responsibilities	Name / Day-to-Day Position	Contact Information (Phone # and Email)
Continuity Program Manager (Executive)	Kirk Smith Director of Emergency Services	ksmith@co.schuyler.ny.us 607-535-8200
Continuity Planning Team Member	Matthew Maloney Deputy Fire Coordinator	mmaloney@co.schuyler.ny.us 607-535-8200
Continuity Planning Team Member	Joshua Baker Deputy Director of Emergency Services	jbaker@co.schuyler.ny.us 607-535-8200
Continuity Planning Team Member	Jennifer Davis Secretary	jgeck@co.schuyler.ny.us 607-535-8200
Continuity Planning Team Member		
Continuity Planning Team Leaders Organizational Units	Joshua Baker Deputy Director of Emergency Services	jbaker@co.schuyler.ny.us 607-535-8200

2.3 Risk Assessment

Conducting a risk assessment is a vital step towards the creation of a successful Continuity of Operations Plan and organizational resilience. A risk assessment is defined as the product and process which collects information and assigns values to risks for the purpose of informing priorities, developing, preparing courses of action, and informed decision making. Through the risk assessment process, the agency has identified and ranked its hazards and the likelihood of their occurrences and the impact on the facility, the people, and its mission. The Schuyler County Emergency Management Office conducted a risk assessment using both a qualitative and quantitative assessment structure. The scope of the analysis included:

- Identifying and ranking potential internal and external hazards, including natural, technological, and human-caused hazards/threats to the organization.
- Identifying the probable impact of each of those hazards.
- Identifying any prevention or mitigation measure(s).
- Evaluating the impact significance if the hazard does occur.
- Incorporating the expertise and community knowledge of local response agencies.

The Continuity Planning Team (CPT) analyzed internal and external hazards potentially affecting the Schuyler County Emergency Management Office. The program rated each hazard based on the team's assessment and assigned a numerical value.

2.4 Mission Essential Functions

Identifying Mission Essential Functions is a key element in continuity preparedness. The Schuyler County Emergency Management Office has gone through the process of identifying its MEF's. The MEF's were identified, assessed, and assembled in order of priority. The Director of Emergency Services, or Designee, has approved the MEF's in order of priority. The downtimes or Recovery Time Objectives (RTO), and the impact of a loss of data or Recovery Point Objective (RPO) have also been identified, and the MEF's have been linked to the Business Impact Analysis (BIA) and the Business Process Analysis (BPA). The concept for using this process is aimed at having a clear understanding as to which MEF's would have primacy in being restored.

2.5 Facility Overview

The resilience and hardening of a facility that houses an agency can have a significant impact on an agency's level of continuity preparedness. The Schuyler County Emergency Management Office is located at 106 Tenth Street, Unit 36, Watkins Glen, New York. This facility is used daily to support all Emergency Management Office operations and does house the Schuyler County EOC. Facilities are maintained by Cummins Inc. with all Schuyler County facilities having an electrical and heating/ventilation redundant system. Cummins Inc. is staffed 24 hours a day, 7 days a week, 356 days a year and has maintenance personnel on call and available to respond in times of activation per the yearly contract with Schuyler County. The Cummins Inc. has a maintenance contract with Schuyler County that is bid on a yearly basis in accordance with the Schuyler County Purchasing Policy.

Schuyler County Information Technology has identified, along with the Schuyler County Emergency Management Office that GST BOCES is the hosting company for internet services based on the First Light internet company. The infrastructure of the County IT program is based off server systems designated to different operations and sections of County Government but would allow for different areas of Government to access services to remain active in management of an incident. To maintain operations the administrative lines are accessed via VOIP lines, and if an internet connection can be established in an alternative site the phone system would be operational. The 911 Public Safety Answering Point has VOIP lines which can be utilized, but if there is a need to vacate or temporarily relocate until Schuyler 911 Public Safety Answering Point was re-established these VOIP lines would be unavailable until internet connection was established.

2.6 Alternate Facility

Schuyler County Emergency Management Office has assessed a facility that can be utilized as an alternate facility to operate from if the primary facility is damaged or destroyed.

In the event a disruption requires staff to vacate the facility for a short period of time, the Schuyler County Emergency Management Office can incorporate a wide variety of actions to support continuity, including consolidated and unconsolidated staff assignments and individual telework. The duration of the time spent in these locations will be based on the time the primary facility is deemed uninhabitable, and the downtimes of MEF's.

Unconsolidated Alternate Locations

Agency/Department	Alternate Location	Contact Information at Location	
Emergency Management Office Staff	Telecommute, Schuyler County Shared Services Building	Kirk Smith Director of Emergency Services	607-535-8200
County Fire Coordinator(s)	Schuyler County Shared Services Building, Schuyler County Human Services Building	Matthew Maloney Deputy Coordinator	607-535-8200
9-1-1 Staff	Chemung County E911 Center	Michael Marrone Director of Chemung County 911	607-737-2096

Consolidated Alternate Locations

Alternate Location	Address	Contact Information at Location	
Schuyler County Shared Services Building	910 S Decatur St Watkins Glen, NY 14891	Kenneth Thurston Director of Buildings and Grounds	607-535-8111
Schuyler County Human Services Complex	323 Owego St Montour Falls, NY 14865	Kenneth Thurston Director of Buildings and Grounds	607-535-8111

The mission of the Schuyler County Emergency Management Office includes managing the County's response to an emergency. This mission includes the activation and management of the Schuyler County EOC, which is located at 106 Tenth St Watkins Glen, New York. In the event activation of the EOC is necessary during a continuity situation, Schuyler County can utilize an alternate EOC located Schuyler County Shared Services Building located at 910 S Decatur St Watkins Glen, New York. Additional options to explore, if needed, include a facility with conference rooms available such as:

- Burdett Fire Department – 4124 Lake Avenue, Burdett, New York.
- Watkins Glen Harbor Hotel – 16 N Franklin Street, Watkins Glen, New York.

Whether a consolidated or non-consolidated approach is taken, assignments can be made based on hierarchy in the organization. Upon deployment to any alternate location, each staff member should:

- Confirm the assignment with their supervisor.
- Be provided with the opportunity to go home and bring any needed supplies to better support their activities at the alternate site.
- Check in at the alternate site with their supervisor.
- Assume control of functions (if devolved) or delegated.
- Work towards maintaining mission essential functions.
- Provide status reports at least twice per shift.

2.7 Business Impact Analysis (BIA)

As noted, the process for identifying MEF's is a key element in continuity planning. To support the MEF process, it is important to have a sound understanding of the potential loss of the MEF on the organization. Measuring loss of a function on an organization is accomplished by conducting a Business Impact Analysis or BIA. To address the criteria, the NYS OEM developed a risk assessment and BIA tool for use by counties. The Schuyler County Emergency Management Office, at all levels participated in the BIA. The agency quantified and assessed its MEF's by applying the following criteria in determining if the function is a:

- Statutory obligation codified in Federal or State Law.
- Capability to respond in support of a County or State disaster response.
- Ability to maintain its presence in the "government marketplace".
- Function as another entity is reliant upon Schuyler County Emergency Management Office.

2.8 Business Process Analysis (BPA)

A Business Process Analysis or BPA is a practice common where the functions of an organization are identified and outlined to learn each step that is required in maintaining a specific function. This helps planners identify potentially vulnerable areas or steps in the process that could fail and ultimately affect the entire success of a MEF.

The Schuyler County Emergency Management Office has conducted a BPA, which includes the following criteria to better understand the essential steps and needs for each MEF:

- A narrative for how the function is performed.
- The supplies, equipment, technology, or persons needed to ensure the continuance of MEF's.
- Mission essential systems, such as files, records, and data.
- Critical resources and logistics.
- Dependencies and interdependencies, including internal and external contracts which support the MEF.

2.9 Mitigation Measures

In addition to the basic design and protection factors incorporated into the facility, the Schuyler County Emergency Management Office has also incorporated several mitigation measures to support continuity preparedness.

2.9.1 Protecting or Safeguarding Critical Applications and Data

The Schuyler County Emergency Management Office has gone through a risk assessment and has experienced real-world events to inform its decisions in safeguarding critical applications, data, equipment, and records. The planning process the Schuyler County Emergency Management Office went through to develop this COOP resulted in the identification of the Schuyler County Emergency Management Office MEF's in order of priority. MEF identification pinpointed which applications, data, and records are mission essential and what provisions are in place to ensure they are protected. The BPA further helped to support decisions made by the Schuyler County Emergency Management Office to identify and assess applications that need to be safeguarded.

The Schuyler County Emergency Management Office computer systems are hosted by GST BOCES, which provides continuity of all its critical applications at separate, off-site facilities. In addition, some applications, and data that Schuyler County Emergency Management Office uses is web-based, allowing access to the information regardless of location.

2.9.2 Protecting and Safeguarding Vital Records

Schuyler County Information Technology standards comply with the National Institute of Science and Technology (NIST) Standards as the guiding principle for protecting data and records. In addition, the NYR platform is hosted by a vendor that provides mirrored capability in the State and Counties in New York State. New York Responds is used as one of many sources for Schuyler County Emergency Management Office to store vital records and have access to them regardless of location.

Vital Records are stored in New York Responds, and Records Retention at 706 South Decatur Street Watkins Glen, New York, and backed up to BOCES at Coopers Campus 9579 Vocational Drive Painted Post, New York.

2.10 Continuity of Communications

Schuyler County Emergency Management Office has identified available and redundant critical communication systems that are located at the primary operating facility and continuity facility. Further, Schuyler County Emergency Management Office maintains fully capable continuity communications that could support organization needs during all hazards, to include pandemic and other related emergencies. In addition, Emergency Management Office maintains communications equipment/systems for use by employees to communicate with persons with disabilities and hearing impairment. All Schuyler County Public Safety Answering Point necessary, required communications, and IT capabilities must be operational as soon as possible following continuity activation, and in all cases, within 12 hours of continuity activation.

2.11 Remote, Telework, and Virtual Operations Capabilities

Schuyler County Emergency Management Office can work remotely with minimal time constraints due to personnel and vehicles equipped with MiFi internet connectivity packs and laptop assigned to personnel. Emergency Management Office can also set up radio communication within minimal time constraints due to land mobile radios and portable radios assigned to personnel which are fully capable of communication with Law Enforcement, Fire Department(s), and Emergency Medical Services among other agencies within Schuyler County.

2.12 Mission Essential Staff and Line Succession

The implementation of succession can be something that most agencies or organizations never have to experience. By nature of its mission, the Schuyler County Emergency Management Office does this regularly during emergencies that require a response, or during vacations, holidays, and/or extended leave of staff.

The Schuyler County Emergency Management Office identified mission essential staff during the planning process. Staff succession plan was extrapolated from each of the Schuyler County Emergency Management Office MEF's. Predetermined successions and delegations have been outlined with the appropriate individual(s), prerequisite training and authority for decision making being taken into consideration *Reference Appendix 9*.

Each organizational unit of the Schuyler County Emergency Management Office has identified a line of succession. All sections/departments have a similar construct that follows a general practice, such as:

- Section leaders.
- Front-line supervisors.
- Program level and support staff.

2.13 Devolution and Delegation of Authority

Devolution is a method an organization can utilize to transfer its functions to other staff that are internal to the organization, but external of the primary operating facility where those functions normally take place. In the case of Schuyler County Emergency Management Office, if an event or emergency occurs at the office, staff responsible for MEF's can transfer their function to Deputy Director of Emergency Services, Deputy Fire Coordinator, and Volunteer Deputy Fire Coordinators while Emergency Services staff at the primary operating site deploy to an alternate work location. Upon arrival to any of the alternate sites, staff can resume their functions.

Schuyler County Emergency Management Office staff has reviewed their MEF's, which includes downtimes/recovery time objectives (RTO's) for each MEF. MEF downtime dictates which functions must be devolved, and which functions can wait until staff can arrive and become operational at an alternate facility.

Delegation of Authority is another tactic that can be used but has its place in Federal Government continuity planning due to mission, home rule, and organizational size. Therefore, if the Schuyler County Director of Emergency Services is unable to exercise the authority of the position, then the authority is delegated to the following in ranking order:

- 1- Deputy Director of Emergency Services.
- 2- Deputy Fire Coordinator.
- 3- Volunteer Deputy Coordinator(s).

2.14 Occupancy Emergency Plan (OEP)

The OEP is a building-level emergency response plan designated to protect inhabitants by providing warning, in-place sheltering, or evacuation in response to an emergency, such as a fire in the Public Safety Building. It is important to note that the Schuyler County Emergency Management Office COOP is a standalone document that has a unique scope and application. The OEP meets established criteria in 29 CFR 1910.38 and is approved by the Schuyler County Chair of the Legislature.

2.15 Resource Requirements and Outstanding Logistical Support

Schuyler County Emergency Management Office intends on using pre-identified facilities, which are turnkey and ready to be utilized as alternate worksites. In the unlikely event that additional supplies are needed, the Schuyler County Emergency Management Office has numerous offices, supply chains, and warehoused items that can be used in supporting a continuity environment. In addition, the Schuyler County Emergency Management Office has standard vendors for needed and critical supplies. Needed items will be requested through Schuyler County Purchasing, following the emergency procurement guidelines.

The resources needed to effectively enter and maintain a continuity environment have been identified through the BIA and BPA process. These items include critical files, records, data, and shared office space. The Schuyler County Emergency Management Office possesses several means to obtain logistical support, including standby contracts, emergency purchases, or requesting assistance through traditional means.

2.15.1 Logistical Support

The following is a list of all standard and non-standard equipment and hardware needed, and the number necessary to perform essential functions.

Equipment Needed		Quantity	Department
1	General Office Supplies (paper, pens, folders)	20	Emergency Management Office
2	Portable printers and ink	1	Schuyler County IT
3	Laptop(s) and power cable(s)	4	Schuyler County IT
4	Wi-Fi Extenders	4	Schuyler County IT
5	MiFi	4	Schuyler County IT
6	Power Strips	8	Schuyler County IT
7	Paper Copier Paper Products		

2.15.2 Mission Critical (Emergency) Go-Kits and Information

If evacuation and deployment to an alternate facility is deemed necessary, each employee will bring their Go-Kit to the alternate worksite and make the necessary preparations and staff assignments. Schuyler County Emergency Management Office has one Go-Kit in the office and one Go-Kit per take home vehicle, all to be maintained by the office staff and operator of the vehicle.

2.16 Test, Training, and Exercises

Training and exercising are an integral part of the office on annual basis. This includes annual exercises to assess alternate facility readiness, which helps to support training of new/seasoned staff in the Continuity of Operations Plan. Therefore, the Continuity Program has adequate oversight and is continuously evaluated.

Following plan updating, the Director of Emergency Services, or designee, will provide an overview to all staff on the Continuity of Operations Plan, annually at a minimum.

2.17 After Action Reports and Corrective Action Programs

The Schuyler County Emergency Management Office has not experienced an incident that would warrant portions of, or all, of the agency to enter a continuity environment, though there have been instances in Schuyler County where separate departments have implemented portions of their specified Continuity of Operations Plan.

Section III – Response

3.1 Alert, Notification, and Plan Activation

This section defines the activation and escalation procedure the Schuyler County Emergency Management Office may take if the Continuity of Operations Plan is activated in response to an incident that may result in downtime of the agency’s Mission Essential Functions (MEF’s) to be exceeded.

Scenario	Timeframe	Decision Maker	COOP Activation
Complete loss of building		Director of Emergency Services	Yes
Loss of workspace	<4 hours	Director of Emergency Services	Potentially
Loss of EOC workspace during an activation		Director of Emergency Services	Yes
Loss of NY Responds	>4 hours (during an emergency)	Director of Emergency Services	Potentially
Loss of phone system	>12 hours	Director of Emergency Services/9-1-1 Coordinator	Yes

Staff will need to be notified in response to a potential or actual incident warranting a continuity environment.

During office hours, staff will be notified in person by the Director of Emergency Services, or designee, of the decision to enter a continuity environment. After normal business hours, the Director of Emergency Services, or designee, will notify employees via the emergency notification system per standard operating procedures. Employees will be provided updates on the situation and be informed on the status of the facility and their role.

The following is a list on locations that will be contacted when the Emergency Services Office has entered a continuity environment and must relocate.

Location going into a continuity of operation state	Entity/persons to be informed
Schuyler County Emergency Management Office	Chair of Legislature, and all County agencies
	NYS OEM Regional Office
	Chemung/Steuben/Yates/Tompkins County Emergency Management Office Offices

3.2 Agency Emergency Response Levels

Not all situations will warrant a full Continuity of Operations Plan activation. To be flexible, Schuyler County Emergency Management Office has organized its response structure in a manner that accommodates plan implementation at a lesser extent. Emergency situations that cause a disruption of normal operations may be categorized into one of three Response Levels based on the scope and magnitude of an incident and the structure needed to support the continuity of the Emergency Management Office.

It is important to note that the following levels and descriptors are to be used as guides. Any decision made to implement the COOP, at any level, will be based on a variety of factors and conditions, which will include the assessment of which functions are impacted and the downtime of such functions.

The levels are as follows:

Steady State – Normal: Normal day-to-day operations and/or a planned, pre-notice outage that requires minimal workarounds.

Response Level 1 – Minimal disruption: A minimal disruption of normal operations with the potential to temporarily impede an agency’s ability to conduct its MEF’s, (i.e., >4 hours off-line).

The disruption is resolved within 12 hours and has no serious ramifications.

Response Level 2 – Moderate disruption: A moderate disruption of normal operations with the potential to partially impede an agency’s ability to conduct its MEF’s, (i.e., >12 hours off-line).

Portions of the Continuity of Operations Plan may be activated, and the disruption is resolved within 24 hours.

Response Level 3 – Major disruption: A major disruption of normal operations with the potential to significantly impede an agency’s ability to conduct is MEF’s, (i.e., >48 hours off-line).

This will likely require activation to an alternate facility with full implementation of the continuity plan. It could be several days, weeks, or months before returning to normal day-to-day operations.

3.2.1 Critical Recovery Tasks

The following Recovery Tasks were developed by the Continuity Planning Team as part of the planning process. These are to be used as a guide for decision making. In most cases, the tasks below will occur following the execution of the Occupancy Emergency Plans.

Critical COOP Response and Recovery Tasks	
1	Coordinate decision to activate COOP
2	Evacuate and account for staff and visitors
3	Notify staff of COOP activation
4	Activate Continuity Planning Team
5	Communicate with partner agencies on COOP activation
6	Activate alternate site(s) and if possible, implement telework protocols
7	Coordinate alternate work locations for sections
8	Devolve functions to external points of contact
9	Mobilize and deploy staff to alternate site(s)
10	Begin process of restoring mission critical functions for each department in order of priority
11	Communicate to strategic partners and customers

3.3 Priority of Restoration of Process, Functions, Critical Applications, and Vital Records

The priority of restoration of critical applications and vital records are tied to the Mission Essential Functions (MEF's). Separate forms have been created to catalogue this information for ease of use, updating, and for auditing purposes. A summary of application priority is listed below and can be used if all primary, secondary, and vendor supported data is impacted simultaneously, and the internet/cellular service is not operational.

Emergency Management Office	Fire Operations	Public Safety Answering Point
County servers- to access files, records, and data bases	Interoperable communications system	E911 phone system
Landline phone system/cellular network	Cellular network/landline phone system	E911 Phone recording log and records management, Computer Aided Dispatching systems
Internet- to access web- based applications	GIS Map system- Planning Dept maintained aerial and topographical maps	

3.4 Emergency Response Organizations and the Role of Continuity Planning Team

During the onset of an emergency, the Continuity Planning Team can mobilize and implement the principles, practices, and roles of the Incident Command System to a continuity event. The Incident Command System functions for the Emergency Management Office are below. The roles are as follows:

Incident Command: The Director of Emergency Services, or designee, normally will provide the oversight of the continuity response and work with the other agencies and the Chair of the Legislature to ensure Continuity of Operations Plan efforts are being managed appropriately across the organization.

Information (Public Information): The Schuyler County Administrator, or designee, will be responsible for addressing media inquiries and correspondence.

Operations: The Deputy Director of Emergency Services, or designee, normally will ensure staff efforts are driving towards the continuance of MEF's.

Planning: The Emergency Management Office staff normally will provide status reports, updates, and briefings to the Director of Emergency Services, or designee, on the status of continuity efforts.

Logistics: The Schuyler County Purchasing Department normally will provide operational support to the response for acquisition of equipment, supplies, material, and transportation of staff and/or resources.

Finance and Administration: The Schuyler County Purchasing Department normally will process requests for purchases, procure necessary items, and ensure funding sources are intact.

3.5 The Role of Leadership

The Schuyler County Director of Emergency Services, or designee, in consultation with the Schuyler County Chair of the Legislature, or designee, makes the ultimate decision on whether to enter a continuity state or not, to what level, and what locations will be used as alternate work sites. The Director of Emergency Services, or designee, has the primary responsibility for the agency's mission and functions. Therefore, leadership sets the policy for the agency's emergency preparedness program and support, guides, directs, and implements the continuity program.

3.5.1 Director and Staff Assignment Responsibilities

Under the leadership of the Director of Emergency Services, the staff work collaboratively to implement the Continuity of Operations Plan. This includes the following:

- Activating the agency's response organization and initiating the agency response/COOP activities.
- Coordinating with other units and agencies to facilitate agency continuity.
- Activating the alternate facility(s).
- Coordinating between the agency and external entities.

3.6 Implementing Devolution of Functions and Delegation of Authority

Devolution requires the transition of roles and responsibilities for the performance of essential functions from the primary staff at a given location to other staff at another location within the organization. Devolution is a continuity option instead of, or in conjunction with, relocation to ensure the continued performance of essential functions.

If it is necessary to devolve functions, the Schuyler County Emergency Management Office will not devolve its functions as staff can mobilize and perform functions until alternate worksite it established.

3.7 Schuyler County Emergency Management Office Home of Record Affected

In the event the primary office site is destroyed or otherwise not fit for occupancy for an extended period (greater than 24 hours), the duties of the staff will be performed by the original program staff at any of the consolidated or unconsolidated alternate locations.

3.8 Delegation of Authority

Delegation of Authority requires the transfer of roles and responsibilities for the performance of essential functions from the primary staff in one agency or organization, to staff in an entirely separate agency. While delegations of authority are important, they are particularly relevant when the agency is unable to devolve its functions.

In the extremely unlikely scenario that both the primary operating facility and mission essential staff are out of service, the activation of the Schuyler County Emergency Management Office programs will be delegated to the Volunteer Deputy Fire Coordinators until such a time the Chair of the Legislature identifies a new interim Director of Emergency Services.

3.9 Personnel (Human Capital)

Communication during a continuity event is vital to the success of the organization. Therefore, the agency takes every measure possible to keep all staff informed and accounted for during the event. The Emergency Management Office has an established process for contacting and accounting for employees in the event of an emergency. These systems are used regularly for drills, exercises, and real-world events.

Schuyler County Emergency Management Office employees are expected to remain in contact with their supervisor during continuity activation, and vice versa. The goal of the program includes the concept to incorporate and leverage existing guidance on pay/ leave, work scheduling, benefits, telework, hiring, authorities, and flexibilities. The Schuyler County Human Resources Department provides guidance and support in helping the agency address human capital issues. As such, the Schuyler County Emergency Management Office will leverage any, or all, of the options necessary to manage human capital effectively and efficiently, and in an appropriate manner. Managing staff may require the agency to address the following:

- Shift work, rotations, allowance for telework (if feasible).
- Making reasonable accommodations for employees.
- Providing guidance on benefits, use of leave, leave donations, and Exempt Employee Discretionary Time.
- Being sensitive to the needs of the employees and their family status.
- Provide Employee Assistance Program referrals, if requested or appropriate.

Section IV – Recovery/Demobilization

4.1 Recovery and Reconstitution

Reconstitution is the process by which agency personnel resume normal day-to-day operations at the original facility or from a replacement primary operating facility. Depending on the circumstances, recovery can be short-lived and relatively simple, or it can be extremely difficult.

If functions were developed prior to alternate worksite activation, staff in the response structure will request a status report on Mission Essential Functions (MEF's), and the management structure will work to ensure the continuance of the Mission Essential Functions (MEF's) are consistent with downtimes. Mission Essential Functions (MEF's) will be addressed by priority until all Mission Essential Functions (MEF's) are running at full functionality and capability.

4.2 Agency Facility and Personnel

4.2.1 Short- and Long-Term Solutions for Agency Headquarters

While a new agency headquarters facility is being built or acquired, operations may be run via the following methods:

- In the short term, alternate facilities can house the employees of the agency. If necessary, specific sections can be allotted space in various agency facilities based on needs and priorities at that time.
- If warranted, the Schuyler County Emergency Management Office will request Schuyler County Purchasing to find suitable office space to accommodate all staff that worked in the primary building. This space may be needed for a minimum of 18-24 Months, while a more permanent solution is identified and procured as appropriate.

4.2.2 Short- and Long-Term Solutions for Personnel

It is extremely unlikely that an incident will render the facility and all the staff out of service. In the very unlikely and unfortunate event that all staff are incapacitated, Schuyler County may be able to pursue staffing solutions to backfill positions. These can include a composite of:

- Emergency Contacts.
- County, and Municipal Personnel who are familiar with agency operations.
- Existing Civil Service lists for appropriate personnel.
- External agency staff who can fill emergency roles.
- Retirees willing to return on a contract basis.

4.3 Documentation for Demobilization

All staff will be instructed to document all activities until the agency has returned to normal operations. This documentation may prove to be useful if the agency incurs costs coincident with a federal disaster declaration and Public Assistance (PA) funding is approved for New York State. This documentation may include:

- The use of ICS unit logs.
- File saving and/or transferring information from the alternate site to the primary site.
- Tracking files, documents, and records (including emergency operating costs) for future reference; receipts for fuel, supplies, and services rendered.

Appendix 1 – Mission Essential Functions (MEF's)

- Respond to requests for emergency assistance that are small in scope, contained in area, and/or impact a small area or segment of the community, and does not require EOC activation.
- Maintain the daily operations of equipment and routine maintenance of the Schuyler County 9-1-1 Communications Center.
- Maintain the daily operations and routine maintenance of the Schuyler County Land Mobile Radio System (LMR).
- Schuyler County mitigation, preparedness/protection, response, and recovery planning.
- Respond to public and private community events requesting assistance and planning functionality.
- Maintain efficient daily operations of all disciplines within the Emergency Management Office to include:
 - Employee payroll.
 - Payment of bills, receipts for funds.
 - Application for and administration of grant funds and grant deliverables.
 - Plan and conduct/participate in training and exercise programs for all disciplines.

Appendix 2 – Mission Essential Functions with Business Impact Analysis and Business Process Analysis

Ratings	RTO Priority
<p>IMMEDIATE: These functions have direct and immediate effect on the department to ensure the safety of individuals and protect property. These functions must be established within the first 12 hours</p>	1-12 hours
<p>CRITICAL: These functions can be delayed until Tier 1 functions are restored but must be operational within 24 hours.</p>	12-24 hours
<p>NECESSARY: These functions can be delayed until Tier 1 and Tier 2 functions are restored but must be operational within 1 week.</p>	24 hours -1 week
<p>IMPORTANT: These functions can be delayed until Tier 1, Tier 2, and Tier 3 functions are restored but must be established within 30 days.</p>	1 week-10 days

Emergency Management Office Mission Essential Functions

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #1 Emergency Operations Center (EOC) Alert	When the need to activate the Emergency Operations Center (EOC) has been determined, EOC partners will be alerted via phone or text message	30 Minutes
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Trained ESF/EOC staff, partner agencies' staff, resource providers	Interoperable radio communications, COOP, CEMP, and associated plans, EMO/PSAP staff contacts list, GIS maps, NY Responds, job aids/checklists, necessary department forms, ICS forms, PSAP phone records and records management system Telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational	COOP, CEMP, County Administrator, Chair of Legislature NYS DHSES
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County Administrator, Chair of Legislature, trained EOC staff, partner agencies' staff, resources, and assets providers		CEMP, COOP, and associated plans, EMO/EOC Partners, Emergency Contact List, ICS Forms

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #2 Emergency Operations Center (EOC) Activation	Activate and coordinate EOC operations. Director of Emergency Services may serve as or designate the EOC Manager	1 Hour
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Trained EOC staff, partner agencies' staff, resource providers	Interoperable radio communications, COOP, CEMP, and associated plans, EOC partners emergency contacts list, list of on-duty EOC staff, role checklists, GIS maps, NY Responds, MOUs with EOC partners	COOP, CEMP, County Administrator, Chair of Legislature, NYS DHSES, situation reports, ICS forms and NY Responds tickets if applicable
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
<p>Operational transportation (personal, mass-transportation, county/agency vehicles) for ability to report to EOC, Motorola and Frontier Communications to ensure functional interoperable and E911 communications systems</p> <p>Telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational, Maintenance Contract to ensure backup generators are functional at communications towers</p> <p>County IT department for setup, connectivity and troubleshooting of computer systems and equipment</p> <p>Local resources for food and water--stores, restaurants, food trucks, availability of the Cooperative Extension kitchen, mass feeding providers (Red Cross)</p>		CEMP, COOP, and associated response plans, EOC partners emergency contact list, EOC roles checklists/job aids, mutual aid agreements, MOUs/MOAs

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #3 Coordination of Local and County assets	Provide support to local municipalities and County departments in their request and deployment of assets within the county	1 to 12 Hour(s)
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Trained EOC staff	Asset inventories, mutual aid plans, MOUs, CEMP, and other associated plans, EOC Partners Emergency Contacts List, GIS maps, NY Responds. Interoperable radio communications, IT Department, and telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational	Functional IT equipment/software and connectivity, telecommunications, and interoperable communications. Sufficient and effective staging areas, coordination, and transportation of assets
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
MOUs among municipalities and the County. MOU/MOAs with various local commercial business that may have obtainable assets for use (bulk potable water, heavy equipment, cleaning services/supplies, etc.)		MOUs, records of requests/deployments/hours, ICS Forms, NY Responds

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #4 Coordinating State Requests	Coordinate all assets requests and their deployment coming into and out of the county	1 to 24 Hour(s)
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Trained EOC staff, staff familiar with and/or capable to utilize NY Responds	Asset inventory utilization records to support current requested need, CEMP and other associated plans, GIS maps, NY Responds. Interoperable radio communications, IT Department, and telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational	MOUs, records of requests/deployments/hours, ICS Forms, NY Responds
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
State approved vendor MOU/MOA and contracts with various government and NGO agencies for deployable assets		Maps, plans, checklists, ICS Forms, resource tracking forms, personnel records. NY Responds tickets

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #5 Coordination of Assistance from Non-profit Organizations During Emergency Response	Organize and coordinate the assisted response from not-for-profit organizations during an emergency event	3 Hours
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO Director and support staff	Training course records, certifications, time and attendance records, Volunteer Management Plan	NGOs, NYSDHSES
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS Learning Management System (LMS), NYS OFPC, available/accessible training locations		Training course records/certifications, list/contacts of area businesses

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #6 Coordination of Assistance from Private Sector Businesses During Emergency Response	Organize and coordinate the assisted response from private sector businesses during an emergency event	1-12 Hour(s) and On-going
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Director, support staff	Training course records, certifications, time and attendance records, Volunteer Management Plan	Businesses, Chamber of Commerce, NYSDHSES
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Businesses participation and their employees		Training course records/certifications, list/contacts of area businesses

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF# 7 Volunteer Training	Coordinate necessary training for volunteer corps; may include/require just-in-time training	1 to 12 Hours and On-going
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO staff, other County staff able to provide appropriate trainings	NIMS/ICS, training records, contact lists of businesses and NPOs, SERV NY records, government issued identification of trainees/volunteers, sign-in sheets, ICS forms	NYS DHSES, Volunteer Management Plan, lists of NPOs and businesses, Chamber of Commerce
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
General public, NPOs, businesses, DHSES, Federal and State laws		NIMS/ICS, training records, lists of businesses and NFPs and their contact info, SERV NY records, government issued identification of trainees/volunteers

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #8 Situational Awareness and Report	Gather, analyze, and disseminate developing data and information of potential consequences and mitigation actions based on sources, current activities, and trends	1 to 24 Hour(s)
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO staff, related EOC staff	NY Responds, NY Alert, NWS, social media platforms, interoperable radio communications, IT Department, and telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational	Functional IT equipment/software and connectivity, telecommunications, and interoperable communications
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
IT Department and telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational		Maps, plans, checklists, ICS Forms, resource/personnel tracking forms, purchasing and other tracking forms

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #9 Briefings	Provide regular situational briefings to staff and to media/public as occurring events necessitate	1 Hour
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EOC leadership/command personnel, County PIO, or another designee	IT Department and telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational. Social media platforms, NY Alert, EAS	Situational information from EOC partners, NWS, Maps, plans, ICS forms, resource/personnel/asset tracking forms, etc. pertinent to current event status
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Updated contact information of local news media companies. IT Department and telecommunications vendors (Verizon, AT&T, First Light etc.) to ensure communications lines are functional and remain operational. County IT department to ensure ability to conduct JIT virtually, County Administrator		Maps, plans, situational reports/data, checklists, MOU/MOAs

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #10 Preliminary Damage Assessment	Coordinate and support damage assessments with State and Federal partners	1 to 3 Days
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO staff, all support Reps/Partners with recovery responsibilities, Code Officers, NGO and State Reps, support staff as needed, VOAD partners when needed, mental health/clergy	CEMP, Hazard Mitigation Plan(s), Internet/WI-FI, interoperable radio communications, Municipal Contacts List, NY Responds	NY Responds, County Planning Department for maps, data, and applicable plans. County and State IT Departments to ensure communication and reporting of damage assessment and resulting needs
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Local printing vendors in the event Planning Department is unable to produce paper maps upon request due to being directly affected by the emergency		Maps of damaged locations, FEMA emergency cost/recovery forms, resource/personnel purchasing/tracking forms, NY Responds tickets, paper forms needed by agencies/depts if electronic access is not available, NYS Building Codes, Mitigation Plan/Measures/Action Items

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF # 11 Debris Removal	Coordinate and support debris removal with municipal DPW, Buildings and Grounds, Code Enforcement, and local landfill/milling locations	1 to 12 Hour(s) 1 to 3 Day(s)
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO and support staff, related EOC staff, DPW/B&G staff to perform debris removal, NYSEG personnel, NYS DOT	CEMP, Hazard Mitigation Plan(s), Internet/WI-FI, interoperable radio communications, Municipal Contacts List, NY Responds	Operational vehicles/equipment and staff to operate them. NYS DEC laws and regulations related to debris disposal and storage
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Utility companies (NYSEG), NYS and local town/city DPW, County DPW		NY Responds tickets, DPW time/equipment/debris records/reports, debris clearance/emergency repair documentation, damage assessment reports

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #12 Debris Management	Coordinate and support debris management with municipal DPW, Buildings and Grounds, Code Enforcement, and local landfill/milling locations.	1 to 12 Hour(s) 1 to 3 Day(s)
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO and support staff, related EOC/ESF staff, DPW/B&G staff to perform debris removal, NYSEG personnel, NYS DOT	CEMP, Hazard Mitigation Plan(s), Internet/WI-FI, interoperable radio communications, Municipal Contacts List, NY Responds	Operational vehicles/equipment and staff to operate them. NYS DEC laws and regulations related to debris disposal and storage
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Landfills in surrounding counties, utility companies (NYSEG), NYS and local town/city DPW, County DPW		NY Responds tickets, DPW time/equipment/debris records/reports, debris clearance/emergency repair documentation, damage assessment reports

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
<p>MEF #13 Cost Analysis Process</p>	<p>Coordinate and support cost analysis process with State and Federal partners</p>	<p>7 to 10 Days</p>
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
<p>EMO and support staff, IT staff, DPW/Highway reps, Municipal Chief Elected Official, finance section reps</p>	<p>Internet/WI-FI, Damage assessment spreadsheets and records. Pertinent property records such as previous mitigations, inspections. NY Responds, Finance Section costs/expenditure records DPW/Highway time/equipment/debris clearance/emergency repair documentation, Code Enforcement Damage Assessments</p>	<p>County/town/village records of properties prior to and after damages. DPW, Planning Department, NYS DEC, NYS DHSES and FEMA personnel, Schuyler County, and surrounding county landfills.</p>
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
<p>County Finance Section staff, Landfills in surrounding counties, private waste disposal companies. NYS DHSES and FEMA</p>		<p>NY Responds tickets, FEMA reimbursement guidance. Finance Section costs/expenditure documentation, DPW/Highway time/equipment/debris clearance/emergency repair documentation, Code Enforcement Damage Assessments</p>

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
<p>MEF #14</p> <p>Coordinate Request for Disaster Declaration</p>	<p>Coordination of the completion of documentation required for developing a request of declaration</p>	<p>3-7 Days</p>
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
<p>EMO and support staff, IT staff, DPW/Highway reps, Municipal Chief Elected, Finance Section staff, Planning Section staff</p>	<p>Damage assessment spreadsheets and records, FEMA reporting forms</p> <p>Pertinent property records such as previous mitigations, inspections. NY Responds, Finance Section costs/expenditure records DPW/Highway time/equipment/debris clearance/emergency repair documentation, Code Enforcement Damage Assessments. Internet/WI-FI</p>	<p>Hazard Mitigation Plans, mitigation records, County/town/village records of properties prior to and after damages. DPW/HWY, Code Enforcement Officers, Planning Department staff</p>
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
<p>Municipal Staff to timely provide and complete information in a format useable by FEMA, NYS DHES and FEMA staff, Chair of Legislature, County Administrator</p>		<p>NY Responds tickets, FEMA reimbursement guidance. Finance Section costs/expenditure documentation, DPW/Highway time/equipment/debris clearance/emergency repair documentation, Code Enforcement Damage Assessments</p>

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #15 Coordinate Disaster Declaration Documentation Submission	Coordinate the submission of documentation required for declaration to NYS DHSES and FEMA	7 to 10 Days
PERSONNEL NEEDED	MEF SYSTEMS, FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
EMO and support staff, IT staff	Damage assessment spreadsheets and cost records, FEMA reporting forms, NY Responds tickets, mitigation plans and records	Hazard Mitigation Plans, mitigation records, County/town/village records of properties prior to and after damages. DPW/HWY, Code officers, Planning Department staff
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Municipalities' staff for timely submission of documentation to EMO. NYS DHES and FEMA personnel, Chair of Legislature, County Administrator		Damage assessment spreadsheets and cost records, FEMA reporting forms, NY Responds tickets, mitigation plans and records

Schuylers County Fire Operations Mission Essential Functions

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #1 Ensure Training of Fire Personnel	Coordinate training opportunities for first responders with NYS OFPC to ensure on-scene personnel can carry out their tasks without risks to health	Continuous
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	Training course records, personnel training records (paper and/or electronic) NYS Learning Management System, LMS	Training course records, personnel training records. NYS OFPC laws/regulations, Certified NYS Fire Instructors, Safety Officer
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS Learning Management System (LMS), NYS OFPC, available/accessible training locations		Training course records, personnel training records (paper and/or electronic) NYS Learning Management System, LMS

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #2 Support of On-scene Commander	Aid in execution of the On- Scene Commander’s duties/responsibilities and/or to serve as a delegate	1 HOUR
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinators	Emergency Response Plans (ERP), County Fire Service Inventory, Emergency Response Guidebook, ICS Forms, NYS OFPC regulations, maps, mutual aid agreements	Fire service personnel, 911 Communications staff and systems, law enforcement, interoperable radio communications, CEMP, COOPs, NYS OFPC personnel and/or regulations, Hazmat Teams, NIMS/ICS
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Current and valid MEF files, records, and data. Mutual aid from County fire service. EOC communications and support		CEMP, Emergency Response Plans, County Fire Service Inventory, Emergency Response Guidebook, ICS Forms, NYS OFPC regulations, maps, mutual aid agreements

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #3 Staff Accountability	Aid, as needed, to Officer-in-Charge to maintain accountability of on- scene personnel	1-4 HOURS
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	On-scene personnel roster(s), ICS Forms	Proper training for assigned tasks, NYS OFPC regulations, Safety Officer, food/water
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Department chiefs to ensure responsible trained responders are on- scene. Mutual aid plans to provide additional personnel when necessary		Training records, background checks prior to membership, OFPC, OSHA and NFPA regulations

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #4 County Mutual Aid Plan	Maintain County Fire Service Mutual Aid Plan	Annual
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s), Fire Chiefs	Mutual aid plans between departments, County Fire Service Inventory, Public Safety Answering Point procedures/protocols	Cooperation of departments, NYS OFPC regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Fire departments' participation, Public Safety Answering Point procedures/protocols, operational communications systems, and equipment		Mutual aid plans between departments, County Fire Service Inventory, OFPC regulations

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #5 Activation of County Mutual Aid Plan	Activation of County Fire Mutual Aid Plan by all parties	1 HOUR
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	Mutual aid plans between departments, County Fire Service Inventory, Public Safety Answering Point procedures/protocols	Compliant fire service personnel, NYS OFPC regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Compliant fire department personnel, current emergency response plans and mutual aid plans between departments		Current response plans and mutual aid plans between departments, NYS OFPC regulations

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #6 Coordinate Staging Area(s)	Coordinate Staging Areas for in-coming assets	1-2 HOURS
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	Records related to pre-determined staging site locations, maps, staging checklists, EM/Fire Office's emergency partners contact list and EOC contact numbers, ICS Forms, NY Responds	EOC, EMO Director, available staging locations, transportation routes, local and state laws/regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Interoperable communications operational, County IT Department, MOUS with property owners of staging areas, MOU/MOA with local vendors for bulk food/water, MOU/MOA with transportation vendors as needed		Staging locations, maps, MOUs/MOAs for staging site locations, transportation, food/water vendors

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #7 Coordinate Communications	Establish and maintain good communications through interoperable equipment, landline, and cellular phone service.	1 HOUR
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	Radio IDs, landline/cell phone contact numbers for responding personnel and EOC	Interoperable radio equipment, cell phones, charging stations, internet capabilities, generators
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
EOC, Public Safety Answering Point, Motorola, Inc., landline and cell phone carriers, utilities		Radio IDs, landline/cell phone contact numbers for responding personnel and EOC

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #8 Search & Rescue	Coordinate Fire assets while assisting County Sheriff/NYSP in search and rescue incidents	Immediate Response
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	Data and direction received from Sheriff/NYSPD, news reports, NWS forecast	County Sheriff/NYSP, NYS DEC agencies, County Planning Department (maps), news media
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Sheriff/NYSP intel/data/instruction, manpower available from fire service		Data from Sheriff/NYSP, news reports, NWS forecast

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #9 Coordinate Water Rescue	Coordinate and manage water rescue operation	Immediate Response
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	USGS and Environmental Emergency Services (EES) gauge readings, NWS forecast	Fire service personnel, NWS, USGS, EES, law enforcement, EMS/hospitals (ambulance, helicopter)
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Cooperation of Fire Chiefs and trained fire responders, County Fire Service inventory, NWS, EES and USGS data, Schuyler County Sheriff's Office - Boat		Maps of Schuyler & Cayuga Lake, which include municipal jurisdictions, County Fire Service inventory, list and contact info for Fire Chiefs, USGS and Environmental Emergency Services (EES) gauge readings, NWS forecast, training records for first responders

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #10 EOC Fire Operations	Serve as Fire Operations Chief in EOC when activated	1-4 HOURS
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Fire Coordinator, Deputy Fire Coordinator(s)	EOC Fire Operations Chief checklist, contact info for EOC on-duty staff, EMO/EOC partners contact list, MOU/MOAs, CEMP and related emergency response plans, ICS forms, NY Responds tickets	EOC sections/partners, interoperable communications, and equipment, NYS OFPC/DHSES
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Activated EOC, Motorola, IT department, Public Safety Answering Point, Motorola, Inc., landline and cell phone carriers, utilities, NY Responds		EOC Fire Operations Chief checklist, contact info for EOC on-duty staff, EMO/EOC partners contact list, MOU/MOAs, CEMP and related emergency response plans, ICS forms, NY Responds tickets

Schuyler County Public Safety Answering Point Mission Essential Functions

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #1 Receive Incoming 911 Calls/Texts	Answer/address incoming emergency/life safety calls and texts from the public in compliance with Public Safety Answering Point procedures in place for continued services based on system/equipment	1 Hour
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
911 Dispatchers 24/7	Phone records, records management system, Internet, Wi-Fi and computer, Rapid SOS, paper records when electronic systems are not available, equipment/software maintenance agreements	Law enforcement, EMS/fire service, department policy and procedures, IT Department, NYS public safety related laws, EMD protocols, emergency generator, phone equipment
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
APCO, National Academy Emergency Dispatch, Frontier, Generator maintenance company, current departmental policy, and procedure, IT Department, Rapid SOS		Phone and records management system, Personnel training records, Rapid SOS

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #2 Dispatch Emergency Fire Responders	Dispatch emergency responders based on nature of call per policy and procedure	1 Hour
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
E-911 Dispatchers 24/7	Phone records, records management system, Internet, Wi-Fi and computer, Rapid SOS, Dispatching system, Generator preventative maintenance/repair agreement & records on-duty staff rosters of first responders, policy, and procedures, SOGs, paper records when electronic systems are not available. equipment/software maintenance agreements	Emergency generator, law enforcement, EMS/fire service, department policy and procedures, IT Department, NYS public safety related laws, policy, and procedures, SOGs, phone and radio equipment
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Current on-duty staff rosters, Motorola, Frontier, First Light, Generator maintenance company, IT department, Schuyler County Sheriff's Office		Phone records, records management system, Internet, Wi-Fi and computer, Rapid SOS, Dispatching system, on-duty staff rosters of first responders

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #3 Maintain Communications with First Responders During Response	Maintain communications with first responders during response event. Communications include interoperable radio and landline/cell phone capabilities	15 Minutes
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
E-911 Dispatchers' 24/7	Phone records, records management system, Internet, Wi-Fi and computer, Motorola service agreement, Generator preventative maintenance/repair agreement & records, paper records when electronic systems are not available, policy and procedures/SOGs	Motorola, County IT Department, first responders
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Fire service, law enforcement, EMS (ambulance), cell phone carriers, IT Department, Frontier, First Light, Schuyler County Sheriff's Office		Phone, records management system, GIS map, Internet, Wi-Fi, and computer, Motorola service agreement

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
<p>MEF #4</p> <p>Transfer Operations to Backup 911 Center as Necessary</p>	<p>Transfer E911 call receiving and dispatching operations to the backup E911 Center when an emergency dictates.</p> <p><i>Note: The current backup E911 location is Chemung E911.</i></p> <p><i>Schuylers County's 911 lines are diverted to Chemung County's system. 911 Dispatchers are reassigned by the Schuylers County Sheriff and/or Director of Emergency Services to Chemung E911</i></p>	<p>5 to 15 Minutes</p>
<p>PERSONNEL NEEDED</p>	<p>MEF FILES, RECORDS, & DATA</p>	<p>CRITICAL RESOURCES & LOGISTICS</p>
<p>2 Dispatchers per shift 24/7</p>	<p>Phone records, records management system, Internet, Wi-Fi and computer, policy and procedures/SOGs, paper records when electronic systems are not available, Temporary Relocation/Go-Kits</p>	<p>Chemung County E911, Chemung IT Departments, MOU/SOG between counties, staff transportation to backup center</p>
<p>DEPENDENCIES & INTERDEPENDENCIES</p>		<p>VITAL RECORDS</p>
<p>Chemung County's E-911 operations, Schuylers IT Departments, Motorola, Verizon, First Light and Frontier to divert lines and other system vendors of Chemung County, available/reliable transportation of staff to back up center, DPW/HWY (roadways passable)</p>		<p>Phone records, records management system, policy and procedures/SOGs, paper records when electronic systems are not available</p>

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #5 Maintain County Communications System Public Safety Answering Point Interoperability	Maintain Public Safety Answering Point communications towers and equipment and related systems	1 Hour
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
Public Safety Systems Administrator, support staff	Equipment/software maintenance agreements, historical records of tower sites and their assets, MOU/MOAs related to the tower site location, services, rent, etc.	County IT Department, FCC, Motorola, NYS DHS ESIC, NYS building codes, Spectrum, Verizon, and Firstlight (fiber)
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT Department, Motorola, Verizon, and Firstlight and Southern Tier Network Fiber, Generator preventative maintenance/repairs, NYSEG Electric, County Buildings and Grounds and DPW, Schuyler County Sheriff's Office		Equipment/software maintenance agreements, historical records of tower sites and their assets, MOU/MOAs related to the tower site location, services, rent, etc.

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #6 Maintain Police and Fire Interoperable Radio Equipment	Maintain police and fire interoperable radio communications equipment	1 Hour
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
911 Coordinator	Equipment/software maintenance agreements, inventory database	County IT Department, FCC, Motorola Communications
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT Department, Motorola Communications, Schuylers County Sheriff's Office		Equipment/software maintenance agreements, inventory database

MISSION ESSENTIAL FUNCTION (MEF)	MISSION ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #7 EOC Communications Leader	Serve as Communications Leader in EOC when activated	1 to 4 Hours
PERSONNEL NEEDED	MEF FILES, RECORDS, & DATA	CRITICAL RESOURCES & LOGISTICS
911 Coordinator	EOC Comms Leader checklist, contact info for EOC on-duty staff, police and fire service responding personnel roster received from EOC Manager, EMO/EOC partners contact list, MOU/MOAs, CEMP, and related emergency response plans, ICS forms, NY Responds tickets	County Administrator, EOC Manager and Section Chiefs and Leaders, County IT Department, NYS Public Safety Laws, NYS DHESIC, amateur radio operations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County Administrator, activated EOC, Public Safety Answering Point, County IT Department, Motorola, landline/cell phone carriers, internet service First Light/Wi-Fi, utilities, NY Responds, County amateur radio operators		EOC Comms Leader checklist, contact info for EOC on-duty staff, police and fire service responding personnel roster, EMO/EOC partners contact list, MOU/MOAs, CEMP and related emergency response plans, ICS forms, NY Responds tickets

Appendix 3 – Daily Essential Functions with Business Impact Analysis and Business Process Analysis

Director of Emergency Services

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #1 Emergency Preparedness	Coordinates County planning, training, and exercising for emergency preparedness, response, and mitigation	Bi-Annual
DEF FILES, RECORDS, & DATA		DEF FILES, RECORDS, & DATA
Federal, State, and local laws/regulations, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list		Federal, State, and local laws/regulations, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS DHSES, NYS OFPC, NFPA, U.S. President, Governor, County Administrator, County Department Heads		Federal, State, and local laws/regulations, Executive Orders, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list, Executive Orders

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #2 Supervises the Fire Coordinator Operations	Supervises the daily operations of the duties/responsibilities of the Fire Coordinator	Approves Bi-weekly timesheets
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Federal, State, and local laws/regulations, County equipment inventory, mutual aid agreements, training records, Emergency Management Office emergency response partners contact list		Federal, State, and local officials and laws/regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS DHSES, NYS OFPC, NFPA, U.S. President, Governor, County Administrator		Federal, State, and local laws/regulations, Executive Orders, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list, Executive Orders

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #3 SARA Title III Reporting Records	Maintains records of reporting of SARA III requirements submitted by local business/industry	Annual
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Local industry current and historical reporting, NYS DHSES Tier 2 requirements		Local Emergency Planning Committee, local industry, County Hazmat Team, and Decontamination Team

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #4 Coordinate Emergency Preparedness and Response Training to Public/Business/Non-for-Profit	Identify and coordinate emergency preparedness and response training to the public and non-government organizations (NGO)	Bi-Annually
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Training courses list, training records/certificates, lists of businesses and NFPs and their contact info, government issued identification of trainees/volunteers		County IT Department, NYS DHSES, FEMA, NIMS/ICS
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT department, utility companies, internet/WIFI, social media platforms operational		Situation reports, forecasts

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #5 Recruit / Organize Local Volunteer Corps	Recruit and organize a local volunteer corps through public outreach and establishing relations with local clubs, not-for-profit organizations, and groups	Annually
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
NIMS training courses, list of local clubs, NFPs and groups, public events notifications, government issued identification		NIMS courses, Train-the-trainer courses, NYS DHSES, FEMA, Chamber of Commerce, Sheriff's Office
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS DHSES, FEMA, American Legion, VFW, etc. groups, school, and church groups, etc.		NIMS training courses, list of current volunteers, list of local clubs, NFPs and groups, government issued Identification

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #6 Coordinate Collaboration of Non-profit Organization Emergency Response	Coordinate efforts to involve nonprofit organizations in assisting in emergency efforts	Annually
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
NPO contact info, training record and certifications, federal, state, and local laws		NPO policies/procedures and MOUs, federal, state, and local laws/regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NPOs, federal, state, and local laws/regulations		NPO contact info, training record and certifications, federal, state, and local laws

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #7 Liaison to the County Planning Department	Provide cooperative efforts between Emergency Management Office and the County Planning Department involving emergency disaster preparedness and emergency planning	Activity will continue on-going throughout event
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
State and local municipal emergency response plans and related plans		EMO Director, County Administrator, County Planning Director, NYS DHSES, County IT Department
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County Emergency Management Office and Planning Department cooperation		State and local municipal emergency response plans and related plans, EMO, and Planning staff roster

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #8 Maintain Comprehensive Emergency Management Plan	Annually review and update the County Comprehensive Emergency Management Plan	Annually
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Current Comprehensive Emergency Management Plan version and other emergency response plans, mutual aid agreements, MOU/MOAs		County Administrator, EMO staff, NYS DHES, FEMA, local municipalities
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Elected municipal officials, consultants who may be utilized to provide annual update(s)		Current CEMP version, federal, state, and local laws/regulations

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #9 Municipal Mutual Aid Agreements	Develop and review mutual aid agreements involving the municipalities within the county and adjoining jurisdictions	Annually
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Mutual aid agreements and related MOUs/MOAs, municipal emergency response and mitigation plans, Comprehensive Emergency Management Plan, Continuity of Operations Plan		CEMP, COOP, Hazard Mitigation Plans, municipal elected officials, and their jurisdiction's plans and MOUs/MOAs
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Elected officials' cooperation, current plans, and agreements		

Fire Coordinator

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #1 Fire Operations Training	Identify and coordinate trainings needs for fire service	3 Months
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Federal, State, and local laws/regulations, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list		Federal, State, and local officials and laws/regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS DHSES, NYS OFPC, NFPA, U.S. President, Governor, County Administrator, County Departments Heads		Federal, State, and local laws/regulations, Executive Orders, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list, Executive Orders

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #2 County Fire Mutual Aid Plan	Maintain county Fire Service Mutual Aid Plan	24 Hours
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Federal, State, and local laws/regulations, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list		Federal, State, and local officials and laws/regulations
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS DHSES, NYS OFPC, NFPA, U.S. President, Governor, County Administrator, Local Fire Chiefs		Federal, State, and local laws/regulations, Executive Orders, County equipment inventory, mutual aid agreements, training records, EMO emergency response partners contact list, Executive Orders,

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
MEF #3 Implementation of County Mutual Aid Plan	Ensure proper use of County Fire Mutual Aid Plan by all parties	2 Hours
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Mutual aid plans between departments, County Fire Service Inventory		Department Chiefs, inter-department mutual aid plans and emergency plans , radios, and equipment
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Cooperation of departments, operational equipment, availability of personnel, current fire department plans		Equipment maintenance records, inter-department mutual aid plans and emergency plans

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF# 4 Liaison Officer	Serves as liaison officer between the State, the County Legislature, the County Fire Advisory Board, and the fire departments within the county	1 Hour
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Federal, State, and local laws/regulations		NYS OFPC, NFPA, Fire Coordinator, EMO Director
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
NYS DHSES, NYS OFPC, NFPA, U.S. President, Governor, County Executive, Director of Fire and Emergency Management Office		Federal, State, and local laws/regulations

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #5 Submit Background Checks for Fire Service Personnel	Submit background checks of potential fire department new members to Sheriff's Office for review	2 Weeks
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
NYS DCJS-VFF background check form		Sherriff's Office, NYS DOC
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Sheriff's Office, NYS DOC		NYS DCJS-VFF, NYS DOC records

Deputy Director of Emergency Services

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #1 Review / Reconcile Employee Time Sheets in Preparation of Payroll Processing	Review Emergency Management Office sheets for completion and accuracy to prepare for payroll processing	1 Week
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Each employee's timesheet, shift schedules, shift sheets, OT call-in sheets		Time and attendance policies/procedures for Public Safety Answering Point. IT Department
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Employees, IT department, ADP, Human Resources		ADP time sheets, shift schedules, shift sheets, OT call-in sheets

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #2 Approve and Submit Payroll for Issuance by Personnel Department	Run Payroll registry report from timecard data, and then, through ADP transfer payroll information to the Personnel Office Payroll staff	1 Week
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Each employee's time sheet		APD, County Treasurer and Personnel Departments,
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
ADP, County IT Department		ADP time and attendance sheets

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #3 Personnel Change Reports	Complete Personnel Change Reports (RPC)	1 Week
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Personnel change information, RPC Forms		County Personnel Director, Finance Director, Payroll Tech Trainee policies/procedures for E911, CSEA and single-rate employees, IT Department, union contracts/MOAs
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Legislature, County IT department, Finance Office		RPC form (electronic or paper)

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #4 Accounts Payable	Submit invoices for procured equipment and supplies	Bi-monthly
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Purchase orders, invoices and quotes, vendor contracts/agreements		Purchasing Policy, accounts payable procedures, vendor contracts/agreements
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County Treasurers Office, IT Department and Personnel Department, Internet/WIFI, Purchasing Department		Purchase orders, invoices and quotes, vendor contracts/agreements

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #5 Manage Department Budget	Manage and maintain departmental budgets to ensure efficient funding is available for expenditures	1 Month
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Department budget data and reports in MUNIS, quotes, invoices, and checks data		County Treasurer Director & Personnel Director
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Legislature (adopted budget), MUNIS, County IT Department, internet/WIFI, Chair of Legislature, County Administrator		budget data and reports in MUNIS, expenditures documentation

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #6 Submit Grant Project/Budget Amendment Requests to NYS DHSES	Submit DHSES grant project and/or budget amendment requests to DHSES grant representative via email	1 Month
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Related grant files in office (paper and electronic), EGrants, quotes		Director, County Administrator, NYS DHSES, EGrants, Budget Director, County IT Department, computer
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT Department, internet/WIFI, utilities		Grant files, EGrants

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #7 Quarterly Reporting of NYS DHSES Grant Project Activity	Complete and submit quarterly reporting documentation of activity for each active grant.	3 Months
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Related grant files in office (paper and electronic) to include previous reporting, invoices and checks issued data, EGrants, required reporting forms,		EGrants, grant records, County IT Department, computer, printer/copier, Munis
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT Department, internet/WIFI, utilities		Grant files, EGrants

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #8 Initiate Procurement of Equipment and/or Supplies for Department	Request/obtain quotes from vendors for various equipment and supplies for the department.	1 Month
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Item detail documents, electronic and/or vendor submitted quotes, department budget		County Purchasing Department, Treasurer Director, NYS OGS
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Legislature, County Treasurer Director, Purchasing Department		County Purchasing Policy, quotes, department budget

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #9 Create Purchase Orders for Department's Equipment and/or Supplies	Create POs in MUNIS for approval by County Treasurers Office	1 Month
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Item detail documents, electronic and/or paper form vendor submitted quotes, department budget, County Purchasing Policy		Item detail documents, electronic and/or vendor submitted quotes, department budget, MUNIS, purchasing policy
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County Administrator, Budget Director, County Purchasing Department, County IT Department, MUNIS, internet/WIFI, telephone service, Legislature, County IT department, Treasurers Office		Item detail documents, electronic and/or paper form vendor submitted quotes, department budget, County Purchasing Policy

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #10 Accounts Receivable	Receive and record payments received for Public Safety Answering Point landline and cellular surcharges, Tower lease rents, and other occasional miscellaneous payments received	2 Months
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Contracts/MOAs, invoices, County Legislature approved surcharge rates		Treasurer, County Attorney and Legislature
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
Treasurer's Office, County Attorney and Legislature, US Postal Service, County Central Services (mail dept.), phone company carriers to submit surcharge payments		Submitted payment checks, Contracts/MOAs, invoices, County Legislature approved surcharge rates

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF # 11 Maintain Department Forms	Maintain and update Department Forms	1 Month
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Most recent version of form, policy and procedures related to form needing update		Policy and procedures, Department Directors
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT Department, self to save updated forms/files		Most recent version of form, policy and procedures related to form needing update

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #12 Training Enrollment	Complete enrollment for staff trainings as applicable. Enrollment may be electronically through the training host's website/system or through mail/email process.	Up to 1 Year
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Training course documentation, employee training records, approved travel authorization if applicable		Training related policy and procedures
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
National Academy of Emergency Dispatch, APCO International, NYS DHSES and OFPC, misc.		Training course documentation, employee training records, approved travel authorization if applicable

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #13 Manage Emergency Management Office Web Page and Social Media Accounts	Create and update content for County Emergency Management Office webpage and social media accounts. When an emergency event occurs, regular postings of current situation and information will be necessary.	1 Hour
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Facebook, NWS reports, situation reports, media data		Data/information from County Administrator, EMO Director, Fire Coordinator
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
County IT department, utility companies, internet/WIFI, social media platforms operational.		Situation reports, forecasts

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #14 Record of Minutes of Meetings	Record minutes of various meetings hosted by the department	Ongoing Process
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Minutes from previous meetings, committee members list/contact info, MOUs/MOUs		ZOOM, Webex, Teams, County IT Department, paper, pen, conference phone
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
ZOOM, Webex, Teams, County IT Department, phone carriers, utilities		Minutes from previous meetings, committee members list/contact info, MOUs/MOUs

DAILY ESSENTIAL FUNCTION (DEF)	DAILY ESSENTIAL FUNCTION DESCRIPTION	RECOVERY TIME OBJECTIVES
DEF #15 Maintain Emergency Management / EOC Partners Contact List	Update the Emergency Management Office / EOC Partners Contact List annually and as changes occur	1 Month
DEF FILES, RECORDS, & DATA		CRITICAL RESOURCES & LOGISTICS
Current version of contact list, emails, letters		County IT Department, Internet, the EMO/EOC partners
DEPENDENCIES & INTERDEPENDENCIES		VITAL RECORDS
EMO/ECO partners for providing current contact info		Minutes from previous meetings, committee members list/contact info, MOUs/MOUs

Appendix 4 – Threats, Hazards, MEF Vulnerability, and Vulnerability

Hazard Analysis as of 07/2024						
Hazard	Could hazard occur and cause an impact?	Has hazard occurred and caused an impact?	Does hazard pose a consequence for employees?	Does hazard pose a consequence for a facility or asset?	Has mitigation been performed for the hazard?	Hazard Risk Score
Structural Fire	Yes	Yes	Yes	Yes	Yes	
Computer Equipment Failure	Yes	Yes	Yes	Yes	Yes	
Active Threat / Shooter	Yes	Yes	Yes	Yes	Yes	
Electromagnetic Pulse (EMP)	Yes	No	Yes	Yes	Yes	
Organized Terrorism Attack	Yes	No	Yes	Yes	Yes	
Civil Disturbance	Yes	Yes	Yes	Yes	Yes	
Cyber Attack	Yes	Yes	Yes	Yes	Yes	

Hazard Analysis as of 07/2024						
Hazard	Could hazard occur and cause an impact?	Has hazard occurred and caused an impact?	Does hazard pose a consequence for employees?	Does hazard pose a consequence for a facility or asset?	Has mitigation been performed for the hazard?	Hazard Risk Score
External Hazardous Materials Release	Yes	Yes	Yes	Yes	Yes	
Structural Collapse	Yes	No	Yes	Yes	Yes	
Internet / Network Failure	Yes	Yes	Yes	Yes	Yes	
Ice Storms	Yes	Yes	Yes	Yes	Yes	
Severe Windstorms	Yes	Yes	Yes	Yes	Yes	
Generator Failure	Yes	No	Yes	Yes	Yes	
Employee or Visitor Health Issues	Yes	Yes	Yes	Yes	Yes	
Large-scale Infectious Disease Outbreak	Yes	Yes	Yes	Yes	Yes	
Severe Winter Weather	Yes	Yes	Yes	Yes	Yes	

Hazard Analysis as of 07/2024						
Hazard	Could hazard occur and cause an impact?	Has hazard occurred and caused an impact?	Does hazard pose a consequence for employees?	Does hazard pose a consequence for a facility or asset?	Has mitigation been performed for the hazard?	Hazard Risk Score
Flooding	Yes	No	Yes	Yes	Yes	
Internal Hazardous Materials Release	Yes	No	Yes	Yes	Yes	

Appendix 5 – Emergency Support Functions (ESF's)



Schuyler County

Emergency Support Function (ESF) Quicksheets



ESF 1
Transportation



ESF 2
Communications
Warning



ESF 3
Public Works



ESF 4
Fire Fighting



ESF 5
Emergency
Management



ESF 6
Mass Care



ESF 7
Resource
Management



ESF 8
Health



ESF 9
Search & Rescue



ESF 10
Hazardous
Materials



ESF 11
Agriculture,
Cultural & Natural
Resources



ESF 12
Energy



ESF 13
Public Safety &
Security



ESF 14
Long Term
Recovery



ESF 15
Public Information

Appendix 6 – Primary Facility Assessment

Facility Information
Agency
Schuylers County Emergency Management Office
Municipality
Schuylers County

Information Technology Services			
Are you on the NYS Enterprise?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Location of T-1/Data Transmission Lines?		<input type="checkbox"/> Buried	<input checked="" type="checkbox"/> Pole to Building
Are the agency IT services provided by a vendor?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate if your IT hardware is on-site:		<input checked="" type="checkbox"/> On-Site	<input checked="" type="checkbox"/> Off-Site
Are the server rooms secure and/or protected?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Where are backups sent?		<input type="checkbox"/> CNSE	<input checked="" type="checkbox"/> Utica Data Hub/Other
Are system updates performed regularly?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How is information stored?		<input type="checkbox"/> Hard Drives	<input checked="" type="checkbox"/> Cloud Service
What is backed up?		<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Documents & Data
How frequent are backups performed?		<input type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Daily
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
System security:		<input checked="" type="checkbox"/> Anti-Virus	<input checked="" type="checkbox"/> Intrusion Detection
		<input checked="" type="checkbox"/> Firewall	

Energy Resources
Primary

Source of primary energy:	<input checked="" type="checkbox"/> Local utility (Fuel/Electricity)	<input type="checkbox"/> Private substation	<input type="checkbox"/> On-site generation (solar/wind)
Location of primary transmission lines:	<input type="checkbox"/> Buried	<input checked="" type="checkbox"/> Pole to Building	
Location of primary fuel inlets:	<input type="checkbox"/> Buried	<input type="checkbox"/> On-site storage	
Back-Up System(s)			
Is there a generator(s) on site?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the generators automatic?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What fuel does the generator use?	<input checked="" type="checkbox"/> Natural Gas	<input type="checkbox"/> Diesel	<input type="checkbox"/> Propane

Facility Security						
Is the facility a secure facility, with limited access?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Type of limited access system:	<input checked="" type="checkbox"/> Controlled Access by Security Personnel	<input type="checkbox"/> RFID/Key Card Access	<input type="checkbox"/> Physical Key			
Security Cameras:					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Electronically Controlled Locking System:					<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Security personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Armed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Alarm System?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Automatic notification of E-911?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Facility Emergency Systems Information						
Is the agency the only tenants in the building?					<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Identify tenants in building:		<input checked="" type="checkbox"/> Local/County	<input type="checkbox"/> State	<input type="checkbox"/> Federal	<input type="checkbox"/> Private	
Are there:	<input checked="" type="checkbox"/> Fire Alarms	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Visible Alarms	<input checked="" type="checkbox"/> Multiple exits		
Source of water for sprinklers:		<input type="checkbox"/> Lake/Pond	<input type="checkbox"/> Building water storage	<input checked="" type="checkbox"/> Municipal		
Are there any backup sources for the sprinklers?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any redundant fire suppression system pumps?					<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Communication Systems:	<input type="checkbox"/> PA System	<input checked="" type="checkbox"/> Two-way Radio	<input type="checkbox"/> Auto-Broadcast over Phone	<input checked="" type="checkbox"/> Email Alerts
Is the building equipped with Emergency Lighting?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there an Occupant Emergency Plan in place?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Frequency of Emergency System Tests:	<input type="checkbox"/> Once a year	<input type="checkbox"/> Every 6 months	<input type="checkbox"/> Every 3 months	<input type="checkbox"/> Monthly

Water and Air Resources			
Water			
Primary water source?		<input type="checkbox"/> On-site well	<input checked="" type="checkbox"/> Municipal
Water-treatment		<input type="checkbox"/> On-Site	<input checked="" type="checkbox"/> Off-Site
Air and Ventilation			
Where is the air-intake for the building?		<input type="checkbox"/> Ground-level	<input checked="" type="checkbox"/> Ground-level, secured
Are there exhaust louvers for the building?		<input type="checkbox"/> Ground-level	<input checked="" type="checkbox"/> Ground-level, secured
What types of air filtration is present for the facility?	Rooftop air Filtration, with 6-month maintenance cycles		

Appendix 7 – Alternate Facility Assessment: Shared Services Complex

Facility Information	
Facility Name:	Shared Services Complex
Street Address:	910 South Decatur St
City:	Watkins Glen
Zip Code:	14891
Facility Owner/Operator:	Schuyler County
Facility Contact- Business Hours	
Primary-Name:	Kenneth Thurston
Work Phone:	(607) 535-6850
Email:	kthurston@co.schuyler.ny.us
Cell Phone:	[REDACTED]
Additional Contact:	
Alternate-Name:	Shiela Lafever
Work Phone:	(607) 535-8111
Email:	slafever@co.schuyler.ny.us
Cell Phone:	
Additional Contact:	
Emergency Contact 24/7	
Primary-Name:	Kenneth Thurston
Work Phone:	(607) 535-6850
Email:	kthurston@co.schuyler.ny.us
Cell Phone:	[REDACTED]
Additional Contact:	
Alternate-Name:	
Work Phone:	
Email:	
Cell Phone:	
Additional Contact:	

Location Specifications

Is the Facility subject to the same risks as the primary facility: Yes No

Is the facility owned by the agency or is the facility contracted through OGS:

Owned by Agency Contracted through OGS Private Contract
Other _____

Is the space occupied and/or identified as an Alternate Facility for another entity: Yes No Both

Square footage available in primary work area (approx. 40ft² per person): **800.00**

Layout of primary work area (office, warehouse, etc.): **office**

Number and characteristics of supplemental rooms or work area; please note if rooms could accommodate sleep/respite: *Indicate below*

Room/Area #1	Room/Area #2	Room/Area #3	Room/Area #4
How many people can it accommodate: 20	How many people can it accommodate: _____	How many people can it accommodate: _____	How many people can it accommodate: _____
Total sq. ft.: 800.00	Total sq. ft.: _____	Total sq. ft.: _____	Total sq. ft.: _____
Office Equipment (i.e. cubicles) <input type="checkbox"/>			

Is the Facility compliant with current Americans with Disabilities Act (ADA) Guidelines?

- Elevators
 - Automatic Doors
 - Etc.
 - Ramps
 - Accessible Restrooms
- Yes No

Exterior/Perimeter/Lighting

Does any exterior or perimeter light have an independent auxiliary power source as required by the jurisdiction having authority, or based on a state or local law enforcement security assessment? Yes No

Does the interior/exterior have sufficient lighting to maintain a safe work place as required by the jurisdiction having authority? Yes No

Is parking available? *Indicate number of spaces below* Yes No

Number of spaces (free): **50** Number of spaces (paid): _____

Utilities

Is there adequate power with backup to operate essential functions?
(i.e. AC, heat, elevator) Yes No

Are back-up generators located on the physical site? Yes No

Are an adequate number of qualified individuals available to operate and monitor the backup generator(s) per OSHA and the jurisdiction having authority requirements? Yes No

Does facility have operational HVAC system? Yes No

HVAC Fuel Source: Oil Propane Natural Gas Other Please describe below:

Amenities

Restrooms: *Indicate specific numbers below* Yes No

Male: Female: Unisex: Accessible:

Showers: *Indicate specific numbers below* Yes No

Male: _____ Female: _____ Unisex: _____ Accessible: _____

Are break areas available? Yes No

Does facility have a kitchen/vending? Yes No

Is the facility accessible by mass transit? *Indicate specific resources below with distance from facility* Yes No

Bus: Yes No Distance:

Subway: Yes No Distance: _____

Other: Yes No Distance: _____

Does the facility have contracts with janitorial services? Yes No

Are there Hotels/Motels within one mile? Yes No

Is there restaurant/grocery/ATM available 24/7 within 2 miles? Yes No

Communications

Phones Yes No
If Yes How Many
Ports:
Internet
Yes No
of Data Ports:

Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Phones Yes No
If Yes How Many
Ports: _____
Internet
Yes No
of Data Ports: _____
Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Phones Yes No
If Yes How Many
Ports: _____
Internet
Yes No
of Data Ports: _____
Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Phones Yes No
If Yes How Many
Ports: _____
Internet
Yes No
of Data Ports: _____
Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Are additional tables/chairs available for use? *Indicate amounts below* Yes No
Tables: Chairs:

Is there a telephone system in the facility? *Indicate provider and contact information below and whether or not a VOIP phone can be connected* Yes No
Provider:

Is there a radio system in the facility? *Indicate systems information below* Yes No

Is there a public-address system in the facility? Yes No

Is Internet available for Agency use in the facility? *Indicate specifics below* Yes No

Are fax machine/copier/scanner resources available? *Indicate specifics below* Yes No
Fax machine Copier Scanner Other _____

Security/Safety

Is there 24/7 security? *Indicate Specifics below* Yes No

Key-card access control <input checked="" type="checkbox"/>	Alarm system <input type="checkbox"/>
Physical security presence <input type="checkbox"/>	Other <input type="checkbox"/> Please describe: _____

Is the facility available 24/7? Yes No

How is the facility accessed *Indicate below* (key, key-card, locked gate, etc.)?

Key Key Card Other Please describe: _____

Key code Guard gate _____

Primary POC For Granting Access:
Who is responsible for facility access control? *Indicate below*

Name:	Kenneth Thurston
Phone Number:	(607) 535-6850
E-mail:	kthurston@co.schuyler.ny.us

Outside provider Internal Security No formal access control Other Please Describe: _____

Key Card Access

Does a security barrier limit or control vehicle or pedestrian access to the facility? Yes No

Is there a fire and safety plan per the jurisdiction having authority? Yes No

Does the facility have a fire suppression system if required by the jurisdiction having authority? *Indicate below* Yes No

Sprinkler system Fire Extinguishers Other Please describe: _____

Does the facility have first aid equipment if required by the jurisdiction having authority? *Indicate below* Yes No

First Aid Kit Automated External Defibrillator (AED) Other Please describe: _____

Stop the Bleed Kits

Proximity to nearest Medical Facility/Hospital. *Indicate distance and location below*

Location: **Montour Falls, NY** Distance: **2.00**

Appendix 8 – Alternate Facility Assessment: Human Resources Complex

Facility Information	
Facility Name:	Human Services Complex
Street Address:	323 Owego St
City:	Montour Falls
Zip Code:	14865
Facility Owner/Operator:	Schuyler County
Facility Contact- Business Hours	
Primary-Name:	Kenneth Thurston
Work Phone:	(607) 535-6850
Email:	kthurston@co.schuyler.ny.us
Cell Phone:	[REDACTED]
Additional Contact:	
Alternate-Name:	Shiela Lafever
Work Phone:	(607) 535-8111
Email:	slafever@co.schuyler.ny.us
Cell Phone:	
Additional Contact:	
Emergency Contact 24/7	
Primary-Name:	Kenneth Thurston
Work Phone:	(607) 535-6850
Email:	kthurston@co.schuyler.ny.us
Cell Phone:	[REDACTED]
Additional Contact:	
Alternate-Name:	
Work Phone:	
Email:	
Cell Phone:	
Additional Contact:	

Location Specifications

Is the Facility subject to the same risks as the primary facility: Yes No

Is the facility owned by the agency or is the facility contracted through OGS:

Owned by Agency Contracted through OGS Private Contract
 Other _____

Is the space occupied and/or identified as an Alternate Facility for another entity: Yes No Both

Square footage available in primary work area (approx. 40ft² per person): **1,600.00**

Layout of primary work area (office, warehouse, etc.): **office40**

Number and characteristics of supplemental rooms or work area; please note if rooms could accommodate sleep/respice: *Indicate below*

Room/Area #1	Room/Area #2	Room/Area #3	Room/Area #4
How many people can it accommodate: 40	How many people can it accommodate: _____	How many people can it accommodate: _____	How many people can it accommodate: _____
Total sq. ft.: 1,600.00	Total sq. ft.: _____	Total sq. ft.: _____	Total sq. ft.: _____
Office Equipment (i.e. cubicles) <input type="checkbox"/>			

Is the Facility compliant with current Americans with Disabilities Act (ADA) Guidelines?

- Elevators
 - Automatic Doors
 - Etc.
 - Ramps
 - Accessible Restrooms
- Yes No

Exterior/Perimeter/Lighting

Does any exterior or perimeter light have an independent auxiliary power source as required by the jurisdiction having authority, or based on a state or local law enforcement security assessment? Yes No

Does the interior/exterior have sufficient lighting to maintain a safe work place as required by the jurisdiction having authority? Yes No

Is parking available? *Indicate number of spaces below* Yes No

Number of spaces (free): **200** Number of spaces (paid): _____

Utilities

Is there adequate power with backup to operate essential functions?
(i.e. AC, heat, elevator) Yes No

Are back-up generators located on the physical site? Yes No

Are an adequate number of qualified individuals available to operate and
monitor the backup generator(s) per OSHA and the jurisdiction having
authority requirements? Yes No

Does facility have operational HVAC system? Yes No

HVAC Fuel Source: Oil Propane Natural Gas Other Please describe below:

Amenities

Restrooms: *Indicate specific numbers below* Yes No

Male: Female: Unisex: Accessible:

Showers: *Indicate specific numbers below* Yes No

Male: Female: Unisex: Accessible:

Are break areas available? Yes No

Does facility have a kitchen/vending? Yes No

Is the facility accessible by mass transit? *Indicate specific resources below with
distance from facility* Yes No

Bus: Yes No Distance:

Subway: Yes No Distance:

Other: Yes No Distance:

Does the facility have contracts with janitorial services? Yes No

Are there Hotels/Motels within one mile? Yes No

Is there restaurant/grocery/ATM available 24/7 within 2 miles? Yes No

Communications

Phones Yes No
If Yes How Many
Ports:
Internet
Yes No
of Data Ports:

Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Phones Yes No
If Yes How Many
Ports: _____
Internet
Yes No
of Data Ports: _____
Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Phones Yes No
If Yes How Many
Ports: _____
Internet
Yes No
of Data Ports: _____
Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Phones Yes No
If Yes How Many
Ports: _____
Internet
Yes No
of Data Ports: _____
Public Wi-Fi
ITS Enterprise
Network
Standard Office
Equipment
ADA Compliant

Are additional tables/chairs available for use? Indicate amounts below Yes No
Tables: Chairs:

Is there a telephone system in the facility? Indicate provider and contact information below and whether or not a VOIP phone can be connected Yes No
Provider:

Is there a radio system in the facility? Indicate systems information below Yes No
Is there a public-address system in the facility? Yes No
Is Internet available for Agency use in the facility? Indicate specifics below Yes No

Are fax machine/copier/scanner resources available? Indicate specifics below Yes No
Fax machine Copier Scanner Other _____

Security/Safety

Is there 24/7 security? *Indicate Specifics below* Yes No

Key-card access control Alarm system
Physical security presence Other Please describe: _____

Is the facility available 24/7? Yes No

How is the facility accessed *Indicate below (key, key-card, locked gate, etc.)?*
Key Key Card Other Please describe:
Key code Guard gate _____

Primary POC For Granting Access:
Who is responsible for facility access control? *Indicate below*

Name:
Phone Number:
E-mail:

Outside provider Internal Security No formal access control Other
Please describe:

Does a security barrier limit or control vehicle or pedestrian access to the facility? Yes No

Is there a fire and safety plan per the jurisdiction having authority? Yes No
Does the facility have a fire suppression system if required by the jurisdiction having authority? *Indicate below* Yes No
Sprinkler system Fire Extinguishers Other Please describe: _____

Does the facility have first aid equipment if required by the jurisdiction having authority? *Indicate below* Yes No
First Aid Kit Automated External Defibrillator (AED) Other Please describe:

Proximity to nearest Medical Facility/Hospital. *Indicate distance and location below*
Location: Distance:

Appendix 9 – Line of Succession

Department / Section	Primary POC	1st Alternate	2nd Alternate
Director of Emergency Services	Kirk Smith	Joshua Baker	Matthew Maloney
Deputy Director of Emergency Services	Joshua Baker	Matthew Maloney	Jennifer Davis
Fire Coordinator	Matthew Maloney	Arthur Churches	Jason Kelly
Fire Coordinator	Arthur “Rick” Churches	Jason Kelly	Matthew “Jake” Burns
Fire Coordinator	Jason Kelly	Matthew Burns	Brian Gunning