

Montague County Continuity of Operations Plan (COOP)

Purpose

The purpose of this document is to ensure that critical functions continue to be performed in the event of a pandemic in Montague County. A pandemic is a unique hazard in that physical infrastructure will remain intact and available. Montague County is taking a forward-leaning approach to the Coronavirus outbreak and is assisting with the Counties Continuity of Operations Plan (COOP). A COOP plan describes essential functions, associated personnel and resources, and processes for protecting and maintaining those functions, personnel, and resources. Your departments COOP should focus on performing critical functions with minimal staffing. This planning has been initiated because of the threat of Coronavirus to Montague County. However, COOP is an all-hazards plan, and the information provided will be used to build a more robust plan in the future for other disasters or other emergency incidents. You may have already completed some COOP planning for your department in preparation for a snow or ice day.

Critical Functions

Every department performs a variety of tasks. Some of these tasks are critical and must be completed to continue essential public services and provide a rapid response to an emergency. Functions that can be delayed are considered noncritical. Please identify tasks and functions that must be continued in the following section.

It is helpful to think in terms of:

Every day, our department must perform _____ functions. (Critical)

Every week, we must perform _____ functions.

Every month, we must perform _____ functions. (Noncritical)

Delegation of Authority

Each department head holds authority for making decisions within their department. If that department head is unable to report for work, who has the power to make decisions to ensure, critical functions continue? This delegation of authority will not influence day to day operations. This is an extraordinary delegation that will only be used if the COOP is activated by the County Judge.

	Name	Title	Phone Number	Alt Phone Number
Head of Department/Unit				
Successor				
Successor				
Successor				
Successor				