

**City of
Sweet Home**

**Pandemic
Response**



City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
sweethomeor.gov

TABLE OF CONTENTS

INTRODUCTION

- A. Introduction**
- B. Purpose**

CONCEPT OF OPERATIONS

- A. Objectives**
- B. Planning Considerations and Assumptions**
- C. Essential Functions**
- D. TIER Activations and Response**
 - a. TIER I**
 - b. TIER II**
 - c. TIER III**
 - d. TIER IV**
- E. Operational Hours**

CONCLUSION

SECTION I: INTRODUCTION

A. INTRODUCTION

The City of Sweet Home performs essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. The threat to an organization's continuity of operations is great during a pandemic outbreak, which is deemed a natural and public health disaster. It is important for the City of Sweet Home, to have a pandemic response in place to ensure it can carry out its essential functions and services. The City may be forced to suspend some operations due to the severity of a pandemic outbreak; however, an effective Continuity of Operations Plan will assist the City to remain operational in order to meet essential public health and safety needs during the emergency.

B. PURPOSE

This plan/annex provides guidance to City of Sweet Home and may serve as the plan for maintaining essential functions and services during an influenza pandemic. This guidance/annex neither replaces nor supersedes any current continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This guidance/annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches. Influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

SECTION II: CONCEPT OF OPERATIONS (CONOP)

A. OBJECTIVES

The objective of this plan is to ensure that a viable capability exists to continue essential City of Sweet Home functions during a Pandemic event. The objectives of this Plan include:

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

B. PLANNING CONSIDERATIONS AND ASSUMPTIONS

In accordance with State guidance and emergency management principles, a viable capability:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 90 days.
- Should take maximum advantage of existing local, State or federal government infrastructures.

C. ESSENTIAL CITY FUNCTIONS AND TIER RESPONSE PLANNING

This section outlines essential functions and tiers of response to public health emergencies or potential emergencies that may affect the ability of the City of Sweet Home to perform its mission-essential functions from City Hall and other city facilities.

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions.

The following functions would be deemed essential during a pandemic event:

- City Hall functions:
 - City Manager

- Finance Director and payroll and human resources staff member(s) deemed essential (for full-time or part-time work)
- Emergency Management Director
- Public Information Officer
- CEDD Director
- Police Department essential functions will be dictated by the Sweet Home Police Chief
- Public Works essential functions will be dictated by the Public Works Director
- Sweet Home Library essential functions will be dictated by the City Manager with the advice of the Librarian

D. TIER ACTIVATION/RESPONSE DESIGNATIONS

The following scenarios would likely require the activation of the City of Sweet Home Pandemic Plan:

1. TIER I – State - The State of Oregon has received evidence and cases of a potential pandemic causing virus found in the state.

During this Tier, all functions of City resume normal operations. The following items should be implemented:

- Monitor messages from Federal, State, and County Public Health Authorities
- Notify Department Heads and employees of implementation of Stage I and why
- Implement Community notification through social media/news media with precautionary steps to take to prevent infection and spread
- Implement increased cleaning precautions (handwashing, surface cleaning)
- Encourage sick people to stay home
- Review Stage II, III and IV procedures

2. TIER II – County - Linn County has received evidence or cases of a potential pandemic causing virus found in the county.

During this Tier, City operations may be modified. In addition to Tier I items, the following items may be implemented based as circumstances evolve and warrant:

- Monitor messages from Federal, State, and County Public Health Authorities
- Notify Department Heads and employees of implementation of Stage II and why
- Implement Community notification through social media/news media with precautionary steps to take to prevent infection and

spread

- Decrease human-to-human contact
- Closing customer service functions (Library, Utility Billing, CEDD, Code Enforcement, and other facilities/services as appropriate to protect employee and public health and welfare)
- Sending at-risk personnel (based off demographics) home
- Implementation telework options for non-essential functions as warranted and appropriate
- Review and anticipate Stage III and IV procedures

3. TIER III – City - The City of Sweet Home has received evidence or cases of potential pandemic causing virus found in the City.

During this Tier, City operations should be limited to essential functions. In addition to Tier I and II action items, the following items should be implemented:

- Monitor messages from Federal, State, and County Public Health Authorities
- Notify Department Heads and employees of implementation of Stage III and why
- Implement Community notification through social media/news media with precautionary steps to take to prevent infection and spread
- Only essential functions should be at the workplace or on telephone stand-by
- Non-essential personnel should attempt to telework, if possible
- Review Stage III and IV procedures

4. TIER IV – Widespread City Outbreak - Widespread pandemic virus throughout the City of Sweet Home

During this Tier, City operations except for police services will cease. The Police Chief will determine police services they respond to. In addition to Tier I and II items, the following items should be implemented:

- Monitor messages from Federal, State, and County Public Health Authorities
- Notify Department Heads and employees of implementation of Stage IV and why
- Implement Community notification through social media/news media with steps to keep themselves safe and isolated
- Essential functions will telework and maintain communication
- Non-essential personnel should attempt to telework, if possible
- Continue to review all procedures

E. OPERATIONAL HOURS

The City Manager will determine the hours of operation during an emergency event.

Essential City employees must be prepared to support a 24-hour-per-day, 7-day-per-week operation.

SECTION IV: CONCLUSION

Maintaining City of Sweet Home essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, a pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization’s human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the City of Sweet Home continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.