



Pandemic Flu Continuity of Operations (COOP) Plan

Ohio Commission on Hispanic/Latino Affairs

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OVERVIEW

In the event of a Pandemic Flu outbreak, this Continuity of Operations (COOP) Plan will be implemented by the Ohio Commission on Hispanic/Latino Affairs (OCHLA) to assure continuity and continuation of essential functions during the duration of the outbreak.

The Ohio Department of Health, the Ohio Department of Administrative Services, and the Ohio Department of Emergency Management are coordinating a joint state government response to the potentiality of a worldwide influenza outbreak. Reliance upon the directives and policies developed by these agencies are incorporated into the Office's COOP.

OCHLA has three components: the Board of Commissioners (hereafter "Board"), the Office of Hispanic/Latino Affairs (hereafter "Office"), and the Ohio Interagency Council on Hispanic/Latino Affairs (hereafter "Council.")

This COOP only covers Office tasks and functions that are deemed to be essential to the ongoing operations of the Office. Unlike a general disaster or temporary office displacement, pandemic disease may reduce staff to a very minimal level for a long period of time (up to 90 days). Many of the Office's functions may be deferred until the crisis passes or until sufficient staffing is available to continue general functions.

As the Board has a statutory requirement to meet at least six (6) times per year, and only conducts Board-level business at such official meetings, this plan does not cover Board meetings and tasks. It is anticipated that the Board will suspend all meetings and business in the event of an influenza outbreak. The above also applies to the Council.

A copy of this COOP and other disaster preparedness plans prepared by the Office and enacted by the Board will assist employees in ascertaining their role and responsibilities in the event the State of Ohio implements the pandemic influenza plan.

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I. EXECUTIVE SUMMARY

The Ohio Commission on Hispanic/Latino Affairs (OCHLA) pandemic influenza COOP establishes guidance for the systematic continuation of essential Office tasks and functions and the discontinuation of non-essential tasks and functions in the event of a pandemic influenza outbreak. This plan will supplement other pandemic influenza COOP directives issued by the State of Ohio. OCHLA encourages every Commissioner, Employee, and Councilmember to read all plans, directives and materials issued by the State of Ohio and the Ohio Commission on Hispanic/Latino Affairs as it relates this important subject.

In the event of a pandemic influenza the OCHLA's primary focus will be the health, safety and welfare of its employees and their families. OCHLA will work with all employees as state policy permits to assist employee's needs. At all times, OCHLA will strive to avoid exposing Commissioners, Employees, and Councilmembers to any dangerous environment, as critical services may be provided successfully via telecommunications and the internet.

In addition, the Office's secondary focus will be to assist the Office of the Governor, Emergency Management Agencies (state and federal), and Departments of Health (state and federal) in the translation and dissemination of emergency information to Latino community organizations and Latino media outlets. The quality and throughput of service levels provided by the Office will be determined by the quality and throughput of telecommunication channels, internet accessibility, and staffing levels of the Office.

The Board and the Council will cease all official business functions during the pandemic influenza outbreak. The Office's tertiary focus will be to keep each Commissioner and Councilmember informed as to Office service levels and may recruit Commissioners and Councilmembers to augment Office capacity during the emergency.

II. APPLICABILITY AND SCOPE

The Ohio Commission on Hispanic/Latino Affairs, Riffe Center – 18th Floor, 77 South High Street, Columbus, Ohio has established a pandemic influenza COOP to continue business objectives after the State of Ohio's official announcement that a pandemic influenza is documented and the State of Ohio's business continuity plan will be implemented. The purpose of this plan is to provide a ready reference document that identifies how on or off site staff will respond if it should become necessary to do so. Furthermore, this plan will provide guidance and step-by-step instructions for deactivating non-essential Office tasks and functions. Protecting the health and safety of everyone in the facility is the first priority during an emergency. The second priority during an emergency is maintaining essential business functions and deactivating all other business functions in a manner that permits orderly reactivation of the functions once the period human-to-human transmission of disease has ended and it is safe to return to a working environment. This plan will address both priorities.

- A. Emergency conditions, events and situations under which the plan would be implemented.
 1. Governor's notification that Pandemic Influenza policies will be implemented and observed.
 2. Staff or family member contraction of confirmed influenza matching the pandemic strain.

III. ESSENTIAL FUNCTIONS

The most essential function of OCHLA is the transmission and translation of emergency instructions from essential government agencies and authorities to the Latino communities across the state of Ohio, and especially to Spanish-speaking Ohioans who may not have access to or understand instructions relayed through mainstream media and communications channels. This function will be delivered through the Office.

Priority	Essential Functions
1	Health, Safety, and Security of Commissioners, Employees, and Councilmembers
2	Serving as a liaison between all government agencies and Latino communities across Ohio during the emergency.
3	Providing emergency translating & interpreting services in English & Spanish.
4	Maintaining communication with the Office of the Governor
5	Maintaining communication with Emergency Management Agencies and Health Departments (State and Federal).
6	Maintaining communication with Latino media outlets (Print, broadcast, and internet).
7	Maintaining communication with Latino community organizations.
8	Maintaining communication with Commissioners and Councilmembers

IV. AUTHORITIES AND REFERENCES

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V. CONCEPT OF OPERATIONS

OCHLA foresees a temporary deactivation of all Board and Council operations during a pandemic outbreak. These functions, although critical and core functions, may be waived for a temporary period of time for expediency sake. OCHLA also anticipates a temporary deactivation of most Office operations.

Once staff safety and security have been established and office continuity is assured, OCHLA believes maintaining key communications open between essential government agencies and authorities and the Latino communities across the state of Ohio, especially to Spanish-speaking Ohioans who may not have access to or understand instructions relayed through mainstream media and communications channels, is the sole essential function remaining for the Office to control.

If the primary office site is unavailable, the Office will invoke the alternative site provisions of the agency disaster plan. All functions will be routed to the alternative worksite for a period of time until the pandemic alert has been terminated and regular functionality can recommence. The Executive Director will be responsible for communicating with appropriate staff based upon an established order of succession.

A. PHASE I: ACTIVATION AND RELOCATION

In the event of an emergency/disaster that renders the Office's business site unusable, inadequate or inappropriate for business resumption, a temporary business site will be established at the Executive Director's residence. This business site will be used for the duration of the emergency. The Executive Director's residence is prepared to provide temporary access to phone, computer, internet, and basic printing services. All other essential Office employees will make all possible best efforts to be accessible for emergency operations and also have residential access to phone, computer, internet, and basic printing services.

A hardcopy version of the Latino Community Organizations Database (LCOdb) shall be printed once-a-year and copies shall be distributed to all Commissioners, key Employees, and all Councilmembers. A hardcopy version of the addenda with updates and changes shall be printed at least once-a-year (six months between LCOdb printings) and distributed to the same. This will be used in the event of an emergency and should internet access to the LCOdb become degraded or inaccessible due to power-outage, network traffic, other issues, etc.

Alternate power sources will be sought in the event of a full power outage occurs. This could include relocation of alternate site and power generation by commercial generator.

1. Decision Process

The OCHLA COOP shall be activated upon notice from and at the discretion of the Executive Director when a State of Emergency is declared by the Office of the Governor, Emergency Management Agency (State or Federal), Health Department (State or Federal), or the Ohio Department of Public Safety.

2. Alert, Notification, and Implementation Process

The Executive Director shall use the OCHLA Emergency Communications Plan (ECP) in order to provide the alert, notification, and implementation processes which identifies key contacts (with back-ups), the chain of communications, and processes for tracking and communicating agency and employee status.

3. Leadership

Three essential Office positions will remain fully or partially functional during a pandemic alert depending upon agency need, taking into consideration employee circumstances at the time, and staffing levels: Executive Director, Community Liaison Officer, Legislative Liaison Officer.

a. Orders of Succession

In the event the Executive Director becomes unable to perform the duties of the position, authority will be transferred to the Community Liaison Officer. The next line of authority will be transferred to the Director of the DAS Central Service Agency.

Position Title	Successors
EXECUTIVE DIRECTOR	1. COMMUNITY LIAISON OFFICER
	2. LEGISLATIVE LIAISON OFFICER
	3. ADMINISTRATIVE ASSISTANT
COMMUNITY LIAISON OFFICER	1. ADMINISTRATIVE ASSISTANT
LEGISLATIVE LIAISON OFFICER	1. ADMINISTRATIVE ASSISTANT

b. Delegations of Authority

In the event the Executive Director becomes unable to perform the duties of the position, authority will be transferred to the Community Liaison Officer. The next line of authority will be transferred to the Director of the DAS Central Service Agency.

c. Devolution

Vital File, Record, or Database	Form of Record	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
LCOdb	Softcopy	X		X
LCOdb	Hardcopy	X		X
LCOdb	Internet	X	NA	X

B. PHASE II: ALTERNATE FACILITY OPERATIONS

In the event that the Executive Director has activated the OCHLA Emergency Response & Continuity of Operations Plan, all business-related travel is to cease and the office of the commission shall close. All business matters will be conducted via telecommunications (telephone, radio, internet, etc.) until the State of Emergency has ended and until notice has been given by the Executive Director.

Any and all actions of the commission, board, and employees during the State of Emergency shall be in compliance with Federal, State, and Local laws, emergency declarations, warnings, etc.

1. Mission Critical Systems

The Latino Community Organizations Database (LCOdb) is the mission critical system of the Ohio Commission on Hispanic/Latino Affairs. Every year, each essential employee shall be provided a hardcopy and softcopy backup of the LCOdb to keep at home. These shall be used in the event of an emergency to enable the implementation of flexible worksite and flexible work hours policies.

2. Vital Files, Records, and Databases

C. PHASE III: RECONSTITUTION

Upon notification by the Office of the Governor, Emergency Management Agency (State or Federal), Health Department (State or Federal), the Ohio Department of Public Safety, or other authorized agency that the Pandemic influenza alert has concluded, the agency will reconstitute services and critical functions using the following table:

Priority Ranking	Function	Tools Required to initiate function
1	Office Operations	Access to the Riffe Center Telecom & Internet Services Copies of routine correspondence Functioning computer and software Functioning mail service Access to the Central Accounting System Copies of all standard fiscal forms Access to Treasurer's office or temporary place of deposit
2	Board Operations	Access to the Riffe Center Telecommunications & Internet Services Copies of routine correspondence Functioning computer and software Functioning mail and telecom
3	Communications	Functioning mail and telecom Functioning computer and software Word processing software Copies of standard correspondence and forms Internet connectivity (preferred)

VI. COOP PLANNING RESPONSIBILITIES

The Chair, Vice Chair, and Executive Director of the Ohio Commission on Hispanic/Latino Affairs shall prepare, review, and present to the Board an updated version of the OCHLA Emergency Response & Continuity of Operations Plan on a yearly basis.

Responsibility	Position
Development of Exit Kit: 1. Alternate site prep: a. database softcopy b. supplies c. logistics 2. Communiqués a. Interstate b. Website	Executive Director and other staff as assigned
Safety and Security of Personnel	Executive Director
Shut down procedures	Executive Director and other staff as assigned
Alternate Site Critical Function Management	Executive Director and other staff as able
Reconstitution of business functions	Executive Director and other staff as assigned

VII. LOGISTICS

A. ALTERNATE WORK LOCATION

In the event that the Executive Director has activated the OCHLA Emergency Response & Continuity of Operations Plan, all business-related travel is to cease and the office of the commission shall close. All business matters will be conducted via telecommunications (telephone, radio, internet, etc.) until the State of Emergency has ended and until notice has been given by the Executive Director.

In addition, the Executive Director may designate essential employees, and may implement the flexible worksite and flexible work hours policies during the State of Emergency as deemed necessary.

Any and all actions of the commission, board, and employees during the State of Emergency shall be in compliance with Federal, State, and Local laws, emergency declarations, warnings, etc.

The OCHLA Emergency Response & Continuity of Operations Plan shall be terminated upon notice from and at the discretion of the Executive Director and within seven days of the end of a State of Emergency.

B. INTEROPERABLE COMMUNICATIONS

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C. ESSENTIAL EMPLOYEES

The essential employees of the Ohio Commission on Hispanic/Latino Affairs are the Executive Director, the Community Liaison Officer, and the Administrative Assistant. Additional OCHLA employees may be designated as essential at the discretion of the Executive Director on a case-by-case basis and as emergency conditions may warrant.

D. SUPPLIES

N/A. In the event that the Executive Director has activated the OCHLA Emergency Response & Continuity of Operations Plan, all business-related travel is to cease and the office of the commission shall close. All business matters will be conducted via telecommunications (telephone, radio, internet, etc.) until the State of Emergency has ended and until notice has been given by the Executive Director.

Annex A: Authorities and References

Pandemic Influenza Checklist Item 1.3 E

State Authorities

The Constitution of the State of Ohio (with amendments to 2000), Article II, Section 42, Article III, Sections 15, 17 and 22, Article IV, Section 2

Ohio Revised Code, Section 161.03, Order of succession to the governorship

Ohio Revised Code, Section 161.04, Designation of interim successors

Ohio Revised Code, Section 5502.22, Emergency Management Agency Established; Cooperation with Other Agencies; Use of Federal Funds

Ohio Revised Code, Section 5502.24, Temporary Seats of State and Local Government in Event of Emergency

State of Ohio Emergency Operations Plan, March 2006

Governor's Cabinet Advisory #06-235

Federal References

Federal Preparedness Circular 65, Federal Executive Branch Continuity of Operations, June 15, 2004

41 Code of Federal Regulations 101.20.103-4, Occupant Emergency Program

36 Code of Federal Regulations, Part 1236, Management of Vital Records

Presidential Decision Directive 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, dated May 22, 1998

Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection, dated December 17, 2003