

Hoopla Valley Tribe

Continuity of Operations Plan



TABLE OF CONTENTS

HOOPA VALLEY TRIBE CONTINUITY PLAN APPROVALS	1
HOOPA VALLEY TRIBE CONTINUITY OF OPERATIONS PLAN.....	2
I. EXECUTIVE SUMMARY.....	2
II. INTRODUCTION.....	3
III. PURPOSE & ASSUMPTIONS	3
IV. APPLICABILITY AND SCOPE	4
V. ESSENTIAL FUNCTIONS	5
VI. AUTHORITIES AND REFERENCES	6
VII. CONCEPT OF OPERATIONS	7
A. Phase I: Readiness and Preparedness.....	7
B. Phase II: Activation and Relocation.....	7
C. Phase III: Continuity Operations	10
D. Phase IV: Reconstitution	12
VIII. CONTINUITY PLANNING PROGRAM RESPONSIBILITIES.....	13
IX. LOGISTICS.....	13
X. COOP MAINTANANCE	14
XI ANNEXES TO AGENCY CONTINUITY PLANS	16

HOOPA VALLEY TRIBE CONTINUITY PLAN APPROVALS

The Hoopa Valley Tribe adopted a Constitution and Bylaws (Tribal Constitution) on June 20, 1972 which was approved by the Commissioner of Indian Affairs on August 18, 1972 and ratified by Congress on October 31, 1988, and the purpose of the Tribal Constitution is to protect and promote the interests of the Hoopa Valley Indians. The Hoopa Valley Tribal Council is the governing body of the Hoopa Valley Tribe pursuant to Article V of the Tribal Constitution and in accordance with requirement 44 CFR 201.4(c)(6) the Hoopa Valley Tribal Council has adopted by tribal resolution number 16-XXX, dated XXXX, XX, XXXX, the approved Hoopa Valley Tribal, Continuity of Operations Plan.

Ryan Jackson, Chairman

Hoopa Valley Tribal Council Members

Leilani Pole, Council Woman	Hostler/ Matilton District
Joseph LeMieux, Councilman	Campbell Field
Diana Ferris-McCovey, Councilwoman	Norton Field
Oscar Billings, Vice Chairman	Agency Field
Shane McCullough, Councilman	Soctish/ Chenone District
Vivenna Orcutt, Councilwoman	Mesket Field
Gary Risling, Councilman	Bald Hills District

HOOPA VALLEY TRIBE CONTINUITY OF OPERATIONS PLAN

I. EXECUTIVE SUMMARY

The Hoopa Valley Tribal Government along with The Hoopa Valley Tribes Office of Emergency Services considers a fast response to an emergency event critical to the health and safety of tribal members as well as the sustainable of the Hoopa Valley Tribe. In order to ensure a quick response and ensure that all essential functions can be performed by the Tribal Government it has been decided to develop a Continuity of Operations Plan (COOP) for the Hoopa Valley Government. The Continuity of Operations Plan (COOP), as defined in the National Continuity Policy Implementation Plan (NCP/IP) and the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51 /HSPD-20), will be referenced for the development of this plan, is an effort within individual Hoopa Tribal executive departments, agencies, and programs to ensure that Essential Functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

The main purpose of the COOP is to ensure a fast response to an emergency event to get essential functions up and running for an individual department or the entire Tribal Government. To do this a set of policies and procedures have been developed so that each department can describe their plan to reestablish operations if an emergency threatens. This COOP identify each departments essential functions, and then develops a four-part plan to ensure continuing functions. These four parts are: Phase I: Readiness and Preparedness, Phase II Activation and Relocation, Phase III: Continuity Operations, and Phase IV: Reconstruction. The Hoopa Valley Tribe COOP contains key elements of emergency actions, operations and procedures by incorporating these basic elements.

1. Identify lines of succession and delegation of authorities
2. Determine essential functions, records, communications, facilities, and human resources that will need to be maintained or quickly reestablished operations so that the Hoopa Valley Tribe can maintain all functional operations
3. Determine best way to reconstitute operations with line of succession and successors for key personnel to ensure full departmental functions
4. Determine a test, training, and exercise regime to ensure that the COOP is up to date and actionable in the face of an emergency

The Continuity of Operations Plan is a continual process and is considered a living document. As the Tribal government and its departments grow and change over time so must the COOP. To this end a plan for update and maintenance has also been developed to keep the COOP active and viable.

II. INTRODUCTION

The Hoopa Valley Tribe and its departments have essential functions and services it needs to perform in order to maintain a level of service. In the event of an emergency, these essential functions can be disrupted can disrupt those function. These essential functions and services must either be maintained through the emergency or quickly reestablished shortly into the lifecycle of the emergency. This quick resumption of functions and services is to reduce and help mitigate the impact of an emergency on the tribal members, facilities, other individuals, and the overarching mission of the Hoopa Valley Tribal government. To achieve this goal, the Hoopa Valley Tribal Government has developed a Continuity of Operations Plan (COOP).

This COOP development is driven by the National Continuity Policy; National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20), directive issued in May of 2007. This directive to help establish and maintain a comprehensive and effective method to ensure the preservation of Government under the constitution and the ability to continue to perform National Essential Functions regardless of the conditions.

In addition to complying with National Continuity Policy it is “The elected leadership of each jurisdiction is **legally responsible** for ensuring that necessary and appropriate actions are taken to **protect people and property** from the consequences of emergencies and disasters.” Meaning that a COOP plan is simply a good practice for All aspects of the Tribal government as well as local businesses to develop an overall continuity framework that will allow for a way to protect Health and safety, vulnerable populations, resources and infrastructure.

III. PURPOSE & ASSUMPTIONS

A. Purpose

The purpose of this COOP is to describe how the Hoopa Valley Tribe and its departments will continue to operate in the event an emergency incapacitates one or more tribal governmental functions or departments. These emergencies have been listed and prioritized in the Hoopa Valley Tribe Multi-Hazard Mitigation Plan (2014) and the Hoopa Valley Threat Identification and Risk Assessment (THIRA) (2015) (see Annex A). Mandated by the Hoopa Valley Tribal Council and in accordance with guidelines established by *Continuity Guidance Circular 1, Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, this document will:

5. Identify lines of succession and delegation of authorities
6. Determine essential functions, records, communications, facilities, and human resources that will need to be maintained or quickly reestablished operations so that the Hoopa Valley Tribe can maintain all functional operations
7. Determine best way to reconstitute operations with line of succession and successors for key personnel to ensure full departmental functions

Hoopa Valley Tribe Continuity of Operations Plan

8. Determine a test, training, and exercise regime to ensure that the COOP is up to date and actionable in the face of an emergency

This COOP allows the Hoopa Valley Tribal Government to provide critical services if threatened or impacted by any natural hazard through the 4 main phases.

Phase I: Readiness and Preparedness

Phase II Activation and Relocation

Phase III: Continuity Operations

Phase IV: Reconstruction

These phases are described in detail in the update Hoopa Valley Tribe Emergency Operations Plan.

B. Assumptions

The Hoopa Valley Tribe Continuity of Operations Plan is based on the following assumptions:

- Emergencies or threats may affect the Hoopa Valley Tribe's ability to provide essential departmental services and to provide support to other agencies
- Personnel and other resources from Hoopa Valley Tribe's affected departments will be made available to continue essential departmental services
- Emergencies and threats will be prioritized based upon their perceived impact on operations and the public
- An emergency may require the transfer of essential services to other personnel and possibly relocation sites
- Staff levels may be significantly reduced. The lives of staff may be lost due to significant mortality associated with injury or disease
- Remaining workers may be psychologically affected by disaster, disease, family concerns, concerns about economic loss or fear
- Information and communications systems that support essential functions during normal day to day operations may not be available
- If an emergency occurs during business hours, any building impacted will be evacuated according to the building's facility evacuation plan
- In compliance with the National Incident Management System (NIMS), and Homeland Security Presidential Directive (HSPD) - 5, all COOP program activities shall incorporate the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS)

The Hoopa Valley Tribe COOP, which is applicable to all-hazards or threats, has been developed to ensure that the Hoopa Valley Tribe is prepared to provide critical services in an event that has threatened, diminished or incapacitated Hoopa Valley Tribe operations.

IV. APPLICABILITY AND SCOPE

A. Applicability

The Hoopa Valley Tribal Council has reviewed and approved this plan for operational activities during emergency/disaster events. This plan is designed to reduce/minimize loss of essential services by the Hoopa Valley Tribal Government until normal operations can be restored. This plan is intended for all emergency circumstances, from short term localized issues to long enduring regional/national emergencies that can impact only a single department or the entire Tribal government and departments. This includes all natural, technological, and man-made events/disasters as described in Annex A. This plan is intended to compliment the Hoopa Valley Tribe Emergency Operations Plan.

B. Scope

The intent of the Hoopa Valley Tribe COOP is to ensure that resources, personnel and therefore capability exists to continue essential functions of Tribal government and Tribal departments in the event of an emergency event. To do this the COOP will:

- Identify and ensure essential functions operations for each Department of the Hoopa Valley Tribal government to mitigate disruptions to operations
- Establish Delegation of Authority and lines of succession for each department
- Identify all personnel needed to perform essential functions
- Determine and protect critical documents, equipment, and other defined assets for all essential functions per department
- Identify possible alternate locations for each department to continue operations
- Reduce potential loss of life, damages, and losses while minimizing disruptions to operations
- Identify means of communication internal to each Tribal Department, between Tribal departments, with other non-tribal entities and the public
- Help establish the ability to resume full operations in a timely manner from an emergency event
- Allow Tribal departments with required essential functions to be operating from an alternate location within twelve (12) hours of the emergency event onset and for a period of up to thirty (30) days
- Determine a plan of action for any limitations or vulnerabilities that may be uncovered in the COOP development process
- Establish requirements for development, maintenance and biannual review of the COOP

V. ESSENTIAL FUNCTIONS

The identification and prioritization is one of the main components of COOP planning as it establishes Tribal department functions that must be maintained during an emergency when resources may be scarce. The Hoopa Valley Tribe recognizes its commitment to Tribal and community members to ensure that essential operational functions are maintained in the event of an emergency. Departmental Essential functions are broken down into the following categories:

- Category 1: Services that cannot be interrupted

Hoopa Valley Tribe Continuity of Operations Plan

- Category 2: Services that must be operational as soon as possible but no later than twelve (12) hours after event
- Category 3: Services that can be restored after twelve (12) hours and may be considered non-essential and not restored until after the event

Categories 1 and 2 are considered essential functions while category 3 are determined based on type of services and allowable time of disruption.

All Tribal Government Departments are identified on the Hoopa Valley Tribal Government Organization Chart in Annex B. Each department will review their organizational missions and determine those that are essential. Misidentification or failing to identify a department as essential could hinder the Hoopa Valley Tribal Government from providing essential service.

The Hoopa Valley Tribe has had each department identify and prioritize essential functions in Annex C as well as the timelines, critical personnel, and resources to do these critical functions.

VI. AUTHORITIES AND REFERENCES

The Hoopa Valley COOP has been developed with the full endorsement of the Hoopa Valley Tribal Council, Hoopa Valley Tribe Office of Emergency Services. The COOP as defined in defined in The National Continuity Policy Implementation Plan (NCPIP) and the National Security Presidential and Directive-51/Homeland Security Presidential Directive-20 (NSPD-51 /HSPD-20) will be referenced for the development of this plan.

The Constitution and Bylaws of The Hoopa Valley Indian Tribe and Compact of Self Governance between The Hoopa Valley Indian Tribe and The United States of America ensure the allowance of designation of temporary locations for Tribal Government Departments as well as allow for designation of authority for all departments.

Multiple reference documents were used in the development plan but below are the two main resources used.

A listing of available FEMA COOP documents can be found here:

<https://www.fema.gov/continuity-operations>

A listing of the State of California's COOP documents can be found here:

<http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/continuity-planning>

The Hoopa Valley COOP complies with applicable Tribal Council regulations, Executive Order(s), State Regulations, and County Ordinances. Please see Annex D for a complete listing Authorities and References.

VII. CONCEPT OF OPERATIONS

The intent of the Hoopa Valley Tribe's continuity plan is intended to ensure the continuation or rapid resumption of essential functions in the aftermath of an emergency. Hoopa Valley Tribe has endeavored to develop National Incident Management System (NIMS) and the Incident Command System (ICS) compliant processed determination of the best course of action. This section explains how Hoopa Valley Tribe will implement its Continuity Plan including the plans to address each critical continuity element.

There are four phases to the continuity implementation process.

- A. Phase I: Readiness and Preparedness
- B. Phase II: Activation and Relocation
- C. Phase III: Continuity Operations
- D. Phase III: Reconstitution (end of event/return to normal operations)

The intent of the concept of operations is to plan for longer term (greater than twelve (12) hours) situations where access to facilities will be barred due to emergency events. The plan will include the key personnel, critical documents and equipment, communications, and if necessary alternate locations so that essential services may be continued. The alternate locate if deemed necessary will support key staff for up to thirty (30) days including communications, IT support, supplies and materials in a secure environment.

A. PHASE I: READINESS AND PREPAREDNESS

Readiness is the ability of an organization to respond effectively to any event that threatens its ability to continue mission-critical functions and services. To this end the Hoopa Valley Tribe has produced a Multi-Hazard Mitigation Plan (2014), Community Wildland Fire Protection Plan (CWPP) (2015), Threat Hazard Identification and Risk Assessment (THIRA) (2015), and are in the process of updating the Emergency Operations Procedures (EOP). These plans were developed to continue readiness, preparedness and mitigation activities so that the Hoopa Valley Tribe can respond to and event with a best course of action. This COOP has taken into account these documents in developing Hoopa Valley Tribes complete concept of operations.

B. PHASE II: ACTIVATION AND RELOCATION

Emergency events that would trigger the continuity plan can occur at any time. Hoopa Valley Tribe Departmental employees may be affected at work or away from work when the COOP is activated. The activation may involve the closing of any individual or multiple buildings which would require the relocation of essential services.

1. Decision Process

- a. If an event occurs that impacts a department to the extent that it cannot perform its essential functions, the Departments COOP will be activated by the appropriate Department head or designee.
- b. If the event that situation effects the entire Hoopa Valley Reservation the Tribal Chairman or designee will activate all Tribal Department COOPs.

- c. If advanced warning is provided of a potential event the COOP can be implemented. This will be communicated to the appropriate Department Heads by the Tribal Chairman or designee.

If a department's facilities are nonfunctional the department will be relocated according to locations listed in Annex E: Alternate Facilities, so the department can continue with essential functions.

2. Alert, Notification, and Implementation Process

Once the decision has been made to activate the COOP for a Hoopa Valley Tribe Department(s). The department heads or his/her designee will follow the departmental Emergency Action Plan (EAP) if available (See Annex O for a EAP template).

The Department Head and designated staff are responsible for notifications of Department employees for both activation and deactivation of the continuity plan. Employees will be notified using best available method (telephone, cellular phone, two-way radio, text and/or email) of any change in status of the COOP. Department employees will be based on their roles in the essential functions. Employees involved in Category 1 or 2 essential functions will be notified first. All other Department employees will be contacted secondarily. See Annex F for the key department personal and contact information.

3. Leadership

Lines of Succession/Delegations of Authority:

Each Tribal Department will identify the lines of succession (Three deep if possible). This will allow each Department to manage its essential functions in case there is a disruption in the Department Hierarchy. The succession will occur if the Key person for that Department/Function is unavailable or incapacitated. See Annex G for the Listing of the Lines of Succession. The defined Department head is the delegated person of authority with the Tribal Chairman having authority over all departments. See Annex B for the full Organizational Chart listing by Department and Annex H for the listing of Delegations of Authority for each Department.

4 Devolution:

In a worst case scenario, the Tribal Departments leadership is incapacitated and therefore operations of essential functions must be taken over by another Tribal Department or the Tribal Council. The Hoopa Valley Tribal Council has overarching authority to transfer and delegate authority for the Tribal Government and all departments. The intent for the COOP is to facilitate devolution planning following the constitution and bylaws of the Hoopa Valley Indian Tribe.

5. Continuity Facilities/Relocation

Relocation of facilities to allow for continuing essential functions is a critical step in the continuity plan. Each department will identify alternate operating facilities as part of their COOP planning and discuss/prepare all personnel for the eventuality of an unplanned relocation of essential functions to defined facility. Each department should have their emergency action plan that includes all actions to allow for quick transition of all required personnel, equipment and supplies to the alternate facility. This plan will also allow for non-essential personnel to be contacted and informed of their status through the event. This should include alternate communications/IT as well as any testing of equipment/resources to allow for personnel to do their essential functions as directed.

It is understood that adequate continuity facilities are available on the Hoopa Valley Indian Reservation and that some relocation facilities will be based on available space and extent of the emergency. It is with this understanding that any alternate location should meet these minimum requirements:

- Have sufficient space/infrastructure to meet essential function requirements
- Allow for the determined minimal interruption of operations
- Have all required logistical and service support to meet essential function requirements
- Should consider the health, safety, security, and emotional wellbeing of all essential personnel
- The ability to have all equipment either in place or transported to location to carry out essential functions

If equipment is not set up or available in a timely manner, essential personnel should be prepared to perform essential function manually and a supply of any needed forms and manuals should be included in an employee "Go Kit". If possible secondary cellular batteries and car chargers could be included as well to make sure potential communications is maintained. This will allow personnel to perform essential functions even without power available.

Upon relocation to alternate facilities a review of required security and existing procedures will need to be undertaken and revised as necessary. This will allow the department to meet essential function criteria while still providing any necessary external public contact.

C. PHASE III: CONTINUITY OPERATIONS

The Continuity Phase II section should outline the activation procedures for the Continuity Plan. It should also include information about the relocation procedures, from the primary facility to the alternate facility; and guidance for non-relocating personnel.

1. Mission Critical Systems, Equipment, and Supplies

To engage and properly complete essential functions, Departments will need access to certain systems, equipment and supplies. These include but are not limited to IT, communications, payroll and bookkeeping systems, Internet, Computers, printers, printer paper, notepads, and pens. Mission critical systems needed to support essential functions are listed Annex I. These systems and or equipment should identify any Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) that govern its access or use. The critical equipment list will also explain how the item is to be relocated (In place prior to relocation "Hand-Carried", or Needs To Be Transported).

Internet access is a critical system for almost all departments of the Hoopa Valley Tribe. It is currently supplied to the entire tribe via a single vendor, Velocity Wireless and managed through the Hoopa Valley Tribe IT Department. To ensure access at continuity facilities departments need to work with Hoopa Valley Tribe IT Department and Velocity Wireless to ensure IT access if required for essential functions.

IT Service Vendor	Address	Phone
Velocity Wireless	829 4th Street Eureka, CA 95501	707-268-3671

It is also noted that all Hoopa Valley IT employees are considered essential to all other departments continuing operations.

Essential supplies not considered to be equipment is listed in Annex J. These are supplies that should be either stored, carried or transported to the alternate location and are needed to complete essential function. This list should include all supplies needed if computers and backups are not available.

2. Essential Files, Records, and Databases

The identification, protection and access to digital and hard copy documents, manuals, references, and forms is a critical component in the support of essential functions. The Hoopa Valley Tribe Departments will identify, duplicate and store critical records and electronic files at a remote location as described in the IT policy. These backups will allow for the continuity of operations of essential function if original files and records are damaged or unavailable.

Critical records could include but are not limited to the following:

Essential function records: records, databases, manuals and forms that are required for the essential operations of the department in the event of the COOP activation

Legal and Financial (Rights and Interests) Records: Records that are critical for the legal, financial interests of the Hoopa Valley Tribe. These are also the files that will protect the rights of tribal members and any other individual that is affected by the departments day to day operations. Annex C lists essential functions and Annex K lists critical documents for each essential function.

It should be noted that culturally import documents should also be taken into consideration when looking at backups and remote storage of critical information for a department even though it may not be considered important for a department's essential functions.

When the COOP is activated the Department head or designee will be responsible for the collection and relocation of the essential records stored either on site or as backups to defined alternate location and any necessary set up to be ready to continue operations.

3. Continuity Communications

Hoopa Valley Tribe Departments will be responsible for the determination of continuity communications for essential functions. These may take the form but not limited to Mobile Telephones, Satellite Telephones, Two-way radios, Internet connection for email and web access, and facsimile machines. Communication devices are listed in the critical equipment Mission Critical Systems, Equipment Annex I.

4. Human Resources (Protection of Government Resources)

During the activation of the COOP for a department all essential Personnel resources should be handled according to the guidelines set forth by the Hoopa Valley Department of Human Resources.

Departments should consider developing a grab-and-go kit. These kits should include everything the department needs to conduct business elsewhere. This kit could include but not be limited to:

- ☐ Pens, Pencils, Erasers, Paper Clips
- ☐ Copier Paper
- ☐ Note Pads
- ☐ Toiletries or other supplies for personnel
- ☐ Forms specific to the department
- ☐ Plans and other documents that the department will need
- ☐ Deposit slips for any income the department will have
- ☐ Hardcopy contact information specific to the department
- ☐ Copy of the Departments Policies and Procedures
- ☐ Copy of the Hoopa Valley Tribe Organizational Chart and department call list
- ☐ Copy of Continuity of Operations Plan (COOP) for the department
- ☐ Copy of Continuity of Operations Plan (COOP) for the Hoopa Valley Tribe

Individuals need to be prepared in case of emergency events so that they be assist the Tribe and department by having personal concerns handled and everyone safe. The ready.gov (<https://www.ready.gov/>) website has a comprehensive set of paths for personal preparedness. From developing emergency action plans to prepare for specific hazards. The Hoopa Valley Tribe recommends every employee develop their own emergency plan so that as a people we will be better prepared to handle any emergency event.

4. Essential Vendors and Agencies

During the activation of the COOP departments will need to secure supplies or work with essential vendors and partners to continue essential operations. These vendors will need to be notified of COOP activation and alternative site location. If possible MOUs or MOAs should be put into place before event to ensure critical deliveries of supplies will happen in the event of COOP activation. To support this Annex L will be a list of all critical vendors by department for the essential functions. This allows for a quick and easy reference should the continuity plan be activated.

D. PHASE IV: RECONSTITUTION

Reconstitution is the phase where the Department or Hoopa Valley Tribe has declared an end to the event and the departs start to transition back to “normal” operations. Depending on the severity and size of the event the Hoopa Valley Tribe or Department heads will implement the plan for return to business as usual. Department heads or designee will contact all employees to de-activate the COOP based on essential functions priorities. The department will have developed and act on the de-activation plan to prep and transport all critical equipment, records, and supplies necessary back to normal business location. A second designee will follow up with all vendors to notify of COOP de-activation and resumption of business as usual. The reconstitution may be phased to restart essential functions initially and then all non-essential functions to ensure a smoother transition.

Within four (4) weeks of reconstitution of the department an After Action Report (AAR) will be completed. The report will review the COOP as well as individual departments emergency action plans and procedures for efficiency and effectiveness. Notations of

areas of concern and recommendations of change will also be made for changes in this report. This AAR will allow for update both the departmental and Hoopa Valley Tribe COOPs to improve.

VIII. CONTINUITY PLANNING PROGRAM RESPONSIBILITIES

Each Department is responsible for the for the development, maintenance, activation, and de-activation of its portion of the overall COOP plan. The Tribal Chairman and secondarily the Tribal Council map activate the COOP but all processes for the COOP by department are with the department head and designees. These are listed in the Annex H: Delegation of Authority. There may be other departments that will need to be involved in activation and de-activation of another department and that should be noted in mission critical systems. The IT department is an example of a department that will be involved in the activation and de-activation of most other departments continuity plan. The IT department will review and follow their Technology Recovery Plan (TRP) for all departments to assist in the recovery from the event.

IX. LOGISTICS

It is the understanding by the Hoopa Valley Tribe that a portion or all of the Tribal Governments normal operations may be disrupted by an emergency event. Therefore, the entire Tribal Government or just affected departments may need to activate the COOP. To ensure a smooth transference of essential functions as described in the COOP all departments should have plans in place to manage the transitions and potential need to recover key resource (via backups for example) to compliment the Hoopa Valley COOP. The intent if for each of the key resources described in the COOP to be available for up to 30 days for all essential functions. These will include but are not limited to: Space requirements, human resource support requirements, such as food provisions, sleeping arrangements, transportation, etc.; and MOUs, MOAs and Provisioning Contracts.

A. Continuity Facilities

The Hoopa Valley Tribe understands the importance of determining alternate facilities in the event normal operations are disrupted. Each department is involved in the determination of the need for either a fixed alternate location or the ability for flexible relocation. This is due in part to the limited brick and mortar options available to the Hoopa Valley Tribe. Annex E describes the current alternate location type, address if fixed, agreement if any, and any notes for each department. If the Hoopa Valley Tribe decides to pursue cooperative agreements for facilities external to the reservation in the future the COOP Annex H will be updated to reflect this.

B. Mission Critical Systems, Equipment, supplies, Files and Records

Hoop Valley Tribal Departments have identified Mission Critical Systems, Equipment, supplies, Files and Records that are needed in order to continue essential functions for that department. Personnel access to these is critical for continuity operations and to allow for operation within twelve (12) hours for up to thirty (30) days. Annexes I, J, and K

contain information on Essential Equipment and Systems, Supplies, and Critical Documents respectively.

C. Continuity Communications

Each Department in the Hoopa Valley Tribal Government is responsible for determining the best choice for alternate communications in the event of COOP activation. The forms of communication that may be available are: These may take the form but not limited to Mobile Telephones, Satellite Telephones, Two-way radios, Internet connection for email and web access, and facsimile machines.

D. Personnel

Key personnel to essential functions and lines of succession have been identified for each department of the Hoopa Valley Tribe. The personnel are identified in Annex F Essential Functions Departmental Personnel, Annex G: Lines of Succession, and Annex H: Delegation of Authority.

E. Essential Vendors and Agencies

Key Vendors and or agencies will also need to be notified upon activation of the COOP. Each department is responsible to maintain a list of critical vendors and agencies required for essential functions. Those lists will be communicated and incorporated into the COOP plan to ensure easy access to all required external groups. Notification methods will be using normal methods like phone or email. Annex L lists all department Vendors and Agencies that need contact to complete essential functions.

X. COOP MAINTANANCE

The Director of the Office of Emergency Services or designee in conjunction with Department Heads or Designee will review and update the Hoopa Valley Tribe COOP every two (2) years. The development of individual Department COOPS however should be an ongoing process to improve the over preparedness of each department should an emergency call for coop activation. See Annex M for COOP Maintenance Assignments.

Though the main COOP should be updated Every two (2) years smaller maintenance and updates along with testing should occur during the time between the review. The Director of the Department of Emergency Services or Designee will along with Department Heads or designee review and update the following:

Monthly

- Update Annexes for Essential Personnel, Lines of Succession, Review Status of Critical Records, Files, and Databases and Delegations of Authority

Hoopa Valley Tribe Continuity of Operations Plan

- Review with departments any significant changes in other Annexes and update accordingly

Annually

- Test COOP alert, notification and activation procedures
- Test COOP communications equipment
- Test vital records backup and recovery plan
- Conduct COOP Awareness and training for essential personnel
- Test infrastructure if defined alternate location for each department

Along with this review of the COOP an annual exercise will be done by each department along with an after action report in conjunction with the Department of Emergency Services to review the departments preparedness and the overall functions of the COOP. An After Action Report will also be generated after the COOP exercise and the COOP updated accordingly.

XI ANNEXES TO AGENCY CONTINUITY PLANS

The Hoopa Valley Tribe COOP Annexes contain the necessary information for each department to enact the COOP should an emergency situation threaten. Some of the annexes as described in this report are the templates that were used to develop the actual annexes which are space spreadsheets that can be maintained and updated in a clean and convenient manner (Completed Annexes are available in "HVT COOP Annexes 9-6-2016.xlsx" Excel Workbook).

Annex A: Risk Assessment

Annex B: 2016 Tribal Government Organization Chart

Annex C: Essential Functions (Template)

Annex D: Authorities and References

Annex E: Continuity Facility/Alternate Work Site Information (Template)

Annex F: Essential Functions Departmental Personnel (Template)

Annex G: Lines of Succession (Template)

Annex H: Delegation of Authority (Template)

Annex I: Essential Equipment and Systems (Template)

Annex J: Supplies (Template)

Annex K: Critical Documents (Template)

Annex L: Vendors and Agencies (Template)

Annex M: Maintenance Assignments (Template)

Annex N: Emergency Action Plan Template

Annex O: Continuity Planning Glossary & Acronyms

Annex A: Risk Assessment

Natural Hazards are commonly defined as events not related to human activity and derived by natural processes (meteorological and geophysical as examples). These include but are not limited to earthquakes, tsunamis, wildfires, landslides, hurricanes, and severe storms. Even though the initiation, severity, and duration of some of these events may be influenced or modified by the acts of humans they are still considered to be natural in occurrence.

Technological Hazards are events caused by the intentional or unintentional acts of humans. These could be in design, construction, or intentional sabotage and include dam failure, hazardous material spill, arson, and/or acts of terrorism.

Below is a listing of all natural and technological hazards as defined in the updated Hoopa Valley Tribe Hazard Mitigation Plan (2014).

- A. **Coastal Storms:** The Hoopa Valley Indian Reservation is located in the Northeast corner of Humboldt County, which is located on the Northwest corner of California. This north coast region experiences some of the most severe storms in California.
- B. **Severe Winter Storms:** Some of the heaviest rain that falls on the northwest occurs over the coastal range where mountains rise two to four thousand feet. Four to six inches of rain within a twenty-four-hour period are common.
- C. **Summer Thunder Storms:** Thunder storms are common in the northeast region. During the summer months, including late spring and early fall, thunderstorms are of particular hazard to the Reservation and community.
- D. **Wind Storms:** Extremely strong windstorms are also common in this region. Winds in excess of 50 miles per hour are normal occurrences and winds over 70 mph are not uncommon.
- E. **Dam Failures:** The Trinity River flows through the full length of the Reservation. The valley floor on both sides of the river houses the majority of the Reservation's population. The Trinity River has two dams approximately 100 miles upstream, the Trinity Dam and the Lewiston Dam. There are several dams on the Klamath River, which flows along the north edge of the reservation. The Trinity River flows into the Klamath River at the far north end of the valley.
 - a. **Lewiston Dam:** The Lewiston Dam is the smallest of the two Trinity River earth filled dams and has a gross storage capacity of 14,660 acre-feet of water with a maximum controlled release of 33,000 cubic feet per second (CFS). A breach of this dam would result in a column of water approximately 40 feet above the water height in the river at the time of breach. If the river is already at flood stage, 38 feet, the resulting water would increase the water height to 88 feet.
 - b. **Trinity Dam:** The Trinity Dam has a gross storage capacity of 2,448,000 acre feet also with a controlled maximum release of 33,000cfs. A breach of this dam would also cause

a breach of the smaller down river Lewiston Dam. The results would flood the valley with a column of water 110 feet to 160 feet high depending of the height of the water in the river at the time.

- c. **Klamath River Dams:** A breach of the any one of or all of the Klamath River dams would cause a back flow of water where the Trinity River flows into the Klamath. If the breach of these dams occurred during a flood stage, the back flow and subsequent damming effect would totally flood and destroy the valley
- F. **Drought:** Although the north coast normally is a high rainfall area, drought cycles occur approximately every 7 to 11 years. Drought would have an adverse effect on the community as a result of a shortage of drinkable water that is taken from the Trinity River and processed by the Public Utility District. Additional effects from drought would be low levels of available and drinkable water from creeks and streams, increased large wildfire potential, agriculture, wildlife, and livestock, as well as other environmental impacts.
- G. **Earthquakes:** Earthquakes are considered to be one of the most potentially destructive threats to life and property. The triple junction, the Cascadia Subduction Zone and numerous smaller thrust and strike-slip faults makes Humboldt County the most active region in California. A moderate to severe seismic incident on any of the numerous fault zones will cause:
- Extensive property damage, particularly to older structures, structures located on liquefaction soil, and mobile homes;
 - Significant number of casualties with some fatalities
 - Damage to water and sewage systems;
 - Broken propane cylinders resulting in hazardous conditions and fires;
 - Disruption of surface transportation
 - Competing requests for scarce mutual aid response resources

Northern California, Oregon, Washington and British Columbia are the site of the Cascadia Subduction Zone where an oceanic tectonic plate is being pulled and driven beneath the continental plate. Evidence leads to the conclusion that an earthquake is large as 9 on the Richter scale will devastate the area. Historical evidence indicates that this mega thrust hits every 300 years and the most recent occurred 300 years ago. A mega thrust quake could trigger reactivity of one or both areas volcanoes, Mount Lassen and Mount Shasta.

The South Fork Mountain thrust fault located along the west boundary of the reservation and the newly discovered Pine Creek fault bisecting the valley can rupture independently or in conjunction with one of the major faults. A complete study of the potential destruction needs to be conducted.

- H. **Explosions:** There are numerous chemicals used and stored on the Reservation in sufficient quantities that could cause an explosion of a magnitude so as to cause a disaster. Home and business propane tanks under the right circumstances, wildfire, earthquake or accident could

cause a tank to BLEVE (boiling liquid expanding vapor explosion) thus resulting in a devastating explosion.

- I. **Fire:** Availability of the firefighting resources on the Reservation is dependent upon the time of the year, the current fire situation, and the other emergency response activities occurring at the time. The Hoopa Tribes firefighting capability is composed of two programs. A Wildland Fire program, which is seasonal, is tasked with the protection of life, the environment, and all natural resources. A Volunteer Fire program which is a year around program and is tasked with all-risk protection, which includes structure fires, medical aid, vehicle accidents, rescue, and hazardous materials incidents. With the high rate of Wildland and structural arson fires, and consideration of the type of topography, vegetation, extreme weather conditions, the wildland/urban intermix, and the limited water supply for firefighting purposes, the Reservation is considered to be at high risk. Any moderate sized fire or incident will quickly deplete either Fire Department's resources to a minimal draw down level and the success of the incident will be dependent upon assistance (mutual aid) from outside agencies. Mutual aid resources available within a reasonable geographical area are also dependent upon the time of the year, the current fire situation and other emergency response activities in their respective direct protection areas (DPA). Further reduction of the mutual aid resources may be caused by accessibility into the Reservation either by roadway or air due to the type and nature of the disaster or emergency that has affected the Reservation: i.e., flood, earthquake, hazardous material spills or a major conflagration.
- J. **Floods:** The region's topography and geology as discussed in coastal storms can cause flash floods, mud flows and riverine flooding. Although small in nature, flash floods can cause extensive damage to housing, roadways and can catch recreational activities unprepared. The potential for mudflows, caused by geography and massive quantities of water, has just been discovered and requires further study. Riverine flooding is the primary threat to life and property as evidenced the 1955 and 1964 floods. Even "normal" winters can produce damaging floods as happened in the winters of 1993 and 1996. Thus, flooding is the most likely hazard to create emergency conditions within the reservation. Flood plains at different heights need to be determined, mapped and appropriate course of mitigation studied.
- K. **Fuel Shortages:** Fuel shortages, heating and transportation, can be caused by many of the described events through the closure of the roads. Quantities of transportation fuel are limited and if not replenished on a regular basis would soon be depleted reducing response and recovery capabilities and risking human safety and life.
- L. **Hazardous Materials Incidents:** The Tribal Environmental Protection Agency is the "Administering Agency" with respect to hazardous materials incidents and investigations. The Hoopa Fire Department and the Public Works District provide assistance. Response, however, is limited to incidents that can be mitigated utilizing level "B" and "C" chemical protection. Incidents requiring a level "A" protective clothing or major incidents will require mutual aid. The

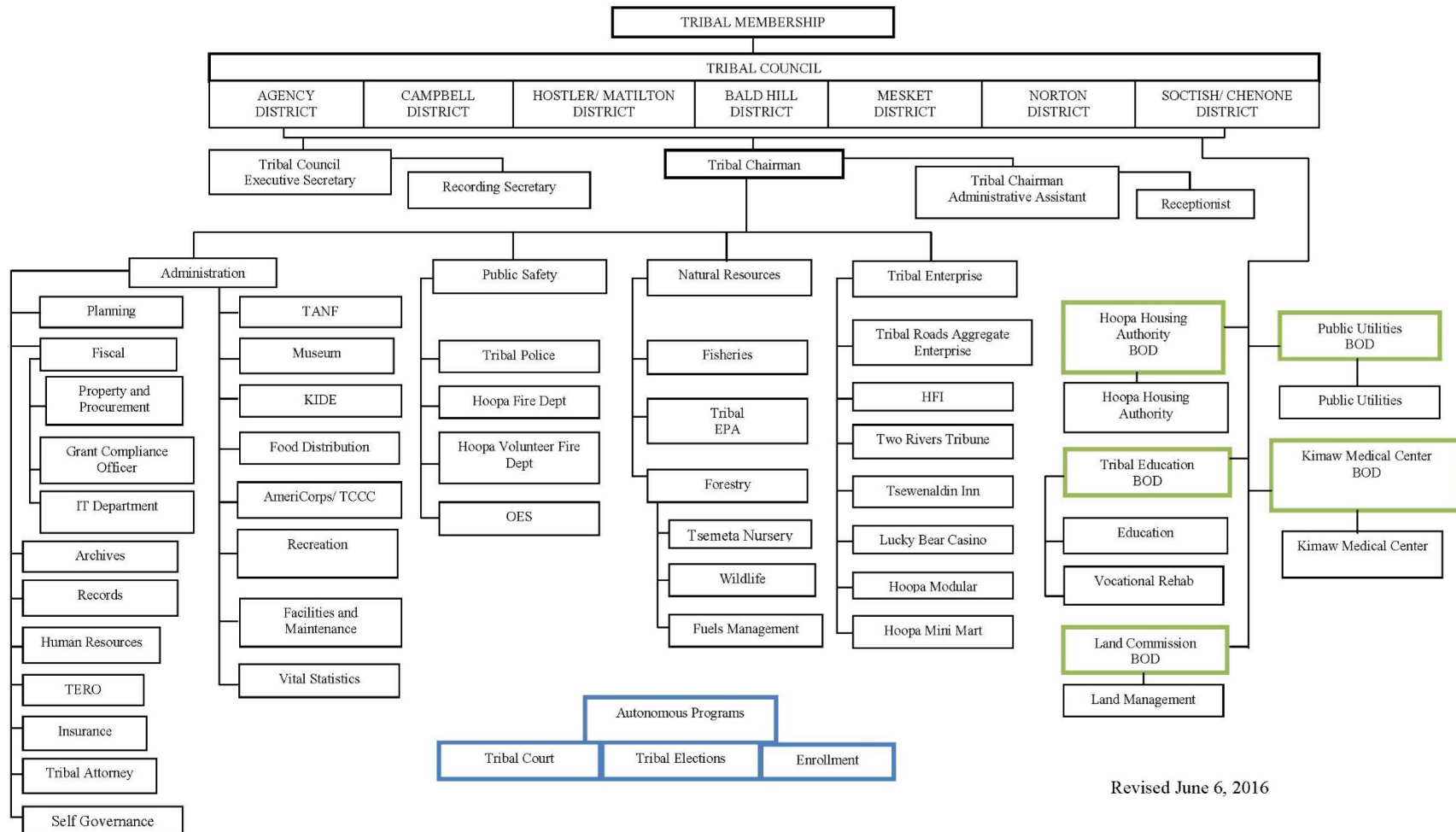
potential for accidental incidents are always present. Of highest concern are incidents that could involve the schools, senior resident homes or the medical center. Vehicular accidents involving automobiles, tanker trucks or commodities trucks create the highest potential of incidents. The possibility of an illegal dump, drug lab or industrial waste, are always a possibility and if released into a stream or the river could be disastrous to both life and the environment. The Tribe's response to hazardous materials incidents is outlined in detail in the Haz-Mat Response Plan.

- M. **Landslides:** Due to the geology of the mountains, landslides are common. During the wet winters or earthquakes, landslides continually close roads into and out of the valley. Increased potential of landslides has just been discovered during a recent geological study. The effects to housing, property, and roads are still to be studied. A potential massive landslide of the bluffs at the north end of the Valley could dam the Trinity River. If this occurs during periods of high river flow, flooding of the valley floor will occur within minutes. This potential landslide needs to be studied and if necessary emergency evacuation communications systems developed.
- N. **Power Failures:** Loss of electrical power can be caused by equipment failures, traffic accidents or by nature. The Hoopa Valley and the small community of Willow Creek to the south are on the same circular link. During the winter storms of 1995/96 one outage affected over 800 residences and businesses for over 6 ½ days. Over the past 6 years, nine outages were of nearly 24 hours and two of them were multiple days. There are insufficient generators within the Reservation to produce emergency electrical power for the medical center, first aid stations, the EOC department, or evacuation center.
- O. **Radiological Incidents:** A nuclear power plant owned by Pacific Gas & Electricity is located south of Eureka on the edge of Humboldt Bay. Even though the power plant has not been operational for years and the fuel rods removed, the plant has not been decontaminated. The potential of an incident from the plant in its present operational status is remote but if an incident did occur, the southerly winds could cause a shelter-in-place response. Shelter-in-place is directing people to quickly go inside a building or other structure, closing all doors and windows, and remaining inside until the hazard passes. Highway 299, south of the Reservation, and Highway 96, which follows the Trinity River through the Valley, requires special permits from the Highway Patrol and Cal-Trans in order to transport any nuclear or any hazardous radiological products.
- P. **Terrorism, Acts of:** Violence caused for political causes, hate crimes or other causes cannot be predicted nor prevented. It is hoped that an incident as experienced in schools throughout the country or a bomb incident like Oklahoma City will never occur in the Reservation. But if an incident does occur, the emergency management system of this plan will provide the necessary organization to mitigate the event.
- Q. **Transportation Accidents:** Aircraft and ground transportation vehicles pose the most risk for disastrous multiple casualty incidents. Narrow roads, cliffs, and inaccessibility coupled with limited resources could cause an incident to immediately task resources. 40 Trauma patients

must be transported by ambulance 50 miles over mountain roads to the nearest hospital. Airlifting of the injured is difficult due to the non-illuminated Hoopa airport, winter storms, high altitude fog and mountainous terrain. A school bus incident on Hwy 96 a few years ago presented such a logistic nightmare. Transportation accidents always present a potential for hazardous materials incident.

- R. **Tsunami:** A tsunami generated by a Cascadia Mega Thrust earthquake or a triple junction earthquake, though disastrous to coastal Humboldt County, will not effect the Reservation. Reservation resources, however, will respond per mutual aid agreements.
- S. **Volcano:** Two volcanoes, Mount Shasta and Mount Lassen, to the east of the Reservation have not been active for decades. A 9+ mega thrust earthquake could reactivate one or both volcanoes. The resulting ash plume will cause an air pollution health problem in the Valley if the wind blows from the east. A shelter-in-place response would be initiated. There would be some voluntary evacuation.
- T. **War, Acts of Nuclear:** Humboldt County and the Hoopa Indian Reservation are assumed to be a low risk category with respect to the direct effects of nuclear weapons and radioactive fallout. Response actions consist of shelter-in-place protection, upgrading of homes and existing shelters, and spontaneous evacuation (absent of government direction).
- U. **Water Supply:** Except for some isolated privately owned ground water wells, the water used by the reservation is supplied from streams. Windy mountain roads parallel most streams. A vehicle accident, chemical spill, or an illegal drug lab could immediately contaminate a portion of the Valley's water supply. A long drought causing the streams to dry up could also reduce the supply of usable water to dangerous levels.

Annex B: 2016 Tribal Government Organization Chart



Revised June 6, 2016

Hoop Valley Tribe Continuity of Operations Plan

Annex C: Essential Functions

This Annex Contains the complete listings of essential functions for each Hoopa Valley Tribal Government Department.

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	

Annex D: Authorities and References

- ◆ Robert T. Stafford Disaster Relief and Emergency Relief Act, PL 93-288, as amended
- ◆ Code of Federal Regulations, Title 44, 2002
- ◆ Federal Preparedness Circular 65, June 15, 2004
- ◆ National Response Framework, 2008
- ◆ Federal Public Law 99-499, SARA, Title III, as amended
- ◆ National Continuity Policy Implementation Plan (NCPIP), 2007
- ◆ National Security Presidential and Directive-51/Homeland Security Presidential Directive-20 (NSPD-51 /HSPD-20)
- ◆ FEMA Continuity Plan Template and Instructions for Non-Federal Governments, 2013
- ◆ California Department of OES Continuity Planning Guidance and Plan Template, 2009
- ◆ Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Governments, 2013
- ◆ Continuity Guidance Circular 2 (CGC 2), Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process, 2013.
- ◆ Centers for Disease Control and Prevention Emergency Preparedness and Response Emergency Action Plan Template, 2016
- ◆ Hoopa Valley Tribal Constitution and Bylaws, amended 2003
- ◆ Hoopa Valley Tribe Emergency Operations Plan Update, 2016 (In Development)
- ◆ Hoopa Valley Tribe Community Wildfire Protection Plan (CWPP), 2011
- ◆ Hoopa Valley Tribe Multi Hazard Mitigation Plan, 2006
- ◆ Hoopa Valley Tribe Multi Hazard Mitigation Plan Update, 2014
- ◆ Hoopa Valley Tribe Threat Hazard Identification and Risk Assessment plan (THIRA), 2015

Annex E: Continuity Facility/Alternate Work Site Information

The Continuity Facility/Alternate Work Site Information for the Hoopa Valley Tribe. It will include whether relocation facility is fixed or variable.

Department	Relocation Facility	Variable Location	Facility Address	Agreement Type & Date	Notes

Annex F: Key Departmental Personnel

Annex F will list key department personnel for each essential function so that an easy to use contact information sheet is generated.

Department	Employee Name	Position	Essential Function	Email Address	Work Phone Number	Home Phone Number	Cell Number	Fax Number

Annex G: Lines of Succession

Annex G lists lines of succession for each department of the Hoopa Valley Tribe by title (if available) up to 3 positions deep

Department	Position 1	Position 2	Position 3

Annex H: Delegation of Authority

Annex H contains the Delegations of authority for each department with contact information.

Department	Name	Position	Phone	Address	Email
					-

Annex I: Essential Equipment and Systems

Annex I contains the listing of all essential equipment and systems that are required for each departments essential functions.

Department	Essential Systems			Vendor/Contractor		
	Name	Type/Primary Role	Location	Name	Phone	Contact

Annex J: Supplies

This annex contains a list of needed supplies for a department to meet essential function. Some examples of these supplies are:

Example Supplies		
<input type="checkbox"/> Pens	<input type="checkbox"/> Readable/Writeable CD's	<input type="checkbox"/> Batteries
<input type="checkbox"/> Pencils	<input type="checkbox"/> Pre-printed forms	<input type="checkbox"/> Trash Cans
<input type="checkbox"/> Staples	<input type="checkbox"/> Post-Its	<input type="checkbox"/> Clipboards
<input type="checkbox"/> Stapler	<input type="checkbox"/> Highlighters	<input type="checkbox"/> Hole punch
<input type="checkbox"/> Copy Paper	<input type="checkbox"/> Notebooks/Legal pads	<input type="checkbox"/> Calendars
<input type="checkbox"/> File Folders	<input type="checkbox"/> Rubber bands	<input type="checkbox"/> Sanitizer – Purel
<input type="checkbox"/> Printer ink cartridges	<input type="checkbox"/> Paper clips	

Department	Supplies or Consumables	Quantity	In place prior to relocation	Hand-Carried	Needs To Be Transported

Annex K: Critical Documents

Annex K contains a listing if all critical documents and methods of backup for a department. This includes all required documents to complete a departments essential functions.

Department	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies

Annex L: Vendors and Agencies

Annex L contains a listing of essential vendors and Agencies for each department’s essential functions.

Department	Name	Contact Information					
		Service	Point of Contact	Address	Email	Main Phone	Cell Phone

Hoop Valley Tribe Continuity of Operations Plan

Annex M: Maintenance Assignments

Annex M contains the designated maintenance assignments for the Hoop Valley Tribe's COOP. The updated files names and location of both hardcopy and digital updates should be recorded

Responsibility	Position\Person Responsible	Date reviewed\updated	Updated filename(s) and location
Monthly			
Update Annexes for Essential Personnel, Lines of Succession, Review Status of Critical Records, Files, and Databases and Delegations of Authority			
Review with departs any significant changes in other Annexes and update accordingly			
Annually			
Test COOP alert, notification and activation procedures			
Test COOP communications equipment			
Test vital records backup and recovery plan			
Conduct COOP Awareness and training for essential personnel			
Test infrastructure if defined alternate location for each department			
Every Two Years			
Overall Review of Hoopa Valley Tribe COOP			

Annex N: Emergency Action Plan Template

This Emergency Action Plan Template is from the Center for Disease Control and Prevention(CDC).

EMERGENCY ACTION PLAN

for

Facility Name: _____

Facility Address: _____

DATE PREPARED: ____/____/____

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at

_____ site, such as _____, _____, or _____):

Name: _____ Phone: (_____)

EMERGENCY COORDINATOR:

Name: _____ Phone: (_____)

AREA/FLOOR MONITORS (If applicable):

Area/Floor: _____ Name: _____ Phone: (_____)

Area/Floor: _____ Name: _____ Phone: (_____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: (_____)

Name: _____ Phone: (_____)

Date ____/____/____

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 - 1. Emergency exits
 - 2. Primary and secondary evacuation routes
 - 3. Locations of fire extinguishers
 - 4. Fire alarm pull stations' location
 - a. Assembly points

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: _____

PARAMEDICS: _____

AMBULANCE: _____

POLICE: _____

FEDERAL PROTECTIVE SERVICE: _____

SECURITY (If applicable): _____

BUILDING MANAGER (If applicable): _____

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: _____

WATER: _____

GAS (if applicable): _____

TELEPHONE COMPANY: _____

Date: ____/____/____

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
 - FIRE
 - SEVERE WEATHER
 - BOMB THREAT
 - CHEMICAL SPILL
 - STRUCTURE CLIMBING/DESCENDING
 - EXTENDED POWER LOSS
 - OTHER (specify)_____
- (e.g., terrorist attack/hostage taking)

Hoopa Valley Tribe Emergency Action Plan Template

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

D Paramedics
D Ambulance
D Fire Department
D Other

Provide the following information:

- a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date ____/____/____

Hoop Valley Tribe Emergency Action Plan Template

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling_____.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

D	Voice	D	Radio
Communication		D	Other (specify)
D	Phone Paging		

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation. Date___/___/___

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Hoop Valley Tribe Emergency Action Plan Template

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE):

MSDS: _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures. Date ____/____/____

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name _____ Phone Number _____

Name _____ Phone Number _____

(Attach Emergency Response Agreement if available)

* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).

Hoop Valley Tribe Emergency Action Plan Template

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Poor
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other
Other _____	Other _____	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Not Local	<input type="checkbox"/> Angry	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Region	<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Quiet
	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Voices
	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Street
		<input type="checkbox"/> Party
		<input type="checkbox"/> Traffic
		<input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

Hoop Valley Tribe Emergency Action Plan Template

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.

Hoop Valley Tribe Emergency Action Plan Template

- Collect drinking water in appropriate containers.
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Hoop Valley Tribe Emergency Action Plan Template

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate _____ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the _____ Manual.

The following offices should be contacted:

Name/Location: _____

Telephone Number: _____

Name/Location: _____

Telephone Number: _____

Name/Location: _____

Telephone Number: _____

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date

Annex O: Continuity Planning Glossary & Acronyms

**The terms with an asterisk in front are those used in both the Disaster Recovery and Continuity Planning Programs. These definitions are aligned to create a standard, common usage for recovery and continuity planning efforts.*

***Activation** – The implementation of capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the emergency response plan and or/business recovery plan.

***Activation Team** – An identified group of trained personnel who will be convened upon the occurrence of a situation that affects the continuation of agency or department's essential and/or mission critical business functions. The team will assess the situational information and make a determination or recommendation regarding the continuation of essential or mission critical business functions. This type of team may operate under several different names such as Crisis Management Team, Activation Team, Executive Team, or Continuity Team.

Agencies – State Executive Branch agencies, departments, and independent organizations.

Agency Head – The highest-ranking official of the primary occupant agency or a successor or designee selected by the official.

Agency Representative – A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

***Alternate Facility** – Also referred to as a continuity facility, it can have any one of the following meanings: (1) A location, other than the normal facility, designated to be used to carry out essential or mission critical business functions. (2) An alternate operating location to be used by business functions when the primary facilities are inaccessible. (3) Another location, computer center or work area designated for recovery. (4) Location, other than the main facility, that can be used to conduct business/essential functions. (5) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster. (6) Alternate or continuity facilities refer to not only other locations, but also nontraditional options such as working at home ("Teleworking"), telecommuting, and mobile-office concepts.

Automated Data Processing (ADP) Equipment – Equipment that performs data processing largely by automatic means.

Collateral Damage – Injury to personnel or damage to facilities that are in unaffected parts of a facility, including damage to equipment or contents as a result of fire or flood.

***Command and Control** – Commands the local Emergency Operations Center (EOC) reporting up to senior management on the recovery process. Has the authority to invoke the local recovery plan.

Consumable Office Supplies – General supplies that are consumed in office use.

Hoopa Valley Tribe Continuity of Operations Plan

Continuity – An uninterrupted ability to provide services and support, while maintaining viability, before, during and after an event.

Continuity Guidance Circular (CGC) – The CGC 1 is a guidance document that provides direction to non-federal entities for developing continuity plans and programs.

***Continuity of Government (COG)** – The preservation, maintenance, or reconstitution of the institution of government. It is the ability to carry out an organization's constitutional responsibilities. This is accomplished through succession of leadership, the pre-delegation of emergency authority, and active command and control.

Continuity of Government Readiness Condition (COGCON) – For the state executive branch, the COGCON system establishes readiness levels in order to provide a flexible and coordinated response to escalating threat levels or actual emergencies, focusing on possible threats to the Sacramento Capital Region. The COGCON system is a means to establish, measure, and report the readiness of California's executive branch continuity programs independent of other state or federal government readiness systems.

***Continuity of Operations (COOP)** – The activities of individual departments and agencies and their sub-components to ensure that their essential functions are continued under all circumstances. This includes plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of essential records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

Continuity of Operations Plan – A plan to ensure the safety of employees and the resumption of time-sensitive operations and services following an emergency.

Continuity Communications – Alternate communications both internal and external that provide the capability to perform essential functions, in conjunction with other agencies, until normal operations can be resumed.

Continuity Event – This refers to any event that requires an agency or department to relocate resources or operations to an alternate site to assure the continuation of its essential functions.

Continuity Planning – Historically, the federal government defined continuity efforts using the terms "COOP" and "COG." These were often separate and compartmentalized activities. This old organizational framework has changed and the new program uses instead the reference to "Continuity Planning" as an overlapping integration of continuity of operations and continuity of government concepts.

Critical Infrastructure Protection (CIP) – Risk management actions intended to prevent a threat from attempting to, or succeeding at, destroying or incapacitating critical infrastructures. Critical infrastructures are those systems and assets so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security, national economic security, and/or national public health or safety.

***Data Recovery** – The restoration of data from backup media to restore programs and production data to the state that existed at the time of the last safe backup.

Hoop Valley Tribe Continuity of Operations Plan

Delegation of Authority – Specifies who is authorized to act on behalf of the agency or department head and other key officials for specific purposes.

***Dependency** – The reliance, directly or indirectly, of one activity or process upon another, including internal/external dependencies and IT/Non-IT dependencies.

Devolution – The capability to transfer the authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.

Disaster Service Worker – Per the California Government Code, Section 3100, all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Technology Recovery Plan (formerly known as Disaster Recovery Plan) – Technology Recovery is the technical recovery plan for networks, systems, applications, data, and communications, both voice and data. Technology Recovery Planning provides for the recovery and restoration of an agency's information technology and telecommunications infrastructure in support of critical business functions, to minimize decision-making during an event, thus producing the greatest benefit from the remaining limited resources, and achieves a systematic and orderly migration toward the resumption of all computing services within an agency following a business or governmental disruption.

Drive-Away Kit – A kit prepared by, and for, an individual who expects to deploy to an alternate location during an emergency. It contains items needed to minimally satisfy personal and professional needs during deployment. This is also referred to as "Go Kits."

***Emergency Operating Records** – Records that support the execution of an agency's essential or mission critical business functions, such as plans and directives, lines of succession, delegations of authority, and references for performing essential or mission critical business functions.

Enduring Constitutional Government (ECG) – A cooperative effort among the Executive, Legislative, and Judicial branches of government, coordinated by the President, to preserve the capability to execute constitutional responsibilities in a catastrophic emergency.

Emergency Response Group (ERG) – An identified group of trained personnel assigned the responsibility of relocating to the designated alternate facility to continue essential functions upon a Continuity Plan Activation.

***Essential Functions** – Functions that enable the agency or department, on behalf of the state, to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

*** Essential Records** – Electronic and hardcopy documents, references, and records needed to perform and support essential or mission-critical functions, including those records essential to protecting the legal and financial rights of that organization and of the individuals directly affected by its activities.

Essential Resources – Resources that support the agency or department's ability to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

Hoop Valley Tribe Continuity of Operations Plan

***Event** – A sudden, unplanned catastrophic disruption causing unacceptable damage or loss, which may impact or interrupt services.

Executive Agent – A term used to indicate a delegation of authority by a superior to a subordinate to act on behalf of the superior. An executive agent may be limited to providing only administrative support or coordinating common functions, or it may be delegated authority, direction, and control over specified resources for specified purposes.

Federal Continuity Directive (FCD) – A document developed and promulgated by DHS which directs the Executive Branch departments and agencies to carry out identified continuity planning requirements and assessment criteria.

Incident – An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Interagency Agreements – A written agreement entered into between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Interoperability – (1) The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies and to use the services so exchanged to enable them to operate effectively together. (2) The condition achieved among communications-electronic systems or items of communications-electronics equipment when information or services can be exchanged directly and satisfactorily between them and/or their users.

Legal and Financial Records – Records that are needed to protect the legal and financial rights of the government and of the persons affected by its actions.

***Lines of Succession** – Provisions for the assumption of senior agency offices and other key positions during an emergency in the event that any of those officials are unavailable to execute their legal and/or essential duties.

Logistical Support Services – Personnel who have the skills and authority to coordinate the provision of resources and services.

***Mission Critical Data** – Information essential to supporting the execution of an agency's essential or mission critical business functions.

***Mission Critical Resources** – The minimum resource requirements needed to perform or restore an agency's essential or mission critical business functions. Critical resources could include facilities, communication systems, personnel, essential records and databases, vital systems and equipment, key vendors, and other government agencies. *Worksheet 3: Resource Requirements for Essential Functions* may be used to capture an agency's mission critical resources.

***Mission Critical Systems** – Information Technology equipment essential to supporting the execution of an agency's essential or mission critical business functions, including hardware, software, networking components, etc.

Multi-Year Strategy and Program Management Plan – A multiple-year process to ensure the maintenance and continued viability of Continuity Plans.

Hoopa Valley Tribe Continuity of Operations Plan

Occupant Emergency Plan (OEP) – A short-term emergency response program that establishes procedures for safeguarding lives and property directly following an emergency. Also known as Facility Emergency Plans or Evacuation Plans.

Primary Operating Facility – The site of normal, day-to-day operations; the location where an employee usually goes to work.

***Priority Classifications** – The act or process of classifying actions, operations, or tasks to specific groups or categories according to established criteria, such as precedence or merit of attention before competing alternatives.

Procedures – A document that outlines a series of action steps taken to accomplish a desired end result.

Processes – To put through the steps of a prescribed procedure: a series of actions, changes, or functions.

Provisions – The act of supplying or fitting out, or a stock of necessary supplies.

***Reconstitution** – The process by which agency personnel resume (transition back to) normal agency operations from the alternate location back to the primary or replacement primary operating facility.

Risk Analysis – The identification and assessment of hazards and the frequency of occurrence.

Senior Activation Team – A pre-identified group of trained personnel who are convened following an event which affects the continuation of agency/departamental essential functions. The team will assess situational information and make a determination or recommendation regarding the continuation of essential functions. This type of team may operate under several different names such as Crisis Management Team, Activation Team, Executive Team, or Continuity Team.

Telecommuting – When an employee carries out their work duties at their residence or another convenient site rather than their official duty station.

Telecommuting locations – These locations may be set up with computers and telephones to enable employees to work at a location closer to their residence rather than their official duty station.

***Test, Training, and Exercises (TT&E)** – Measures to ensure that an agency's continuity program is capable of supporting the continued execution of its essential or mission critical business functions throughout the duration of an event.

Virtual offices – A location or environment where an employee performs work through the use of portable information technology and communication packages.

Vital Databases – Information systems needed to perform and support essential functions during a continuity event.

CONTINUITY PLANNING PROGRAM ACRONYMS

AAR	After Action Report
ADP	Automated Data Processing
AI	Avian Influenza
BCM	Business Continuity Management
BCP	Business Continuity Plan
BIA	Business Impact Assessment
BRP	Business Resumption Plan
CIP	Critical Infrastructure Protection
CGC	Continuity Guidance Circular
COG	Continuity of Government
COOP	Continuity of Operations
DHS	Department of Homeland Security

Hoopa Valley Tribe Continuity of Operations Plan

DRP	Disaster Recovery Plans
DSW	Disaster Service Worker
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
ERG	Emergency Relocation Group
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Relocation Group
FEMA	Federal Emergency Management Agency
FCD	Federal Continuity Directive
FOUO	For Official Use Only
FPC	Federal Preparedness Circular
GEOEC	Governor's Emergency Operations Executive Council
HR	Human Resources
HSPD	Homeland Security Presidential Directive
HVT	Hoopa Valley Tribe
IC	Incident Commander
ICS	Incident Command System
IT	Information Technology
MOA	Memorandum of Agreement

Hoop Valley Tribe Continuity of Operations Plan

MOU	Memorandum of Understanding		
MYSPMP	Multi-year Strategy and Program Management Plan		
NEF	National Essential Functions		
NIMS	National Incident Management System		
NRP	National Response Plan		
NSPD	National Security Presidential Directive		
OA	Operational Area		
OASIS	Operational Area Satellite Information System		
ODP	Office of Domestic Preparedness		
OEP	Occupant Emergency Plan		
OES	Office of Emergency Services		
ORP	Operational Recovery Plans		
OS	Operations Specialists		
PI	Pandemic Influenza		
POC	Point of Contact		
PPD	Presidential Policy Directive		
REOC	Regional Emergency Operations Center		
RFP	Request for Proposal		
RIMS	Response Information Management System		
RTO	Recovery	Time	Objectives

Hoop Valley Tribe Continuity of Operations Plan

SAT	Senior Activation Team
SEF	State Essential Functions
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan (California)
SIMM	Statewide Information Management Manual
SOC	State Operations Center
SOP	Standard Operating Procedure
SPF	Single Point of Failure
TA	Technical Assistance Program
TT&E	Tests, Training, and Exercises
WMD	Weapons of Mass Destruction