BOARD POLICY - SECTION NUMBER: 09.20.00.00

SUBJECT: HILLSBOROUGH COUNTY CONTINUITY OF GOVERNMENT PLAN

EFFECTIVE DATE: November 4, 2015

SUPERSEDES: New

Purpose

To establish a uniform policy and guidelines regarding the Continuity of Government Plan that will be followed by the BOCC and County Administration to maintain, preserve and or reconstitute constitutional authority in the face of disruptions or potential disruptions to county governance.

Policy

It is the policy of the Board of County Commissioners that the attached Continuity of Government Plan (as it may be amended) shall be implemented in accordance with the ordinances and Comprehensive Emergency Management Plan of Hillsborough County to maintain, preserve and/or reconstitute constitutional authority and the continuation of county government upon any disruptions or potential disruptions to county governance.

Approved By: Board of County Commissioners
Approval Date: November 4, 2015
Hillsborough County Continuity of Government (COG) Plan

Hillsborough County, FL
I. Introduction

A. Purpose

Following an emergency and/or disaster, it will be necessary to preserve, maintain, or reconstitute Hillsborough County government’s ability to function and provide service to its citizens. The purpose of this document is to outline the Continuity of Government (COG) plan for the Hillsborough County Board of County Commissioners (BOCC).

B. Scope

This plan deals with how the Hillsborough County Board of County Commissioners will maintain, preserve and or reconstitute constitutional authority in the face of disruptions or potential disruptions to county governance. This plan will be supplemental to and subject to Hillsborough County Code of Ordinances and Laws Article II, Chapter 22, Sections 22-19 through 22-30, during a declared state of emergency.

C. Planning Assumptions

1. In the event of an emergency and/or disaster, county government may actually or potentially be disrupted due to the absence or unavailability of government officials.

2. Transportation infrastructure may be damaged and local transportation services may be disrupted.

3. Widespread damage to commercial telecommunications facilities may be experienced and the ability of first responders, governmental and non-governmental response personnel to communicate may be impaired.

4. Homes, public buildings, critical facilities and equipment may be destroyed or severely damaged.

5. Public utilities may be damaged and either fully or partially inoperable.

6. Assistance from mutual aid, the state and or federal government may be significantly delayed or unavailable depending on the nature and scope of the initiating hazard or threat.

7. Contracts and agreements with governmental and non-governmental providers of critical supplies and services will be honored by those providers.

D. Operational Priorities

1. Life, safety, and health conservation
2. Property and environmental protection
3. Essential utilities and functions restoration
4. Inter-jurisdictional coordination
II. Situation

A. Hazards

a. The following are the hazards that can impact Hillsborough County. Several of these hazards may have serious impacts that would warrant the activation of this plan. The hazards are

i. Brush, Wildfires and Forest Fires
ii. Civil Disturbance
iii. Erosion (Coastal and Riverine)
iv. Coastal Oil Spill
v. Dam / Levee Failure
vi. Disease and Pandemic Outbreak
vii. Drought
viii. Exotic Pests and Diseases
ix. Extreme Temperature (Cold and Heat)
x. Flooding (Coastal, Riverine and Storm Surge)
xi. Hazardous Materials Releases (to include Fixed Facilities and Transportation incidents)
xii. Hurricane/Tropical Storm
xiii. Infrastructure Disruption
xiv. Mass Migration
xv. Nuclear Power Plant
xvi. Port Vessel Collision
xvii. Suspect Soils (Sinkhole, Muck Soils and Karst)
xviii. Terrorism
xix. Thunderstorm (Lightning, Wind and Hail)
xx. Tornado
xxi. Major Transportation Incident (Ground, Air, and Rail)
xxii. Winter Storm
xxiii. Utility Failure
xxiv. Volcanic Activity
xxv. Tsunami
xxvi. Earthquake
xxvii. Landslide
xxviii. Cyber

b. A more detailed analysis of these hazards is provided in the Hillsborough County Local Mitigation Plan.

B. Constitutional Offices

FL Const. art VIII, §1(d) establishes the following constitutional offices for county government: (1) sheriff, (2) tax collector, (3) property appraiser, (4) supervisor of elections, and (5) clerk of circuit court. These offices are elected for terms of four years. FL Const. art VIII, §1(e) establishes the Board of County Commissioners as the county governing body, composed of five to seven commissioners. FL Const. art VIII, §1(k) requires the establishment of a county seat, wherein the principal offices
and permanent records of the county are located.

C. Maintenance of Responsibilities

Maintenance of constitutional responsibilities will be accomplished by activation of relevant continuity of operations plans and whatever necessary security precautions are determined to be necessary during the COG operations. Activation of relevant continuity of operations plans may include the relocation of the affected office to an alternate site.

D. Preservation of Responsibilities

Ch. 22, F.S. (2015) “Emergency Continuity of Government” establishes authorities for the continuation of constitutional offices and responsibilities during times of enemy attack. Sec. 22.03, F.S. defines “Emergency interim successor” as a person designated to assume constitutional responsibilities in the event the primary officer is unavailable, and defines “Office” as the powers and duties associated with a constitutional office. Sec. 22.05-6 empower counties to establish lines of succession and delegations of authority. In addition to enemy attack as provided in Ch. 22, F. S., this policy shall extend the same authority to other catastrophic events that may impact county government. Hillsborough County has established lines of authority for each constitutional office through ordinance, resolution, or policy. This policy provides the BOCC authority to declare temporary location(s) for the seat of government, including those outside of the jurisdiction. Authorities and responsibilities for constitutional officers are established in state statute.

E. Reconstitution of Responsibilities

FL Const. art IV, §7(a) authorizes the Governor of the State to fill by appointment any vacancy in state or county office for the remainder of the term of an appointed office, or for the remainder of the term of an elected office if the remaining term is less than twenty-eight months. The duration of COG operations will be dictated primarily by the nature and severity of the initiating incident and the ability of the jurisdiction to respond and recover from it. It is likely COG operations will last from several days to possibly several months or more. Conditions of the jurisdiction’s government buildings and systems will determine the length of COG operations and how rapidly government can be reconstituted.
III. Roles and Responsibilities

A. County Administrator

The County Administrator is a full-time position and is responsible for the daily management of the county. The Hillsborough County Administrator is an appointed official who serves as chief executive officer of the County and is responsible for carrying out all decisions, policies, ordinances, and motions made by the Board of County Commissioners.

B. Director of the Office of Emergency Management

This position supervises the Office of Emergency Management which is a division of the Fire Rescue Department. The Director of Emergency Management serves as the county’s Continuity of Government/Operations (COG/COOP) Planning Coordinator. His/her day-to-day responsibilities include:

1. Working with local government and private sector organizations to develop plans and capabilities responsive to hazards that pose a serious threat.

2. Coordinating all components of an integrated emergency management system, consisting of fire and police, emergency medical service, public works, volunteers, and other groups contributing to emergency management.

3. Establishing and maintaining a legal authority for the development and maintenance of an emergency management program and organization; carrying out all directives in accordance with Florida Statute 252.

4. Training of staff, to include the areas of hazards and their consequences, professional development, emergency response and recovery, emergency operations planning, and exercise development.

5. Identifying and analyzing natural, technological, terrorism and man-made hazards and creating a multi-year program development plan.

C. Board of County Commissioners

The Board functions as Hillsborough County’s legislative branch of government and is composed of the seven County Commissioners. Four are elected from single-member districts, and three are elected county-wide. The board approves the county’s operating and capital budgets and the county’s capital improvement program.

County Commissioners develop policy for the management of Hillsborough County and provide direction to the County Administrator on any programs for the improvement of the county and the welfare of its residents.
IV. Concept of Operations

A. General

This plan is activated by the County Administrator or his/her designee following an emergency and/or disaster.

B. Succession

1. County Administrator

   Hillsborough County Home Rule Charter (2012) art. V §5.03(3) addresses County Administrator Appointment as follows: The office of county administrator shall be deemed vacant if the incumbent: takes up residence outside the county; is by death, illness, or other casualty unable to continue to perform the duties of his office; resigns; or is removed by the board of county commissioners in the manner prescribed in Section 5.03(1). A vacancy in the office shall be filled in the same manner as the original appointment. The board of county commissioners may appoint an interim administrator in the case of vacancy, temporary absence, or disability of the present administrator until a successor has been appointed and qualified or the administrator returns.

   In the absence of the County Administrator, either temporary or permanent, the Deputy County Administrator shall act in his or her stead until the Board takes action to fill the position or the County Administrator returns to duty.

2. Deputy County Administrator

   The County Administrator or his designee may designate a Deputy County Administrator, a qualified County administrative officer or County employee to exercise the powers and perform the duties of the County Administrator during the County Administrator’s absence or disability. If there is a vacancy in the office of County Administrator, the Board of County Commissioners shall designate by resolution a qualified person to perform the duties of County Administrator. The designee shall exercise all powers of the County Administrator until the BOCC appoints said qualified person.

3. County Commissioners

   If sufficient vacancies are created that a quorum cannot be reached, the County Administrator will advise the Governor and request expedited action pursuant to the Governor’s authority as referenced in Section II E above.
C. Primary and Alternate Seats of Government

These locations are maintained by Hillsborough County Real Estate and Facilities Services.

Facilities Management is responsible with ensuring that the alternate facility is capable of supporting BCC meetings.

1. Primary Facility This facility is where the County Administrator and the Commissioners oversee the day-to-day business of Hillsborough County government.

2. Alternate Facility This facility is utilized when the primary facility is damaged or destroyed as a result of an emergency and/or disaster. In the event these facilities are not available, the Board may meet in any other appropriate county facility that may be available.
V. Administration and Logistics

A. Primary and Alternate Seat of Government Facilities

The primary seat of Hillsborough County government is the Hillsborough County Administration Building located at: **601 E Kennedy Blvd. Tampa FL 33602**.

The alternate site is: **Brandon Support Operations Center (BSOC) 332 N. Falkenburg Road, Tampa FL 33619**

B. Vital Records

It is important to public health, safety and well-being that vital government records are identified and protection or duplication measures are implemented.

Each elected county official, county department/agency, and other elected officials is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.

In the County’s current environment, all systems are currently backed up and sent offsite to a vendor that stores the data in a secure environment with a seven day rotation cycle. In the event of a failure, any of these systems can be recovered at a secondary site. The County currently has a secondary data center located at Sabal Park to perform any recovery of data if needed.

C. Plan Maintenance

The County Administrator’s Office is responsible for maintaining this plan and updating it on an annual basis. The Office of Emergency Management will provide assistance as needed.

D. Logistics

A continuity incident may be prolonged and severe. Supplemental commodities from the state and federal government, non-governmental organizations, and the private sector may be required. Business & Support Services is the lead agency for Emergency Support Function (ESF)-7 Resource Support. ESF-7 will coordinate all logistics management within the county.

The Hillsborough County Fire Rescue Office of Emergency Management will provide or obtain materials and / or other assistance are required using established plans and procedures according to the *Hillsborough County*

E. Direction, Control, and Coordination

To provide for the effective direction, control and coordination of COG operations, the COG Plan will become part of the county’s response structure once activated. Response direction, control and coordination follows the National Incident Management System, including use of the Incident Command System, as described in the Hillsborough County Comprehensive Emergency Management Plan. The following procedure will be used to implement the COG Plan:

1. Recognition of onset or potential onset of incident;
2. Review and analyze situation;
3. Decide to activate the COG Plan;
4. Alert and notify the emergency management program;
5. Maintain and preserve constitutional responsibilities;
6. Reconstitute constitutional authorities if necessary;
7. Terminate COG operations.

Implementation of the COG Plan may trigger an activation of the Hillsborough County Comprehensive Emergency Management Plan and any necessary supporting plans and/or procedures. All procedures and actions associated with this plan will adhere to document’s operational priorities.

VI. Training and Exercises

A. Training

All personnel who will support the preparedness and execution of this plan will be provided training on the plan on an annual basis.

B. Exercises

Training and exercises provide the most effective method of training personnel without experiencing an actual emergency. The departments, divisions and/or offices involved in supporting the preparedness and execution of this plan should conduct periodic training and exercises to test plans, policies, procedures, equipment, and facilities in support of this plan.