

# **Business Continuity Plan**

**Oregon Department of  
Environmental Quality**



*Advance Preparation Today – For a Better Response Tomorrow*

Revised: August 18, 2008



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## Adoption

State agencies have the ethical responsibility for the safety of their employees and the legal obligation to the people of Oregon to be able to continue to operate in a prudent and efficient manner even in the circumstance of an impending or existing threat.

The President has emphasized the need for Continuity of Operations Plans by Presidential Decision Directive (PDD) 67<sup>1</sup>. This capability...[requires] the emergency delegation of authority... the safekeeping of vital resources, facilities and records; ...emergency acquisition of the resources necessary for business resumption; and the capability to perform work at alternate work sites until normal operations can be resumed.”

This Plan provides guidance for Oregon Department of Environmental Quality to ensure the continuity of its essential functions across a wide range of potential emergencies.

This Plan is formally adopted as of the signing of this document, noted below, until superseded. It is applicable to all agency staff and offices.

Recommended changes to this document should be addressed to the Director, Oregon Department of Environmental Quality.



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**Director**  
**Oregon Department of Environmental Quality**

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<sup>1</sup> Unclassified Extracts from PDD-67, October 21, 1998.

## **Section I: Purpose and Objectives**

### ***Purpose***

This plan provides policy and guidance to ensure the execution of the Oregon Department of Environmental Quality's (DEQ) essential functions in the event that a current DEQ facility is threatened, or incapacitated, and the relocation of selected personnel and functions is required. In addition this plan provides guidance for executing essential functions in the event of loss of workforce.

### ***Operational Objectives***

- a. Ensure the continuous performance of critical and essential functions during an emergency.
- b. Reduce employee injury or loss of life and minimize damage and losses.
- c. Protect essential facilities, equipment, vital records, and other assets.
- d. Reduce or mitigate disruptions to operations.
- e. Identify managers and supporting staff that would be relocated.
- f. Facilitate decision-making for execution of this plan and conduct of operations subsequent to plan execution.
- g. Provide support to employees and employee families during an event in order to maximize personnel availability.
- h. Provide alternative courses of action to minimize or mitigate the effects of the crisis and shorten the agency response time.
- i. Achieve a timely and orderly recovery from an emergency and resumption of full service to customers.

### ***Plan Overview***

This plan is organized into the following sections:

- An introduction
- A statement and plan for overall Agency Business Continuity Plan (BCP) Strategy and Execution
- Appendices that address each Critical Business Function separately, and provides for the restoration of each. The individual appendices provide general recovery strategies for each business function as well as specific recovery strategies for two types of general events, 1) Loss of Facility and 2) Loss of Workforce.
- An appendix for contacts and another appendix for alternate locations. Where roles and teams are defined in the plan, the specific individuals are listed in the Contact Appendix. This is to simplify the plan to make it applicable to all facilities and to make ongoing maintenance of the plan easier.

***Concept of Execution, Loss of Facility - Agency Response***

In the event of DEQ losing a facility due to fire, water, earthquake, riot, etc., a BCP Incident Command team will be assembled and respond to a designated site, which need not necessarily be the site of the affected facility.

## Section II: Plans, Roles, and Responsibilities

### Plans

The BCP plan works in conjunction with other emergency response teams and matrices. Figure 1 below shows where the BCP fits within the universe of emergency response.

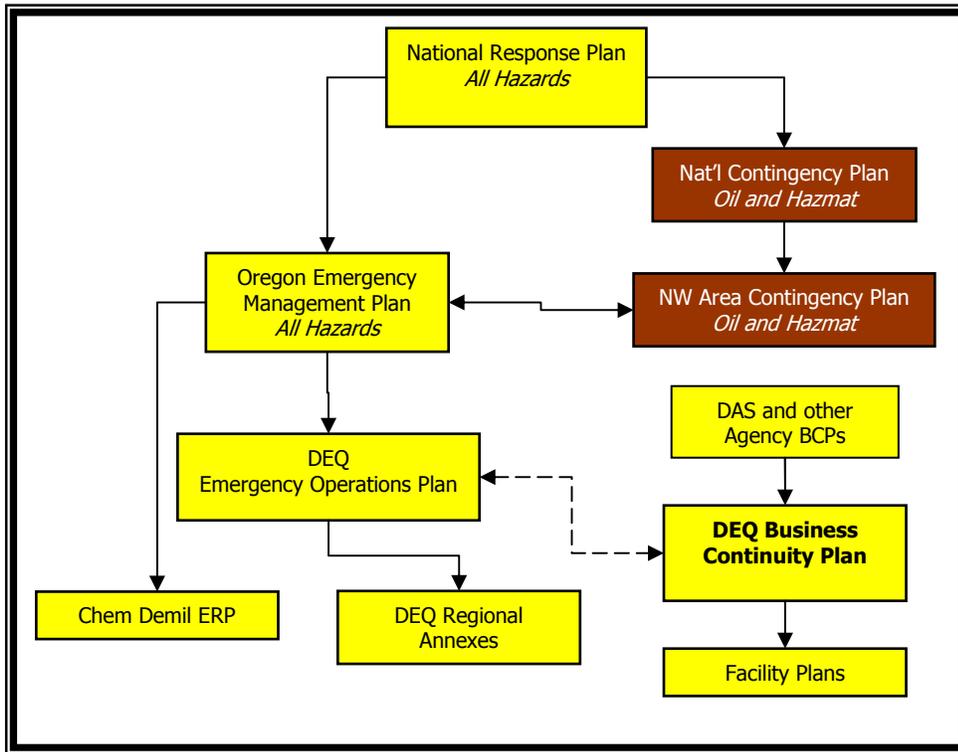


Figure 1

### Roles

- 1) Site Emergency Coordinator(s)
  - Responsible for executing the Emergency Operations Plan and coordinating the initial response.
- 2) BCP Incident Commander
  - Responsible for assessment of and overall restoration of critical business functions following an event.
  - Works with BCP Incident Command Team members on site or by phone restoring the assigned business functions.
- 3) BCP Incident Command Team, consisting of:
  - BCP Incident Commander empowered to make decisions for the agency.
  - Safety Officer who is empowered to declare unsafe situations and work with the Facilities Manager to ensure a safe facility.

- Public Information Officer who is responsible for interfacing with the public and media. Will utilize BCP Appendix A, External Communication.
- Section chiefs for Planning, Operations, Logistics, and Finance/Administration

### ***Response Protocol***

After the occurrence of an emergency situation, the Emergency Operation Plan (EOP) for the affected facility will be activated. The Site Evacuation Coordinator (SEC) that leads this phase of the Emergency Operations is the Incident Commander until the “emergency” phase ends. At the point in which the situation ceases being an emergency and the focus changes to being recovery of DEQ Business Functions, the SEC Incident Commander will hand off command to the BCP Incident Commander.

Emergency Protocol, in brief:

- 1) SEC for Facility activates and commands the EOP
- 2) Emergency situation comes under control
- 3) Facilities manager and Safety Officer for the affected facility perform a facility assessment
- 4) Facilities manager and Safety Officer report assessment to DEQ Director and/or Senior Executives
- 5) Focus for DEQ becomes recovery of Business Functions
- 6) DEQ Director and/or Senior Executives decide on necessity of activating the BCP
- 7) DEQ Director and/or Senior Executives appoint BCP Incident Commander
- 8) SEC hands command off to BCP Incident Commander
- 9) SEC stands down

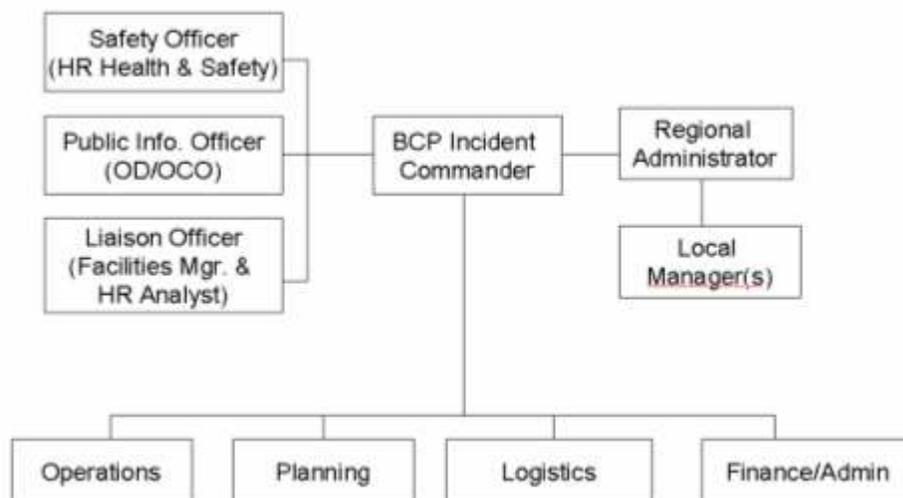
When notified of a loss of facility in progress or immediately after the event, the Director, or DEQ senior administrator will notify a BCP Incident Commander of the emergency. The BCP Incident Commander will confer, if able, with the on-scene manager to determine what impact the event has had on the facility. If a facility is not useable, the BCP Incident Commander will assemble their team who may respond from separate locations to a strategically practical location. If available, the DEQ emergency response trailer will also be dispatched to the scene to act as a temporary command center and wireless office to support the ongoing operations of the affected facility. The BCP Incident Command team will consult and work collaboratively with local and region managers but need not necessarily be on site to perform the functions of Business Recovery.

(See Section III: Plan Activation Procedures, page 14, for further details about activating the BCP).

### ***Organization***

Once the team is assembled, the BCP Incident Commander will assume leadership of the incident and restoration conferring with the senior administrator with responsibility for the lost facility. Once other team members arrive they will begin to communicate with employees, reestablish communications, try to find temporary housing for critical business functions, and evaluate the facility for health and safety. Figure 2 demonstrates the organization. The regional or top administrator for the facility works closely with the BCP Incident Commander in determining immediate and critical business function needs. The BCP Incident Commander

directs all elements of the team. Local managers are free to plan and strategize getting their day to day work done.



**Figure 2 - BCP Incident Command Team, Formed After Activating the BCP**

### ***BCP Incident Commander***

The BCP Incident Commander works very closely with the Regional Administrator and is in contact with the Agency Director or Deputy Director. The Commander is empowered to direct emergency procurement operations, order vendors for clean-up, approve temporary rental of office space, make decisions on staffing levels/work arrangements and approve restoration plans. The BCP Incident Commander may interact with local press if DEQ Communications personnel are not present to serve as Public Information Officer. The Commander also consults with other BCP Incident Command Team members to identify needs and set priorities.

It will be the BCP Incident Commander's responsibility to contact all Incident Command Team members or their alternates and ensure that they convene at the site or designated Emergency Operations Center as defined in this plan.

### ***BCP Incident Command Team Responsibilities***

If a major incident/disaster occurs, the BCP Incident Command Team will be activated and respond to a designated site, which need not necessarily be the site of the affected facility. The BCP Incident Command Team will assess the situation based on briefing from the site manager and Site Emergency Coordinator.

It will be the responsibility of this team to provide the DEQ Executive Management Team with an assessment of ongoing BCP activity and related information.

The BCP Incident Commander and the Incident Command Team will be responsible for the successful implementation of this plan. Section IV contains DEQ's critical business functions. The BCP Incident Command Team will determine which functions need to be restored and when those efforts are to begin. There is an appendix for each function that is a stand-alone set of instructions for restoring the function. The BCP Incident Commander will activate restoration of

a function by assigning the function to a “Team Leader” and directing them to begin. Candidates for Function Team Leaders are listed in Appendix I.

### ***Operations Section Chief***

The Operations Section Chief is responsible for managing all tactical operations during a Business Continuity effort. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities of the Operations Section Chief are to:

- Manage tactical operations.
- Assist in the development of the operations portion of the IAP.
- Supervise the execution of the operations portion of the IAP.
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from active assignments.
- Make or approve expedient changes to the operations portions of the IAP.
- Maintain close communication with the BCP Incident Commander.

### ***Planning Section Chief***

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan (IAP), formal briefings, or through map and status board displays. Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data.
- Provide input to the Incident Commander and Operations Section Chief for use in preparing the Incident Action Plan.
- Supervise preparation of the Incident Action Plan.
- Conduct and facilitate planning meetings.
- Reassign personnel already on site to ICS organizational positions as needed and appropriate.
- Establish information requirements and reporting schedules for Planning Section units.
- Determine the need for specialized resources to support the incident.
- Assemble and disassemble task forces and strike teams not assigned to Operations.
- Establish specialized data collection systems as necessary (for example, weather).
- Assemble information on alternative strategies and contingency plans.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of the Demobilization Plan.
- Incorporate Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.

***Logistics Section Chief***

The Logistics Section Chief provides all support needs for the business recovery effort. Most of these areas have defined recovery instructions in the appendices to this BCP. The Logistics Section is responsible for providing:

- Facilities – see Appendix E.
- Transportation – see Appendix F.
- Computer and Communications – see Appendix D.
- Supplies

Major responsibilities of the Logistics Section Chief are to:

- Manage all recovery logistics.
- Provide logistical input to the BCP Incident Commander in preparing the Incident Action Plan (IAP).
- Brief Logistic team leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources, as needed.
- Oversee the demobilization of the Logistics Section.

***Finance/Administration Section Chief***

The Finance/Administration Section Chief is responsible for managing all financial aspects of a recovery effort. Not all recovery efforts will require a Finance/Administration Section. Only when a specific need is identified will the section be activated. The critical administrative functions have defined recovery instructions in the appendices to this BCP. The Finance/Administration Section is responsible for providing:

- Procurement – see Appendix G.
- Time Accounting – see Appendix L.
- Records Management – see Appendix M.

Major responsibilities of the Finance/Administration Chief are to:

- Manage all financial aspects of a recovery effort.
- Assign team leaders as necessary for Procurement, Time Accounting, and Records Management.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the recovery effort.
- Gather pertinent information from briefings.
- Develop an operating plan for the Finance/Administration Section.
- Maintain daily contact with agency administrative headquarters on finance matters.
- Ensure that all personnel and equipment time records are accurately completed according to policy.
- Provide financial input for demobilization planning.

- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.

### ***Safety and Health Officer***

This individual advises the BCP Incident Commander on all matters relating to safety and health. With the Facilities Manager, the Safety and Health Officer (H and S Officer) evaluates the safety of the facility, determine if expert help is needed, and makes recommendations to the BCP Incident Commander. The Safety and Health Officer works with local emergency responders, insurance investigators and potentially local or contracted building inspectors. The H and S Officer has emergency authority to stop or prevent any unsafe processes such as employees entering a contaminated area or attempting to move furniture. The H and S Officer coordinates closely with the Facilities Manager, Finance/Administration Section Chief, and local managers. The H and S Officer also handles recording any injuries and coordinates any Workers Compensation claims that could arise out of the incident.

### ***Public Information Officer***

A member of the Command Team from DEQ's Office of Communications and Outreach who is responsible for communicating with the public and media or other agencies with incident-related information requirements. If available, the OCO staff person assigned to the DEQ defined region in which the incident has occurred or the OCO manager will fulfill this function. This person would use Appendix A to restore the "External Communication" function.

### ***Local Managers***

Serve as liaison with employees in affected office/region. Directs return to work and necessary DEQ business functions. Responsible for determining alternate work, establishes employee check in procedures and assists in ensuring work force continues to work as needed to reduce the possibility of 'layoff' or permanent loss of workforce.

***Important:*** It is critical that the local managers are not assigned duties on the BCP Incident Command team because their duties of meeting the ongoing needs of their staff and constituents will require more of their time than ever as they work under the potentially chaotic conditions of the BCP.

### ***Facilities/Liaison Officer***

The DEQ Facilities Manager would work with the Safety and Health Manager to determine if the office/facility is in useable condition or whether hazards or building condition preclude reoccupying the structure. Dangers such as structural stability, contaminated furnishings, or general damage would be evaluated. In addition, damage to infrastructure such as computer network, phone lines, and utilities would be evaluated by this person. The Facilities Manager would also interface with DAS Risk Management and DAS Facilities to coordinate recovery operations with them.

This position also interfaces with the land lord acting as a liaison. The Facilities Manager would coordinate clean-up restoration with the Landlord in consultation with the Safety and Health Manager.

### ***Human Resources***

The position of Human Resources is responsible for advising local represented staff and managers on job continuation issues, potential reassignment, alternative worksites, and wage and hour questions. The Human Resources position also advises local managers on contract interpretation and what emergency tasks staff can participate in. This position would work with HR at HQ to make sure any paperwork would be generated and done completely.

### ***Stand Down of BCP Incident Command Team***

Once operations are restored to an acceptable level as deemed by the Regional Manager and/or the Deputy Director, members of the BCP team may be “stood down” to return to their usual workplace and jobs. Individual BCP members may be retained to work periodically on outstanding issues. The BCP Incident Commander may return control of the restoration efforts to regional and local managers depending on circumstances.

### ***Other Considerations***

- a. DEQ personnel who are relocated to an Alternate Site under this Plan have been pre-designated. Staff must be able to continue operations and the performance of essential functions for up to 14 days.
- b. Alternate Site space and support capabilities will be limited, therefore staff assigned to the Alternate Site must be restricted to only those personnel who possess the skills and experience needed for the execution of critical and essential functions.
- c. It is anticipated that an Alternate Site will be located within commuting distance of the affected facility, and prepared to accept staff within.
- d. It is anticipated that dislocated staff will be offered the chance to telecommute under a special telecommuting agreement. See Appendix XXX for that special agreement.
- e. DEQ personnel who are not designated as Alternate Site members may be directed to move to some other state facility or duty station, or may be advised to remain at or return home pending further instructions.
- f. A DEQ BCP activation will not, in most circumstances, result in a change of duty location affecting the pay and benefits of DEQ personnel.

### **Section III: Plan Activation Procedures**

#### ***Warning Conditions***

***With Warning:*** It is expected that, in some cases, DEQ will receive a warning at least a few hours prior to an event. This will normally enable the full execution of this plan with a complete and orderly alert, notification, and deployment of the pre-designated staff.

***Without Warning:*** The ability to execute this plan following an event that occurs with little or no warning will depend on the severity of the emergency and the number of DEQ personnel that have been affected by the event.

- 1) **Non-Duty Hours:** Although a DEQ office building may be rendered inoperable, it is likely that the majority of DEQ staff could be alerted and deployed to the Alternate Site.
- 2) **Duty Hours:** If possible, this plan will be activated and the pre-designated available staff will be deployed.

#### ***Identification of Potential Disaster Status***

Criteria for determining whether a particular emergency situation requires the mobilization of the BCP Incident Command team are as follows:

- Is there an actual or potential threat to human safety?
- Is there likely to be a need to involve emergency services?
- Is there an actual or potential serious threat to buildings or equipment?
- Is there an actual or potential loss of power?
- Is there an actual or potential loss of IT/network?
- Is there an actual or potential loss of workforce?

#### ***Direction and Control***

- Lines of succession will be maintained by all Managers reporting to the Agency Director to ensure continuity of essential functions. Successions should be provided to a minimum depth of three at any point where policy and directional functions are carried out.
- The Agency Director or designated successor from the line of succession may order activation of the DEQ BCP.

### The Planning “P”

The Planning “P” shows the planning process for one operational period.

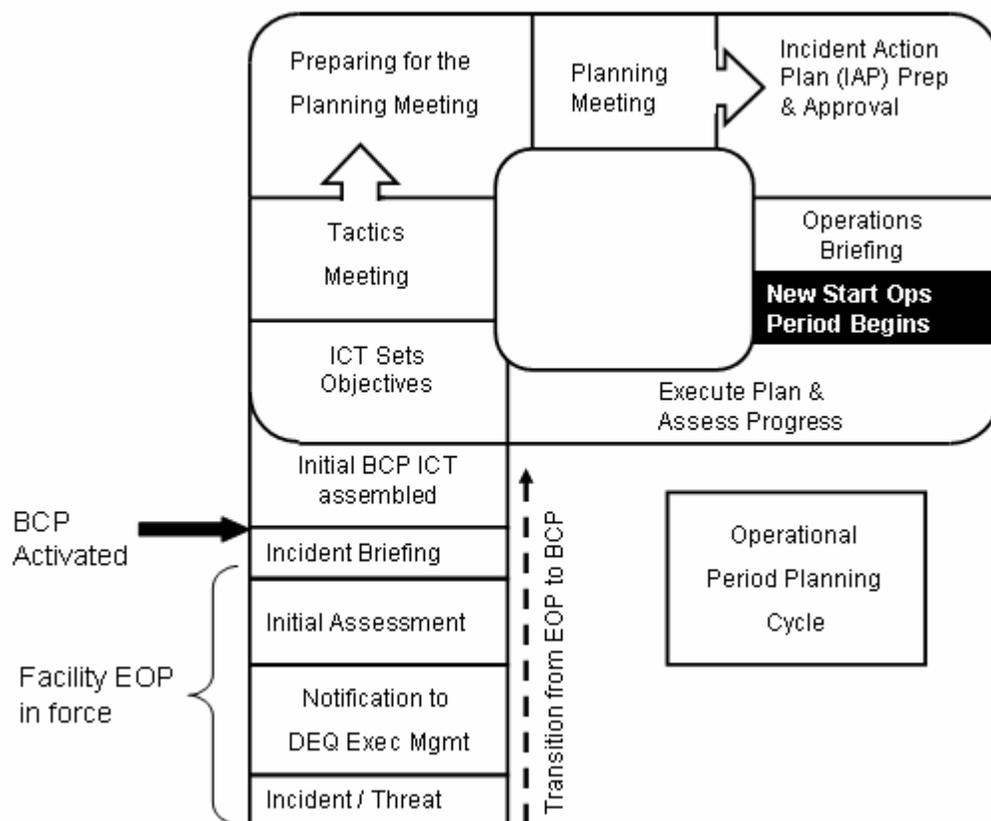


Figure 3

The primary phases of the planning process are essentially the same for the Incident Commander (IC) who develops the initial plan as for the IC and Operations Section Chief in revising the initial plan for extended operations, and for the BCP Incident Command Team (ICT) developing a formal Incident Action Plan (IAP).

During the initial stages of the incident command, planners must develop a simple plan that can be communicated through concise oral briefings. Frequently this plan must be developed very quickly and with incomplete situation information. As the incident management evolves over time, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and “lessons learned.”

Prior to activation of the BCP, the situation is being managed by the Site Emergency Coordinator (SEC). This period is represented in Figure 3 as the base of the “P”. As the emergency phase winds down (the emergency situation has been handled and staff are accounted for and safety has been attained) the Site Emergency Coordinator will notify DEQ Executive management of the status of the emergency situation. The SEC with the facility manager of the affected facility will perform and assessment of the facility. This assessment will then be presented to the DEQ Executive management in the form of a briefing. Based on the situation after this briefing the

DEQ Executive management will determine whether to activate the BCP or not. If the BCP is activated, the BCP Incident Command Team assumes control and begins setting the initial objectives of the recovery. This is represented in Figure 3 as the cell labeled “ICT Sets Objectives.”

The ongoing recovery effort will be guided by ICT as they iterate around the top portion of the “P”, moving from setting objectives, planning, and execution—back to setting objectives.

### ***Restoring DEQ Critical Business Functions***

The ICT should utilize Section IV of this plan, page 17, in determining what DEQ Business functions are needed to be restored. Section IV lists the predetermined most critical business functions to DEQ. Each business function has a corresponding appendix. When the ICT decides to restore a business function, they can look in the “Contact Information appendix” to determine whom to assign as team leader for that function. They provide that team leader with the appendix for the function and provide them with the objective of restoring the function within the timeframe specified in the appendix. The team leader will also use the “Contact Information appendix” to determine who to contact to fill out their team.

### ***Initial Assessment of the Situation***

DEQ Executive Management should use the following “Impact Assessment Table” to assess whether a particular event warrants activating the BCP. After filling out the table, refer to the recovery objectives in section IV to determine what functions will be affected beyond their recovery objective. This will reveal what functions, if any, to address in a recovery effort.

For example, this plan specifies that External Communications needs to be functional within 2 days. Therefore, an assessed level of 4 or lower requires the BCP be activated for External Communications.

**Table 1  
Disaster and Disruption Impact Assessment**

<b>Disaster Date:</b>		<b>Date BCP Team Mobilized:</b>					<b>Assessment Carried out by</b>	<b>Comments</b>
<b>Business Function Number</b>	<b>Business Function</b>	<b>Status Level (see table below)</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
1	External Communications							
2	Emergency Operations							
3	Safety, Health, and Internal Communications							
4	Computer and Communication Services							
5	Facilities							
6	Transportation							
7	Procurement							
8	Laboratory Functions							
9	Complaints and Technical Assistance							
10	Critical Pollution Control Approval							
11	Records Management							
12	Time Accounting							
13	Vehicle Inspections							

**Table 2  
Status Levels**

<b>Level</b>	<b>Description</b>
1	Is likely to seriously affect normal business operations for over four weeks.
2	Is likely to seriously affect normal business operations for between one and four weeks.
3	Is likely to seriously affect normal business operations for over one week.
4	Is likely to seriously affect normal business operations for less than one week.
5	Is likely to seriously affect normal business operations for less than two days.

**Section IV: Critical Business Functions**

**Table 3**

<b>Critical Business Function</b>	<b>Business Owner and Contact Information</b>	<b>Description</b>	<b>Dependencies</b>	<b>Recovery Time Objective</b>	<b>Appendix</b>
1. External Communications	Director's Office/Regions  Manager of Communications and Outreach  Regional Public Information Representatives	Provide expert/professional information through a variety of media about consequence management phase of a large-scale emergency, environmental or public health concerns. Provide employee information for contacting employees and/or their families regarding staffing issues or injuries/fatalities.	Key stakeholders  News media  Phone communication  Web based communication	2 days	A
2. Emergency Operations	Land Quality / Emergency Response  Emergency Response Manager	Conduct external emergency operations with existing emergency staff as described in DEQ's External Emergency Operations Plan and Emergency Standard Operating Guidance. Begin accessing federal resources to assist (CERCLA/OPA; FEMA).	State and federal agencies  Local governments  Businesses  Residents	2 days	B
3. Safety, Health, and Internal Communications	Safety and Health  Health and Safety Manager	Safety and Health personnel must be available for consultation with managers/workers who have critical duties mandated to operate during a regional emergency. Areas: Hazard identification, mitigation, protection, INTERNAL Emergency Operations Plan.	On-site reference materials  Cellular, VHF radio, satellite, land line phones	2 days	C
4. Computer and Communication Services	Regions, LAB and Headquarters  Information Technology Manager	Phone service necessary to coordinate staff response actions and provide information/technical assistance to public. Computer systems necessary to produce emergency permits and written information updates to public.	Phone services Electrical services DAS network for internal network and internet services.	2 days	D
5. Facilities	Facilities managers of DEQ facilities	Work together to provide work space for BC teams as they are deployed.	Phones for communication	4 hours	E
6. Transportation	Regions, LEAD and Headquarters  Headquarters Reception	Provide transportation for critical response activities.	Fuel Providers DAS maintenance	2 days	F

Critical Business Function	Business Owner and Contact Information	Description	Dependencies	Recovery Time Objective	Appendix
	Regional Office Managers				
7. Procurement	MSD Accounting / Regions  Accounting Manager  Regional Office Managers  LEAD	Contracting with outside professional services and equipment as necessary to carry out the Emergency Operations Plan. Replacement of damaged/destroyed equipment necessary to restore functionality of DEQ office.	Existing contracts may be in place for purchase of equipment/supplies or providing services (e.g. laboratory analysis, contractor support).	2 days	G
8. Laboratory Functions	LEAD	Meteorological monitoring, continuous and field grab analysis for air and water, and grab sample monitoring for air, water, soil, and waste. Laboratory analyses of air, water, soil, and waste samples. Triage, analysis and identification of unknown samples for Metals, Organic Toxic compounds, explosives, drugs, and Chemical Weapons.	State and federal agencies Local governments Businesses Residents.	2 days	H
9. Complaints and Technical Assistance	Regions	To provide timely and effective response to environmental or public health concerns from the public through phone calls and electronic mail. Identify available, and assign appropriate, technical staff to provide emergency-related technical assistance and screen complaints, and if appropriate, respond or refer to appropriate program contact.	Commercial telephone systems: landline, cell phones, and satellite phones. See Notes.	7 days	I
10. Critical Pollution Control Approval	Regions	Intake, review and approve requests for construction approval of pollution control projects. Examples include but are not limited to sewer treatment plant construction/repair, landfill construction/repair, or air contaminant discharge equipment construction/repair.		7 days	J

<b>Critical Business Function</b>	<b>Business Owner and Contact Information</b>	<b>Description</b>	<b>Dependencies</b>	<b>Recovery Time Objective</b>	<b>Appendix</b>
11. Time Accounting	Regions, LEAD and Headquarters	Tracking hours worked for all staff by funding source or and predefined activity and transferring the resulting cost accounting information to the state accounting system-statewide financial management application.		7 days	K
12. Records Management	Regions, LEAD and Headquarters	Provide records management for critical agency management and emergency response activities. Records management is important to the agency in disaster recovery, for example supporting internal functions, such as emergency communications or procurement activities, as well as external functions such as permitting or complaint response.		14	L
13. Vehicle Inspections	VIP	Provide vehicle testing services required in order to complete vehicle license renewal and registration in the Portland and Medford metropolitan areas.		14 days	M
14. DEQ Key Contacts		Key Contacts for forming BCP Teams			N

## Section V: Coordinating Instructions

### *Insurance Coverage*

An important strategy to be considered is the maintenance of insurance to cover unexpected emergency losses, such as non-performance claims by clients, loss of income, or civil authority actions.

Insurance coverage held by the organization is as follows:

**Table 4**

Name of Policy	Type of Cover	Period of Cover	Amount of Cover	Person Responsible for Maintaining Cover	Next Renewal Date
Self-Insured	State of Oregon	Ongoing	\$1.5 million for standard perils; \$4 million for the perils of flood or earthquake; <i>and</i> \$100,000/\$250,000 for covered equipment breakdown	DAS Risk Management  DEQ's Risk Management Officer: Judy Hatton	Ongoing

### **Document Revision History**

Date	Author	Revision
December 31, 2006	BCP Planning Team	Initial Document Approved
August 18, 2008	BCP Planning Team	BCP Revision to cover 2-week recovery approved

### **Exercise Log**

Date	Type of Exercise	Comments

## Training Log

Date	Type of Training	Personnel Trained (Include Name and Title)	Comments

## References and Related Documents

Document Title	Owner and Contact Details	Permanent Location
Emergency Operations Plan	DEQ Emergency Management Program  Emergency Response Manager	Paper Location: Headquarters Building 7 <sup>th</sup> Floor Emergency Management Program  Electronic Location:
Emergency Operations Plans	DEQ Health and Safety Manager  Site Emergency Coordinators	Paper Location: Headquarters Building 10 <sup>th</sup> Floor Office of Employee and Organization Advancement  Electronic Location: <a href="http://deq05/intranet/MSD/HR/h&amp;s/Emergency/">http://deq05/intranet/MSD/HR/h&amp;s/Emergency/</a>
IT Disaster Recovery Plan	MSD Information Technology Section	<a href="\\deqhq1\itdocs\Disaster_Recovery_Plan_07">\\deqhq1\itdocs\Disaster_Recovery_Plan_07</a>