



Continuity of Operations (COOP) Plan Annex

Administration & Regulatory Affairs Department

Annex G

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APPROVAL & IMPLEMENTATION

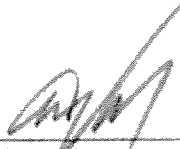
ANNEX G

ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT (ARA)

This Annex to the City of Houston Continuity of Operations Plan (COOP) is effective upon approval by the director of the Administration & Regulatory Affairs Department (ARA). By signature below, the director certifies that he has read this Annex and fully understands the department's procedures that will be followed in an emergency or disruptive event affecting the facilities and employees of the ARA.

This Annex will be reviewed and updated in accordance with the maintenance schedule contained in the City of Houston COOP Basic Plan and in this Annex.

In the event that any portion of this Annex is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions.



Alfred Moran (Date)
Administration & Regulatory Affairs Director

JANUARY 1, 2010



Sharon Nalls, CEM, TEM (Date)
Emergency Management Coordinator

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I. INTRODUCTION: THE PURPOSE, SCOPE, AND POLICY OF CONTINUITY OF OPERATIONS PLANNING

The purpose, scope, applicability, and policy of COOP planning are explained in the City of Houston's COOP Basic Plan (COOP Basic Plan). This Annex is a department-specific attachment to the City's COOP Basic Plan. The COOP Basic Plan contains a list of acronyms and definitions of terms used throughout the Basic Plan and the departmental Annexes.

As explained in the COOP Basic Plan, the purpose of COOP planning is to stimulate each City department to consider how, when, and where it will **continue to perform and/or resume essential City functions during or immediately after an emergency or disruptive event**. The COOP Basic Plan applies to all City departments.

This department's policy is to be prepared and capable of responding quickly, at all levels, to continue essential departmental functions in the event of an emergency, threat, or disruptive event.

II. OPERATIONAL OBJECTIVE

The ARA's operational objective is to have in place a viable COOP Plan, which allows the department to perform and maintain specified essential functions during or shortly after any emergency or disruptive event. ARA's concept of operations for continuing its essential functions and services during and after a disruptive event or emergency is to be able to maintain its core financial functions, which are:

- Procurement of Goods and Services as needed for emergency and day-to-day operations
- Administer Payroll
- Work with departments to identify disaster related costs eligible for insurance recovery and execute process to maximize insurance reimbursement.
- Assist in evacuation by directing taxicab voucher program.

III. COOP PLANNING CONSIDERATIONS AND ASSUMPTIONS

In addition to those COOP Planning Considerations and Assumptions contained in the City's COOP Basic Plan, the following planning considerations and assumptions apply to the Administration & Regulatory Affairs Department (ARA):

- The City's revenue producing functions are important to the City's economic well-being. The collection and billing of revenue related items should be resumed as soon as possible.
- Other important functions, such as Insurance Claims and coordination of other related fiscal matters pertaining to an emergency event should commence as soon as possible.
- In order to successfully purchase and provide the Goods and Services requested and needed by City Departments during an emergency or disruptive event, this essential function is contingent on the support of certain City approved vendors and suppliers.

- The performance and accomplishment of ARA's essential functions is contingent on the contributions of secondary essential employees that are located at other sites.
- ARA's COOP Plan is required to be operational within 12 hours following COOP activation, and must be able to sustain essential operations until termination.
- In the event Essential personnel are unable to get to work to perform ARA's essential functions, the director or his/her designee will contact Non-Essential employees to assist in accomplishing the department's essential tasks.
- Other telecommunications alternatives, such as satellite phones may be required during an emergency or disruptive event.

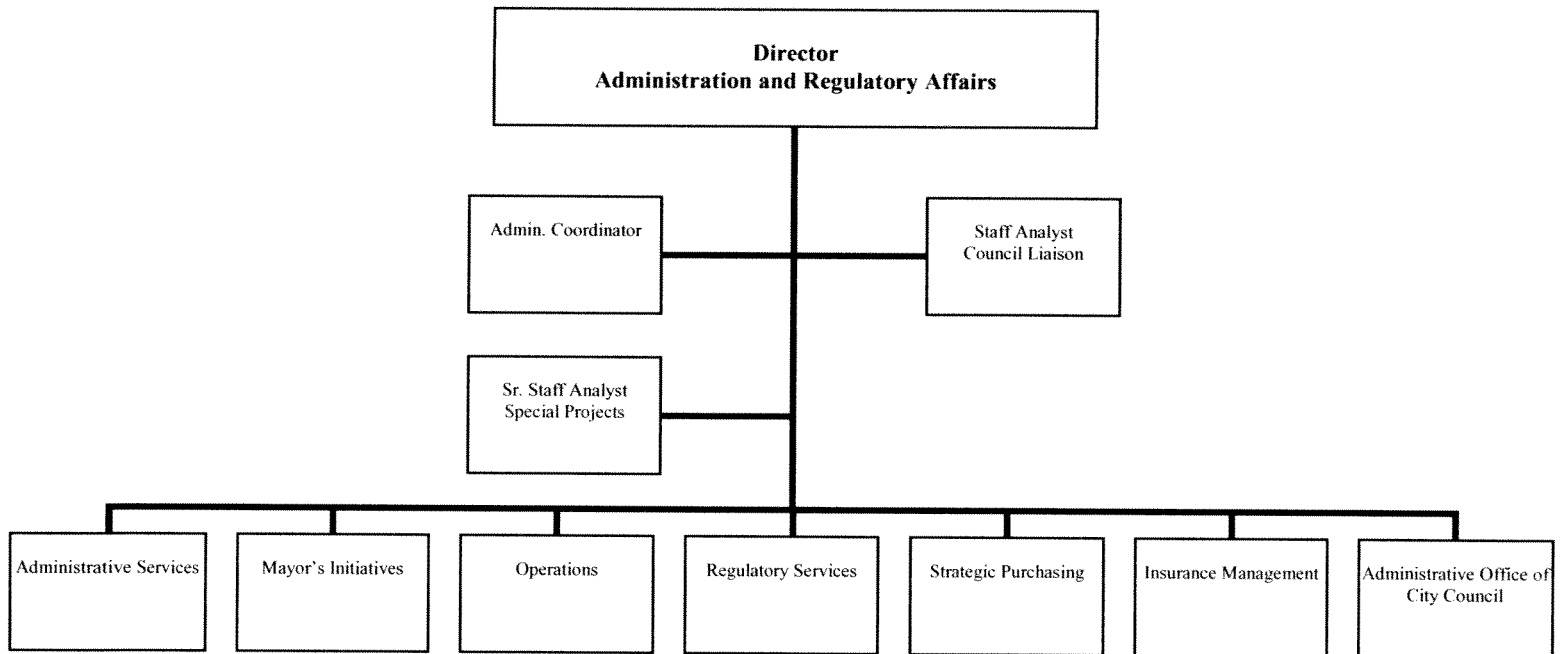
IV. ESSENTIAL FUNCTIONS

See “Essential Functions” in the City of Houston’s COOP Basic Plan. The City of Houston’s Code of Ordinances (Chapter 2, Article III) sets forth the duties of ARA. ARA’s essential and priority functions are as follows:

<u>PRIORITY</u>	<u>ESSENTIAL FUNCTION</u> (* REVENUE-GENERATING FUNCTIONS)	<u>TIME TO ACCOMPLISH</u> IMMEDIATELY, < 4 HRS, ~ OR < 24 HRS, < 72 HRS, OR # OF DAYS	<u>SUPPORTING DEPARTMENTS/ ENTITIES</u>	<u>SUPPORTED DEPARTMENTS/ ENTITIES</u>
EXECUTIVE				
1	Provide leadership, set policy for ARA	Immediately	None	None
STRATEGIC PURCHASING DIVISION				
1	Procurement of Goods and Services	Immediately	All City departments, suppliers, contractors, bank for P-card transactions.	All City departments, HPD, HFD, Harris County, Metro, Toll Road Authority, suppliers, contractors, etc.
OPERATIONS DIVISION				
1	Administer Payroll	Immediately Or 12 hrs	ARA, IT, AT&T, Controller’s Office	All Departments, IRS, Social Security Admin., HPD, HFD, various Credit Unions
REGULATORY SERVICES DIVISION				
2	Assist in evacuation by directing taxicab voucher program	24 hours	ITD, AT&T, Radio Communication, Emergency Management, PWE, Taxicab Industry	ARA, citizens, local businesses, federal government, Mayor’s Office
INSURANCE MANAGEMENT DIVISION				
2	Insurance Claims	72 hours	AT&T, I.T.	ARA, All City Departments
2	Coordination of other related fiscal matters pertaining to hurricane	72 hours	AT&T, I.T.	ARA, All City Departments

V. LEADERSHIP

A. Departmental Organization Chart



B. Lines of Succession and Delegation of Authority

ARA has determined the lines of succession and delegation of authority that will take effect when key positions are vacated unexpectedly. For employees of ARA, these pre-determined lines of succession and delegation of authority are in effect until the department director designates replacements.

The department director is an appointed official. Thus, interim successors to the director's position will serve only until the Mayor designates a new director.

KEY POSITION	SUCCESSORS	LIMITATIONS ON AUTHORITY AND RESPONSIBILITY, IF ANY	CONDITIONS FOR SUCCESSION
Department Director	1. Deputy Director, Regulatory Affairs Division	None	Director is unable to perform his/her duties.
	2. Assistant Director, Operations Division	None	Director is unable to perform his/her duties and Deputy Director is unable to step in and perform the Director's duties.
	3. Deputy Director, Strategic Purchasing	None	Director is unable to perform his/her duties; Deputy Director of Regulatory Affairs and Assistant Director, Operations are unable to step in and perform the Director's duties.
Deputy Director, Regulatory Affairs	1. Deputy Assistant Director, Regulatory Affairs – Franchise Administration	None	Deputy Director is unable to perform his/her duties.
	2. Deputy Assistant Director, Regulatory Affairs – Commercial Permitting	None	Deputy Director is unable to perform his/her duties; Deputy Assistant Director is unable to step in and perform the Deputy Director's duties.
Assistant Director, Administrative Services	1. Division Manager, Administrative Services	None	Assistant Director is unable to perform his/her duties.
	2. HR Manager, Administrative Services	None	Assistant Director is unable to perform his/her duties; Division Manager is unable to step in and perform the Assistant Director's duties.
Deputy Director, Strategic Purchasing	1. Deputy Assistant Director, Strategic Purchasing	None	Deputy Director is unable to perform his/her duties.
	2. Division Manager, Strategic Purchasing – Hi Technology	None	Deputy Director is unable to perform his/her duties; Deputy Assistant Director is unable to step in and perform the Deputy Director's duties.
	3. Assistant Purchasing Agent, Strategic Purchasing	None	Deputy Director is unable to perform his/her duties; Deputy Assistant Director and Division Manager, Strategic Purchasing is unable to step in and perform the Deputy Director's duties.
Deputy Assistant Director, Insurance Management	1. Senior Staff Analyst, Insurance Management	None	Deputy Assistant Director is unable to perform his/her duties.
	2. Senior Staff Analyst, Insurance Management		Deputy Assistant Director is unable to perform his/her duties; Senior Staff Analyst is unable to step in and perform the Deputy Assistant Director's duties.
Assistant Director, Operations	1. Deputy Assistant Director, Operations	None	Assistant Director is unable to perform his/her duties.
	2. Division Manager, Central Payroll	None	Assistant Director is unable to perform his/her duties; Deputy Assistant Director is unable to step in and perform the Assistant Director's duties.
Administration Manager, Administrative Office of the City Council	1. Administrative Specialist	None	Administration Manager is unable to perform his/her duties.
	2. Administrative Assistant	None	Administration Manager is unable to perform his/her duties; Administrative Specialist is unable to step in and perform the Administration Manager's duties.

VI. VITAL RECORDS, DATABASES, SYSTEMS, AND EQUIPMENT

See "Vital Records, Databases, Systems, and Equipment" in the City of Houston's COOP Basic Plan.

A. Vital Records

<u>VITAL RECORD</u> (and a brief description of what it is)	<u>ASSOCIATED ESSENTIAL FUNCTION</u> (the function that is accomplished using the vital record)	<u>FORM OF RECORD</u> (paper, electronic, microfiche, etc.)	<u>TYPE OF RECORD</u> (financial, legal, emergency, etc.)	<u>BACKUP AVAILABLE?</u> (yes/no)	<u>TIME CRITICAL?</u> (needed within 72 hours?)
EXECUTIVE					
None	None	None	None	N/A	N/A
STRATEGIC PURCHASING DIVISION					
Contract Documents	Engaging and monitoring performance of holders of City contracts	Paper and electronic versions	Legal contracts, executed contracts.	IT	Will need within 72 hours.
Vendor Master Record	Vendor contact information	Electronic	Contact information.	IT	Will need within 24 hours.
INSURANCE MANAGEMENT DIVISION					
Invoices, Receipts, Purchase Orders, Work Orders	Used for tracking costs. Identifies eligible costs for FEMA recovery	Paper, Electronic	Emergency	Yes. Copies kept in departments that incurred expenditures	Yes
Attachment A to AP 4-2, Disaster Recovery	Initial property damage reports with estimates used to begin tracking costs	Paper, Electronic	Emergency	Yes. Completed form will be faxed to 3 groups, ARA, GSD & Office of Emergency Mgmt.	Yes
Insurance Policies & Schedules for Claim	Identifies applicable insurance and terms of coverage for each loss	Paper Electronic	Financial & Legal	Yes. Flash Drive & scanned	No
OPERATIONS DIVISION					
Pension Contribution Log	Reconcile biweekly transmittal w/ 3 pension records	Electronic	Financial	Yes, flash drive	Yes
Child Support Transmission	Reconcile biweekly wire transfer	Electronic & Paper	Financial	Yes, flash drive	Yes
Payroll Posting Reconciliation	Reconcile biweekly payroll posting records	Electronic	Financial	Yes, flash drive	Yes
Payroll Records	Process Payroll for appx. 22,000 employees	Electronic	Financial & Legal	Internet	Yes
REGULATORY SERVICES DIVISION					

B. Vital Databases, Systems and Equipment

VITAL SYSTEM OR EQUIPMENT (and a brief description of what it is)	ASSOCIATED ESSENTIAL FUNCTION (the function that is accomplished using the vital record)	TYPE OF SYSTEM OR EQUIPMENT	LOCATION OF VITAL SYSTEM OR EQUIPMENT	MAINTENANCE FREQUENCY	DEPENDENT PROCESSES OR SYSTEMS (other processes or systems that depend on this system to be operable)	PRIORITY (the order in which each system or piece of equipment should be recovered)
EXECUTIVE						
IT System – to communicate with employees	Communicate with employees		IT		All Departments	1
Cell phones, Blackberry, chargers	Communicate with other departments, essential staff and RLR staff	Communication	Director, Emergency Coordinator	NA	All Departments	1
STRATEGIC PURCHASING DIVISION						
IT System and SAP – to access purchasing data.	Print Purchase Orders	Computers, copiers or printers	IT		All Departments	1
Cell phones, Blackberry, chargers	Communicate with other departments, essential staff	Communication	DD, DAD, Assistant Purchasing Agent	NA	All Departments	1
OPERATIONS DIVISION						
Laptop, wireless card, power cord, flash drive, printer, software, copier, FMS System, etc.	Run Payroll, Payroll approval,	Computer, printer, etc.	611 Walker, 13 th Floor		Human Resources, Controller's Office	1
Cell Phones, Blackberry, charger	Communications w/ other departments	Communications Device	AD, DAD, DM		Human Resources, Controller's Office	1
REGULATORY SERVICES DIVISION						
Taxicabs	Transporting Citizens	Vehicle	Yellow Cab Company	N/A	Backup vehicles available	2
(2) Cell Phones, Blackberry, Charger, (3) Radios	Communicate with Other Departments & Essential Personnel	Communication	AD, DM & AM	N/A	All Departments	2

C. Communications Systems

<u>ESSENTIAL FUNCTION:</u>	<u>COMMUNICATION MODE</u>	<u>CURRENT PROVIDER</u>	<u>SERVICES PROVIDED, AND ANY SPECIAL EMERGENCY SERVICES AVAILABLE (any agreements with vendor)</u>	<u>ALTERNATE MODE OF COMMUNICATION IF THIS MODE IS NOT FUNCTIONING</u>
Procure Goods and Services	Telephones, IT System	AT&T	N/A	Cell phones, Blackberry's, Radios
	Satellite Phone	None		
Ins. Claims Disaster Recovery	Fax Line	I.T.	N/A	N/A
	Voice Line	I.T.	N/A	Radios
	Cellular Phones	I.T.	N/A	Radios
	E-Mail	I.T.	N/A	N/A
Administer Payroll	Fax Line	I.T.	N/A	N/A
	Voice Line	I.T.	N/A	Radios
	Cell Phone	I.T.	N/A	Radios
	E-Mail	I.T.	N/A	N/A
	Internet	I.T.	N/A	N/A
Assist in evacuation by directing taxicab voucher program.	Telephones, IT System	AT&T	N/A	Cell phones, Blackberry's, Radios

VII. PLAN ACTIVATION AND LOGISTICS

See "Plan Activation and Logistics" in the City of Houston's COOP Basic Plan. The nature of a threat or disruption will determine the extent to which ARA's COOP Annex will be activated. For example, if several key managers are suddenly unable to perform their duties, lines of succession will be activated to fill those positions. If City Hall must be evacuated, it may be necessary to perform essential functions at an alternate work site, depending on the length of the evacuation.

A. Executive Decision Process

The following chart outlines the general decision-making process for determining the best course of action for response to and recovery from a disruptive event.

CLASS/LEVEL OF EMERGENCY OR DISRUPTIVE EVENT	CORRESPONDING EMERGENCY MANAGEMENT CONDITIONS (ROUGHLY) (SEE CITY'S EMP BASIC PLAN, VOL. 1, P. 24)	IMPACT ON CITY DEPARTMENT/DIVISION
I No disruptions to essential functions.	Green – Low Condition: City departments emphasize preventative measures, train personnel, evaluate potential hazards, and ensure optimum state of operational and equipment readiness. Departments begin corrective action if any resource limitations exist that could reduce ability to respond effectively to emergencies.	<ul style="list-style-type: none"> • Follow maintenance schedule for COOP Plan; update regularly. • Plan, test, and exercise the COOP Plan.
II Disruption of 12 to 72 hours with minor impact on essential functions or critical systems.	Blue – Guarded Condition: Implemented at start of hurricane season, large events, or threatening conditions that may not actually cause adverse effects.	<ul style="list-style-type: none"> • No COOP activation required, depending on individual departmental requirements. • May require putting COOP resources and personnel on standby.
III Disruption to one or two essential functions or to a vital system for no more than three days.	Yellow – Elevated Condition: Implemented during severe weather watches, monitoring of large events, or a situation in which threatening conditions have developed but have not yet caused adverse effects. Selected emergency response elements may be put on higher state of readiness, EOC may/may not be activated.	<ul style="list-style-type: none"> • Limited COOP activation required, depending on individual departmental requirements. • May require movement of some personnel to an alternate work site or another location in the primary facility for less than a week.
IV Disruption to one or two essential functions or to an entire department with potential of lasting for more than three days but less than thirty days.	Orange – High Condition: An emergency is having a serious effect, but its impact is limited to a particular geographic area of the City and/or involves a specific group of City departments. The EOC may be activated on a limited basis with only the OEM and selected departments being required to respond.	<ul style="list-style-type: none"> • May require activation of lines of succession for some key personnel. • May require movement of some personnel to alternate work site(s) or another location in the primary facility for more than a week.
V Disruption to an entire department or several City departments with a potential for lasting at least thirty days.	Red – Severe Condition: An emergency and/or disaster that is imminent or having a major impact on the entire community with a broad array of City departments and outside agencies involved. A State of Local Disaster has been, or will be declared by the Mayor. The EOC is activated.	<ul style="list-style-type: none"> • Requires activation of lines of succession for some key personnel. • May require movement of key personnel to alternate work site(s) for thirty days or more.

B. Alert, Notification and Implementation Process

The COOP Team will execute the ARA's COOP Annex when it becomes necessary.

1. Rapid Recall List of COOP Team, Key Managers, and Key Employees

<u>EMPLOYEE NAME</u> (LAST, FIRST)	<u>EMPLOYEE'S TITLE</u> AND DIVISION/ SECTION	<u>SELF- ACTIVATING?</u> (YES/NO)	<u>HOME ADDRESS*</u>	<u>E-MAIL ADDRESSES</u> (WORK & HOME)	<u>WORK PHONE # AND CITY CELL PHONE #</u>	<u>HOME PHONE #*</u>	<u>PERSONAL CELL PHONE/ PAGER #S</u>
COOP TEAM							
Moran, Alfred	Director	Yes		Alfred.moran@cityofhouston.net	713-837-9660 / 713.582.3430		
Davis, Ernest	COOP Coordinator	Yes		Ernest.davis@cityofhouston.net	713-837-9617 / 713.859.4260		
KEY MANAGEMENT PERSONNEL AND KEY EMPLOYEES (Personnel needed to perform essential functions)							
Moran, Alfred	Director	Yes		Alfred.moran@cityofhouston.net	713-837-9660 / 713.582.3430		
Wells, Calvin D.	Deputy Director, SPD	Yes		Calvin.wells@cityofhouston.net	832-393-8700 / 713.858.6450		
DuRousseau, Ray	Deputy Assistant Director, SPD	Yes		Ray.durousseau@cityofhouston.net	832.393.8726		
Coleman, Kevin	Assistant Purchasing Agent	Yes		Kevin.coleman@cityofhouston.net	832-393-8701		
Moore, Douglas	Division Manager, Hi Technology, SPD	Yes		Douglas.moore@cityofhouston.net	832-393-8724		
Heath, Desiree	Division Manager, Supply Contracts, SPD	Yes		Desiree.heath@cityofhouston.net	832-393-8742		
King, Martin	Sr. Staff Analyst, Supply Contracts, SP	Yes		Martin.king@cityofhouston.net	832-393-8705		
Davis, Ernest	Sr. Staff Analyst, Director's Office	Yes		Ernest.davis@cityofhouston.net	713-837-9617 / 713.859.4260		
Carmody, Frank	Assistant Director, Operations	No		Frank.carmody@cityofhouston.net	713-837-9521 / 713.582.4227		
Pagel, Don	Deputy Assistant Director	No		Donald.pagel@cityofhouston.net	713.837.7656		

City of Houston Continuity of Operations Plan Administration & Regulatory Affairs Department COOP Annex

<u>EMPLOYEE NAME (LAST, FIRST)</u>	<u>EMPLOYEE'S TITLE, AND DIVISION/ SECTION</u>	<u>SELF- ACTIVATING? (YES/NO)</u>	<u>HOME ADDRESS*</u>	<u>E-MAIL ADDRESSES (WORK & HOME)</u>	<u>WORK PHONE # AND CITY CELL PHONE #</u>	<u>HOME PHONE #*</u>	<u>PERSONAL CELL PHONE/ PAGER #S</u>
Davidson, Karen	Division Manager	No		Karen.Davidson@cityofhouston.net	713-837-9643		
Hatch, Anne	Systems Accountant IV	No		Anne.Hatch@cityofhouston.net	713-837-9735		
Henderson, Ina	Admin. Manager, Payroll Administration, Central Payroll	No		Ina.henderson@cityofhouston.net	713-837-9531		
Paquet, Tina A.	Division Manager	No		Tina.paquet@cityofhouston.net	832-393-8792/ 713-447-2452		
Bradford, Raymond	Sr. Staff Analyst	No		Raymond.Bradford@cityofhouston.net	832-393--8791		
Paez, Tina	Deputy Director Regulatory Services	No		Tina.paez@cityofhouston.net	713-837-9630 / 713.447.0758		
Benford, Robert	Division Manager, Transportation, Regulatory Affairs	No		Robert.benford@cityofhouston.net	(281) 233-7829 / 713.591.4050		
Olguin, Juan	Deputy Assistant Director, Franchise Administration, Regulatory Affairs	No		Juan.olguin@cityofhouston.net	713-837-9623		
*Employees' personal information such as home address and home telephone numbers is confidential pursuant to the Texas Government Code, §§ 552.101, 552.024, and 552.117 if employees have requested that the information be withheld from public disclosure.							

2. Supporting Departments, Vendors, and Third Parties

During a disruptive event, it may be necessary to contact the following supporting City departments, vendors, and third parties:

SUPPORTING CITY DEPARTMENTS				
CITY DEPARTMENT	PRODUCT OR SERVICE PROVIDED BY SUPPORTING DEPARTMENT	POINT OF CONTACT (NAME OF CITY EMPLOYEE)	TELEPHONE NUMBER, E-MAIL ADDRESS	FAX NUMBER
ITD	IT Support	IT Help Desk	713-837-9800	
CTR	Check Printing/Banking	Courtney Satterwhite	832-393-3478	713-247-3355
PW&E	Departmental Purchasing Unit (DPU)	David Guernsey	713.238.5241	713.238.5211
HAS	DPU	Dallas Evans	281.230.8001	281.230.8094
Fire	DPU	Chief Jack Williams	713.247.8793	713.247.5209
Police	DPU	John Erdeljac	713.308.1717	713.308.1812
VENDOR OR THIRD PARTY CONTACT INFORMATION (Vendors or third parties who must be contacted quickly during or after an emergency)				
VENDOR OR THIRD PARTY	PRODUCT OR SERVICE PROVIDED BY VENDOR	POINT OF CONTACT (NAME OF VENDOR EMPLOYEE)	TELEPHONE NUMBER, E-MAIL ADDRESS	FAX NUMBER
<u>DRC Emergency Services, LLC</u>	Disaster Debris Removal Services	Mark Stafford	251.343.3581	251.343.5554
Omni Pinnacle, LLC	Disaster Debris Removal Services	Brian Reine	985.645.0306	985.645.03606
Beck Disaster Recovery, Inc.	Disaster Management Consulting Services	Jonathan Burgiel	713.737.5763	
Insurance Broker	Facilitate Claim Reporting	Tina Paquet or Raymond Bradford	832-393-8792 tina.paquet@cityofhouston.net or 832-393-8791 – raymond.Bradford@cityofhouston.net	832-393-8796
Insurance Carrier	Receive Damage Reports, Order Insurance Claim Investigations and Adjustment	Tina Paquet or Raymond Bradford	832-393-8792 tina.paquet@cityofhouston.net 832-393--8791 raymond.Bradford@cityofhouston.net	832-393-8796
Insurance Adjusters	Damage Inspections	Tina Paquet or Raymond Bradford	832-393-8792 tina.paquet@cityofhouston.net or 832-393-8791 – raymond.Bradford@cityofhouston.net	832-393-8796
Houston Municipal Federal Credit Union	Credit and Financial Services to COH employees	Barbara Stephens	713-699-0795-x3029	713-699-2397
Houston Municipal Employees Pension Sys.	Pension Administrators	Doree Sta. Ana	713-759-9275	713-650-1961
Houston Firefighters Pension System	Fire Pension Administrators	Glenna Hicks	281-372-5100	281-372-5101
Houston Firefighters Credit Union	Credit and Financial Services to COH firefighters	Clint Hartman	713-864-0959	713-864-1142
Great West Retirement Services	Municipal 457 Administrators	Gary Wilkins	713-426-5588	713-426-3322
AIG Valic	Police 457 Administrators	Richard Ray	713-831-3088	713-831-6161
Houston Police Pension System	Police Pension Administrators	John Lawson	713-869-8734	713-869-7657

Houston Police Federal Credit Union	Credit and Financial Services for Police Officers	Ann Kleiver	713-237-8700	713-986-0390
Internal Revenue Service	Tax Authority	Arlene Good	713-209-3543	713-209-3946

C. Alternate Work Sites

1. Requirements for Alternate Work Sites

<u>ESSENTIAL FUNCTIONS</u>	<u>NUMBER OF PERSONNEL NEEDED TO PERFORM AND SPACE REQUIREMENTS</u> (allow roughly 50 square feet per person)	<u>COMMUNICATION AND EQUIPMENT REQUIREMENTS</u> (number of computers, printers, telephones, radios, computers with Internet connections, email, etc.)
EXECUTIVE		
Provide leadership, set policy for ARA	1	1 computer with access to printer, Internet, e-mail, 1 telephone, 1 shared fax, 1 shared copy machine, 1 desk, 1 chair
STRATEGIC PURCHASING DIVISION		
Procure goods & services to support the disaster relief effort.	6	6 computer with access to printer, Internet, e-mail, 6 telephones – 1 satellite, 1 shared fax, 1 shared copy machine, 6 desk/table, 6 chair
INSURANCE MANAGEMENT DIVISION		
Track Costs for State & Federal Disaster Assistance	<u>2 – 4, Varies by Magnitude of Disaster, Office Space Needed for Each Employee</u>	4 Computers / with Internet & e-mail connections, 1 printer, 4 telephones/phone lines, 1 radio, 1 fax machine/ fax line, cell phone, blackberry
Insurance Claims – Disaster Recovery	<u>2 – 4, Varies by Magnitude of Disaster, Office Space Needed for Each Employee</u>	4 Computers / with Internet & e-mail connections, 1 printer, 4 telephones/phone lines, 1 radio, 1 fax machine/ fax line, cell phone, blackberry
OPERATIONS DIVISION		
Administer Payroll	4 - 6 - varies	6 Computers / with Internet & e-mail connections, 1 printer, 6 telephones/phone lines, 1 fax machine/ fax line, 4 cell phones, 4 blackberry's
REGULATORY SERVICES DIVISION		
Assist in Evacuation by directing Taxicab Voucher Program	3	3 Telephone/phone lines, 3 cell phones, 3 radios, 3 desk, 3 chair
DIRECTOR'S OFFICE		
Assist with coordination of Emergency activities, personnel and Refuge of Last Resort activities.	1 - 3	1 computer with access to printer, Internet, e-mail, 1 telephone, 1 shared fax, 1 shared copy machine, 1 desk, 1 chair

2. Alternate Work Sites Identified

ARA's primary work sites are 611 Walker, City Hall and 901 Bagby St. If these worksites become inoperable or inaccessible, key personnel will relocate as follows:

<u>PRIMARY WORK SITE</u>	<u>ALTERNATE WORKSITE OR FACILITY</u>	<u>COOPERATIVE OR MUTUAL AID AGREEMENT(S) (IF ANY) (parties to the agreement, date signed, date of expiration)</u>	<u>AGREEMENTS WITH VENDORS (IF ANY) (for equipment, services, human needs support, etc. at alternate facility)</u>	<u>ANNUAL COST OF ALTER-NATE WORK SITE (IF ANY)</u>	<u>SPECIAL NOTES (such as description of equipment, furniture, etc., that will be provided at the alternate worksite)</u>	<u>HOT, WARM OR COLD SITE?</u>	<u>SECURITY REQUIREMENTS (controlled access to building, security personnel, surveillance equipment, alarm, etc.)</u>	<u>SECURE STORAGE AVAILABLE? (locking file cabinets, safes, etc.)</u>
HEC	Transstar	N/A	Required	Unknown	Location has emergency back-up generators; Need Computers, Desks, Chairs, Internet & E-mail Access, Phones & Phone lines, Fax & Fax Lines	Hot	Controlled Access to Building, Security Personnel	Yes
611 Walker/601 Bagby St	George R. Brown Convention Center	N/A	Required	Unknown	Location has emergency back-up generators; Need Computers, Desks, Chairs, Internet & E-mail Access, Phones & Phone lines, Fax & Fax Lines	Hot	Controlled Access to Building, Security Personnel	Yes
611 Walker/601 Bagby St	George R. Brown Convention Center Hotel	Required	Required	Unknown	Location has emergency back-up generators; Need Computers, Desks, Chairs, Internet & E-mail Access, Phones & Phone lines, Fax & Fax Lines	Hot	Controlled Access to Building, Security Personnel	Yes

3. Relocating to and Operating from Alternate Work Sites

The following procedures generally should be followed in relocating to alternate work sites:

RELOCATION PROCESS:	ACTIONS:
<p>Step 1: <u>Activation and Relocation</u></p> <p>0 – 12 hours</p>	<ul style="list-style-type: none"> - notify alternate facility manager or POC of impending activation and relocation requirements: (POC/phone number at alternate facility: _____) - notify Office of Emergency Management of intent to relocate (Pager: 713-619-3864) - activate plans to transfer to alternate facility - notify key personnel to relocate (see Rapid Recall List, departmental emergency notification list) - instruct all personnel on duties - assemble documents/equipment required for essential functions at alternate facility, including Emergency Drive-Away Kits, and operating procedures for Operations and Technical Services, Treasury and Financial Reporting Divisions - order needed equipment/supplies (see Rapid Recall List for vendor contact information) - transport vital documents and equipment, including communications equipment - secure original facility - continue essential functions at regular facility, if available, until alternate facility is ready - advise alternate facility on status of department/division's relocation - communicate with ITD regarding IT issues
<p>Step 2: <u>Alternate Facility/ Work Site Operations</u></p> <p>12 Hours to Termination of Emergency</p>	<ul style="list-style-type: none"> - provide guidance to non-essential employees - provide information to the public (see Rapid Recall List for PIO/ Media Relations POC information) - activate lines of succession for vacant positions - commence full execution of operations supporting essential functions at the alternate facility
<p>Step 3: <u>Reconstitution</u></p> <p>Termination and Return to Normal Operations</p>	<ul style="list-style-type: none"> - inform all personnel that the threat/emergency no longer exists - supervise return to normal operating facility - conduct a review of COOP plan execution and effectiveness - prepare after-action report

4. Reconstitution: Return to Normal Operations

See "Plan Activation and Logistics," paragraph D., in the City of Houston's COOP Basic Plan. Reconstitution efforts will begin when the department director determines that the disruption to ARA has ended and the cause is unlikely to recur.