

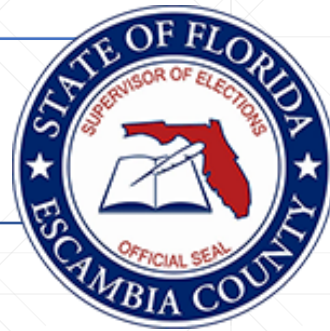
Lions, Tigers & Bears, Oh My!

COOP and Emergency Planning



Chris Moore,
Leon County

Sonya Daniel,
Escambia County



What is a COOP?

- Continuity of Operations Plan
- What does it cover?
- PR exemption 281.301
- Recommended to file with DOE



What's not a COOP?

- DS-DE 149 COOP Contact Information Form
 - Requirement of 1S-9.005 Comprehensive Emergency Suspension of Election Plan
- Stand-alone form

COOP Contact Information Form
(Information is gathered as part of emergency response for continuity of operations planning as authorized by Section 252.365, Fla. Stat., and not otherwise subject to public disclosure.)

Election _____ Date of Election _____
_____ County

Supervisor of Elections (SOE):

Name	Office phone	Cell phone

Election Day SOE staff contacts (person who will be available to accept Division of Elections' (DOE) call):

Name	Office Phone	Cell Phone

Election Night Reporting SOE staff contact (person who will be available to accept Division of Elections' (DOE) call):

Name	Office Phone	Cell Phone

Canvassing Board Members and Alternates:

Name	Title	Office phone	Cell phone



Where Do We Start?

- New or Update?
- Review Checklist
- Review Functions
- Document Changes

Establish EOC Liaison		
Primary:		Alternate:
Determine how information will be disseminated to Team Leads		
Phone?	Email?	In-Person?
List Potential Operational/Election Impacts		
VBM outbound/inbound	Training	
Qualifying	Equipment Programming	
Book Closing	Other:	
Establish liaison with Facilities Management (Management/Leasing Agent)		
Primary:		Alternate:
Establish liaison with Vendors		
Primary:		Alternate:
Establish Media Spokesperson		
Primary:		Alternate:

Considerations:

- Closing of County Facilities
 - Who will determine? When
 - Length of time?
 - When will staff be released?



Best Practices:

- Have everything in one place
- Accessible from a remote location

101.74 Temporary change of polling place in case of emergency.—In case of an emergency existing in any precinct at the time of the holding of any election, the supervisor of elections may establish, at any safe and convenient point outside such precinct, an additional polling place for the electors of that precinct, in which place the qualified electors may vote. The registration books of the affected precinct shall be applicable to, and shall be used at, the polling place so established.

F.S. CHAPTER 252- EMERGENCY MANAGEMENT

LOCAL JURISDICITON DURING AN EMERGENCY

SOE NOTE: Counties have local jurisdiction for managing and providing aid in times of a declared emergency. We will work through the local emergency management director first, unless it involves rescheduling of an election or voting.

252.38 Emergency management powers of political subdivisions.—Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state.

(1) COUNTIES.—

(a) In order to provide effective and orderly governmental control and coordination of emergency operations in emergencies within the scope of ss. 252.31-252.90, each county within this state shall be within the jurisdiction of, and served by, the division. Except as otherwise provided in ss. 252.31-252.90, each local emergency management agency shall have jurisdiction over and serve an entire county. Unless part of an interjurisdictional emergency management agreement entered into pursuant to paragraph (3)(b) which is recognized by the Governor by executive order or rule, each county must establish and maintain such an emergency management agency and shall develop a county emergency management plan and program that coordinates the efforts of the



State and Emergency Management Principles

- Coordinate with local EOC/County Officials
- Impacts beyond the election
- County Priority List
- Relationship with EOC/Emergency Management



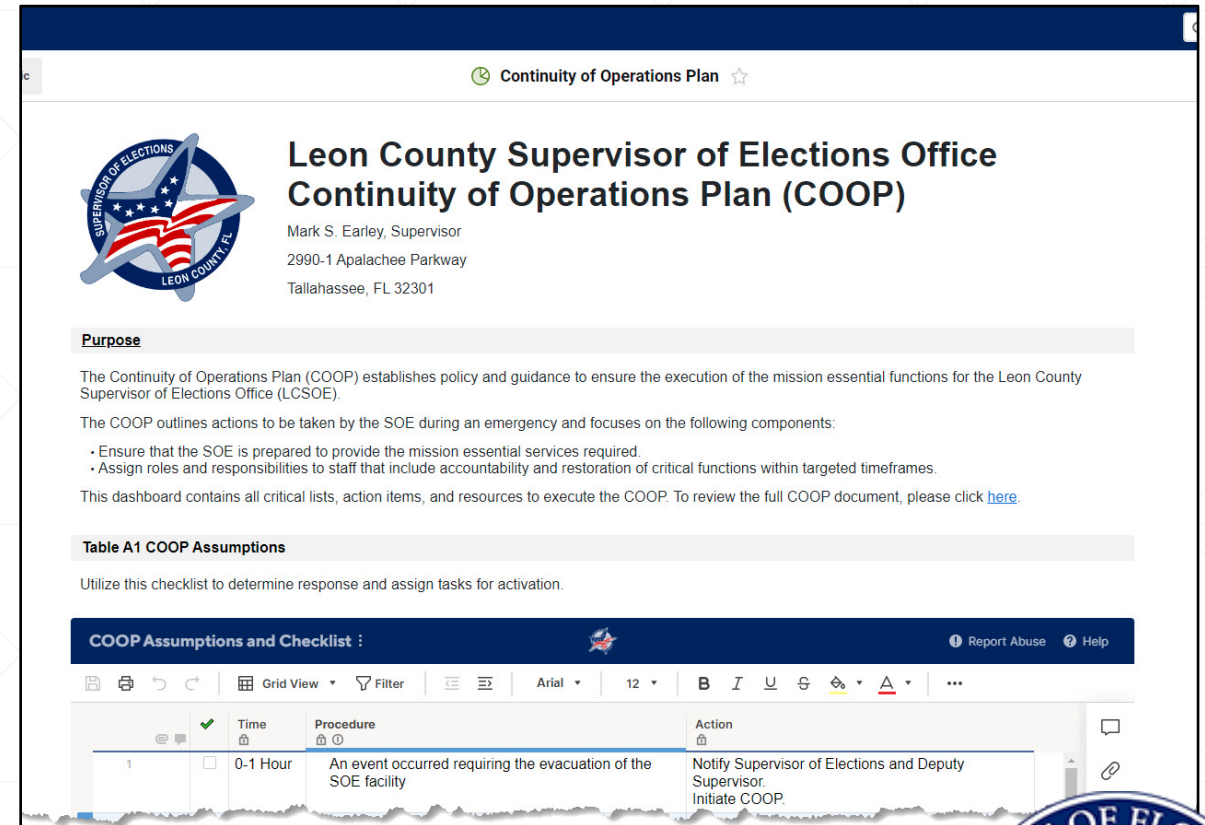
Best Practices:

- Attend EOC Briefings
- Have EM calls as part of your election planning



How and When to Execute Plan?

- Full or Partial Implementation
- Conceptual Plan
- Timing Stand-up



The screenshot displays the 'Continuity of Operations Plan' dashboard for the Leon County Supervisor of Elections Office. The header includes the office's logo and contact information for Mark S. Earley, Supervisor, located at 2990-1 Apalachee Parkway, Tallahassee, FL 32301. The main content area is titled 'Purpose' and explains that the COOP establishes policy and guidance to ensure the execution of mission essential functions. It lists two key components: ensuring the SOE is prepared to provide essential services and assigning roles to staff. A link is provided to review the full COOP document. Below this, a section titled 'Table A1 COOP Assumptions' includes a checklist for activation. The table has columns for 'Time', 'Procedure', and 'Action'. The first row indicates a response time of '0-1 Hour' for the procedure 'An event occurred requiring the evacuation of the SOE facility', with the action being to 'Notify Supervisor of Elections and Deputy Supervisor. Initiate COOP.' The dashboard also features a 'COOP Assumptions and Checklist' section with a grid view and a filter, and a 'Report Abuse' link.

Leon County Supervisor of Elections Office
Continuity of Operations Plan (COOP)
Mark S. Earley, Supervisor
2990-1 Apalachee Parkway
Tallahassee, FL 32301

Purpose

The Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the execution of the mission essential functions for the Leon County Supervisor of Elections Office (LCSOE).

The COOP outlines actions to be taken by the SOE during an emergency and focuses on the following components:

- Ensure that the SOE is prepared to provide the mission essential services required.
- Assign roles and responsibilities to staff that include accountability and restoration of critical functions within targeted timeframes.

This dashboard contains all critical lists, action items, and resources to execute the COOP. To review the full COOP document, please click [here](#).

Table A1 COOP Assumptions

Utilize this checklist to determine response and assign tasks for activation.

COOP Assumptions and Checklist :

	Time	Procedure	Action
1	0-1 Hour	An event occurred requiring the evacuation of the SOE facility	Notify Supervisor of Elections and Deputy Supervisor. Initiate COOP.



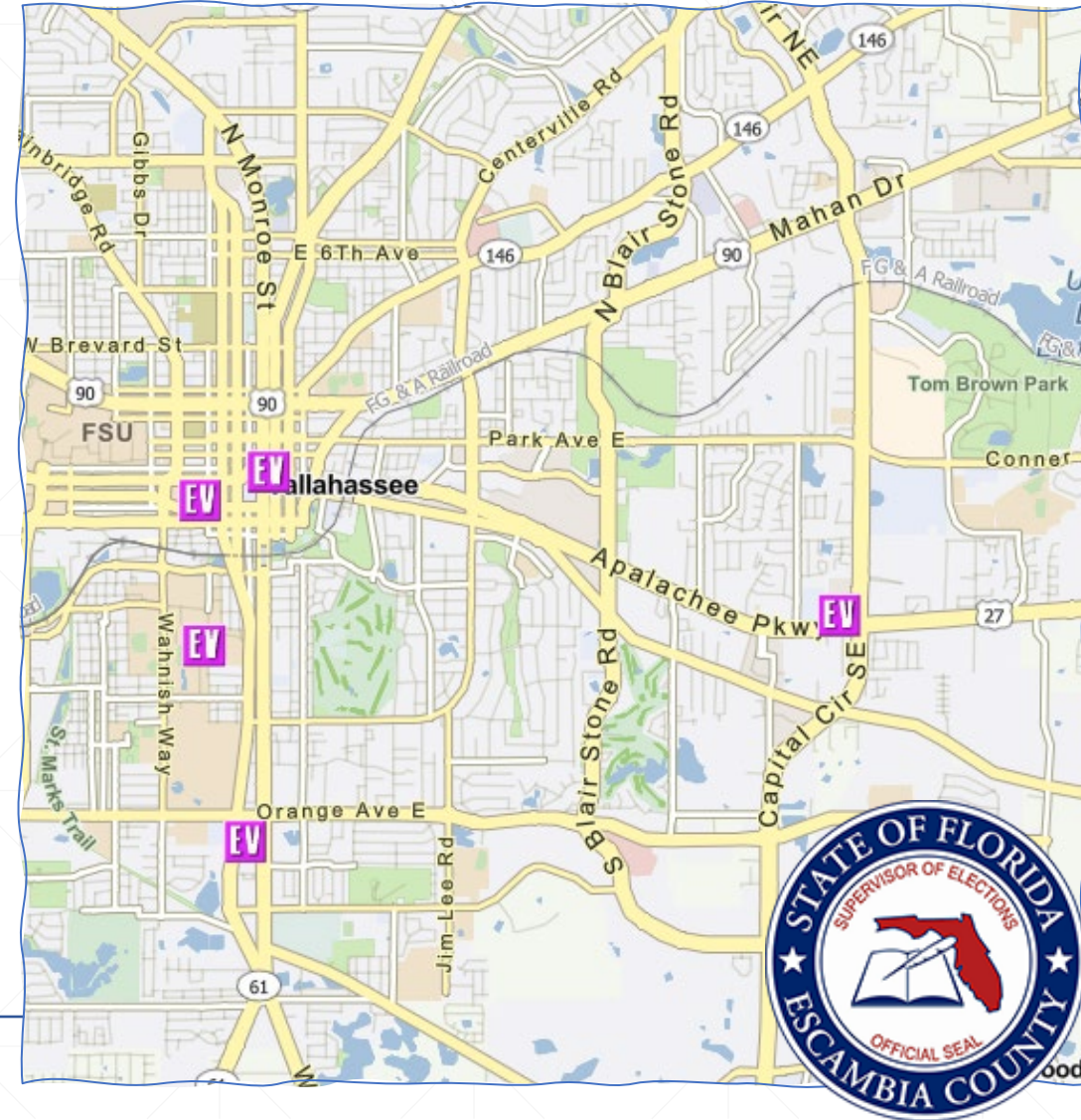
Budgeting Elements

- Mutual Aid
- FEMA Reimbursements
- Funding Availability



Alternate Facility Considerations

- Primary and Alternate Location
- Alternate Polling Locations (ED & EV)
 - Leon County Plan



Alternate Facility (Cont.)

- Specific Equipment and Space Needs

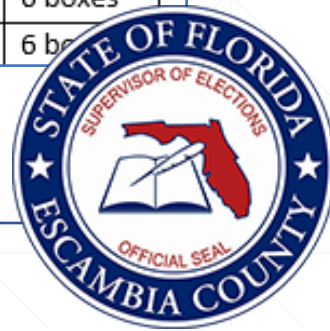
Description	Minimum	Optimum
Non-Election Period		
Administrative workspace (Permanent Staff 20)	3,000 sq ft; desks and open spaces	5,000 sq ft
Meeting space	500 sq ft	1,000 sq ft
Phone lines	10 w/rolover queue	20/with rollover queue
Network	500 MBs	1 GBs
Data lines	30	50
Warehouse Air Conditioned Storage (could be offsite or temp stored)	20,000 sq ft	30,000+ sq ft
Break room	250 sq ft	400 sq ft
Secure Storage (servers, machines)	900	1,500
Public/Lobby	500	1,000
Mail handling	500	700
TOTAL	26,450 sq ft	40,600 sq ft
Additional During Election Period		
Administrative workspace for seasonal workers (20)	1,500 sq ft; cubicle style	3,000 sq ft
Meeting space	2,500 sq ft (Murray Room)	4,200 sq ft (Riley + Murat)



Alternate Facilities (Cont.)

- Location Needs
 - Be prepared when asked
- Execute Transition
 - Gradual or Sudden

Supplies Inventory		
√	Description	Quantity
	Phones	7
	Phone connections	16
	Network connections	48
	Tables	15
	Chairs	30
	Televisions	6
	Computers	16
	Printers / Copier	1
	Reams of paper (Dual-use Printers and Fax)	10
	Faxes	1
	Paper Pads	10
	Hard Copies of the COOP	1
	Employee Manuals/Operational Guides	1
	Pencils	6 boxes
	Pens	6 boxes



Examples:

- Hurricane Sally- Escambia County
 - UOCAVA Ballot Processing
 - Election Worker Training
 - Operations in Multiple Locations



Examples:

- Hurricane Hermine- Leon County
 - HVAC System not on Generator
 - Building Improvements
 - Possible Solutions



Communications

- Staff Designations
 - Emergency Essential
 - Emergency Call Back

Table C1 Staff Emergency Designation

All SOE staff members are considered essential. Employees are identified as Essential or Call Back.

Essential: Employees with designation may not be on site during an emergency, but are required to report back in 24 designated time.

Call Back: Employees will follow agency procedures and return when notified by the Deputy Supervisor or their manager.

EC500

Staff Emergency Assignment Designation :

	Name	Title	Ext	Designation
1	Alessandra Shurina	Voter Services Specialist	8615	Call Back
2	Alex Mosca	Public Information Specialist	8621	Essential
3	Bill Calhoun	Voting Systems Technician I	8623	Call Back
4	Chris Moore	Deputy Supervisor of Elections	8612	Essential
5	Cory Logan	Voter Services Specialist	8614	Call Back
6	Dave Marowski	Voting Systems Technician II	8626	Essential
7	Diana Mitchell	Elections Project Manager	8618	Call Back



Communications

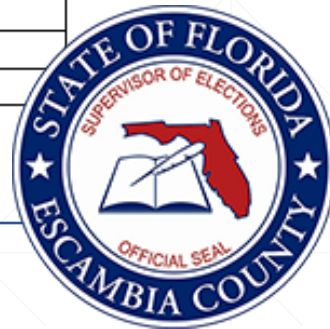
- Internal Communication
 - Phone Tree
 - Mass Communication Methods
- Vendor Communication

Emergency Notification Tree

Senior Management Team	
Primary	David Stafford
Secondary	
Employee	Telephone Number(s)
Chris Heaney	
Sonya Daniel	

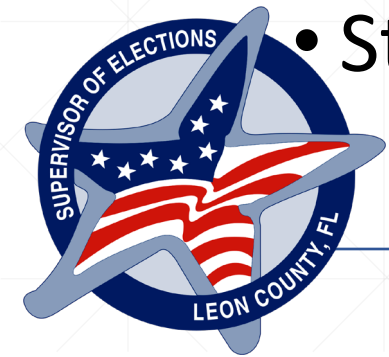
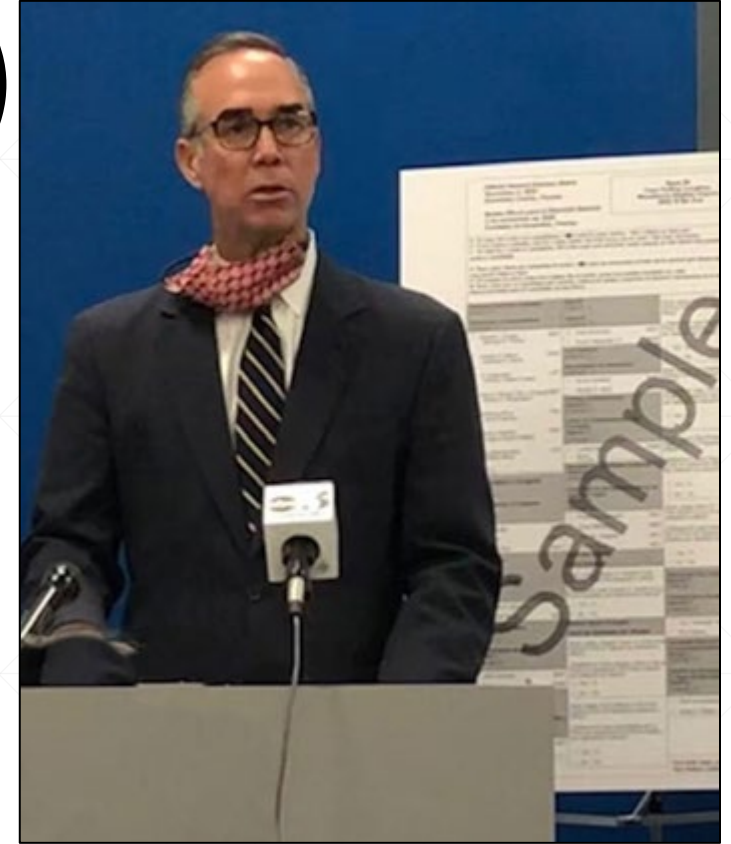
Operations	
Primary	Chris Heaney
Secondary	Keelie Sekerka
Employee	Telephone Number(s)
Keelie Sekerka	
Mark Mizrahi	
Connar Moore	

Administration	
Primary	Sonya Daniel
Secondary	Brandi Ziglar
Employee	Telephone Number(s)
Brandi Ziglar	
Cheryl Young	
Liz Carew	
Vicki Mizrahi	
Lindsey Pernas	



Communications (Cont.)

- External Communication
 - Prioritize Media Responsibilities
 - Draft Messages Ahead of Emergency
 - Media Plan and Talking Points
- Staging for Interviews, Video, and Stand-ups



Canvassing Board Considerations

- Legal Issues and Sunshine Law Requirements
- Meeting Schedule
- Advertising Requirements
- EOC Conflicts with CB Members



Return to Normal Operations

- Assess “When” and “How Soon”
- “Hot Wash” or After-Action Review
- Plan Updates



COOP Resources

- FEMA Template

https://link.edgepilot.com/s/4c27ca59/8SUxunhd70ya_XJxl5CMIQ?u=https://www.fema.gov/continuity-resource-toolkit

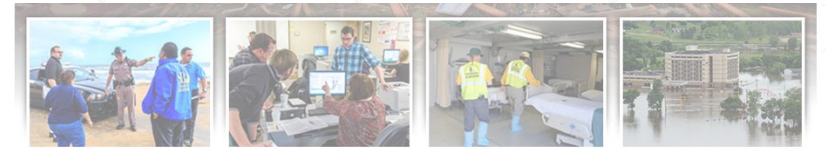
- Florida Division of Emergency Management

<https://www.floridadisaster.org/dem/library/preparedness/>

- EAC Website

<https://www.eac.gov/election-officials/contingency-plans/>

<https://www.eac.gov/election-officials/disaster-preparedness-and-recovery/>



Continuity Plan Template and Instructions
for Non-Federal Entities and Community-
Based Organizations

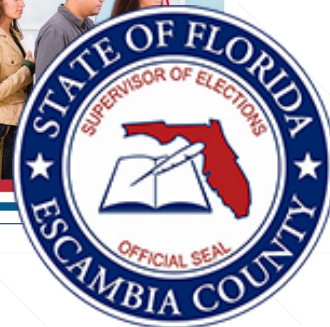
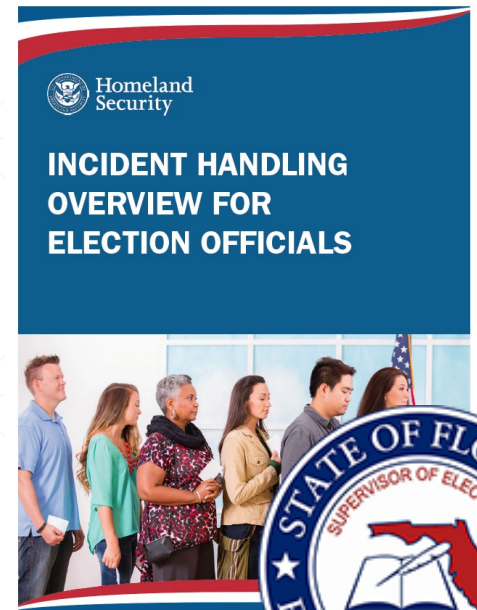
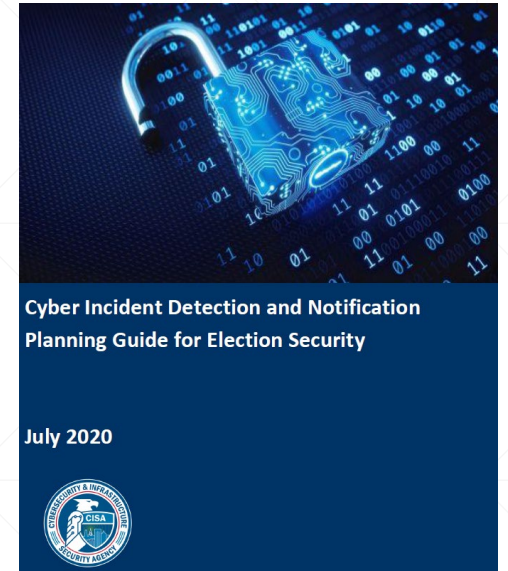
[Department/Agency/Organization Name]

[Month, Day, Year]



Cyber Response Resources

- CISA Cyber Incident Detection and Notification Planning Guide for Election Security (July 2020)
- Homeland Security 'Incident Handling Overview for Election Officials'



Questions?



Thank You!

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