

METRO PARKS TACOMA CONCEPT OF OPERATIONS- EMERGENCY SUPPORT FUNCTIONS

Metro Parks Tacoma (MPT) is committed to protecting the welfare of its employees and the people, plant collections and animals in its care. MPT's Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the execution of mission-essential functions for the agency in the event that an emergency threatens or incapacitates operations. Individual site plans will support this plan. During a disruption of normal events, MPT must focus its efforts and limited resources on functions that cannot be deferred in order to sustain the District's operational capability.

ESSENTIAL FUNCTIONS

Essential Functions are a limited set of MPT functions that must be continued throughout, or resumed rapidly after, a disruption of normal operations. It includes those functions that, if disrupted for more than 24 hours, will result in loss of life, confidence in government, or loss of economic integrity.

These Essential Functions enable MPT to continue vital services, exercise command and control, and maintain the safety and well-being of employees within the park district's care. Essential functions are those that if neglected for more than two weeks risk the safety, viability and sustainability of assets and infrastructure. Essential functions are also provided by MPT when the District is not the primary response organization- for example providing support/capacity to the City of Tacoma, Pierce County and Tacoma Public Schools.

Essential Functions are those that ***absolutely cannot*** be deferred during an emergency or disaster. These functions may be performed physically at a designated MPT work or jobsite, and/or virtually from a remote location. The following are listed in priority order:

- 1) Functions directly supporting the welfare of animals and botanical collections, including:**
 - a. Animal and plant life support systems;
- 2) Functions providing park, attraction and asset safety and security, including:**
 - a. Assuring access control, including gates and doors;
 - b. Monitoring facility security and life-support systems;
 - c. Monitoring parks and public spaces for safety and security
- 3) Functions directly supporting the response/management of and recovery from the incident/disruption/emergency, including:**
 - a. MPT Emergency Operations Center activation, deployment and support
- 4) Functions directly supporting the continuity of government, including:**
 - a. Governance and decision support to the Board of Park Commissioners;
 - b. Succession to key leadership and elected positions;
 - c. Communications with other branches of government and government agencies;
- 5) Functions directly supporting maintaining, repairing & restoring critical utilities, buildings and infrastructure, including:**
 - a. Water; wastewater; electrical, fire suppression systems, natural gas/propane, etc.;
 - b. Heating, ventilation, and air-conditioning systems (HVAC);
 - c. Protecting assets for public safety and preserving public investment
- 6) Functions directly supporting State, County and/or City initiated requests for emergency assistance, including:**
 - a. Planning and implementation of emergency community services;
- 7) Functions providing primary business support services that MPT must conduct in order to perform these Essential Functions;**

Location of animal collections:

- Point Defiance Zoo and Aquarium
- Northwest Trek Wildlife Park
- Tacoma Nature Center (TNC)
- Fort Nisqually
- Seymour Conservatory

Location of plant collections:

- Greenhouse
- Seymour Conservatory

Location of emergency community services:

- Childcare - Stanley Elementary School
- TBD

Essential Workforce- these are the personnel needed to perform/maintain essential services and as identified by Governor Inslee's "**Stay Home, Stay Healthy**" Order (issued 3/23/2020 and as subsequently amended) and may be performed at an MPT work/job-site and/or virtually from a remote location:

- 1) Workers providing care to animals in zoos, aquariums, wildlife parks, nature preserves and game farms.
- 2) Workers who support and perform emergency management, law enforcement, and emergency management systems.
- 3) Workers who support the operation, inspection and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues;
- 4) Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications.
- 5) Critical government workers, as defined by MPT and consistent with MPT's Continuity of Operations Plans;
- 6) Workers to ensure continuity of building functions;
- 7) Federal, State and Local, Tribal, and Territorial employees who support Mission Essential Functions and communication networks;
- 8) Workers supporting public and private childcare establishments and child care for the children of essential workers across all sectors and for uniquely vulnerable children;
- 9) Construction workers who support the construction, operation, inspection and maintenance of construction sites and construction projects for all essential facilities, services and projects included in the Governor's Executive Order 3/23/20 Essential Functions document;

NON-ESSENTIAL FUNCTIONS

Non-essential duties are supplemental to the response and recovery from an incident or emergency but may be performed as needed to support the current level of operations. These functions can be disrupted for more than two weeks but are necessary for the normal operations of MPT.

These functions may be performed physically at a designated MPT work or jobsite, and/or virtually from a remote location. The following are listed in priority order:

- 1) Functions supporting the repair and replacement of damaged assets and systems to reduce/eliminate general risk, safety and health concerns;**
- 2) Functions supporting maintaining/restoring access to tenant property, including:**
 - a. Dry-stored boats and watercraft
 - b. Concessions/food services
 - c. Buildings/facilities
- 3) Functions supporting routine grounds and facilities maintenance in order to maintain and preserve parks, trails, natural areas, facilities, attractions, programs and services;**
- 4) Functions supporting the recreational, conservation, cultural, health, and leisure needs of the community, including:**
 - a. Programs, services and rentals
 - b. Community Centers operations
 - c. Historical and cultural facilities
 - d. Aquatic facilities, including pools, spray grounds
 - e. Community events
- 5) Functions supporting capital planning, development and construction management**
- 6) Functions supporting secondary business support services, including:**
 - a. Accounts receivable
 - b. Business systems & point-of-sale
 - c. Training and development
 - d. GIS portal
 - e. Marketing
 - f. Resource Development
 - g. Multi-Media Content Management