

VASHON PARK DISTRICT

CONCEPT OF OPERATIONS- EMERGENCY SUPPORT FUNCTIONS

Vashon Park District is committed to protecting the welfare of its employees and the people and parks/facilities in its care. VPD's Infectious Disease and Public Health Emergency Policy establishes policy and guidance to ensure the execution of mission-essential functions for the agency in the event that a public health emergency threatens or incapacitates operations. During a disruption of normal events, VPD 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 VPD 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 VPD 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 can also be provided by VPD when the District is not the primary response organization -- for example providing support/capacity to the town of Vashon, King County, and the Vashon Island School District.

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

- 1) Functions providing park, attraction and asset safety and security, including:
 - a. Assuring access control, including gates and doors;
 - b. Monitoring facility security;
 - c. Monitoring parks and public spaces for safety and security
- 2) 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 staff, branches of government, and government agencies;
- 3) 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
- 4) Functions directly supporting State, County and/or Vashon initiated requests for emergency assistance, including:
 - a. Planning and implementation of emergency community services;
- 5) Functions providing primary business support services that VPD must conduct in order to perform these Essential Functions.

Essential Workforce – defined as 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 a VPD work/job-site and/or virtually from a remote location:

- 1) Workers who support and perform emergency management and emergency management systems.
- 2) Workers who support the operation, inspection and maintenance of essential public works facilities and operations, including fleet maintenance personnel, construction of critical or strategic infrastructure,

emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues;

- 3) Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications.
- 4) Critical government workers, as defined by VPD and consistent with VPD's Continuity of Operations Plans;
- 5) Workers to ensure continuity of building functions;
- 6) 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 VPD.

These functions may be performed physically at a designated VPD 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 routine grounds and facilities maintenance in order to maintain and preserve parks, trails, natural areas, facilities, programs and services;
- 3) Functions supporting the recreational, conservation, cultural, health, and leisure needs of the community, including:
 - a. Programs, services and rentals
 - b. Historical and cultural facilities
 - c. Aquatic facilities
 - d. Community events
- 4) Functions supporting capital planning, development and construction management
- 5) Functions supporting secondary business support services, including:
 - a. Accounts receivable
 - b. Business systems & point-of-sale
 - c. Training and development
 - d. Marketing
 - e. Resource Development
 - f. Multi-Media Content Management