

**City of Kenmore**

Pandemic Emergency Continuity of Government Plan

Level 0 Operation	Normal business practice with no emergency.
Level 1 Operation	Emergency declared; reduced city services based on staffing limitations; at-risk employees encouraged to work from home or use sick leave. Employees continue with regular job duties unless directed to perform special duties.
Level 2 Operation	City Hall closed to the public; further reduced city services; more employees may be encouraged or even directed to work from home; employees continue with regular job duties unless directed to perform special duties, including staffing the Emergency Operations Center, if activated.
Level 3 Operation	City Hall closed to the public; city staffing is further limited due to sick leave, directives, or other factors; employees are directed to perform Level 3 and 4 Functions. Available employees who were performing Level 0-2 functions may be either directed to stay home or directed to assist with Level 3 and 4 functions, including working in the Emergency Operations Center.
Level 4 Operation	City Hall closed to the public; staffing is further limited due to infections, quarantines, directives, etc. Employees are directed to perform Level 4 Essential Life Safety Functions. Available employees who were performing Level 0-3 functions may be either directed to stay home or directed to assist with Level 4 functions, including working in the Emergency Operations Center.

P= Priority over other 2's

Level	Functions*	Level	Functions*
4	Public Safety – Police Services	2	Events
4	Emergency Management	2	Parks and Recreation
4	Governance/Administrative	2	Nuisance Codes
4	Pay Bills and Employees	2	Capital Projects
3	Clean Water- Illicit Discharge	2	Economic Development
3	Roads - Safety	2	Special Events
3	West Samm Bridge Project	2	ROW Landscaping
2 <sup>P</sup>	Clean Water – Inspections & Water Quality	2	Local Business Communications
2 <sup>P</sup>	Land-use	2	Special Projects
2 <sup>P</sup>	Building Codes	1	Trainings
2 <sup>P</sup>	Records	1	Hangar
2 <sup>P</sup>	Fleet Maintenance	1	Senior Center
2 <sup>P</sup>	Human Services	0	Room Rentals; indoor recreation activities

\*Many of these functions will likely need to be broken into more discreet categories for the purposes of determining essential vs. nonessential tasks. In other words, the above functions may be split into their own levels 0-4 to determine what is most essential at each stage.

### City of Kenmore Pandemic Emergency Line of Succession

The following line of succession plan directs who will be acting city manager to perform essential leadership functions in case the city manager and successors are unavailable or incapacitated during a Pandemic Emergency:

1. City Manager
2. Assistant City Manager
3. Administration and Finance Director
4. Community Development Director
5. Development Services Director
6. Public Works Operations Manager
7. City Engineer
8. Environmental Services Manager
9. Chief of Police
10. City Clerk

Approved by:

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Rob Karlinsey, City Manager

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Date