



King County

**King County
Continuity of Government Plan**

February 2022

SIGNATURE PAGE

Continuity of Government (COG) is the ability of a governing body to continue to function during and after an emergency. COG is paramount in the event of a crisis or emergency within or affecting King County. This COG Plan is an integral component of a system that assures the capability of King County Government to perform its essential functions in times of emergency or the threat thereof. While related to Continuity of Operations (COOP) planning, the focus of COG planning is to ensure the ability of the governing body to operate, including making and enacting legislation, setting policy, and authorizing expenditures during emergencies.

By the signatures below, the King County Executive approves this Continuity of Government Plan and fully understands the roles and responsibilities during and after a COG Event, as well as the policies and procedures to be undertaken in such situations.



King County Executive



Date

RECORD OF CHANGES

Change Number	Location of Change	Date Of Change	Individual Making Change	Description of Change
2022-1	Entire Document	February 2022	Brendan McCluskey (OEM)	New COG Plan approved

TABLE OF CONTENTS

Introduction	4
Overview	5
Situation and Assumptions	5
Activation and Operations	7
Administration and Logistics Support	7
Roles and Responsibilities	7
Documents of Authority	9
Concept of Operations	10
A. Succession of County Governmental Leadership	12
B. Emergency Authority	13
C. Command and Control	15
Plan Development and Maintenance	15
Appendix 1 – Implementation Procedures	17

Introduction

The mission of King County Government is to provide fiscally responsible, quality-driven local and regional services for healthy, safe, and vibrant communities. In that mission, King County Government serves, educates, and protects our community by shaping and implementing King County's policies, laws, regulations, and other initiatives. When a disaster strikes geographic King County, the people of and visitors to King County rely on the government (hereinafter, King County Government) to provide essential services, as well as continue to perform its duties as defined by the Constitution of the State of Washington and the King County Charter.

To ensure the survival and stability of the County, King County Government has the responsibility to ensure that an effective Continuity of Government (COG) Plan is current, accessible, and understood. This plan provides a common platform for decision-making for the continuation of government functions that supports the rapid reconstitution of overall critical and essential government services provided by King County Government as noted in various Continuity of Operations (COOP) Plans. This document provides planning and program guidance to ensure the organization of King County Government is capable of conducting its duties specified in the Constitution of the State of Washington and the King County Charter.

King County is at risk from a number of hazards, including natural, human-caused, and technological, which threaten lives, the environment, and property. For a detailed discussion of these hazards, and their relationship to the County and its communities, see the Hazard Identification, Risk Assessment, and Consequence Analysis, found within the King County Regional Hazard Mitigation Plan.¹ While the severity and consequences of an emergency cannot be predicted, effective contingency planning can reduce the impact to King County Government's mission, its personnel, and its facilities.

The King County Office of Emergency Management (KCOEM) has put forth the COG Plan for the County, in coordination and cooperation with the King County Executive, and with the support of the other separately-elected constitutional officers, including the Legislative and Judicial Branches. The King County Executive's Office, with the assistance and support of KCOEM and other Executive Branch agencies, is responsible for coordinating the restoration of King County Government.

The COG Plan addresses the continuation, resumption, and recovery of King County Government from any and all emergency, disaster, or catastrophic events that threaten to or do obstruct the ability of King County Government to perform its duties as specified in the Constitution of the State of Washington and the King County Charter. The COG Plan focuses on the following critical areas pertaining to government continuity:

- Succession of Leadership
- Executive's Emergency Authority
- Command and Control

This plan is not a COOP Plan. The COG Plan does not address plans for continuing or coordinating County resources in response to an emergency, disaster, or catastrophic event. These efforts are addressed in

¹ <https://www.kingcounty.gov/depts/emergency-management/emergency-management-professionals/regional-hazard-mitigation-plan.aspx>

King County Continuity of Government Plan

the King County Comprehensive Emergency Management Plan (CEMP), individual King County Department/Agency COOP plans, and other related emergency plans. The implementation of the COG Plan will almost certainly be coincident with the implementation of one or more of those other plans.

While providing a structure of guidelines and procedures, at no time is this COG Plan intended to inhibit or replace the use of experience, common sense, and best judgment by King County Government leadership, King County agency representatives, or organizations and businesses when determining the actions and resources needed to protect and serve the people of and visitors to King County. The details described in this plan may or may not apply to specific situations. King County elected officials and employees must use their discretion in each situation to determine the best course of action. Processes and procedures listed in this plan serve as guidance but are not intended to replace the best judgment of those who are directly handling a specific incident response.

Overview

Purpose: The COG Plan identifies how King County’s responsibilities, as defined in the Washington State Constitution and King County Charter, will be preserved, maintained, or reconstructed in the event of a disaster or other event that disrupts normal governmental operations. This COG Plan describes how provisions in the Constitution of the State of Washington and the King County Charter, as well as in the Revised Code of Washington and the King County Code, related to the continuity of government, will be implemented following such an event.

Scope: The plan aims for King County Government continuation, resumption, or recovery from any emergency, disaster, or threat that obstructs King County Government from carrying out state constitutional or King County Code-required responsibilities. This COG Plan articulates the responsibilities, functions, processes, and limits of the Executive, Legislative, and Judicial Branches of King County Government, as defined by the Constitution of the State of Washington, the Revised Code of Washington, the King County Charter, and the King County Code. Provisions for continuity of legislative and judicial functions also are included here, as well as provided for through constitutional and statutory authority. The “Documents of Authority” (see below) provide legal authority for the actions of King County Government described in this plan.

Situation and Assumptions

It is the policy of King County Government to maintain a comprehensive and effective continuity capability that includes departmental Continuity of Operations (COOP) Plans and a County Government-wide Continuity of Government (COG) Plan. Collectively, these are meant to ensure the preservation of King County Government and the continuing performance of individual departments under all conditions, including during and after emergencies and disasters. It is the intent of King County Government that continuity practices be incorporated into daily operations of each branch of government, and all departments, divisions, and offices. A comprehensive and integrated continuity capability will enable a more rapid and effective response to, and recovery from, an emergency or disaster.

There is potential for a naturally-occurring, human-caused, or technologically-based event that would disrupt normal governmental functions or operations and could prevent King County’s elected and appointed officials from fulfilling their constitutional and statutory charges (a COG Event). As a result, a

King County Continuity of Government Plan

risk assessment was conducted to focus the planning process; this risk assessment is based on the Hazard Identification, Risk Assessment, and Consequence Analysis contained within the King County Regional Hazard Mitigation Plan (RHMP). Any emergency that impacts people, infrastructure, or the environment has the potential to interrupt the ability of government to deliver services at normal levels. Whether the emergency is a natural disaster like an earthquake, or a human-caused disaster like a hazardous materials spill, or a technological disaster like a cyber attack, King County Government retains its obligation to deliver constitutional and King County Code-required services with its available resources.

This COG Plan is based on the assumption that the elected officials and staff members of King County Government may not receive warning of an impending emergency. Under such circumstances, the Constitution of the State of Washington, the Revised Code of Washington, the King County Charter, and the King County Code address succession of leadership, change in the seat of government, and emergency authority of the King County Executive.

All King County Government agencies and departments will conform to and support the emergency response actions, directives, and proclamations given by the King County Executive. During a COG Event, the Executive Office and all King County Government agencies and departments will operate in accordance with the current King County Comprehensive Emergency Management Plan (CEMP)².

The people of and visitors to King County will be informed of the emergency and continuity of government activities. During a COG Event, the Executive Office and all supporting King County Government agencies' public information functions will operate from a Joint Information Center (JIC).

The planning assumptions common to all King County Government in an emergency include:

- An emergency or disaster may occur at any time with little or no warning.
- A single facility or many/most/all King County Government facilities may be impacted.
- Single or multiple essential services may be affected at the same time.
- Some/many key personnel may be directly impacted and not available to report to work.
- Not all government services are critical or essential.
- Not all government services need to be maintained at normal levels during an emergency.
- Some disruption of services may occur as a result of the impacts from an emergency or disaster.
- Continuity of operations may need to be maintained for extended periods of time, including relocation of staff to alternate locations.
- Email and cell phone service may not be functioning.
- The Executive may be transported to the Emergency Operations Center (EOC) at the RCECC in Renton, or another location suitable for conducting critical government operations.
- There may be regional resource shortages.
- There are likely impacts to other jurisdictions.
- The Executive will necessarily balance support of our regional partners, continued delivery of King County Government essential services, and the emergency needs of public safety or property protection.

² <https://kingcounty.gov/depts/emergency-management/emergency-management-professionals/comprehensive-emergency-management-plan.aspx>

Activation and Operations

The Executive or the Executive’s successor may activate the COG Plan, or any provision contained within it, at any time. The Executive’s Senior Leadership Team (SLT), the Executive Cabinet, and the King County Director of Emergency Management play key roles in advising the Executive on emergency, disaster, and catastrophic events. All King County agencies and departments will cooperate fully, providing support as defined by the CEMP and associated plans, with incident directives given by the Executive or designee.

Administration and Logistics Support

Successful implementation of the COG Plan requires the identification and assignment of resources necessary for continuity purposes. In situations where relocation of any or all of the identified King County Government functions is not necessary, administrative and logistics support may be minimal. Individual Continuity of Operations (COOP) Plans for key partners should include provisions for prioritizing such support for COG purposes. In situations where relocation of any or all of the King County Government functions is necessary, the following table provides a listing of the primary required resources and the assigned entity for providing and setting up the resource. When additional resources and logistical support are needed to implement the COG Plan, assigned partners should communicate with the King County EOC; requests for resources and logistical support are to be submitted through the standard emergency support process.

Primary Resource	Assigned Entity
IT Resources (computers, monitors, printers, network support, etc.)	KCIT
Phone and Radio Resources (landline, VoIP, cellular, 800 MHz radios, etc.)	KCIT
Transportation Resources (individual vehicles, trucks, other vehicles)	DES-Fleet Services
Transportation Resources (mass conveyance)	Metro
Transportation Resources (VIP transport, helicopters, etc.)	KCOEM (with KCSO)
Office Resources (furniture, cabinets, chairs, etc.)	DES-Fleet Services
Office Resources (relocation and movement)	DES-FMD
Security Resources (security personnel)	DES-FMD; KCSO
Food Resources (catering, water, shelf-stable meals, etc.)	KCOEM
Cleaning and Maintenance Resources	DES-FMD
Facility Resources (office space, building support services, etc.)	DES-FMD
Records Management (orders, rules, and proclamations, etc.)	DES-RALS

Roles and Responsibilities

King County Executive

The King County Executive is responsible for implementing appropriate and timely actions to ensure the continuance of government functions and services. The Executive is the chief executive officer of the County and has all the executive powers of the County that are not expressly vested in other specific elective officers. The Executive is the chief peace officer of the County and sees that Washington state and King County laws, ordinances, rules, and regulations are enforced; directs and controls all subordinate officers of the County, unless the enforcement, direction, and control rests in some other officer or board by the King County Charter; and, maintains the peace and order in King County. Whenever an emergency or disaster occurs or is at imminent risk of occurring in King County and, in the judgment of the Executive, extraordinary measures are necessary to protect the public peace, safety and welfare, the Executive may

King County Continuity of Government Plan

proclaim the existence of such an emergency and issue orders as specified in the King County Code.

King County Council

The King County Council is the legislative branch of the King County Government; it is responsible for implementing appropriate and timely actions to ensure the continuation of government functions and services. Successors to fill vacancies in elective offices are appointed by the Council pursuant to the King County Charter and the State Constitution until a permanent successor is duly elected and qualified.

King County District Court

The District Court of King County is part of the judicial branch of King County Government and is responsible for a variety of civil and criminal matters. The District Court is a court of limited jurisdiction, and one of the busiest in the State of Washington. It hears cases such as small claims, tow and impound hearings, domestic violence protection orders, misdemeanors and expedited felonies, search warrants, and foreclosures, among others.

King County Office of Emergency Management

KCOEM is responsible for implementing the coordination and support management for the County during emergency, disaster, or catastrophic events. KCOEM maintains, operates, and coordinates the King County Emergency Operations Center (EOC). The Executive, key members of the Executive Office, Senior Leadership Team, and Cabinet may convene at a designated area of the King County EOC during such events. The EOC is responsible for coordination of information, resource requests, and other emergency functions during emergency operations.

King County Sheriff's Office

The King County Sheriff's Office (KCSO) may provide heightened security for the Executive and other officials of County departments and agencies, as well as the facilities to which the King County Government relocates during a succession period and thereafter for the duration of the COG Event. As the disaster recovery reaches a non-threatening level, normal security will resume, based on the assessment and advice of KCSO. KCSO also operates Guardian 1, the County's law enforcement air support unit; this resource may be called upon to transport the Executive and key officials to the King County EOC and/or other locations for COG purposes.

Department of Executive Services

The Department of Executive Services (DES) has one focus on providing internal services to King County agencies; the Facilities Management Division (FMD), Fleet Services Division (Fleet Services), and Records and Licensing Services Division (RALS) have roles in procurement of suitable facilities and providing related logistical support for relocation of the King County Government and allied support services. DES-FMD provides a range of support, from the buildings themselves, to facility infrastructure, to support services; DES-FMD also provides security resources, relocation and moving services, and building maintenance and custodial services. DES-Fleet Services has responsibility for the County's motor vehicle pool, including maintenance of light and heavy-duty equipment. Additionally, they oversee surplus property, which could include office infrastructure, such as desks, chairs, and tables. DES-Fleet Services is

King County Continuity of Government Plan

also responsible for identifying and salvaging all possible materials that are salvageable and able to be reused; every effort will be made to salvage, reuse, and reoccupy where possible. DES-RALS provides records management services and is key for production and preservation of critical governmental documents, such as orders, rules, and proclamations.

Department of Information Technology

The Department of Information Technology (KCIT) is responsible for King County's IT resources, relocation, and telework. Their resources and services include computer hardware, software, and network services, telephone systems, cellular telephones, and radios, including the County's 800 MHz Public Safety Emergency Radio Network (PSERN).

Metro

King County Metro provides bus, paratransit, vanpool, and water taxi services, and operates Seattle Streetcar, Sound Transit Link light rail, and Sound Transit Express bus service. During a COG Event, Metro may be called upon to provide transportation services for key government officials and others in support of continuity operations.

All King County Departments and Agencies

All King County departments and agencies will follow all proclamations, directives, and orders from the Executive coordinating and supporting the continuity of government.

Governor

The Governor is responsible to appoint Superior Court judges for COG purposes; Superior Court judges are essential to the County, but not technically part of or appointed through King County Government processes.

Documents of Authority

The King County Charter³

Article 2, Sections 230.30, 230.70
Article 3, Section 320.20
Article 4, Section 470.20
Article 6, Sections 680, 680.10
Article 8, Section 850

King County Code⁴

Title 1, Sections 1.24.017 (Rule 2.2), 1.24.025 (Rule 3), 1.24.035 (Rule 4), 1.24.145 (Rule 15)
Title 2, Sections 2.16.035, 2.56, 2.98.070
Title 2A, Section 2A.310.070

The Constitution of the State of Washington⁵

Article II, Sections 15, 42
Article IV, Sections 5, 7

³ https://kingcounty.gov/council/legislation/kc_code/03_Charter.aspx

⁴ https://kingcounty.gov/council/legislation/kc_code.aspx

⁵ <https://leg.wa.gov/CodeReviser/Pages/WAConstitution.aspx>

The Revised Code of Washington⁶

- Title 2, Chapter 2.08, Sections 120, 140, 150
- Title 3, Chapter 3.34, Sections 100, 150
- Title 36, Chapter 36.16, Sections 110, 115
- Title 36, Chapter 36.22, Section 120
- Title 36, Chapter 36.27, Section 030
- Title 36, Chapter 36.32, Section 070, 080, 090, 100
- Title 38, Chapter 38.52, Sections 010, 073
- Title 42, Chapter 42.14, Sections 010, 040, 070, 075 (Continuity of Government Act)

NOTE: the full text of these documents (above) provides the definitive roles, responsibilities, and requirements under the bodies of law for the concept of operations noted below.

Concept of Operations

This COG Plan describes preparedness, response, and recovery efforts to address emergencies that may impact the King County Government’s ability to deliver state constitutional and King County Code-required services. Continuity of Government requires people, facilities and/or equipment, and processes or procedures.

At the onset of a COG Event, the Executive will direct the assessment of King County Government’s ability of personnel/leadership to do their jobs; communications capability with the public, department leadership, and other elected officials; and the status of governmental infrastructure, resources, and supplies needed for continuation of required government services. The Executive may choose to confer with other King County, local, and/or regionally elected officials on decisions related to Continuity of Government.

King County participates in the full spectrum of readiness and preparedness activities to ensure its personnel can continue essential functions in an all-hazard/risk environment. Readiness activities are divided into two key areas:

- Organization readiness and preparedness
- Staff readiness and preparedness

Organization Readiness and Preparedness

Where an emergency or disaster may impact the ability of King County Government to deliver critical or essential services, the Executive has directed steps to address the consequence of those impacts before they occur. The improvement to service delivery has included efforts by the County to install systems that improve facility security, employee preparedness, protection of vital records, cross training of key and essential employees, and development of a comprehensive All Hazards Emergency Response Manual by the Department of Human Resources. In addition, all King County Departments have COOP Plans that address many of these requirements.

⁶ <https://apps.leg.wa.gov/rcw/>

Staff Readiness and Preparedness

The Executive, KCOEM, and other officials encourage personal preparedness and recognize its contribution to continuing essential services. Personnel should plan in advance on what to do in an emergency and should develop a family plan to increase personal and family preparedness. All employees are encouraged to contact the King County Office of Emergency Management or visit the OEM website⁷ for the latest information and resources on personal and family preparedness; staff members are urged to review their personal emergency kits and family plan annually.

Alert and Notification

KCInform⁸ is an emergency alert and notification system that is used to communicate important information to County employees before, during, and after emergencies. In addition to KCOEM, members of the Department of Human Resources, the KCSO Communications Center, and various other agencies have access to create and send messages via this system. Decisions and other information may also be transmitted through phone trees, by email, by public announcement on commercial radio or television and cable stations, and/or on various social media platforms.

Relocation

Whenever, due to an emergency, it is imprudent, inexpedient, or impossible to conduct the affairs of the King County Council at the Seat of Government, the Council may select an alternate Seat of Government at which to meet and conduct business. The decision to relocate during an emergency is made by the Chair of the Council and at least two (2) other Council Members. After an emergency relocation, the affairs of the Council will be lawfully conducted at the emergency location for the duration of the emergency.

The decision for directing employees to report to work or not, where to report to work (if applicable), and recalling employees from leave, or other considerations, will be made by the Executive, for Executive Branch employees, after having been briefed regarding the status of the event. Once the Executive has made a decision, the Executive's Communications Team will send a message to impacted employees.

The King County District Court has locations in Auburn, Bellevue, Burien, Issaquah, Kent, Redmond, Seattle, Shoreline, and Vashon Island; the Presiding Judge is located in the King County Courthouse in Seattle. The Presiding Judge has the power to reassign judges from one location to another and may do so during emergencies due to caseloads and/or inability to use the existing facilities.

If the activation of the COG Plan is due to, or accompanies, the need to relocate to an alternate facility then, within one (1) week of the emergency relocation, the following individuals will initiate and coordinate operations to salvage, restore, and recover those facilities that were relocated after receiving approval from the appropriate authorities:

- The King County Executive or designee will serve as the Reconstitution Manager.
- The Chair of the King County Council, if the Seat of Government has been temporarily relocated.
- The Presiding Judge of the King County District Court, if any of the court locations have been relocated.
- The Directors, or their designees, of KCIT, KCSO, and DES.

⁷ <https://www.kingcounty.gov/ready>

⁸ <https://www.kingcounty.gov/kcinform>

- The Director of KC OEM.
- Any other personnel as deemed necessary by the Executive.

Reconstitution

Reconstitution will commence when the emergency situation has ended and is unlikely to reoccur. Once the Executive, in coordination with other applicable authorities has made this determination, one or a combination of the following options may be implemented:

- Continue to operate from the alternate facility.
- Reconstitute the primary facility and begin an orderly return to the facility.
- Begin to establish a reconstituted facility in another facility, or develop a new, temporary or permanent, designated location.

Before relocating to the evacuated facility or another facility, the building will be assessed for security, safety, and health feasibility, as well as functionality for systems, communications, and other required capabilities to ensure all essential functions may be performed.

Upon verification that the new or restored facility is available and operational, and that the facility is fully capable for essential government functions and operations to be accomplished there, the Reconstitution Team will begin supervising the movement of personnel, equipment, and documents to that facility. The phase-down and return of personnel, functions, and equipment will follow a priority-based plan developed for the incident.

A. Succession of County Governmental Leadership

Executive

In the event that a vacancy exists or occurs in the office of the Executive during or immediately following the occurrence of a disaster requiring the execution of the CEMP, the powers and duties of the Executive, subject to the provisions of the King County Charter, shall be exercised and discharged by a temporary interim successor designated pursuant to executive order.

The King County Executive, Assessor, Director of Elections, and Prosecuting Attorney shall each designate one or more employees who serve as a deputy or assistant in such office to serve as an interim official in the event of a vacancy in that office. Designations must: be in writing and signed,; identify the order of precedence if more than one county officer or employee is designated; and, be filed with the DES-RALS, with a copy sent to the Chair of the King County Council.

King County Council

If an emergency, as defined in King County Code, reduces the number of Councilmembers, then those Councilmembers available and present for duty have full authority to act in all matters as the King County Council. Quorum requirements shall be suspended for the period of the emergency. As soon as practicable thereafter, the available Councilmembers shall act in accordance with the King County Charter and state law to fill existing vacancies.

In the event of the inability of the Council Chair to serve in that capacity, the following order of succession shall be observed:

King County Continuity of Government Plan

- A. Vice Chair of Policy Development,
- B. Vice Chair of Regional Coordination,
- C. Remaining Councilmembers in order of their seniority of service cumulatively in County elective office and state legislative office.

Judiciary (King County District Court)

Upon being apprised of an existing or scheduled vacancy, the presiding judge of the King County District Court shall promptly provide written notice to the Chair of the King County Council. Following the process outlined in the King County Code, the Council makes appointments to fill vacancies by adoption of a legislative motion. Additionally, the Presiding Judge of the District Court has the power to temporarily reassign judges from one district to another to ensure the expeditious and efficient handling of all cases and equal distribution of the workload among the several judges.

B. Emergency Authority

General Delegation

The Executive has the power to assign duties to administrative offices and executive departments that are not specifically assigned by the King County Charter or by ordinance.

Any power or duty of a County officer, except the veto power of the Executive, may be delegated by that officer to another officer or employee under the delegating officer's control and supervision; provided, however, that the delegating officer shall continue to be responsible for the exercise of the power or the performance of the duty delegated.

The King County Council shall not delegate its legislative power, except to the extent that it delegates to a County officer the authority to promulgate regulations in accordance with adequate standards established by the Council.

Emergency Management Powers and Authority

The Executive has general supervision and control of the emergency management organization and is responsible for implementing the provisions of King County Code in the event of a disaster. Specifically, the Executive is authorized and empowered to, among other items:

1. Make, amend, and rescind necessary orders, rules, and regulations to implement the emergency provisions of the Code;
2. Cooperate with governments and private agencies in all matters pertaining to the emergency management operations of the County;
3. Procure supplies and equipment, institute training and information programs, and take all other steps including the full or partial mobilization of the emergency management organization in advance of an actual disaster;
4. Coordinate preparation of disaster proclamations and the appropriate documentation thereof for the purpose of obtaining state and federal relief and assistance;
5. Enter into mutual aid arrangements in collaboration with other public and private agencies for reciprocal emergency aid and assistance in the event of a disaster too great to be managed without assistance; and

King County Continuity of Government Plan

6. Delegate any administrative authority vested in the Executive and provide for the sub-delegation of any such authority.

Declaration of Emergency and Related Powers

The Executive is responsible to see that all Washington state and King County laws, ordinances, rules and regulations are enforced; direct and control all subordinate officers of the County, unless the enforcement, direction and control rests in some other officer or board by the King County Charter; and maintain the peace and order in King County.

Whenever an emergency or disaster occurs, or is at imminent risk of occurring, in King County and, in the judgment of the Executive, extraordinary measures are necessary to protect the public peace, safety and welfare, the Executive may proclaim the existence of such an emergency; this proclamation must be in writing.

Upon the proclamation of an emergency by the Executive, and during the existence of the emergency, pursuant to King County Code Section 12.52, the Executive may make and proclaim any or all of the following orders:

1. An order recalling King County employees from vacation, canceling days off, authorizing overtime or recalling selected retired employees;
2. An order waiving the public advertising and competitive procurement requirements of state law and K.C.C. Chapter 2.93 and the requirements of K.C.C. Chapter 2.93 relating to County contracts for the following purchases or leases:
 - a. tangible personal property;
 - b. public works as defined by RCW 39.04.010; and
 - c. services, including professional or technical services.
3. An order directing evacuation or clearing of debris and wreckage caused by an emergency or disaster from publicly and privately owned lands and waters;
4. An order imposing a general curfew applicable to King County as a whole, or to any geographical area or areas of King County and during any hours, as the Executive deems necessary. The Executive may modify the hours curfew will be in effect and the area or areas to which it will apply at any time;
5. An order requiring any or all business establishments to close and remain closed until a further order;
6. An order requiring discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all parts of King County, or the closure of any and all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed. However, with respect to those business establishments that are not primarily devoted to the sale of alcoholic beverages and in which alcoholic beverages may be removed or made secure from possible seizure by the public, the portions of the business establishment utilized for the sale of items other than alcoholic beverages may, in the discretion of the executive, be allowed to remain open;
7. An order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;

8. An order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;
9. An order granting emergency postponement of King County permit procedures for public work projects, as defined by RCW 39.04.010, responding to conditions of the emergency or for restoration of public facilities damaged as a result of the emergency. Any postponement under this subsection shall be temporary. All projects must comply with all applicable code requirements. A permit and inspection must be obtained as soon as possible after work has begun, but permit application shall be made no later than six months after the date of the emergency proclamation; and
10. Any other orders as are imminently necessary for the protection of life and property.

C. Command and Control

Authority to prioritize, direct, and control continuity efforts is the responsibility of the Executive, and if/when the Executive is unavailable to fill that role, authority may devolve to their line of succession as designated in the most recent Executive Order⁹ on succession, as provided under King County Code Section 2.56. Upon the occurrence of a COG Event, the officials identified in that Executive Order, in descending order of priority, will be responsible for the execution of the COG Plan.

Plan Development and Maintenance

The KCOEM Continuity Coordinator, in collaboration with the KCOEM Director, and the King County Executive's Deputy Executive, Chief of Staff, Budget Director/Chief Operations Officer, and Chief Legal Counsel, is responsible for plan development and maintenance. The King County COG Plan shall be formally reviewed annually, and updated as part of that annual review, and as necessary following an exercise or real-world event that suggests changes through the after action/lessons learned process. Changes to and revisions of this plan will be made in accordance with accepted emergency management and continuity practice.

This COG Plan will also undergo an intense review and update every five (5) years, as detailed below in the Planning/Update Process. Simple revisions, such as changes to the succession plan or updates due to King County Code provisions, may be completed without full review and acceptance by all partners and the signatory. Major revisions will be circulated to the partners, as identified in the Planning/Update Process, prior to incorporation and approval. All changes, whether simple or major, will be noted in the Record of Changes at the beginning of this COG Plan.

To evaluate the COG Plan, elements will be incorporated into appropriate training and exercises on an annual basis, including an annual Executive Cabinet Continuity Exercise. Accepted emergency management practice for exercise design and the after action review and improvement plan process will allow for effective evaluation by exercises; real-world events will also allow for evaluation through the after action review process. Additionally, comments or suggestions for improving the COG Plan may be provided to KCOEM at any time by contacting the KCOEM COOP Coordinator.

⁹ See generally, <https://kingcounty.gov/about/policies/masterlist.aspx>

King County Continuity of Government Plan

In general, the process to create the plan and update the plan are the same; there may be circumstances when this general process is altered to allow for more efficient and effective plan development and maintenance.

Planning/Update Process

1. Identify internal and external partners critical to the process.
 - At minimum, this will include the King County Executive's Office, the King County Council, and the King County District Court.
2. Conduct a kick-off meeting or initiate communications with partners on intent to update the plan.
3. Establish a process and schedule for gathering partner input.
4. Gather information from partners based on changes to personnel, functions, risks, hazards, or resources; leadership input; and/or, lessons learned through exercises or real-world events.
5. Draft revised plan using input provided.
6. Distribute draft plan for review and comment.
7. Ensure draft plan complies with guidance and laws.
8. Finalize draft plan to include signatures.
9. Distribute final plan to partners, as necessary.
10. Implement the plan.

Appendix 1 – Implementation Procedures

1. The authority to activate/implement the King County COG Plan rests with the King County Executive or designee; if/when the Executive is unavailable to fill that role, authority may devolve to their line of succession as designated in the most recent Executive Order on succession, as provided under King County Code 2.56.
2. In the unlikely situation where none of the individuals named in the Executive Order on Succession are available, the KCOEM Director is designated to activate/implement this plan; the line of succession for the OEM Director is given in the OEM COOP Plan.
3. Upon activation/implementation of this plan, the Executive, or designee, will contact the OEM Director or OEM Duty Officer to inform them of the COG Event and activation/implementation of the COG Plan.
4. Coincident activation/implementation of COOP Plans, the King County Comprehensive Emergency Management Plan (CEMP), or other emergency plans may take place. The priority for emergency operations is:
 - Life Safety
 - Incident Stabilization
 - Property and Environment Protection
 - Restoration of COG and COOP Functions
5. Upon notification of a COG Event and activation/implementation of the plan, if not already done, the OEM Duty Officer will contact the State Emergency Operations Center (SEOC) Duty Officer and request a Mission Number. The OEM Duty Officer will apprise the SEOC Duty Officer of the situation in King County requiring activation of the specific plan and, if necessary, request activation of the appropriate State plan(s).
6. Activation/implementation of this COG Plan may or may not require activation of the King County EOC. The OEM Duty Officer or individual activating/implementing the COG Plan will confer with the OEM Director, or designated alternate, on possible activation of the EOC.
7. If the EOC is activated, the King County EOC Plan and the King County CEMP are automatically in effect. Follow the procedures/checklists in the EOC Plan, with particular attention paid to Section A – Staffing and Activation Information.
8. The Executive will notify their line of succession and assign responsibilities for notifying the other branches of King County Government, including other separately elected officials.
9. King County OEM will notify key King County Government departments and agencies, including those listed as providing logistical and administrative support in the COG Plan.
10. The Executive, or designee/successor, will set priorities, establish strategies, and direct action to ensure the required functions of King County Government are continued during a COG Event.