

COMPREHENSIVE CONTINUITY OF OPERATION PLAN

**U.S. GEOLOGICAL SURVEY, WRD
WV WATER SCIENCE CENTER
CHARLESTON, WEST VIRGINIA**

March 5, 2014

**U.S. GEOLOGICAL SURVEY, WRD
WV WATER SCIENCE CENTER
CHARLESTON, WEST VIRGINIA**

I. Building Address and Description

U.S. Geological Survey, WRD
West Virginia Water Science Center
11 Dunbar Street
Charleston, West Virginia 25301

The WV Water Science Center office occupies approximately 10,875 square feet of privately owned spaced leased by the General Service Administration (GSA), and is occupied by about 20 persons. The building is one story and is constructed of wood with a stucco coating. The interior is finished according to building codes of the State of West Virginia and the City of Charleston. Along with typical offices and conference rooms, the building has a small laboratory and a warehouse in the rear. There are 25 USGS designated parking spaces in a fenced parking area with a gate access control system across from the office on Dunbar Street to secure government vehicles. A small boat, construction trailer and materials, and heavy equipment are stored at a leased facility at Slack and Piedmont Streets. The property managers, Sacred Heart Co-Cathedral (304-342-8175), inspect the building each month, and routine upkeep and maintenance is done as needed. GSA Public Building Service representative (304-347-5155) performs annual inspection. The building is equipped with an after-hours security system and a door access control system.

Utilities to the building are provided by American Electric Power for electricity, West Virginia Water Company for water, the City of Charleston for sewer, and Verizon for telephones. The building is equipped with a wide area and local area network, servers, web, and telephones. The building is equipped with battery operated emergency lighting (approx. 1 hour) in all major areas and the network, servers, web, and telephones have an uninterruptable power supply (UPS) that will last for up to four hours in case of a power outage. The building security system also has backup power.

Senior Facility Manager:

Allison N. Hughart, Administrative Officer, (304) 347-5130, ext 222

Point of Contact for the Plan:

Mark R. Bennett, Center Director, (804) 261-2643, Richmond, Va.

Date of Latest Revision: March 5, 2014

II. Essential Functions and Activities

The mission of the WRD is to provide reliable, impartial, timely information that is needed to understand the Nation's water resources. WRD actively promotes the use of this information by decision-makers to:

Minimize the loss of life and property as a result of water-related natural hazards, such as floods, droughts, and land movement.

Effectively manage groundwater and surface-water resources for domestic, agriculture, commercial, industrial and recreational uses.

Protect and enhance water resources for human health, aquatic health, and environmental quality.

Contribute to wise physical and economical development of the nation's resources for the benefit of present and future generations.

The primary mission of the WV Water Science Center is to provide the hydrologic information and scientific understanding needed to support the optimum utilization and management of the natural resources in West Virginia and the surrounding region. This is accomplished through a combination of field data collection, water-resources projects, and information dissemination.

III. Vital Records, Systems, and Equipment

Those records, systems, and equipment considered vital for carrying out the mission of this organization include:

FBMS, NWIS, hydrologic data records, computer data bases and reports, administrative records and project files.

Backups are handled via a UNIX and Windows system where all data is backed up on daily, weekly and monthly basis (Monday through Friday). This same procedure applies to the Window environment. All users are instructed to store all data in their user directory on the Window fileserver or in their UNIX user directory. Other than the GIS Specialist's PC, the only PC's backed up are those upon special request. The majority of the data is stored on the NWIS system. The backup tapes are stored locally in a self-contained environmental room within a fire suppression system. A full backup tape for Windows and UNIX are sent to Maryland Water Science Center for off-site storage.

Telecommunications networks, electrical systems, HVAC systems, and plumbing systems.

Protection and backup - The building is equipped with battery operated emergency lighting (approx. 1 hour) in all major areas and the network, servers, web, security system, and telephones have an uninterruptable power supply (UPS) that will last for up to four hours in case of power outage.

Plan Implementation and Activation/Deactivation

A. Responsibilities & Key Officials

Name	Title	Office Phone	Home Phone	E-Mail
Mark R. Bennett	Center Director	(804) 261-2643	(540) 286-0486	mrbenet@usgs.gov
George E. Harlow	Assoc. Center Director	(804) 261-2631	(804) 740-7472	geharlow@usgs.gov
Allison N. Hughart	Admin. Officer	(304) 347-5130,x222	(304) 964-3669	angarris@usgs.gov
Mark A. Board	Information Tech. Spec.	(304) 347-5130,x287	(304) 562-0144	maboard@usgs.gov
Melvin V. Mathes	Hydrologist	(304) 347-5130,x225	(304) 965-7381	mvmathes@usgs.gov
Jeremy S. White	Field Office Chief	(304) 347-5130,x246	(304) 542-0095	jswwhite@usgs.gov

B. Warning and Notification

During duty hours, if an incident occurs which requires the identification of location or status of employees or visitors, the key officials (listed in part III Section A) would use the paging systems to have employees and visitors convene at a central location followed by a room-by-room search and, if necessary, a cross-check of employee and visitor sign-in/out sheets. If immediate evacuation were necessary, employees and visitors would be notified by the paging system. Physically impaired employees and/or visitors would be assisted by staff members, as appropriate. In the event of an evacuation, employees would convene in the Dunbar St. parking lot for further instructions by a key official, as designated in fire drill evacuation procedures. Room-by-room searches by key officials are required for all building evacuations.

During off-duty hours, the State of West Virginia is the governing agency in times of emergencies. In the aftermath of an incident or event interrupting operation of the WV Water Science Center facility, supervisors will contact employees by telephone. A list of all employees is updated and made available to the key officials. The administrative section maintains emergency employee file with home phone numbers and emergency contacts that is kept on site and is maintained as a vital record. Employees are encouraged to check-in with their supervisors after an emergency.

C. Relocation/Alternate Sites

In the event of an emergency in which the entire WV Water Science Center staff could not occupy its normal space in Charleston, WV, key officials listed in Part III, Section A, would contact each other and designate a meeting space. All WV Water Science Center employees would be contacted and directed to remain at home until further notice, and to periodically check the office mailbox. Depending upon the timeframe and magnitude of disruption to the USGS space in Charleston, WV, some WV Water Science Center employees could be relocated to alternate office space at the Federal Building in Charleston WV, if space is available. Arrangements could also be made for employees to work from home. If new office space was needed, it would be acquired in the Charleston, WV metropolitan area through GSA or commercially. Approximately 10,000 square feet of office space would be needed to accommodate all USGS, Charleston, WV Water Science Center employees.

IV. Risk Assessment and Mitigation

A. General Assessments

Possible Risk	Likelihood	Consequence
Fire	Possible	Destruction, injuries
Floods	Possible	Damage to road access, building, and contents
Chemical Spill	Possible	Evacuation of area, injuries
Explosion	Not likely	Destruction, injuries
Heavy Rain	Infrequently	Damage to trees, equipment damage if roof leaks
Snow	Infrequently	Snow/ice on roads, possible equipment damage if roof leaks
Tornado	Possible	Damage to building and fallen trees, possible equipment damage
Lightning	Frequently in summer	Power outages, damage to equipment/phone system
Power outage	Infrequently	Loss of data, equipment damage
Terrorist threat	Not likely	Disruption of function

B. Plan Scenarios

Possible Risk	Course of Action
Fire	Call Kanawha County Fire and Rescue at 911: use fire extinguishers if fire is small and contained: evacuate building
Floods	All employees will contact their supervisor if road is impassable
Chemical Spill	Area evacuation until the “all clear” is given. Follow W.Va Emergency Services Office instructions
Explosion	Call Kanawha County Fire and Rescue at 911: evacuate building.
Heavy rain	All employees will contact their supervisor if road is impassable
Snow	All employees will follow Governor’s Office, State of WV announcement on radio and TV or emails from Center Director or his designee or Field Office Chief.
Tornado	Employees instructed to get under their desks or if time permits, under the tables in the conference room until the “all clear.”
Lightning	Keep employees indoors until storm is subsided.
Power outage	Call American Electric Power at 1-800-982-4237, TDD 1-800-348-9602 to report outage; if long-term, dismiss employees for the day.
Terrorist threat	Call Charleston Police at 911 and the FBI at (304) 346-3232 or (412) 432-4000 if no answer. Lock and secure all building entry doors. Evacuate building if necessary. Homeland Security Federal Protective Service (304) 342-4059 or (304) 590-6526 (Jeff Estep) or (304) 989-0545 (John Moffatt); GSA Region III Federal Protective Service 1-800-525-5726 (Philadelphia).

V. Succession and Delegation of Authority

Order of Succession for the Center Director (Point of Contact)

Name	Title	Office Phone	Home Phone
Mark R. Bennett	Center Director	(804) 261-2643	(540) 286-0486
George E. Harlow	Assoc. Center Director	(804) 261-2631	(804) 740-7472
Shaun M. Wicklein	Supervisory Hydrologist	(804) 261-2605	(804) 399-9929

VI. Emergency Operations

A. Mission Sustaining

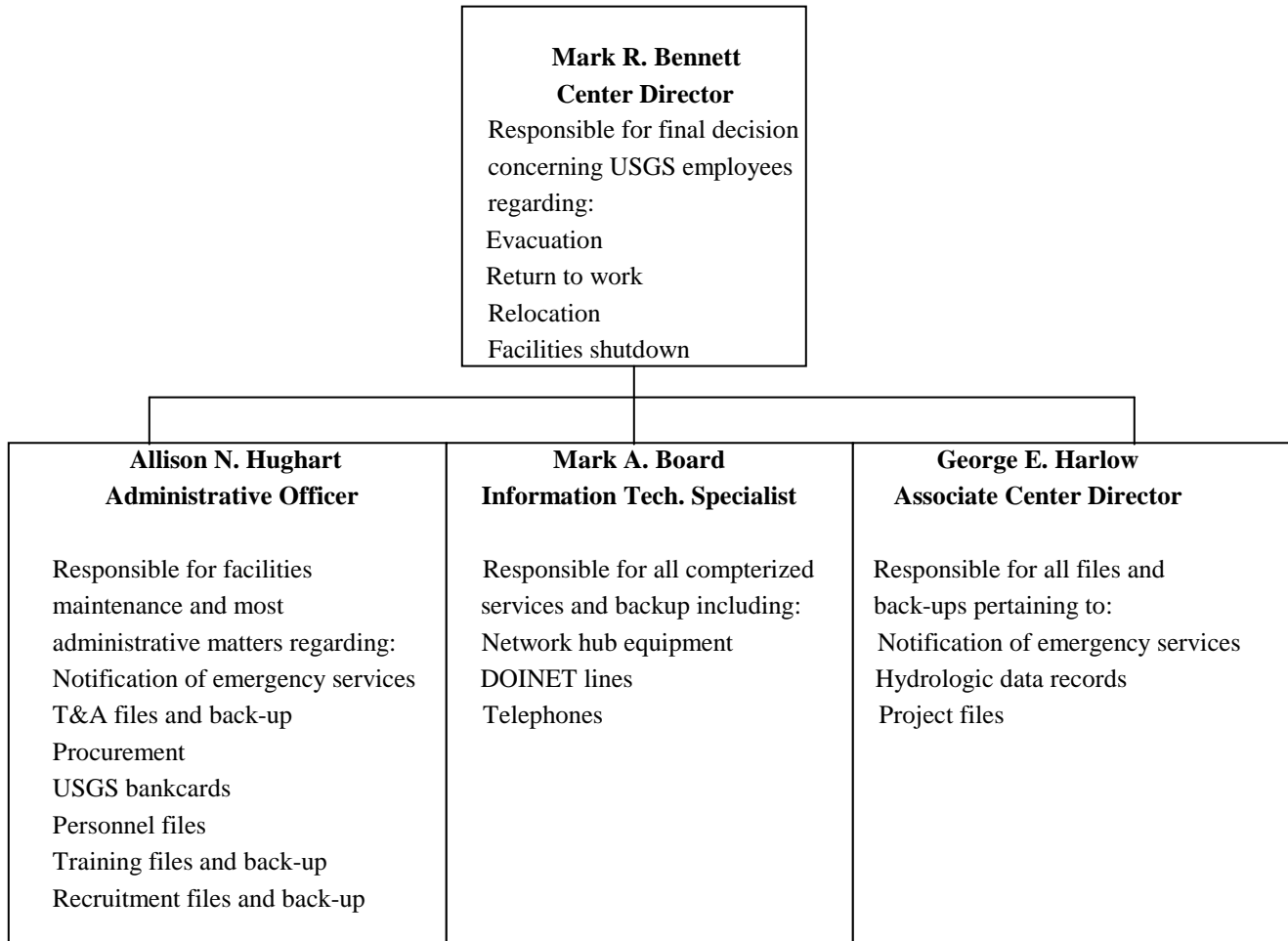
In event of an emergency in which the WV Water Science Center Office could not be occupied, the entire management team would contact each other for meeting at an alternate location (see Part III, section C). Duties of the management team would include: communication with affected employees or their families, visitors, and the public; support services for affected employees (personnel, payroll); acquisition of temporary office space; protection of persons, facilities, equipment, etc., reestablishment of normal functions and activities at the WV Water Science Center office and continuation of functions located at USGS sites.

In cases of longer-term emergencies, the primary functions of the WV Water Science Center office would probably be shifted to an adjacent USGS, WRD Water Science Center in the Northeastern Region for continued operations.

B. Facilities and Building Support

In the event of an emergency in which the facilities of the USGS, WV Water Science Center office were destroyed, efforts would begin with GSA to locate alternate space. If facilities were not destroyed, but damaged, efforts would begin to arrange for repairs through the property managers, Sacred Heart Co-Cathedral, through GSA, and local contractors. If essential equipment were damaged or destroyed, procurement processes would begin to repair or replace it.

C. Emergency Organization



D. Other Emergency Management or Response Organizations and Officials

1. Kanawha County Fire and Rescue: 911
2. Ambulance: 911
3. Charleston City Police: 911
4. West Virginia State Police: 911
5. Emergency Services Center: 911
6. FBI: (304) 346-3232; if no answer, call (412) 432-4000
7. Homeland Security Federal Protective Service: (304) 342-4059 or (304) 590-6526 or (304) 989-0545.

VII. Restoring Normal Functions

A. Mission Sustaining

Key official will have the time and attendance files, as well as the backup disks necessary to submit hours for employees. They will also have the bankcards necessary to begin any needed procurement actions. Financial management records, if destroyed, can be obtained online through USGS FSS and TABS system. Property records are also available online through the USGS property management systems.

B. Facilities and Building Support

Key officials will begin having power restored to the WV Water Science Center office if necessary, and will initiate acquisition of any needed repairs immediately. All work will be done in concert with the property managers and GSA.

VIII. Identification Of Employees

If an incident occurs which requires the identification of the location or status of employees, visitors, etc., key officials would use the following methods:

- A. Consult the visitor sign-in/out book at the reception desk to identify visitors and their approximate location in the office
- B. Use the paging system, if possible
- C. Conduct room-by-room searches, if possible
- D. Use the employee sign-in/out sheets

IX. Communications

To communicate (1) warning of potential threat, or (2) in the aftermath of an incident or event interrupting operations, key officials would contact local radio and TV stations to broadcast a message to our employees and customers, as well as place a message on the homepage of our web site. For subsequent communications, updates and phone numbers for contacts would be provided on the website. The USGS Northeastern Regional Headquarters and adjacent USGS Water Science Center offices would be kept advised of events, closures, and reopenings.

X. Training and Exercises

The staff of the WV Water Science Center office will be briefed annually during “Water Science Center Safety Week” on the Continuity of Operations Plan. Evacuation drills, fire drills and tornado drills will be practiced periodically. The plan will be updated annually and the employee listing will be updated as changes occur.

Approved by _____, Director Date: _____-