

Town of Virgin, UTAH

Continuity of Operations Plan

Prepared by Randy Hiller, Emergency Manager June 12, 2025



1. Purpose and Scope

Purpose:

This plan ensures that the Town of Virgin can maintain or rapidly resume essential functions in the event of emergencies that disrupt normal operations.

Scope:

This plan applies to all departments and essential services within the Town of Virgin, Utah

2. Essential Functions

The following services are deemed mission-essential and must be maintained: Emergency Response Coordination-Public Communications-Utility and water management-Records and financial services-Sanitation and waste management.

These functions are prioritized to ensure continuity under any emergency scenario.

3. Orders of Succession

If key leaders are unavailable, the following succession is in place:

Mayor: 1. Paul Luwe 2. James Kietzman 3. April McKeon

Town Manager: 1. Town Clerk 2. Treasurer

Emergency Manager: 1. Public Works Director 2.

Note: Specific contact information is available in the appendix

4. Delegations of Authority

In emergencies, the following roles have predefined delegated authority:

Emergency Manager: May activate the Emergency Operations Center (EOC) request mutual aid, request emergency funds, locate sheltering, locate Points of Distribution (PODS)

Town Clerk: Authorized to maintain official town records and finances during and pertaining to the emergency.

5. Continuity Facilities

If the Town Hall is unusable, operations will relocate to:

Primary Alternate Facility: 114 South Mill Street: Virgin Community Center – Capabilities: Basic office supplies, Wi-Fi

6. Communications

Communications systems include UHF Radio- Everbridge mass notification system- Town website and social media for public updates.

All department heads must ensure contact lists are current and accessible.

7. Vital Records and Resources

The following resources must be protected and accessible Cloud backups of municipal data- GIS mapping and property records- Financial databases and contracts.

8. Human Capitol

Cross training for essential services-Emergency call out list- Volunteer pool coordination.

9. Reconstitution Operations

To resume normal operations- certify safety of primary facility- Notify employees and stakeholders- Resume operations in phases based on priority. Conduct after action review.

10. Plan Maintenance

The Emergency Manager will: Review this plan annually (each June) Update following exercises or actual events- Coordinate all revisions with all departments.

11. Appendices

- Contact List
- Facility Maps
- Expanded Order of Succession (if needed)
- MOUs and Agreements
- Activation Checklists

Signature Page We hereby approve the Continuity of Operations Plan (COOP) for the Town of Virgin

Jean Krause; Mayor _____

Paul Luwe; Town Council _____

James Kietzman; Town Council _____

April McKeon; Town Council _____

Valerie Wenz; Town Council _____

Randy Hiller; Emergency Manager _____