

PEPIN COUNTY CONTINUITY OF GOVERNMENT OPERATIONS PLAN



**Wisconsin County Government
Continuity of Operations (COOP)
Continuity of Government (COG)
2010**

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1. **PURPOSE**

This plan outlines the Pepin County's viable and executable contingency plans for Continuity of Operations (COOP) (i.e., providing essential functions to customers from a different location, due to the primary facility becoming unusable, for long or short periods of time) and Continuity of Government (COG)(i.e., the continued performance of essential agency functions and support of the governor during emergency or disaster situations.) This COOP/COG plan ensures that we:

- Maintain a high level of readiness
- Implement the plan both with and without warning
- Become operational no later than 12 hours after activation
- Maintain sustained operations for up to 30 days
- Take maximum advantage of existing agency field infrastructures

2. **AUTHORITIES**

A. Chapter 323.5 – (1) During a state of emergency, the governor may designate emergency temporary location(s) for the seat of government and may take necessary actions to transition the affairs of state government. (2) actions taken at a temporary location are valid and binding.

3. **OBJECTIVES OF THE COOP/COG PLAN**

- A.. Ensuring the continuous performance of an agency's essential functions and operations during an emergency
- B. Protecting essential facilities, equipment, records and other assets.
- C. Reducing or mitigating disruptions to operations.
- D. Reducing loss of life and minimizing damage and losses.
- F. Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

4. **COOP/COG IMPLEMENTATION**

A. Phase I - Activation and Relocation (0-12 hours)

- Notify alternate facility manager(s) of impending activation and actual relocation requirements
- Notify the County Emergency Management Office (715) 672-8897 and other appropriate agencies of the decision to relocate and the time of execution or activation of call-down procedures
- Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility(ies)
- Notify initial COOP/COG contingency staff to relocate
- Instruct all other emergency and non emergency personnel on what they are to do
- Assemble necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies)

- Order equipment and supplies if not already in place
- Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility(ies) if applicable
- Secure the normal operating facility physical plant and non-moveable equipment and records to the extent possible
- Continue essential operations at the normal operating facility if available until alternate facility(ies) is/are operational
- Advise alternate operating facility manager(s) on the status of follow-on personnel.

B. Phase II - Alternate Facility Operations (12 hours - termination)

- Provide amplifying guidance to other key staff and non-emergency employees
- Notify replacements for missing personnel and request augmentation as necessary
- Commence full execution of essential operations at alternate operating facility(ies)
- Notify County Emergency Management and all other appropriate agencies immediately of the agency's alternate location, operational and communications status and anticipated duration of relocation if known
- Develop plans and schedules to phase down alternate facility(ies) operations and return activities, personnel, records and equipment to the primary facility when appropriate.

C. Phase III - Reconstitution (termination and return to normal operations)

- Inform all personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations
- Supervise an orderly return to the normal operating facility or movement to other temporary or permanent facility(ies)
- Report status of relocation to County Emergency Management and other agencies if applicable

5. **Individual Agency Plans** Please refer to annexes A-J

ATTACHMENTS - INDIVIDUAL AGENCY PLANS

ATTACHMENT A

PEPIN COUNTY FINANCE/PERSONNEL OFFICE CONTINUITY OF OPERATIONS/GOVERNEMNT PLAN INITIAL PLAN DEVELOPMENT DATE: AUGUST 15, 2003

Date Last Updated: 8/31/03, 7/27/2010

This plan is to be implemented in the event of the Pepin County Government Center offices becoming unusable for at least a period of one week or by order of the Pepin County Board Chair.

ESSENTIAL FUNCTIONS

Essential Functions of the Office (in Order of Priority):

1. Payroll preparation and personnel matters.
2. County-wide accounting and reports.
3. Scheduling County Board and committee meetings.
4. Supervision of maintenance staff.

The minimum staffing requirements to fulfill all of these essential functions for a limited-term (up to 30 days) basis would be two (2) full-time employees, split roughly .5 FTE per essential function.

Essential functions 1-3 would require a computer and printer for use with programs and files on backup zip drive disks. Printer paper, a calculator and general office supplies would also be required for all the essential functions. Additionally, phone, internet or e-mail access would be needed as soon as possible.

Critical data and data systems for the essential functions are as follows:

1. Payroll preparation and personnel matters.
 - a. Payroll software and latest zip drive payroll data backup.
 - b. Excel software and payroll related Excel data files.
 - c. Word software and personnel related Word data files.
2. County-wide accounting and reports.
 - a. Accounting software and latest zip drive accounting data backup.
 - b. Excel software and accounting/budget related Excel data files.
 - c. Word software and accounting/budget related Word data files.
3. Scheduling County Board and committee meetings.
 - a. Word software and related Word data files.
4. Supervision of maintenance staff.
 - a. Word software and related Word data files.

Support activities associated with the essential functions include obtaining timesheets, invoices and other payroll and accounting documents. Other support activities are consulting with other departments and serving as spokesperson and contact for county-wide issues.

In implementing this plan, initially the office will be setup at the home of the Pepin County Finance Director within 12 hours. Subsequently, the Financial Personnel Office would be collocated

with the other county offices at a location designated by the overall county-wide disaster plan.

Computer resources necessary to continue essential functions for up to thirty days are currently on hand at the home of the Pepin County Finance Director. The necessary office supplies would be purchased as needed via regular county purchase procedures or via personal purchase as necessary.

LINE OF SUCCESSION

The Pepin County Finance/Personnel Office is staffed with the following three positions, listed in order of succession:

1. Finance Director
2. Payroll\Personnel Supervisor
3. Deputy Auditor

Delegation of authority may be done in accordance with the approved job descriptions on file and as necessary to carry out the essential functions of the office.

The order of succession will be implemented in case of death or incapacitation of current staff with the concurrence of the County Board Chair and in accordance with the Pepin County Personnel Code.

ALTERNATIVE FACILITIES

Initially, the Finance/Personnel Office would be reestablished at the home of the Finance Office. When practical the office would be co-located with the other Pepin County offices at a location designated by the overall county-wide disaster plan. The home of the Finance Director would provide adequate space, telephone and computer equipment to provide the essential functions of the office. In the case of the Finance Director's home phone line being inoperable, cell phones will be used to communicate with other county offices, the County Board and vendors of office supplies. There is, or will be provided, adequate supplies to sustain operations for up to thirty days. Access to the home is controlled adequately until the more permanent move to a location designated by the overall county-wide disaster plan.

INTEROPERABLE COMMUNICATIONS

Communications between office staff will be done via phone or in person if necessary.

Communications with other County offices and staff will be done the same way.

Communications with other non-county agencies and emergency personnel will be left for the Sheriff's Department and the Emergency Government office.

VITAL RECORDS AND DATABASES

The Pepin County Financial Personnel Office maintains all accounting records & reports, payroll records and personnel files in its office. In addition, the county's inventory records and insurance records are maintained there. The County's accounting and payroll software are backed up on zip drive disks twice a month. The backup tapes are stored in the home of the Finance Director in a fireproof safe. The original Excel and Word software CD's are also stored there. In addition, monthly backup's of important payroll, accounting, budget and other excel and word files are

stored there. Backups would be restored as needed.

All the personnel files, insurance information, and inventory records are stored in the payroll/personnel supervisor's office. All accounting and payroll software and data files are stored on the Finance Director's computer in his office.

TESTS, TRAINING, PLANS AND PROCEDURES

The Pepin County Finance/Personnel office will review this plan and go over it with all staff on an annual basis.

Employees shall be advised via phone, cell phone or in person upon activation of this plan.

Prepared by: Lawrence J. Krcmar
 Pepin County Finance Director

Attachment B

**PEPIN COUNTY HEALTH DEPARTMENT
POLICY AND PROCEDURE
October 2010**

**Appendix 4 of the
Public Health Emergency Plan (PHEP)**

**Pepin County Health Department
Continuity of Operations Plan (COOP)**

Version 082509

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Section 1: Introduction

During an emergency or disaster, Pepin County Health Department (PCHD) will be responsible for maintaining essential community services in line with its mission and supporting the public health response. To accomplish its mission, the PCHD must ensure that operations continue efficiently, with minimal disruption to essential functions, especially during an emergency. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the PCHD's missions, personnel, and facilities. This plan meets or exceeds the requirements outlined in National Security Presidential Directive (NSPD) 51/Homeland Security Presidential Directive (HSPD) 20, *National Continuity Policy*, May 2007.

Section 2: Plan Objectives

The objective of the PCHD Continuity of Operations Plan (COOP) is to ensure that a viable capability exists to continue essential PCHD functions across a wide range of potential emergencies. Therefore, the objectives of this plan include:

- A. Ensure the continuous performance of the PCHD's mission essential functions and agency operations.
- B. Reduce or mitigate disruptions to agency operations.
- C. Identify and designate essential job functions and ensure these functions can continue.
- D. Identify communication pathways during COOP operations.

Section 3: Scope

- A. This document is applicable to the PCHD.
- B. This document applies to situations determined by the Director of the PCHD that require relocation/re-establishment of essential functions of the PCHD. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short term. The Director will determine situations that require implementation of the COOP.

Section 4: Planning Assumptions

- A. This plan must be capable of implementation both with and without warning
- B. This plan must maintain sustained operations for up to 30 days
- C. This plan applies to situations determined by the Director to require the redirection of programs and services and the reassignment of personnel.
- D. This plan does not apply to temporary disruptions of service during short-term building evacuation or other situations where services are anticipated to be restored within a short time-frame.

Section 5: Supporting Plans

- A. PCHD Public Health Emergency Plan (PHEP)
- B. Pepin County Emergency Operations Plan

Section 6: Authority and Procedures

Leadership succession and the delegation of authority are established in the COOP Plan to allow the continuation of on-going executive and administrative functions in an emergency or in any situation when one or more agency directors is absent and management of the agency must continue. The following sections outline the authority and procedures for activating and implementing the PCHD Continuity of Operations Plan:

- A. **Leadership Succession.** During an emergency, management of the agency is delegated to the following persons in the order of succession shown below:

- Director / Health Officer
- Assistant Director/Public Health Supervisor
- Home Care Director
- PHN/BSN
- RN

If a designated individual is unavailable, authority will pass to the next individual on the list. "Unavailable" is defined as:

- The designated person is incapable of carrying out the assigned duties by reason of death, disability, or distance from /response time to the operations facility.
- The designated person is unable to be contacted within 60 minutes.
- The designated person has already been assigned to other emergency activities.

The designated individual retains all assigned obligations, duties, and responsibilities until officially relieved by an individual higher on the list of succession.

B. Delegation of Authority. To ensure that the PCHD staff identified in the leadership succession are aware of their responsibilities and are appropriately authorized to execute functions assigned to them, explicit emergency authority has been pre-delegated. In the event of a disaster or emergency, and the PCHD Director / Health Officer is unavailable (as defined above), alternate personnel are authorized to perform the following functions:

- All operational tasks normally performed by the Director.
- Expenditure approval consistent with established PCHD procedure.
- Personnel task and work assignments.
- Policy level authority and decision making

Section 7: Plan Activation

The PCHD will alert city / county officials, agencies and departments of the emergency or disaster. Situational updates on the emergency or disaster will be made regularly.

The PCHD Director / Health Officer or their appointee or successor will activate the PCHD Continuity of Operations Plan and applicable response plans, the incident command system, and the PCHD Emergency Operations Center, as necessary to manage and coordinate a response. This decision will be made in consultation with key county officials (Board of Health Chairperson, County Board Chairperson) and departments (Human Resources, Emergency Management).

Section 8: Agency Operations

A. Mission Essential Operations. Mission essential operations are day-to-day activities that are provided by the PCHD that will need to continue to ensure uninterrupted performance during a wide spectrum of emergency events or disasters. Mission essential operations have been categorized under one of the "4Rs" (Reinforce, Run, Reduce, and Remove). The purpose of categorizing critical functions and services using the "4Rs" framework is to reduce or to remove as many services as possible in order to free up resources to respond to the emergency event or disaster.

- **Reinforce** - services that must continue and may even be expanded during an emergency event (e.g., surveillance, disease investigation, public outreach and education, mass clinic, etc.).
- **Run** - services that must run and have high priority within the PCHD in relation to the community, regulations, and health outcomes (e.g. WIC clinics, immunization clinics)
- **Reduce** - services that may have some critical functions, recognizing that the majority can be reduced or removed (e.g. restaurant inspections).
- **Remove** - services that can be removed completely in order to shift resources to more critical functions or programs during an emergency event (e.g. tobacco control initiatives).

Any function or service not deemed “Reinforce” or “Run” must be deferred until additional personnel and resource become available. The Mission Essential Operations must be continually evaluated based on the scope, severity, and duration of the emergency or disaster.

- B. **Alternative Services.** PCHD may provide alternative services during an emergency or disaster. Examples of alternative services include but are not limited to:
- Extended business hours to accommodate clients wanting service at off peak hours
 - Arrange for services to be provided via phone, internet, fax, mail, or web-cam (e.g. WIC certification)
 - Consider use of volunteers to provide services

Section 9: Essential Job Functions

- A. **Primary and Alternate Staff.** It is critical that PCHD assesses skill and qualifications of essential job functions and identify core and alternate staff to fill essential job functions (See Appendix 2: Essential Job Functions)
- B. **Staff Obligation in Emergency or Disaster.** Remind PCHD staff of their obligation to report to work during an emergency or disaster. Encourage employees to develop a personal/family disaster plan to ensure that home and family obligations are attended to and do not require their presence.
- C. **Staff Reassignments.** Remind PCHD staff that may be reassigned during an emergency or disaster to meet agency needs. In addition, coordinate with Human Resources for use / reassignment of other government employees to fill non-critical PCHD roles.

Section 10: Essential Logistics

- A. **Alternate Facilities.** In the event that the PCHD facility is damaged or is deemed unsafe, the following facilities have been assessed as adequate alternate facilities for PCHD operations. Alternate facilities should consider program and agency needs to include space, accessibility, communications (e.g. fax, phone, email, internet), safety, parking, etc. PCHD may choose to use one or multiple facilities to ensure agency operations continue.
- Caddie Woodlawn School, 650 Auth St. Durand, WI
- B. **Data Management.**
- Government Center Contracted Agency: CR Solutions: 608-779-9400
- C. **Critical Vendor and Services.** The PCHD relies on a variety of products and services to maintain operations. Contact information for each of the PCHD’s product and service vendors, and their alternates can be found in Appendix 3: Routine and Essential Products and Services Utilized by the PCHD.
- D. **Financial Process.** Medico-Mart has next day delivery with invoice. Local drug stores bill monthly.

Section 11: Communications

The PCHD will communicate regularly to agency staff, clients, and partners regarding the status of continuity of operations. See Appendix 4: Information Dissemination Plan

References

FEMA. (2009). *Continuity of Operations Programs*. Retrieved July 2009, from <http://www.fema.gov/government/coop/index.shtm>

Montgomery County, Maryland, Advanced Practice Center. (n.d.). *Building a Continuity of Operations Plan (COOP): Identify and Prioritizing Critical Health Services*. Retrieved July 2009, from Advanced Practice Centers: <http://www.naccho.org/topics/emergency/APC/index.cfm>

WRPPHP, Balsam Lake, Polk County. (2009). *LPHD Continuity of Operations Plan (COOP)*.

Appendix 1: PCHD Tool for Determining Mission Essential Operations

(See attached Program Specific Continuity of Health Department Services, Appendix 6)

Service	Unit / Program Responsible?	Mission Essential?	Statutorily Obligated?	Contractually Obligated?	# Staff	Staff Qualifications?	DECISION: Reinforce, Run, Reduce, Remove?	Alternate Services?
Tobacco Control Initiatives (e.g. compliance checks, policy development, etc.)	PH	No	No	Yes	1	BSN	Remove	None
WIC Certification	WIC	Yes	Yes	Yes	3	RD	Run	Mail Certification to clients
	PHN							
	PHN							
	PHN							
	PNCC							
	RH							
	RH							
	RH							
	RH							
Mass Clinic	Response	Yes	Yes	NO	18	RN, clerical staff,	Reinforce	See Mass Clinic Plan
Isolation and Quarantine	Response	Yes	Yes	No	4	None	Reinforce	None
Disease Surveillance	Response	Yes	No	No	4	None	Reinforce	None
Risk Communication	Response	Yes	No	No	2	PIO	Reinforce	None
	Response							

Appendix 2: Essential Job Functions

Job Classification	Minimal Qualifications	# of agency staff currently assigned to this job classification	# of agency staff that meet the qualification and could be re-assigned to this job classification	Job Classification Surplus (+) / Deficit (-)	Primary	Backup #1	Backup #2
Health Officer	BSN from Accredited 4 year university	1	4	+4	Heidi Stewart	Terri Reiland	Jen Richardson
Assistant Director	BSN from Accredited 4 year university	1	3	+3	Terri Reiland	Jen Richardson	Candy Weber
Home Care Director	RN	1	3	+2	Jen Richardson	Janell Hoyt	Candy Weber
Public Health Nurse	BSN from Accredited 4 year university	4	0	0	Terri Reiland Kathy Dahl Jen Richardson Jo Rucker	0	0
Registered Nurse	RN	2	0	0	Candy Weber Janell Hoyt		
Administrative Assistant	2 Year college	1	1		Penny Bauer	Lisa Traun	
Nursing Secretary					Lisa Traun Amanda Gibson		

*Refer to PHEP Attachment 4.8: PCHD Incident Command System structure for essential PCHD ICS Staff

** Refer to PHEP Attachment 4.3: PCHD 24/7 Emergency Contact Information

Appendix 4: Information Dissemination Plan

Modes for Dissemination	Employees	Partners	Clients/ Public	Vendors	Good for Urgent Communication	Strengths /Weaknesses
Telephone System						
Internal Agency Emergency Information Line	X				Yes	A voice message can be pre-recorded and updated off site.
External Information Line	X	X	X	X	Yes	
Mass Voice Mail Message	X				Maybe	Some employees may not have a designated work phone with voice mail.
Call Center / Phone Bank	X	X	X	X	Yes	Some individuals may prefer speaking to a live person versus a recorded message.
Call Down Tree	X				Yes	A call-down tree can be used for relaying simple and short information by phone.
Electronic						
Mass E-mail message	X				No	Some employees may not have or regularly access email.
Website Posting	X	X	X	X	Maybe	Not all people have access to a computer.
Intranet Posting	X				No	Not all employees have access to a computer.
On-Line Chat			X			Not all people will have access to a computer.
Hard Copy						
Mailing	X	X	X	X	No	Delivery may take a few days and may be costly.
Inter-Office Mail	X					
Mass Faxes		X		X	Yes	Database with fax numbers required.
Notice Board Posting	X		X		Maybe	
In Person						
Meeting / Presentation	X	X	X	X	Maybe	May not have available resources
Training	X				No	May take time to coordinate
Media						
Press Release	X	X	X	X	No	Newspaper is weekly
Press Conference	X	X	X	X	No	Newspaper is weekly, no local tv or radio

Appendix 5: COOP Considerations for a Pandemic Influenza

A. Pandemic Policies.

Employee Leave. Employees may take paid or unpaid sick leave in compliance with the Pepin County Personnel Code. Employees are encouraged to stay home if ill in accordance with current DPH recommendations.

Flexible Work Schedules. Emergency flexible work schedules must be approved by the Health Officer.

1. **Management of Ill Persons.** If an employee becomes ill at work or presents with ILI symptoms the Department Head will:
 - Speak with employee by phone.
 - Check if the employee has any influenza symptoms.
 - If the employee does not have any symptoms they are unlikely to have influenza and should be reassured and advised to call again later or to call their doctor if they are still concerned.
 - If the employee has influenza symptoms they should be treated as a “suspect influenza case.”
 - Complete a Suspect Influenza Case Form
 - If the employee is at work provide them with a surgical mask and instruct them to put the mask on immediately. (This is to help protect other staff.).
 - Instruct employee to leave work.
 - Advise the employee to contact their health professional.
 - Advise the employee on how long to stay away from work in compliance with DPH recommendations.
 - Have the employee’s work station cleaned and disinfected per current CDC guidelines.
 - The PCHD may ask employee to 1) identify contacts (once an employee is suspected to be infected); 2) advise contacts that they have been in contact with a person suspected of having influenza; and/or 3) ask contacts to go home, and stay home until advised otherwise; Response varies in accordance with latest DPH recommendations.
 - Advise supervisor and human resources of employee absence and need for cover.
 - Check on the employee during his/her absence from work.
 - Encourage employees to return to work once they have recovered.
2. **Restrict Workplace Entry of People with Influenza Symptoms**

During an influenza pandemic an effective way to limit the spread of disease is to ask infected individuals to remain home. During a pandemic, the PCHD will:

 - Notify employees they should not come to work if they are unwell, particularly if they are exhibiting any influenza symptoms.
 - Post notices at all workplace/facility entry points advising staff and visitors not to enter if they have influenza symptoms.
 - Advise employees to call the Director if they become ill at home or work.

- Ensure that ill employees have completed the required isolation period in accordance with latest DPH recommendations , and are healthy and no longer infectious before allowing them to return to work. Note that staff who have recovered from the pandemic influenza are less likely to be re-infected and should be encouraged to return to work.
- **Travel policies.** Employees will follow any DPH recommended travel restrictions.

B. Infection Control and Prevention

1. **Hand hygiene and respiratory etiquette.** Employees will be provided with informational materials detailing strategies for stopping the spread of disease (e.g. hand hygiene, respiratory etiquette). Hold a training on recognizing flu symptoms, hygiene measures, what to do if you think you are sick, and how to keep your family healthy.
2. **Social distancing.** PCHD may utilize the following social distancing strategies to reduce close contact among individuals:
 - **Limit shared workstations and hand contact.**
 - **Telecommuting.** The Health Officer may approve telecommuting from home if appropriate.
 - **Teleconferences.** Teleconferences *may* be held when possible to limit contact.
 - **Staggering work shifts.** Staggered work shifts may be instituted if it will facilitate limited contact.
 - **Face-to-face barriers.** The number of employees who have regular face-to-face contact with the public that can provide services behind a barrier, by telephone, etc. is [insert number]. Services to the public may be reorganized to minimize face-to-face contact .
3. **Personal protective equipment (PPE).** Soap, gloves, surgical masks, N-95's, and disinfectant will be supplied by PCHD.
4. **Workplace cleaning.**
 - During a pandemic thorough workplace cleaning measures will be required to minimize the transmission of influenza virus through hard surfaces (e.g. door knobs, sinks, handles, railings, objects, and counters). The influenza viruses may live up to two days on such surfaces.
 - When a person with suspected influenza is identified and has left the workplace, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected. Cleaning is the removal of visible dirt or soil with physical scrubbing using detergent and water. To disinfect, use any of the standard EPA approved disinfectants and follow the manufacturer's recommendations.
 - Influenza viruses are inactivated by many EPA approved disinfectants including alcohol and chlorine. Surfaces that are frequently touched with hands should be cleaned and disinfected often, preferably daily. Clean the surface to remove dirt and soil with a cleaning agent and disinfect following

manufacturers recommendations (see table below). The person cleaning and disinfecting should wear a mask and gloves and should discard them afterwards. Hands must be washed or sanitized at the completion of the procedure.

Appendix 6: Individual Staff COOP

1. **Public Health Service:** List the Public Health programs your LHD provides.
2. **# Service effects:** Provide an estimate of the number of clients served by the program
3. **# of staff involved:** provide an estimate of the number of staff involved with the program
4. **Service Rank:** Rank the program based on a pandemic influenza setting. 1=Most Important to maintain; 5=Least Important to maintain
5. **Alternative methods to provide service:** Least important services may continue through suspension of program elements (e.g. recertification, education, etc.) and through alternate delivery mechanisms (e.g. pick up points, mail option).

ASSISTANT DIRECTOR	2. # Service effects	3. # of staff involved	4. Service Rank	5. Alternate methods to provide service
CYSHCN	20	2	3	Only the most high-risk seen.
Woman, Infant and Children (WIC)	198	3	2	Suspend recertification process; delivery WIC stamps through mail
Environmental Health		2	3	Only serious complaints evaluated
Prevention		2	5	Suspend
Lazy Eye Program	60	1	5	Suspend
Sealant Program	15	1	5	Suspend
Water testing	Variable	1	4	Provide kits to pregnant and newborn households only.
PNCC	10	1	3	Only the most high-risk seen.
MCH visits and contacts	70	1	3	Only the most high-risk seen.
Lead testing	60	1	3	Only the most high-risk seen.
Fluoride	60	1	5	Suspend
Peptalk/Media	3000	2	1	Focus media on outbreak event
First Breath	12	1	5	Only in conjunction with other programs
My Baby and Me	6	1	5	Only in conjunction with other programs
Amish schools	80	2	5	Suspend screening; service only in response to calls.

Dental varnish	50	1	5	Suspend
Communicable Disease F/U	Variable	3	1-3	Prioritize according to disease.
Preparedness activities	7000	All	1	Prioritize according to severity, incidence.
Immunizations	500	4	2-3	Maintain clinics if possible.

Home Care Director	2. # Service effects	3. # of staff involved	4. Service Rank	5. Alternate methods to provide service
Home Care RN visits	31	2-3	1	Skilled visits, med. management, CSP.
Scheduling RN, HHA, PCW visits	31 skilled 33PC 29 SHC <hr/> Total of 56 unduplicated clients		1	Coordinate staff and visits
Supervise staff – HC,HHA/PCW/SHCW OT/PT			1	Ensure visits and documentation are done as required. Problem solve, address issues, and coordinate services.
Take referrals			3	Referrals will be evaluated depending on staff availability.
Meetings with HHAs/PCWs			2	Would be important for good communication regarding client needs and services being provided.
Home Care RN – SV	16	2-3	3	Could be delayed if regulations overlooked, although required for reimbursement.
Oasis – review, enter, and, transmit			3	Could be delayed although need to entered into system and transmitted timely per regulations. Necessary for Medicare reimbursement.
Chart Audits			4	Could be delayed, required quarterly.
Adverse Event Reports			4	Could be delayed, required quarterly.
Contract Supervisory Visits REM/HS	1- HS 2 – REM	1	4	Could be delayed if regulations would be overlooked in a crisis situation. Not a priority for the health of Pepin County residents.
Check charts			5	Could be done when time allows.
Review PCW charting			5	Could be reviewed when time allows and crisis subsides.
RH/Imm/Home Care				
Family Planning	150	3	3	Provide condoms and EC; Physical exams to be sent to Dunn County; Schedule Depo's in groups; Alternate site

				for pill pickup.
Immunizations	1500	4	2	Priority may vary depending on crisis at hand, alternate methods to prevent communicable disease.

School Nurse/Jail				
Jail Nursing	36	1	3	Only serious complaints addressed.
Pepin School: Trauma, CSHCN, Crises, Medications	299	1	1	Trauma, emergency needs, epidemic
Pepin School: Prevention, screenings, education, trainings	299	1	5	Prevention, wellness, trainings suspended
Durand Schools: Trauma, CSHCN, Crises, Medications	1200	1	1	Trauma, emergency needs, epidemic
Durand Schools: Prevention, screenings, education, trainings	1200	1	5	Prevention, wellness, trainings suspended
Amish Schools	100	1	5	Screenings, trainings suspended
Women's Health				
Tobacco Control	Unknown	1	5	Suspend program activities.
WWWP	Approx 30	One	5	Suspend program activities.
Administrative Assistant				
<u>Budget Monitoring of all Financial Records:</u> Assist Director in preparing Annual Budget. Accounts Receivable and Payable for: Home Care, Public Health, Grants (8-14/year) and Contracted Services	All of Health Dept.	1	1	Receive assistance from Health Dept. Secretaries: Entering daily data into computer, Billing for Medical Assistance Prenatal Care and Healthcheck and Medical Assistance and Private Pay Family Planning Billing. Medicare Part B billing for Flu Shots is also done by one of the secretaries. All these programs are monitored by me for data and financial purposes.
<u>Record Keeping:</u> All Programs: Responsible for submitting Cost Reports, Annual Reports, Data Tracking, Program Cost Analysis, Contracted Services and Maintain Health Dept. Central Records.	All of Health Dept.	1	2	Secretaries keep records on their programs and submit data to me for analysis.
<u>Maintain Computer</u> Administrative Software and Oversee Office Computer/Server Maintenance.	All of Health Dept.	1	3	One secretary knows some parts of CHAMP software and monitors back-up of server in my absence.

Board of Health Recording Secretary: Attend/Take Minutes at Monthly or Special Meetings. Maintain BOH records.		1	4	Have never missed a meeting, but one of the secretaries could possibly fill-in for me in my absence
--	--	---	---	---

Front Desk Secretary	2. # Service effects	3. # of staff involved	4. Service Rank	5. Alternate methods to provide service
Manage front desk, phone, filing, copying, incoming/outgoing mail & faxes, scheduling, assist workers, letters/memos, reports, forms, pamphlets, etc.		1-3	1	
Check dailies, complete timesheets/ monthly mileage, monitor fringes, distribute checks, etc.	25	1-2	1	
Enter dailies (check/file) and check charts (for billing purposes)	60+	1-2	1	
Immunization Program: scheduling, managing the clinics, ordering supplies and vaccine, entering data into WIR, billing, monitoring temps, maintaining policy manual & reminder system/objectives, meet with Jim Z annually, meetings, forms, pamphlets, etc.		1	1	
Billing: HealthCheck, Varnishes, PNCC, flu shots, immunizations.		1	3	Suspension of program
SPHERE data entry: FP, PNCC, MCH, fluoride, varnishes, outreach, etc.		1	5	Suspension of program
Fluoride program: fill fluoride bottles, hand out and explain water kits, follow-up w/results, take refill orders, forms, pamphlets, etc.		1-2	5	Suspension of program
Bloodleads: Complete pwk & mail to lab., f/u w/results, kits, pamphlets, etc.		1-2	5	Suspension of program
Radon program: Hand out and explain kits, f/u w/ results, assist Jo, pamphlets, f/u w/reminders, etc.		1-3	5	Suspension of program
WI Wins: Assist Jo w/mailings, etc.		1-2	5	Suspension of program
WWWP: Assist Jo with mailings, phone, forms, etc.		1-2	5	Suspension of program
Family Planning: 1. Schedule appts, 2. Get pink slips ready and pull charts, 3. Check FPW status, 4. Order contraceptives & fill condom bags. 5. Mail ROI forms, 6. Make new client folders, 7. P&P, forms, pamphlets, order and put kits together, distribute set up OC's, etc.		1-3	1	
Maintain medical and office supplies/inventory		1	1	
Home Care: Type, mail and f/u w/orders; phone, schedule changes, forms, copying, filing, check charting, etc.	60+	1-3	1	
Employee files: keep all files up-to-date (ie. CEC, licenses, immunizations, etc.)	25	1	2	
Secretary				
Public Health- Answer phones, make appointments (2 nd in line for all receptionist duties). filing, copying, Create & maintain forms, misc. correspondence, etc., look up immunization records, maintain pamphlet stock, video records, send articles, news releases and immunization schedules to media, post & maintain blood lead and bloodborne records. Projects, mailings, etc. for all programs.		3	1	
Home Care- Transcription admissions/discharges. Chart upkeep, filing, edit & maintain forms, fill charts, phones re schedule changes, etc. Order meds & pick up from pharmacy for RN's.	90	2	2	
Family Planning- Family planning billing, maintain account records, check eligibility status, make	150	2	3	

appointments, etc.				
Baby/Toddler Mailings- Receive and maintain birth records. Send out newborn packets to parents of newborns, with additional mailings as requested	80	1	5	
Radon- Hand out kits, notify results, outreach.	20	2	5	

Attachment C

**Continuity of Operation/Continuity of Government Plan
For
Pepin County Department of Human Services**

PLANS AND PROCEDURES

In the event of a disaster, the Pepin County Department of Human Services will follow the established plan in an effort to maintain continuity of operations for our agency. The Human Services Department will follow the principles of our mission statement which states, "The Pepin County Department of Human Services works to provide persons with a safe and nurturing home and community environment. We utilize available state and local resources and professional technology in a timely manner to assist persons and families experiencing serious social, physical, financial, developmental or mental illness problems to meet their needs to achieve economic and personal self sufficiency."

The Department is prepared and capable of becoming operational within 12 hours and remains operational for a period up to 30 days. This may require modification and adaptation of the initial plan during the 30 day timeframe in order to maintain an efficient level of operations based on the current circumstances.

IDENTIFICATION OF ESSENTIAL FUNCTIONS

The Pepin County Department of Human Services provides a wide variety of services to our county residents. These statutory mandated services range from child and adult protective services, long term support services (elderly, developmental disabled, and physically disabled), juvenile justice, administering income maintenance programs and programs covered under W-2 program (child care, food stamps, medical assistance), just to name a few.

In the event of a disaster, there are certain essential functions that would need to be addressed initially. Since the spectrum of services and functions are very broad, the most essential issue to be addressed would be adequate communication. This would come in the form of telephone, cell phone, computers and internet access.

The most essential functions that would be addressed initially would be assessing and providing services to those county residents that are most vulnerable.

LINE OF SUCCESSION

The attached Chain of Command memo indicates the Line of Succession for the Department of Human Services. Initial contact will be made by the Director of the Department of Human Services. If that individual is unavailable, the Chain of Command will be followed. The individual in charge will be responsible for contacting agency staff and establishing a time and location to gather and begin initiating the Operations Plan. Once a time and location has been established, the Sheriff's Department (dispatch) will be notified with this information to inform staff in case they were not able to be contacted by the person in charge. Furthermore, as the agency proceeds with the implementation of the plan, the Sheriff's Department will be apprised

of the plan and act as an informational clearinghouse. Also attached are the names, telephone and cell phone numbers of all agency staff, Chair and Vice-Chair of the Human Services Board. The Chair or Vice-Chair will be apprised of all plans and be responsible for notifying the remaining Human Services Board Members of the circumstances surrounding the operation of the Human Services Department.

ALTERNATE FACILITIES

If the employees of Pepin County Department of Human Services are displaced from their regular office space, an alternate location will be secured. There are four possible locations that will be contacted. They are:

1. The Pepin County Job Center located at 316 West Madison, Durand, WI 54736. Telephone Number: (715) 672-8801.
2. Buffalo County Department of Health and Human Services, 407 South Second Street, Alma, WI 54610. Telephone Number: (608) 685-4412.
3. Pierce County Department of Human Services, 412 West Kinne Street, Ellsworth, WI 54002. Telephone: (715) 273-6766.
4. Durand High School, 604 7th Avenue East, Durand, WI 54736. Telephone: (715) 672-8917.

All the above locations have internet access with a T-1 Line and an adequate number of computer terminals to allow the agency staff to access necessary records. They would also have telephone access for communications. Cell phones would also be used to provide adequate communications. Once a location has been determined, the Sheriff's Department would be informed of this location.

Agency staff would begin making contact with current clients to determine if an emergency exists or critical needs need to be addressed. We would also be in contact with the Western Regional Office for DHFS and DWD which may be able to assist in securing needed goods or services.

INTEROPERABLE COMMUNICATIONS

In the event of a disaster and the Pepin County Department of Human Services employees were displaced from their normal office space, the Human Service Director will contact all agency employees to provide them with initial instructions.

If the Director was unavailable refer to the Line of Succession Section of this document for instructions on who would then begin this process. We would be contacting those agencies listed in Alternate Facility Section to see where we could share space during the displacement period. All four of these locations would provide us with the necessary "tools" to operate. As a backup

to these four locations, the Regional DHFS and DWD offices would be contacted to assist in locating adequate space with the needed equipment to operate successfully.

VITAL RECORDS AND DATABASES

The computer system for the Human Services Department is backed up daily. The back-up tapes are stored in a fireproof safe located in the office of the Office Manager, located in the Clerical Section. The Office Manager and Support Staff have the combination for the safe. Other systems are internet based and stored in other secure locations throughout the State. Since we operate under several data base systems, each system would need to be contacted about necessary retrieval assistance.

STAFF NAME	HOME PHONE NUMBER	CELL PHONE NUMBER
Abbott, Dean Chairman of Board	(715) 672-8122	(715) 495-2500
Baier, Pamela Program Worker	(715) 283-4825	
Bates, Ann Prevention Specialist	(715) 664-8949	None
Bauer, Marcia J ES Specialist	(715) 672-5019	None
Berg, Misty Human Services Specialist	(715) 926-3958	(715) 577-0413
Boughton, Sara L Social Worker	(715) 835-9312	(715) 379-1784
Chouinard, Christopher Fiscal Manager	(715) 855-8473	(715) 456-7703
DeLong, Linda Program Worker	(715) 672-5167	
Fredrickson, Harold Program Worker	(715) 672-5095	
Gingras, Sharon I. Program Assistant	(715) 672-5068	(715) 495-0358
Hoch, Paul M Social Worker	(715) 672-3379	(715) 495-0402
Hoch, SueM. Office Manager	(715) 672-3379	(715) 495-0402
Hovland, Cheryl A. Program Assistant	(715) 672-8162	(715) 495-1017
Kelly, Kim 0-3 Teacher/ Coordinator	(715) 855-7707	
Konsela, Carol M. ES Supervisor	(715) 672-5689	None
Milliren, Tracy Social Worker	(715) 285-5303	(715) 495-6579
Nedland, Carol Social Worker	(715) 926-5899	(715) 456-3666
Olson, John M. Social Worker	(715) 672-3187	(715) 279-0180
Roberts, Brenda M. Social Worker	(715) 874-6880	

Schlosser, Robyn Program Worker	(715) 672-5867	
Shaw, Cathy B. ES Specialist	(715) 672-8471	(715) 279-0161
Weber, Tony Program Worker	(715) 672-5747	
Wicktor, Phillip J Director	(715) 672-5535	(715) 279-1118
Zanto, James, Vice-Chair of Board	(715) 672-3502	Work - (715) 836-2499 or Work Cell- (715) 579- 5170

TO: AGENCY STAFF/HUMAN SERVICES BOARD

FROM: PHILLIP J. WICKTOR, DIRECTOR
PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES

DATE: AUGUST 26, 2002

SUBJECT: CHAIN OF COMMAND IN DIRECTOR'S ABSENCE

If the Director is absent or unavailable, the following sequence will be observed as to who is able to provide authorization, assignment of cases, approval of services, consultation, and other day to day matters that affect this agency.

The Service Section will be represented by Paul Hoch or Brenda Roberts. Every effort will be made to have one of these individuals in the office but if that is not possible, they will make themselves available by pager or telephone. They will be responsible for the overall day to day operation of the agency in the absence of they are to consult with the Controller or the Chairperson of the Human Services Board. Christopher Chouinard will be responsible for all fiscal activities. He may also be of assistance in questions relating to available funding/providers for both the Service and Economic Assistance programs. Christopher will succeed Brenda Roberts or Paul Hoch if they are not available to provide assistance in decision making. In the Economic Support Section, Carol Konsela will have full authority of the operation of that section. If Carol Konsela is unavailable, Cathy Shaw will be responsible for the activities in that section. If Sue Hoch is unavailable for the Clerical Section, Sharon Gingras and Cheryl Hovland will share responsibility for the day to day operation.

There could be times when a meeting may be necessary of all those responsible from the various sections to confer on an issue, but the ultimate decision lies with Paul Hoch and Brenda Roberts.

This is done in an effort to clarify assigned responsibility in the absence of the

Director. In the event that the Director would be unavailable to fulfill his duties due to an emergency situation, Paul Hoch or Brenda Roberts shall notify the Chairperson of the Human Services Board immediately, who will then notify the remaining board members.

ATTACHMENT D
Continuity of Operation/Continuity of Government Plan
For Pepin County Land Management/Land Records/Emergency Government Office

POLICY AND PROCEDURE

TITLE: Continuity of Operation/Continuity of Government

POLICY: The Pepin County Land Management/Land Records/Emergency Government Office will follow pre-established plans to assure continued operation in the event of a disaster that displaces employees from their current location in the government center. The Land Management/Emergency Government Office will assure that, at a minimum, predetermined essential functions as an Emergency Government office continue and safety and health of the public and community is protected. The Pepin County Land Management/Emergency Government Office is prepared to be functional in performing critical functions within 12 hours of a disaster/emergency and may operate under this plan for up to 30 days. This plan will be reviewed/tested annually.

POLICY PURPOSE: To provide guidance to office staff in the event of a disaster that displaces employees from their current location in the government center; to outline essential functions that must be maintained, even in the event of a disaster, to protect the health and safety of the public and community.

PROCEDURE:

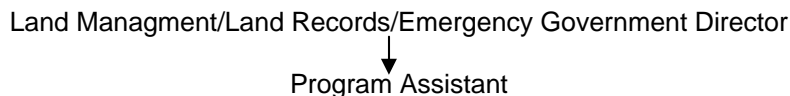
Prioritized Critical Functions

The Pepin County Land Management/Land Records/Emergency Government Office provides a variety of programs and services to the people of Pepin County. These include mandated land management, land records and emergency government functions. In the event of a disaster, non-essential services will be placed on hold until a period exceeding 30 days and the office is able to return to "normal" functioning. In order to protect the health and safety of the community, certain functions cannot be placed on hold for any period of time. The following list includes prioritized critical functions that the Pepin County Land Management/Emergency Government Office must continue to engage in, even in the event of a disaster:

1. Coordinate local, state and federal emergency response resources in the event of a disaster both declared and undeclared). This function will include both the director and program assistant.
2. Coordinate and insure local government functions continue.

Line of Succession

The line of succession below is to be followed in the event of a disaster. The lines are of sufficient depth to assure the Land Management/Land Records/Emergency Government Office's ability to perform essential office functions while remaining a viable part of government through an emergency. The Land Management/Land Records/Emergency Government director, appointed by the Pepin County Board, shall continue to serve as the head of the department unless he or she is unable to do so. If this is the case, the program assistant shall then be given authority to perform office functions.



Delegation of Authority

The delegation of authority for Land Management activities shall be made by the director and/or the Chair of the Land Management County Committee. Emergency Management delegation of authority shall be made by the director and/or the Chair of the Pepin County Board of Supervisors in the event of an emergency. All applicable state statutes shall be followed. Beyond this simple delegation of authority all applicable Emergency Operations Plans will be followed.

Alternate Facilities

In the event that Pepin County Land Management/Land Records/Emergency Government Office employees are displaced from the regular office, another location will need to be utilized to assure critical functions can be carried out. All employees of this office will be designated to perform critical functions from the alternate Emergency Operation Center as defined in Pepin County Emergency Annexes.

Interoperable Communications

Critical communications shall be preformed from the Emergency Operation Center or alternate Emergency Operation Center via radio and/or telephone.

Vital Records and Databases

If Emergency Government office files and plans are destroyed or unrecoverable, such files and plans for critical functions may be obtained through the State of Wisconsin Regional Emergency Management Director office in Eau Claire.

Land Records files are backed-up weekly and semi-annual backup set is stored in a fire proof safe in the Emergency Government Office.

Non critical files and records if lost would be unrecoverable and could not be reestablished (example: zoning permits, sanitary permits, etc.). These documents have been scanned and backed up in a fire proof safe located in the Emergency Government Office.

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the above checklist.

John Egli: Date: 10/20/2010
Plan Coordinator

_____ Date: _____
Agency Representative

ATTACHMENT E

Continuity of Operation/Continuity of Government Plan For The Pepin County Register of Deeds

PLANS AND PROCEDURES:

Essential Functions

The essential function of the Register of Deeds Office is to administer and direct the office and is responsible for carrying out the duties as set forth in Wisconsin State Statutes 59 and 59.43 as a constitutional officer elected by the County electorate.

Besides establishing and enforcing department goals, the Register of Deeds Office needs to ensure procedures are carried out according to federal, state and local ordinances, rules and regulations.

Procedure:

It is necessary to receive, record, index, file and retrieve records whether they are real estate records, vital statistic records (Birth, Death, Marriage, Domestic Partnerships and Military Discharge (DD214) Records).

There is a staff of two (2) in the Register of Deeds Office; the Register of Deeds and Deputy Register of Deeds.

In order to function we would need access to a book to log daily recordings (Numbers Book) whereby we would indicate document number, type of document, fee paid plus Volume and Page of Record books to file them in. Also, necessary would be a copy machine, numbers stamper or else stamp by hand and some type of record book to keep the copies in, plus a tract index of all townships, villages and the city in Pepin County. If these are not immediately available, some type of book to keep track of all documents until the microfilmed records that are in underground storage could be accessed.

Of particular importance in any type of disaster that might strike the government center, the city, the whole county or a wider area might be the necessity to issue death certificates. This would have to be coordinated with the local or area funeral directors, coroners, etc., and the State Vital Records Office in Madison, Wisconsin.

Security paper issued by the State Vital Records Office is used to issue all vital records, but in the event that this security paper would be destroyed regular paper possibly could be used (with permission from the State Vital Records Office in Madison, Wisconsin) and hopefully the Register of Deeds seal stamper would be available for use to certify these records. Open lines of communication would need to be established to get the records to the State Vital Records Office, etc., mail service.

All real estate records prior to and including Vol. 225 of Records (except for Vol. 132 Records to Vol. 187 Records which have not been microfilmed yet), grantor-grantee books, tract indexes, numbers books, etc., have been micro-filmed and are in underground storage in

Hutchinson, Kansas. Currently we are in Vol. 232 of Records. January, 2010 was the last time real estate documents were microfilmed. Our tract indexes were refilmed in 2000, but nothing has been done since that time. We will continue to microfilm records on a yearly basis.

Microfilm is the only medium that is truly archival. We have never had to retrieve any of the microfilmed images, but they are reviewed by staff periodically and kept in mint condition, so in the event of any type of disaster they are retrievable. An authorized representative of OWENS-KING CO. with the correct authorization code **must** contact UVS for any record to be accessed. In addition, since the Register of Deeds is the custodian and legal guardian of the records stored at the UNDERGROUND VAULT, OWENS-KING CO. requires that **only** the Register of Deeds or Deputy Register of Deeds have the right to order something be retrieved from the vault through OWENS-KING CO. This means that officers of the county do not have access to the records, except through the Register of Deeds. Name of the Underground Storage system and telephone number should be easily located in the event of a disaster.

UNDERGROUND VAULTS & STORAGE

P.O. Box 1723
Hutchinson, KS 67504-1723

www.uvsinc.com

620-662-6769 (Office)

FID 48-064955

OWENS-KING CO.

1015 35TH Street
Des Moines, IA 50311
515-255-5055 (Office)
515-250-4939 (Cell)

phil@owenskingcompany.com

Line of Succession:

The Register of Deeds is the authority and should he/she be unable to function, then the Deputy Register of Deeds manages until the return of the Register of Deeds. In a normally functional office, all office functions are performed equally by both the Register of Deeds and the Deputy Register of Deeds with the exception of the end of the month reports.

Since the Register of Deeds lives in the City of Durand, I should be able to set up some type of available room to function as best as possible within 12 hours of a disaster.

Depending on the type of disaster and what type of equipment we would be able to gather we could possibly function for up to 30 days.

Alternate Facilities:

In the event of a WMD threat that would pose health problems to those working in the

government center, alternate facilities such as city hall, multi-purpose room at the school, church basement or hall, senior citizens center in conjunction with other departments could be set up. In the event that this is not possible a medium sized room with copy machine, notebooks, pencils, pens, number stamp, Register of Deeds seal, etc., would be needed to function. Phones would also be necessary if the lines of communication are open and if possible computers to record and index any documents that would be brought in.

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the *above* checklist.

Monica J. Bauer
Pepin County Register of Deeds
Plan Coordinator

Date: November 29, 2010

Agency Representative

Date: _____

ATTACHMENT F

PEPIN COUNTY TREASURER'S OFFICE POLICY AND PROCEDURE

Continuity of Operation/Continuity of Government

Identification of Essential Functions:

The County Treasurer/Property Lister will perform duties listed in WI Statutes 59.25 (3) and 70.09 (2). Receive all moneys from all sources belonging to the county and other money, which by statute or county ordinance are directed and deposit the county money. Payout all money belonging to the county on the order of the board signed by the Clerk and countersigned by the chairperson. Keep true and accurate records of receipts and expenditures. Keep separate accounts for fees, taxes, redemption of lands subject to tax certificate and other related items. Responsible for monthly and quarterly reports to the State per WI statutes including but not limited to tax settlements, Register of Deeds reports, Clerk of Courts reports and Register in Probate reports.

To prepare and maintain accurate ownership and description information for all parcels of real property in the County. To provide computer related services, assessment, taxation and information on parcels of real property in the County for the use of taxation district assessors, city, village and town clerks and treasurers and county offices and any other persons requiring that information. Including but not limited to assessment rolls, notice of assessments, summary reports, tax rolls and tax bills.

Staffing is by Wisconsin Statute. The County Treasurer and the Deputy County Treasurer.

Resources required for each essential function are as follows: Computer, printer and internet service. Tax, Assessment, Settlement and general receipting programs along with the proper back-ups that are currently done by the finance director. Other necessary supplies would be a phone, calculator, paper, pens, pencil, envelopes, postage, deposit books, 3 part general ledger form or carbon paper will work until computer services can be setup.

Also from the County Treasurer's office: maps, drawing and hard copies of assessment and taxation records.

The County Treasurer's Office will be able to do essential functions within a reasonable time of receiving the necessary supplies relating to taxation, assessment and receipting. This plan can be tested and reviewed as needed.

Line of Succession:

There is a staff of 2+ in the county treasurer's office. The County Treasurer is the authority and should she/he be unable to function, then the deputy treasurer is capable of performing essential functions. In the event that the County Treasurer and the Deputy

Treasurer are unable to function, another county treasurer's office should be contacted for assistance. The following counties have the same tax/assessment software that Pepin County has: Buffalo, Pierce, St. Croix, Polk, Barron, Jackson and Trempealeau. There are no other leadership positions other than the County Treasurer.

The Line of Succession is as follows:

County Treasurer

Nancy M. Richardson
N7042 Cty Rd X
Arkansaw, WI 54721
Phone 715-285-5186
Cell Phone: 715-495-8446
Email: ntlrich@nelson-tel.net

Deputy County Treasurer

Patricia Scharr
Stockholm, WI 54769
Phone: 715-448-2146
Cell Phone: 715-495-1958
Email: stockholmtownclerk@yahoo.com

Deputy Treasurer

Sue Ann Hurlburt
1315 Hardy St
Durand, WI 54736
Phone 715-672-5685

The order of succession is County Treasurer then Deputy County Treasurer. In the event the County Treasurer is unable to perform essential functions, by WI Statute, the Deputy Treasurer shall be responsible for performing essential functions until such time as the county board can make an appointment per WI statutes.

Alternate facilities:

In the event that Pepin County Treasurer's office employees are displaced from the regular office, alternate facilities such as the city or municipal halls, schools, churches or other public meeting facilities could be set up. A medium size office or workspace is required to perform essential functions.

A computer, printer, internet access, programs, phone, calculator would suffice to perform essential functions. No pre-positioned resources or contingency contracts are needed. The alternate facilities identified above will provide a healthy and safe environment as well as the support; services and systems needed to perform essential functions for up to 30 days.

Inter-operable Communications: List of employees and other agencies phone numbers, email addresses can be acquired from the personnel office.

In the event that County Treasurer employees are displaced from their office, a telephone, email and texting can be used to establish and maintain communications with essential internal and external organizations and the public.

Vital Records and Databases:

A back-up copy of the property assessment and tax collection records are backed up by the Finance Director on a regular basis and should be stored at an offsite location such as Security National Bank or another safe environment that may be accessible. If additional problems occur, we may be able to get a back up from our website server ADC (Applied Data Consultant), located at 2985 58th St., Eau Claire, WI 54701 Phone 1-888-933-6447 or 715-874-4397. Email: David Peterson at dpeterson@adc4gis.com.

The current computer consultant for Pepin County and /or GCS Software staff can be contacted for assistance. GCS Software will provide the tax/assessment program at no charge. They can be reached at N5723 County Rd SN, Onalaska, WI, and Phone: 1-800-730-2423 or 608-781-2434, email supportgroup@gcssoftware.com.

The general receipt program that is used in the Treasurer's Office is hold by the Finance Office. Manual receipts could be maintained in the Treasurer's office until such time that the Finance Director obtains the computer, printer and software to run computer receipts. Copies of all receipts are then stored in a database maintained by the finance director.

Test, Training and Exercises:

Not Applicable

Plans and Procedures:

To contact staff the following procedure would be done. Contact by land line phone, cell phone, email and text messages or other means that maybe setup at the time of the disaster.

County Treasurer

Nancy M. Richardson
N7042 Cty Rd X
Arkansaw, WI 54721
Phone 715-285-5186
Cell Phone: 715-495-8446
Email: ntlrich@nelson-tel.net

Deputy Treasurer

Patricia Scharr
Stockholm, WI 54769
Phone: 715-448-2146

Cell Phone: 715-495-1958
Email: stockholmtownclerk@yahoo.com

Deputy Treasurer
Sue Ann Hurlburt
1315 Hardy St
Durand, WI 54736
Phone 715-672-5685

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the above checklist.

Nancy M. Richardson, Treasurer
Plan Coordinator

Date: 01/06/2011

Agency Representative

Date: _____

ATTACHMENT G
**PEPIN COUNTY CIRCUIT COURT
OFFICE OF CIRCUIT JUDGE
REGISTER IN PROBATE
CLERK OF CIRCUIT COURT**

Updated 2010

TITLE: Continuity of Operation / Continuity of Government

POLICY: This Department will follow a plan under the directions of the District Court Administrator and the Circuit Court Automation Program (CCAP) to ensure continued operation in the event of a disaster whereby the current premises have to be evacuated.

PURPOSE: To provide guidance for the continued service to the public and the maintenance and security of the legal and confidential documents which are held in our trust.

PROCEDURE:

IDENTIFICATION OF ESSENTIAL FUNCTIONS: CIRCUIT JUDGE

The Circuit Judge is a State of Wisconsin employee. He presides over court and makes decisions following the Wisconsin State Statutes and Supreme Court Rules. In case of a disaster where his courtroom and chambers were not accessible, he would hold court and hear cases in another facility, likely in a courtroom in an adjoining county. As he is Circuit Judge of both Pepin and Buffalo counties, if the disaster occurred in Pepin County, he would hold court and hear Pepin County cases in the Buffalo County Courthouse. If both counties were in a state of disaster, he would then enlist the assistance of the Chief Judge and the District Court Administrator, and secure a facility in another county to hold court for Pepin County cases. The District Attorney, Sheriff's Department, Corporation Counsel and Department of Human Services know and frequently use his home telephone number and facsimile number. These same numbers could be used in case of a disaster and under emergency conditions.

LINE OF SUCCESSION: CIRCUIT JUDGE

If the Circuit Judge of Pepin County was injured or incapacitated in any manner that he could not preside over court cases, then another judge would be assigned by the District Court Administrator.

The Family Court Commissioner or Judicial Court Commissioner may be able to preside over the situations/case types that are designated to be under their authorized duties.

The services of a Certified Court Reporter would be required, wherever court was to be held.

**IDENTIFICATION OF ESSENTIAL FUNCTIONS: REGISTER IN PROBATE -
PROBATE/REGISTRAR -JUDICIAL ASSISTANT-CLERK OF JUVENILE COURT**

Register in Probate:

- Assist in the filing and completion of the administration of estates;
- Monitor timelines, particularly in guardianship and commitment cases
- Responsibility for maintaining legal probate documents;

Probate Registrar:

- Determine appropriateness and accept probate documents for filing;
- Make legal decision regarding publication times, line of succession;
- Setting bond and the issuance of Letters of Administration

- Determinations regarding assets and disbursements of estate proceedings
- Determination regarding tax matters, administration and completion of estates

Judicial Assistant:

- Schedule court cases; maintain the court calendar and monitor changes;
- Correspondence with District Attorney, Corporation Counsel, Clerk of Court, Department of Human Services, Guardians ad Litem, Office of Public Defender, and other attorneys as well as hospitals, care centers, juvenile centers, Sheriff and local law officers
- Assist the Circuit Judge regarding opinions, jury instructions, etc.

Clerk of Juvenile Court:

- Accept juvenile petitions for filing,
- Review and clarify statutory requirements of documents;
- Send notices in juvenile matters;
- Clerk juvenile court proceedings;
- Monitor timelines during the course of juvenile court cases;
- Correspond with District Attorney, Corporation Counsel, Attorneys, Department of Human Services, Victim-Witness Coordinator and the Department of Transportation
- File dispositions and close cases with the State CCAP and DOT;
- Monitor Recoupment of county-paid fees

* Financial responsibilities in all the of the above stated areas.

** All vital records are located in file cabinets on site, backed up via computer system with the State of Wisconsin. Confidential records are secured in locked file cabinets.

LINE OF SUCCESSION: REGISTER IN PROBATE

The Deputy Register of Probate would perform the duties of the Register in Probate if the Register was injured or incapacitated in the *event* of a disaster. Should the Deputy Register also be injured or incapacitated, the Circuit Judge would make *whatever* decision was necessary.

Clerk of Circuit Court:

Custodian of the record:

Maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the court or specified by state statute.

Jury Management:

Provide a number of prospective jurors needed each year to the Director of State Courts; mail questionnaires to prospective jurors separately or together with a summons; include instructions to return within 10 days and information about penalties; prepare follow-up to questionnaires not received and return incomplete or defective questionnaires to potential juror for correction; provide court with sufficient names of prospective jurors to meet needs of court; create array by striking names of prospective jurors not qualified under §756.02 WI Statutes; keep computerized juror data secure against unauthorized access; keep completed questionnaires confidential as required; retain list of sworn jurors; randomly select names from array to summon for a venire; issue summons at least 12 days before first day of trial; randomly select names from the venire for a panel; pay juror fees and mileage.

Court Finances:

Collect fees, fines and forfeitures and pay monthly to the treasurer for the use of the state the percentage of court imposed fines and forfeitures that are required by law to be deposited in the state treasury. Pay monthly to the treasurer the amounts required by §302.46(1) for the jail assessment surcharge.

Court Administration:

As local administrative personnel, clerks of court are at the center of an enormous variety of activities and work daily with many different people, law enforcement, the legal community, local, state and federal agencies, businesses and the general public. The administrative responsibilities at the circuit court level involve a variety of tasks, duties and responsibilities to ensure that court proceedings and law requirements are handled timely and efficiently as required by Wisconsin Statutes.

LINE OF SUCCESSION: CLERK OF CIRCUIT COURT

The Deputy Clerk of Court would perform the duties of the Clerk of Court if the Clerk was injured or incapacitated in the event of a disaster. Should the Deputy Clerk of Court also be injured or incapacitated, the Circuit Court Judge would make whatever decision

ALTERNATE FACILITIES FOR CONTINUATION OF COURT OPERATIONS:

The Circuit Judge together with the Chief Judge, District Court Administrator and the Pepin County Board would select an offsite facility to continue court operations.

NECESSARY EQUIPMENT FOR CONTINUATION OF COURT OPERATIONS:

Computer workstations and server to connect to CCAP in Madison and throughout the State of Wisconsin; telephone; our probate, juvenile, and mental files; typewriter; Wisconsin Statutes and probate and juvenile reference materials; Legal Directory; calculator, paper and other normal clerical supplies

**ATTACHED FIND A LETTER REGARDING CCAP PROCEDURES WITH REGARD TO DISASTER RECOVERY PLANNING AND IMPLEMENTATION.* Our records are backed up daily to the CCAP Center in Madison and the CCAP Staff would assist with our recovery program.

***ALSO ATTACHED FIND EMERGENCY ACTION PROCEDURES FOR THE WISCONSIN COURT SYSTEM.* These are the procedures implemented by the District Court Administrator and they are to be followed by the court staff of the seventh district, using, of course, our local facilities. Unofficially, the gathering place for employees of this building would be in the front parking lot unless it was also in a state of total destruction.



CCAP *Wisconsin Consolidated Court Automation Programs*

A. John Voelker
Director of State Courts

Jean M. Bousquet
Chief Information Officer
110 East Main St. Suite 500
Madison, WI 53703-3328
Telephone: 608/267-3728
FAX: 608/261-6655

Date: August 14, 2009

To: Clerks of Circuit Court
Registers in Probate

From: Jean Bousquet, Chief Information Officer

Re: **CCAP Disaster Recovery Process for the Circuit Courts**

The Consolidated Court Automation Programs (CCAP) supports and maintains all of the computer hardware and software used by the circuit courts in Wisconsin (in Portage County, only the Register in Probate court is supported by CCAP). In the event of a disaster, CCAP is committed to immediately responding to ensure a circuit court's computer system is functional in a timely manner. The purpose of this letter is to document CCAP's responsibilities regarding disaster recovery for the circuit courts.

Critical Data Sources

Each circuit court network includes two main repositories of critical data. The database server stores all of the circuit court case data contained in the Case Management, Jury Management, and Financial Management applications. The availability of this server is critical to the operation of the circuit courts.

The second data repository is the file server. This server stores all of the data from circuit court customers that is derived from other applications such as Microsoft Office. Word processing documents, letters, spreadsheets, and application software programs, are examples of the types of files stored on this server. The availability of this server is also critical to the operation of the circuit courts.

CCAP performs full backups of both servers at the conclusion of each business day, Monday through Friday. Additionally, incremental backups are performed on the database servers throughout each business day. Three copies of each backup are maintained by CCAP in the following locations:

- At the circuit court
- At CCAP headquarters in Madison
- At the Department of Justice's computer room in Madison

CCAP provides a computer workstation for each full-time circuit court customer. These computers are configured with a standard CCAP image. CCAP customers are instructed NOT to store documents or other data on their computer hard drives, as CCAP does not backup workstation hard drives.

In the event of a disaster, CCAP will first focus on restoring core computer functionality. It should be noted that Internet access and e-mail are not considered core functionality, and will not be immediately addressed by CCAP staff.

Disaster Recovery

In the event of a disaster, CCAP maintains spare computer and network equipment to support basic computer functions. Spare equipment includes the following:

- Desktop computers
- Server computers
- LAN switches
- Uninterrupted Power Supply
- Hard drives
- Flat-panel monitors
- Ethernet cabling
- Laser printers
- Check printers
- Receipt printers
- Keyboards
- Mice

Upon being notified of a disaster in a circuit court that involves the loss of a courthouse and all of its computer equipment, CCAP will respond immediately in the following manner:

1. Assign all necessary CCAP staff to the disaster recovery effort.
2. Contact circuit court personnel to determine the following:
 - a. The location of the temporary facility;
 - b. The wiring status of the temporary facility;
 - c. The number of computers required;
 - d. The number of printers required;
 - e. The timeframe for relocating to the temporary facility.
3. Assemble and configure a database server of the appropriate size required for the given circuit court.
4. Restore the circuit court's data to the new database server using the most recent backup. In most instances, this backup would be current as to the business day.
5. Assemble and configure a file server of the appropriate size required for the given circuit court.
6. Restore the circuit court's fileserver data using the most recent backup. In most instances, this backup would be from the previous business day.

7. If there is not adequate equipment available at CCAP, we will immediately place an order for the required equipment and expedite delivery.
8. Prepare computer workstations with the CCAP standard image. A minimum of ten computers will be prepped; this number will be increased proportionally for larger counties.
9. Install a temporary network in the new location with a minimum of one network switch to connect all devices on the network.
10. Equipment will be delivered, configured, and installed in the temporary facility within 72 hours of being notified of the disaster.
11. CCAP support staff will remain on-site at the new facility to assist with any issues or problems that may arise with the temporary computer network.

If you have additional questions or concerns about CCAP's disaster recovery planning, please contact me at 608-267-0678 or via e-mail at jean.bousquet@wicourts.gov.

Cc: Circuit Court Judges
District Court Administrators

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the above checklist.

_____ Date: _____
Plan Coordinator

_____ Date: _____
Agency Representative

ATTACHMENT H

PEPIN COUNTY CLERK'S OFFICE

CONTINUITY OF OPERATIONS PLAN

ESSENTIAL FUNCTIONS

1. Essential Functions listed and prioritized.
 - Certify minutes of County Board meetings
 - Maintain the County Code of Ordinances
 - Sign orders for payment
 - Take applications for and issue marriage licenses
 - Manage elections as required
2. Staffing requirements for each essential function are identified.
 - County Clerk, or Deputy County Clerks would be able to perform any or all of the essential functions listed.
3. Resource requirements for each essential function are identified.
 - Certify minutes of County Board meetings: Paper and pen.
 - Maintain the County Code of Ordinances: Municipal Code has it on the Web and Pepin County has hard copies of it outside the Government Center at the home of the County Board Chair and the District Attorney.
 - Sign orders for payment: If signature stamp is not available, checks can be signed by hand with a pen.
 - Take applications for and issue marriage licenses: A limited amount of marriage license applications and certificates are kept at the County Clerk's home, outside the Government Center for use in an emergency. They can be filled in by hand.
 - Manage elections as required: The most recent forms and supplies can be obtained from another County or from the Elections Board over the Internet (if available)
4. Critical data and data systems for each essential function are identified.
 - Certify minutes of County Board meetings: County Board secretary maintains minutes on Word processing program. Hard copies are kept in the County Clerk's office.
 - Maintain the County Code of Ordinances: Code on the internet. A hard copy of the Code and amendments to the code before they are incorporated into the code need to be on hand. Sign orders for payment. The orders are generated in the Finance Office. Our office signs them and maintains a copy of the check register.
 - Take application for and issue marriage licenses. The couple brings the data. Licenses can be hand printed in an emergency.
 - Manage elections as required. Data could be obtained from the Elections Board for State and Federal Elections. For local elections data is gathered in County Clerks Office on hard copy.
5. Support activities are addressed as part of essential functions.
 - Getting a computer up and running and having access to My Documents in Word and

- having access to the Internet and E-Mail are supports that are very helpful but not absolutely necessary for most of the essential functions. Making a copy of My Documents on a disk and keeping it at the County Clerk's home is a good support.
6. Plans exist for attaining operation capability within 12 hours.
If necessary, the County Clerk could provide essential functions from his/her home if it has not been destroyed by the same reason that the Government center is not available. It could hastily be set up with the necessary equipment to provide the essential services. The supportive documents/computer disks that have been stored for emergencies could be retrieved to use.
 7. Processes and procedures exist to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.
Once the County Clerk's home is set up to provide services, it should be no problem to be able to continue for up to 30 days.

LINE OF SUCCESSION

This line of succession is established for the County Clerk's Office highest position of authority.

- 1st County Clerk, Carol M. Forster
If the County Clerk is not available, then
- 2nd Deputy County Clerk, Barb Traun, who has the most hours of previous experience of working in the office in the last three years shall be in charge. If Deputy County Clerk, Traun is not available, then,
- 3rd Deputy County Clerk, Marcia Baurichter, with lesser hours of experience of working in the office in the last three years shall be in charge.

If the services of either of the Deputies is required, the County Clerk will contact them by telephone or any other method that may be available.

ALTERNATE FACILITIES

1. Immediate capability exists to operate under potential threat conditions including WMD threats. The County Clerk's home will be made available immediately.
2. Sufficient space and equipment to sustain the County Clerk's Office is identified: There is sufficient space to operate for up to 30 days in the dining room of the County Clerk's home.
3. The County Clerk's home/dining room is equipped with a table and chairs and telephone and tools and supplies for writing.
4. Obtaining a computer and the connections required so that e-mail communication can be established will be attempted as soon as possible.
5. The County Clerk's home will have water, electrical power, heating and air conditioning

facilities available if they are not made inoperable by the same disaster that incapacitates the Government Center.

8. The County Clerk's home is available to use as an alternate facility for a period of up to 30 days.
7. If the County Clerk's home is not damaged by disaster, it will provide a healthy and safe environment.
8. There are locks on the County Clerk's home.

INOPERABLE COMMUNICATIONS

1. In the event of a disaster or other event that displaces Pepin County Clerk's functions from the regular office facility, the County Clerk will contact the Deputy County Clerks at their homes to provide them with instructions. All employees have a listing of the others' home phone numbers.
2. The County Clerk will contact emergency personnel to inform them where County Clerk provided services can be obtained.
3. The data that will be stored off site in the County Clerk's home will be obtained so that essential activities and functions can take place.

VITAL RECORDS AND DATABASES

1. Emergency operations plan: Located in the green binder in the County Clerk's office on the bookshelf above her desk. A second copy of the plan will be kept in the County Clerk's home. In the event of a disaster, the County Clerk will obtain a copy of the plan from either location.
2. The most recent records of the County Board Proceedings are kept on disk by the County Board Secretary and from previous years are available from the Archives at the Library at UW Stout in Menomonie. A list of office inventory will be kept with the forms that will be taken to the County Clerk's home. If all of the forms to facilitate holding an election are not available in the emergency supply, more recent forms could be obtained from a neighboring County Clerk or the State Elections Board.
3. Confidential information connected with Marriage License Applications that may be executed while the emergency exists will be kept in a sealed envelope while in the County Clerk's home.
4. A disk with backup data will be kept in the County Clerk's home; if original data is destroyed this data will be used to restore "My Documents" on a computer as soon as possible.
5. A duplicate copies of County Board proceedings of previous years, Marriage License application and election forms will be kept in the County Clerk's home. A copy of the Code of Ordinances can be obtained from the County Board Chair.

TESTS, TRAINING AND EXERCISES

Tests, Training and Exercises are not applicable.

PLANS AND PROCEDURES

1. The County Clerk will be responsible for advising the Deputies if, when and where they are needed.

2. The County Clerk will make sure that services that the County Clerk needs to provide are made available as quickly as possible by her staff throughout the duration of the emergency.

This plan will be reviewed once a year during the month of August and will be revised as is deemed necessary.

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the above checklist.

Plan Coordinator

Date: _____

Agency Representative/Pepin County Clerk

Date: _____

ATTACHMENT I

PEPIN COUNTY RECYCLING/SOLID WASTE DEPARTMENT CONTINUITY OF OPERATIONS PLAN

Updated 2010

ESSENTIAL FUNCTIONS

1. Operating drop-off sites for collection of recyclables and solid waste; distributing of county solid waste disposal bags to retailers in county; preparing vouchers payable; collecting accounts receivable
2. Site attendants or department coordinator will staff collection site(s); department coordinator will manage bag distribution, vouchers payable and accounts receivable
3. Resources required for collection site(s):
 - Dumpsters for solid waste - Durand Sanitation LLC (DSS), Veolia, Paul's Industrial Garbage (PIG)
 - Collection containers for recycled materials - DSS, Veolia, PIG, Alter Metals, Rock Oil, Interstate Battery, Materials Processing Corp (MPC), Scientific Recycling Inc (SRI). Resources required for bag distribution, vouchers payable, & accounts receivable:
 - Bags - Resourceful Bag and Tag
 - Sales receipts, statements, vouchers, and other office supplies.
4. No critical data and data systems necessary beyond central accounting provided by Finance Director.
5. Support activities not a part of essential functions will be performed as additional resources become available.
6. Temporary relocation of a collection site can be to any accessible open area of a minimum 200 ft. x 200 ft. in size where dumpsters and collection containers can be placed. Adequate dumpsters and containers necessary to continue collection site activities and sustain operations in excess of 30 days.

LINE OF SUCCESSION

1. Succession: collection site attendant to department coordinator to Solid Waste Committee to County Board.
2. No other leadership positions exist.
3. In the absence of the Department Coordinator the site attendant(s) is (are) authorized to make decisions necessary to restore essential functions and sustain operations until an acting coordinator is appointed.
4. Line of succession is as noted in item 1.
5. Other than existing site attendants and department coordinator, no other personnel *have* been trained to perform essential functions.
6. The County Board Chair shall implement the order of succession.
7. Initiation of succession, notice of succession, and terminating conditions are addressed by the Pepin County Personnel Code and in the overall Pepin County Continuity of Operations Plan.

ALTERNATE FACILITIES

1. Operations of essential functions can continue to operate under potential threat conditions.
2. Accessible alternate locations for collection site activities are as follows: any open areas in parks, athletic fields, parking lots, or other similar open area. Alternate location for other essential functions can be any indoor space suitable for typical office activities.
3. No pre-positioned resources or contingency contracts are considered necessary to continue essential functions.
4. Interoperable communications with essential internal and external organizations, critical customers and the public will be managed via cell phone or regular phone.
5. Alternate facilities adequately provide for logistical support, services, and infrastructure systems.
6. Due to the nature of collection site activities, any alternate location will have few constrictions to sustaining operations indefinitely,
7. A small shelter outfitted as needed with heater and other supplies will be provided for site attendant health and safety.
8. Security and access controls will be unnecessary at the collection site. No unusual security or access precautions are necessary for other essential functions.

INTEROPERABLE COMMUNICATIONS

1. Communications with COOP/COG contingency staff, management, and other components are addressed in the Pepin County Continuity of Operations Plan.
2. Communications with other agencies and emergency personnel are addressed in the Pepin County Continuity of Operations Plan.
3. Access to data and systems necessary to conduct essential activities and functions are addressed in the Pepin County Continuity of Operations Plan.

VITAL RECORDS AND DATABASES

The collection sites and coordinator's office have no vital records or databases.

TESTS, TRAINING, AND EXERCISE

None necessary or applicable.

PLANS AND PROCEDURES

1. Employee advisories, alerts, and plan activation procedures are addressed in the Pepin County Continuity of Operations Plan.
2. Personnel accountability during the emergency is addressed in the Pepin County Continuity of Operations Plan.
3. This plan will be reviewed each year by the department coordinator and Emergency Government Director to determine the need for revisions to this document.

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the above checklist.

_____ Date:
8/18/03

Plan Coordinator

_____ Date:
Agency Representative

Pepin County Sheriff's Department

Continuity Of Operation/Continuity of Government

Primary Objective: To provide guidance to Sheriff's Department staff in the event of a disaster that would displace employees from their current location in the government center and to maintain services that are normally provided, even in the event of a disaster.

Policy Statement: The Pepin County Sheriff's Department will follow pre-established plans to assure continued operation in the event of a disaster that displaces Sheriff's Department employees from their current location in the government center. The patrol services provided by the Department will continue as usual. The Jail and Communication Center will be in operation as predetermined in operational plans.

Procedures:

A. Prioritized Critical Functions

The Pepin County Sheriff's Department provides law enforcement services to approximately 7000 residents of the county. Those services include:

1. Protection of life and property
2. Operation of the Emergency Communications Center
3. Operation of a 30 bed jail
4. Security of crime scenes and disaster areas
5. Investigation of crimes
6. Patrol of the county

B. Line of Succession

The line of succession is to be followed in the event of a disaster. The lines are sufficient in depth to assure that decisions can be made that will provide for a safe and stable environment during a disaster that would displace employees from their normal workplace.

JAIL/COMMUNICATION CENTER

1. Sheriff
2. Lieutenant of Communication Center and Jail
3. Huber Officer

PATROL/INVESTIGATIONS

1. Sheriff
2. Chief Deputy
3. Deputies On The Basis Of Seniority

C. Delegation of Authority and Responsibilities

1. The Sheriff will delegate authority and responsibilities to the deputies as necessary and, in his absence, the Chief Deputy would do the same.

D. Alternate Facilities

1. Jail – Surrounding jails would be contacted to house our inmates. Counties having some of their inmates housed in our facility would be asked to relocate them. Temporary housing would be at the Buffalo County Courthouse until transportation or space could be made available.
2. Communications – 911 would be transferred to Pierce County. Mobile Communication Center would be called in from the State. Stationary Communications would be at the Durand Fire Hall.

3. Patrol Deputies would use their vehicles much the same as they do under normal conditions.

E. Interoperable Communications

1. In the event of a disaster where the Sheriff's Department personnel would have to vacate their present location, all members of the Department would be contacted and all personal leaves and vacations would be cancelled. All personnel would report as directed by the Sheriff or his designee.

F. Vital Records

1. The secretary will be responsible for gathering all records, files, forms, and documents that are normally under his/her supervision and care.
2. The Jail Lieutenant will be responsible for gathering all records, files, forms, and documents that are normally under his/her supervision and care.

G. Data Bases

1. All back up data is the responsibility of the secretary.

Issuing Authority: _____

John C. Andrews, Sheriff

Dated: September 5, 2003

Revised: November 12, 2009

Pepin County Sheriff's Department Policy #19

Pepin County UW-Extension Office

Plan for Continuity of Operation/Government

November 8, 2010

Plans and Procedures

UW-Extension, Cooperative Extension is in the business of education. We are the link to the University of Wisconsin programs and research for each citizen of Pepin County.

While we are not directly in line to handle emergencies and/or disasters, we clearly would have a role in helping inform/educate people after an event.

There are three program areas operating in our agency/office: Agriculture, Family Living and 4-H and Youth. A nutrition educator also works under the Family Living Program area.

Personnel currently filling these positions include:

Department Head and Agriculture Agent - Bob Cropp

Family Living Agent – Mary Wood

Nutrition Educator – Marie Ritscher

4-H and Youth Agent - Marie Ritscher

Lead Secretary - Tracy House

During an emergency, the Department Head would be responsible to head the decision making processes that would have to be made regarding office operations. If the Government Center building would not be functional, staff communications would take place through private phones (cell and home phones).

Essential Functions

1. The agriculture agent serves on the county administrative committee of the federal Farm Service Agency (FSA). He would work with that team to assess damages to natural resources and agricultural commodities and structures to be reported through the FSA. Updated reports would follow the preliminary reports of damage and/or losses.
2. The agriculture agent would also be available to work with the Pepin County Local Emergency Planning Committee and county law enforcement agencies as needed.
3. All Extension staff have access to internet communications in our office (if available) or at our homes (as an option) if extra communications are needed. This system can connect us with all Wisconsin counties if needed.
4. The agriculture agent would serve as a liaison to area farmers to distribute information about managing milk, feed, cattle and/or other commodities affected throughout the county.
5. The UW-Extension office would serve as a source of research-based information about food safety and housing topics.

Line of Succession/Delegations of Authority

The Department Head would be the lead contact who would then contact other staff as needed or required. Some of the positions are not critical to immediate emergency response. Many of our functions would become needed at a later time.

Alternate Facilities

If needed, the basic functions of our office could be operated from any location. An increasing amount of the information distributed is accessible through the internet and/or through compact disks. Thus, it would be important to have access to computers, printers and internet connections, however.

Some of the work of this agency could be performed from the homes of staff members. This would include individual advising of farmers and families about their business management, food safety, family health, etc.

Interoperable Communications

In an event of a disaster that displaces Extension employees from the original office, the Department Head would communicate directly with staff to determine alternate modes of operation.

Vital Records and Databases

There are no vital records or databases stored in the Extension Office related to emergencies or disasters.

I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements listed in the above checklist.

Plan Coordinator

Date:

Bob Cropp
Agency Representative

Date: 11-8-2010

Attachment M
PEPIN COUNTY
LAND CONSERVATION DEPARTMENT
Policy and Procedure

Updated 2010:

Title: Continuity of Operations/ Continuity of Government

Policy: The Pepin County Land Conservation Department will follow pre-established plans to assure continued operation in the event of a disaster that displaces Land Conservation Department employees from their current location in the government center. The Land Conservation Department will assure that, at a minimum, predetermined essential functions as a natural resource protection agency are continued. The Pepin County Land Conservation Department is prepared to be functional in performing critical functions within 24 hours of a disaster/emergency and may operate under this plan for up to 30 days. This plan will be reviewed/ tested annually.

Policy Purpose: To provide guidance to Land Conservation Department staff in the event of a disaster that displaces employees from their current location in the government center; to outline essential functions that must be maintained, even in the event of a disaster, to protect the natural resources of Pepin County.

Procedure:

Prioritized Essential Functions

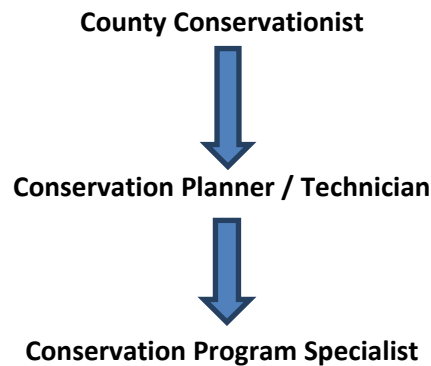
1. The Pepin County Land Conservation Department provides a variety of programs and services to the people of Pepin County. Although the lack of these services is not immediately life threatening the daily functions of this department must continue. Functions of this department become critical in an event of a natural disaster that could affect the natural resources of Pepin County. The LCD truck/vehicle will be used to assess the affects to the natural resources and cell phones will be used to report and convey assessments and their importance.
 - a. Determine if the disaster may affect any natural resources within the county. (County Con., Consv. Planner/Tech)
 - b. If natural resources are affected, consult with emergency management officials to identify what areas of the county have been affected. (County Con., Consv. Planner/Tech)
 - c. Organize an environmental assessment team (LCD & NRCS) to determine if there are any eminent failures of structures that could pose danger to people or natural resources. (County Con., Consv. Planner/Tech)
 - d. Take necessary steps to contact residents that may be affected. (All LCD staff)

2. Design and Construction plans for the PL 566 Flood Control Structures and other private landowner structures are located in the Land Conservation Department storage room on the third floor of the Government Center. These design and construction plans may also be obtained through the Natural Resources Conservation Service (NRCS) in Altoona, WI or possibly through the private landowners owning the structures.
3. The Land Conservation Department will also maintain a contractor list for a variety of services, (i.e. excavating equipment) should those services be needed to address immediate resource concerns.

Line of Succession

The line of succession below is to be followed in the event of a disaster. The lines are of sufficient depth to assure the land conservation department's ability to perform essential functions while remaining a viable part of government through an emergency.

The Land Conservation Department County Conservationist appointed by the Pepin County Board shall continue to serve as the head of the agency, unless he or she is unable to do so. If this is the case, the chair of the Land Conservation Committee shall give authority to begin moving down the line of succession.



Alternate Facilities

In the event that Pepin County Land Conservation Department employees are displaced from the regular office, another location will need to be utilized to assure daily functions can be carried out. All Land Conservation Department employees will be contacted by phone at their place of residence and given instructions on where our temporary office will be organized. Surveying equipment and other equipment needed to provide services could be borrowed from the NRCS Area Technical Center located in Altoona, WI.

Interoperable Communications

In the event of a disaster or other event that displaces Pepin County Land Conservation Department employees from their office, the Land Conservation Department County Conservationist will contact

employees at home to provide them with instructions. To facilitate communication, all employees have a listing of other employee's home telephone numbers. In addition, most employees have cell phones. If an Emergency Operations Center (EOC) is opened and natural resource assessment is needed, the County Conservationist will be located in the EOC. This will allow direct communication with other emergency officials. The County Conservationist can then communicate with other Land Conservation Department staff as needed from that location.

Legal and Financial Records and Databases

The Conservation Program Specialist will be responsible for gathering the legal and financial records that are critical to carrying out the land conservation department's essential activities. Such records include things like accounts receivable and accounts payable. These records are located in the 5 drawer file cabinet in the County Conservationist's office. These items and all landowner files are also stored and backed up on the R:\ and U:\ drives of the County's network server.

Contact phone numbers:

Chase Cummings	715-338-7472 (cell)
Chris Gaetzke	920-229-6921 (cell)
Pat Poeschel	715-672-5537 (home) 715-279-1448 (cell)

ATTACHMENT N

PEPIN COUNTY HIGHWAY DEPARTMENT

TITLE: Continuity of Operation/Continuity of Government

POLICY: The Pepin County Highway Department currently has no written policy or procedures in *effect*. Currently the Highway Department acts on a 24 hour, 7 days a week emergency schedule. The Highway Department is prepared to act as necessary in the event of an emergency or a disaster.

ESSENTIAL FUNCTIONS:

Mission: The mission of the Pepin County Highway Department is a team charged with the responsibility of developing and maintaining a highway system for Pepin County. We strive to address the safety needs and environmental concerns of the public.

Goal: Develop and maintain a quality transportation system today and tomorrow.

Our Programs, Services and Activities: The Pepin County Highway Department is responsible for maintaining all of the State Trunk System within Pepin County. We are also responsible for all of the maintenance and construction of our County Trunk System. Pepin County Highway Department also performs other varying degrees of maintenance and construction in all the other municipalities within Pepin County, which includes 1 city, 2 villages, and 8 townships. We also provide varying degrees of assistance to our neighboring municipalities.

County Road Maintenance: This includes: patching, crack sealing, sweeping, road side vegetation control, shoulder maintenance, mowing, bridge inspection and repair, signing, litter pickup, culvert replacement and pavement repair. *Our department also performs these functions for the Department of Transportation on all state trunk highways located within the county.*

County Road Construction: In order to keep our highway system efficiently maintained in Pepin County, we reconstruct and/or pave 8-10 miles of our 156 miles of highway each year. Under this program, we can rehabilitate our highway system every 15-20 years. The reason we are so cost efficient with our road construction and maintenance program is because, while were performing construction or maintenance on our county highways in a selected area of the county, we also do the same type of work for the township, village, or city located in this geographic area.

Winter Road Maintenance: Winter maintenance includes drift prevention, application of sand, salt and chlorides, and plowing snow. Typically our employees work from 7:00 am to 3:30 pm. If winter weather dictates longer hours are needed, our employees will start at 6:00 am to provide the safety for our school bus routes and may work as late as 8:00 pm. *Our department also provides this service for some of the townships. We also provide this service for the state trunk system as early as 4:00 am to 10:00 pm.*

Staffing: The Pepin County Highway Department currently has a staff of (20) twenty full time employees, (1) one on call employee, and during the summer hires (2) two seasonal employees. The office consists of the Highway Commissioner and an administrative assistant.

Resource Requirements: The Pepin County Highway Department has a variety of trucks and equipment to maintain the current infrastructure. In the event that the highway department would have insufficient equipment to perform its duties the highway department contracts with surrounding counties for additional

equipment.

LINE OF SUCCESSION: The Pepin County Highway Departments highest authority remains with the Highway Committee. The Highway Commissioner provides all necessary functions to perform the plans and operation of the Highway Department under the direction of the Highway Committee. The highway department has (2) two Union Working Foreman that schedule and complete the programs and plans of the highway maintenance and construction program under the direction of the highway commissioner.

Any variance in the plan must be approved by the highway commissioner and/or the highway committee.

ALTERNATE FACILITIES: The Pepin County Highway Department has (1) one outlying shop located in the village of Pepin. This facility houses (2 - 3) two to three trucks, a grader and a loader. The facility is located in the village of Pepin to more efficiently serve the Pepin, Stockholm area during winter storms as well as providing more efficient service to the State Trunk Roads in and around the Pepin, Stockholm area. As well as providing an additional equipment facility the Pepin shop also has telephone, electric, water, and heating available. In the event that the Durand Shop would be unusable, the Pepin County Highway Department could operate from this location for a period of time.

VITAL RECORDS AND DATABASES: The Pepin County Highway Department operates in cooperation with the Finance Department in most respects. However the highway department's main computer operating system called CHEMS is a state program that tracks all equipment records and job costs as well as labor and incidentals. This program is located on a server located in the commissioner's office and run off from (3) three different PC's throughout the office and shop. Backup tapes are made daily and stored in the vault located in the office.

**PEPIN COUNTY HIGHWAY DEPARTMENT
312 10TH AVENUE EAST
DURAND, WI. 54736**

Phone: (715) 672-8171 Fax: (715) 672-5279

24 Hour Emergency Call List.

Steven A. Schofield, Highway Commissioner Home: (715) 672-5633
Cell: (715) 495-6653

Brent Bauer, Working Foreman : Home: (715) 672-5334
Cell: (715) 495-2750

Bernard Weiss, Working Foreman Home: (715) 926-5892
. Cell: (715) 495-2751
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I/We certify that a Continuity of Operations (COOP) Plan exists at my/our agency and that this plan contains the elements as listed in the above checklist.

_____ Date:
Plan Coordinator

Agency Representative

Date: