State of Wyoming



Department of Health

Emergency Operations Plan (EOP) Annex: Continuity of Operations Plan (COOP)

Thomas O. Forslund, Director

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State of Wyoming Department of Health

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<u>INTRODUCTION</u> – As the state's lead agency for ensuring the health of Wyoming residents, the Wyoming Department of Health (WDH) has operations that must be performed, or rapidly and efficiently resumed, in an emergency or disaster. While the impact of an emergency or disaster cannot be predicted, planning for operations under such conditions can lessen the effects of the emergency or disaster on our people, facilities, and our mission.

<u>PURPOSE</u> - This plan provides a framework for accomplishing the following objectives:

Reduce loss of life and minimize damage and losses

Ensuring the continuous performance of the agency's essential functions/operations during an emergency, including personnel support for the following:

- Emergency Operations and Communications Center (EOCC)
- Epidemiologic Response Center (ERC) and/or WDH Hotline
- Strategic National Stockpile (SNS) Communications

Protect essential facilities, equipment, records, and other assets

Reduce or lessen disruptions to operations:

- Ensure essential constituent services continue, or are restored as quickly as possible
- Ensure essential WDH support services continue, or are restored as quickly as possible

Achieve a timely and orderly recovery from an emergency and resume full service to customers

Support Continuity of Government (COG) operations as directed by the Governor or his/her designee.

Recommended changes to this plan may be sent to the Public Health Emergency Preparedness (PHEP) Program Manager.

<u>APPLICABILITY and SCOPE</u> - The WDH Continuity of Operations (COOP) Plan is applicable to all Cheyenne-based programs and field operations, with the exception of the five WDH facilities – which are responsible for developing emergency plans and support documents required by facility mission, or accreditation and/or regulatory agencies and submitting to their respective Senior Administrators for review and approval.

PLANNING ASSUMPTIONS -

General - The planning assumptions and considerations articulated in the WDH Emergency Operations Plan (EOP) are applicable to this annex.

Continuity Specific -

A catastrophic incident, such as fire, flood, or tornado, may necessitate evacuation of the Hathaway or Century Link buildings or both. The WDH Emergency Guidelines for the Hathaway and Century Link Buildings, and the WDH Emergency Leaders Guide for the Hathaway and Century Link Buildings may be executed before or in addition to this plan in the event of fire or other emergency requiring evacuation. Note: The WDH Public Health Laboratory (PHL) is addressed in a separate document, maintained by PHL.

Workforce loss \geq 10% due to an incident, including a pandemic, that results in injuries, disease, or death will have significant effects on programs.

An incident, including a pandemic, may require personnel to Telework for extended periods (months) due to loss, or reduction of critical infrastructure, or mandated social distancing measures.

COOP capabilities must be ready to be activated both with and without warning. WDH functions should be achieved no later than 12 hours after COOP has been activated. The capacity to sustain WDH operations for a minimum of up to 30 days must be in place at that time.

Additional information technology (IT) and telecommunications resource requirements must be identified, sources for additional hardware, software, and system backup support located, and contingency contracts put in place to ensure adequate command, control, and communications (C3) capabilities between internal and external partners.

Training of WDH personnel in their emergency duties and responsibilities is a high priority, including on-the-job training (OJT) with incumbent personnel.

WDH must identify and coordinate support for critical business functions with the Department of Administration and Information (A&I), Department of Enterprise Technology Services (ETS) and State Auditor's Office (SAO), with Wyoming Office of Homeland Security (WOHS) receiving advisory reports.

<u>ESSENTIAL FUNCTIONS</u> - WDH has primary responsibility for implementing and maintaining essential services to protect the public's health or ensure that eligible Wyoming residents have continued access to public health and/or medical services. Appendix 3 to this plan lists the organizations responsible for ensuring WDH's obligations to the citizens of Wyoming.

AUTHORITIES and REFERENCES - See WDH EOP.

CONCEPT of OPERATIONS -

Phase I - Readiness and Preparedness

The Director through the Deputy Director, Chief Financial Officer (CFO), and Senior Administrators, with technical assistance from the Public Health Emergency Preparedness (PHEP) Program is responsible for all facets of COOP.

The Deputy Director serves as the principal WDH coordinator/representative for:

- Coordinating facility support and/or relocation with A&I to continue or resume WDH capabilities
- Activating the contract with the Holiday Inn for alternate site support

The Deputy Director in consultation with the Department of Enterprise Services is responsible for ensuring that an IT and telecommunications disaster recovery plan for WDH is in place, exercised, and updated at least annually. At a minimum, the IT and telecommunications disaster plan will address the following:

- Sustaining, maintaining and recovering IT and telecommunications assets.
- Emergency cross leveling of IT and telecommunications assets and resources from low priority to high priority programs.
- Emergency and just-in-time acquisition of IT and telecommunications equipment.

The Deputy Director through the Human Resources (HR) Administrator, CFO and Senior Administrators, is responsible for ensuring an emergency plan is in place, exercised, and updated at least annually that addresses the following:

- Telework authorization and process for recording hours worked when on Telework status;
- Tracking of employees assigned to temporary relocation sites in Cheyenne or one of the five (5) WDH facilities; and
- Tracking of employees assigned to temporary duty at the WDH EOCC or other coordination sites.

The CFO in coordination with the Deputy Director and approval of the Director is responsible for ensuring an emergency plan is in place, exercised, and updated at least annually that addresses the following:

- Establishing contingency contracts prior to an emergency;
- Acquisition through lease or purchase, and delivery of office equipment to WDH relocation sites; and
- Reporting requirements when P-cards are used to purchase supplies and goods during an emergency.

The Deputy Director, Senior Administrators, and CFO, with technical assistance from PHEP are responsible for all facets of COOP preparedness, and actions upon activation of this plan within their respective divisions.

The Deputy Director, Senior Administrators, and CFO, with technical assistance from PHEP will ensure the following COOP preparedness requirements are complete and documented:

- Appendixes 3 and 4 of this plan are current;
- The Essential Personnel Survey (EPS) for their respective divisions are current;
- Functions that can be performed remotely are identified and Telework agreements with incumbents are in place;
- List of individuals identified for duty with IMT-A or IMT-PH, or in the EOCC, ERC, or as SNS Communications, or Hotline Specialist are current;
- Emergency cache of office supplies is established and individuals tasked with transporting the products to the relocation site identified; and
- Individuals authorized to make emergency or just-in-time purchases with P-Cards are identified.

Phase II - Activation and Relocation

<u>Activation</u> - The Director may activate the agency's COOP plan when any of the following conditions exist:

- Structural or other type of damage has occurred, rendering the building unsafe for occupation.
- Catastrophic collapse of IT/telecommunications or other utilities infrastructure affecting the building.
- Law enforcement officials report credible threats against the Hathaway and/or Century Link building, including, but not limited to:
- o Acts of violence against individual WDH organizations or personnel.
- O Use of a Weapon of Mass Destruction (WMD)
- When the absentee rate for any division or division's subordinate unit is \geq 10% due to injury, death, or illness, including providing care for family members who are ill (CDC estimates a potential for 40% reduction in workforce due to pandemic influenza).
- When in the determination of the Director activation is necessary.

Lines of Succession

If the Director is unavailable* or unreachable for an extended period, responsibility will pass to the next position in the line of succession – see Table 1. Lines of Succession. The designated individual retains all assigned obligations, duties, and responsibilities of the Director until officially relieved.

If the State Health Officer (SHO) is unavailable* or unreachable for an extended period, responsibility will pass to the next position in the line of succession – see Table 1. Lines of Succession. The designated individual retains all assigned obligations, duties, and responsibilities of the SHO until officially relieved.

*Unavailable is defined as the designated person being incapable of carrying out the assigned duties due to death, disability, or distance from or response time to the incident.

Lines of succession for WDH divisions are located in Appendix 4 of this document.

Table 1. Lines of Succession

AGENCY	PUBLIC HEALTH and MEDICAL
Director	State Health Officer
Deputy Director	State Epidemiologist - Must be a licensed WY physician
Chief Financial Officer	Medicaid Medical Officer
Senior Administrators	Medicald Medical Officel

Delegation of Authority

The Director will determine delegation of all essential agency functions.

The SHO, with approval of the Director, will determine delegation of all essential public health and medical functions.

Templates for transfer of power and authorities, and resumption of power and authorities for the Director and SHO are located in Appendix 5 of this plan. Coordination, production, and distribution of these documents reside solely with the Office of the Director.

Assessments

Immediate - If the incident giving cause to COOP activation involves structural damage, or catastrophic collapse of IT/telecommunications or other utilities infrastructure the Deputy Director will oversee a team to assess:

Which divisions are affected?

- Identify essential services (constituent support, provider payments, and birth and death certificates) performed within the affected area of the building.
- Identify essential WDH support functions (fiscal, HR payroll, IT) which are performed within the affected area of the building.

If relocation is necessary, and duration, i.e.

- short term (< 89 days)
- long term $(> 90 \text{ days})^*$
- permanent*
- * Should be considered reconstitution Phase IV of COOP

Appropriate relocation site

- Century Link Building for Hathaway Building occupants
- Contract site If selected, the Deputy Director or designee will contact and begin coordination for reception of WDH resources
- WDH facility

Priority for occupation of alternate site(s) - See Appendix 3

Priority of Support - See Appendix 3

On going - Objectives of these assessments include, but are not limited to the following:

- Determine the need for additional alternate sites or permanent locations
- Prioritize placement of divisions at alternate locations
- Coordinate IT and telecommunications work requests
- Establish move schedules for divisions

Relocation

Initial Actions

Key agency and division staff will report to a briefing site or go to the designated alternate facility, as indicated by the WDH Director.

- The Deputy Director, Senior Administrators, and CFO will develop and present possible courses of action (COA) for the Director to consider. Points to consider include, but are not limited to the following:
 - O Approximate square footage required to house essential displaced staff working in shifts to minimize costs must be considered;
 - o Type of support available at the alternate site;
 - o Percentage of essential staff that will Telework; and
 - o Approximate square footage required to house Command Post (CP) and CP staff.
- The Deputy Director, Senior Administrators, and CFO will execute the selected COA with the Deputy Director serving as the Incident Manager (IM) the Director may appoint another WDH staff member to serve as IM.

PHEP will activate the EOCC as required by the Director, unless suite 400 of the Century Link Building is in the affected area.

All other WDH employees in the affected area(s) will receive:

- Requirements and guidance for post-incident actions and activities.
- Any available information regarding routes that should be used to leave the facility or other appropriate safety precautions will be provided.
- The approximate time for updates and further instructions.

Alternate Location

The Deputy Director or IM for IMT-A is responsible for overseeing all facets of alternate location activities.

WDH will maximize Telework capabilities in order to minimize displacement of personnel.

With the Director's approval of an alternate site, the IM for IMT-A will establish an advance team (AT) to move to the alternate site(s). The AT will:

- Establish the CP
- Establish a reception/briefing area
- Establish communications, i.e., radio, Tandberg, etc., between the alternate site and the Director's location
- Coordinate setup of designated rooms within the alternate site with A&I, General Services, or contractor
- Establish IT and telecommunications capabilities, to include transferring necessary hardware from one function to another function with a higher priority
- Develop an alternate site demobilization plan

The IM for IMT-A will establish and communicate to the Deputy Director, CFO, and Senior Administrators a timetable for occupation of WDH divisions at the alternate site.

- The Deputy Director, CFO, Senior Administrators will oversee the orderly transition of their related functions, personnel, and equipment, throughout the COOP activities.
- Divisions relocating to the alternate site should be prepared to work in shifts due to limited accommodations.

Phase III - Continuity of Operations

Direction, Control, and Coordination

Upon activation of the WDH COOP, the Director will:

In concert with the Deputy Director and/or IM for IMT-A, confirm and amend the Director's COOP Critical Information Requirements (DCCIR), which includes, but is not limited to the following information:

- Status of the WDH EOCC and ERC.
- Staffing levels of each division at the affected site(s).
- Status of tactical communications (phones, radios, and faxes) and Information Technology (IT) Systems including ALL web-based reporting systems and public health emergency management programs.
- Status of IT/telecommunications systems by division and WDH facility. Status of IT/telecommunications for other state agencies from A& I, Information Technology Division (ITD).
- Status of internal and external financial management programs and operations.

Upon activation of the WDH COOP, the Deputy Director in consultation with, and support from, the Department of Enterprise Services will assess the status of

- IT and telecommunications capabilities within the affected areas;
- IT/telecommunications systems by division in unaffected areas, and WDH facility; and
- IT/telecommunications for other state agencies that support WDH response operations in accordance with State Emergency Support Function (ESF) #8 Public Health and Medical Services.

Through the HR Administrator and in coordination with Senior Administrators:

• Invoke emergency work assignments, Telework authorization, or temporary relocation to the unaffected Cheyenne-based building or one of the five (5) WDH facilities as authorized by Wyoming State Personnel Rules, Chapter 1, Section13. Management Rights, states, "To insure that the State can carry out its constitutional and statutory functions there are certain matters which are solely functions of management, including the right to direct the work force; to select and determine the number and types of employees required..."

Assess the need for, and recommend activation level of the EOCC to the Director.

Determine when and where to conduct the Incident Briefing and assign responsibility for preparation of the Incident Briefing Form (ICS - 201), Appendix 2.

Advise Senior Administrators, CFO, and WDH personnel identified as Incident Manager (IM) for non-public health events, and the EOCC manager of the time and location of the initial briefing.

Communications

Information

The Director will notify the Governor's Office and WOHS Duty Officer that the COOP plan has been activated and emergency relocation of the WDH is/is not anticipated, or is in progress.

The Deputy Director will oversee and approve messages to WDH employees.

- The PIO and HR will work jointly to develop messages that:
 - o Advise WDH employees of the activation of the COOP plan;
 - o Provide instructions of immediate actions to be taken; and
 - Advise employees to standby for additional information and instructions.

Messages to clients, providers and other WDH stakeholders will be coordinated through the PIO and Senior Administrators with approval of the Director.

Alerts and notifications from the Director will be sent via Leader Alert, Wyoming Alert and Response Network (WARN) personal contact, telephone, cell phone, pages, internet, intranet, radio and TV broadcasts, or a combination of these forms.

Planning

IMT-A will be notified of the emergency requiring activation of the COOP. Upon assembly and initial briefing, IMT-A will develop the initial Incident Action Plan (IAP) to cover the first 12-hour period based on information (see below) received from the Deputy Director.

Phase IV - Reconstitution

The Deputy Director is responsible for all facets of reconstitution, including coordination with A&I, ETS, and all other organizations external to WDH.

The Deputy Director will coordinate, develop and publish time lines and schedules associated with reconstitution to include demobilization of IMT-A.

The PIO will assist the Deputy Director, Senior Administrators, CFO and IT Administrator with all communications requirements they may have during the reconstitution phase of COOP. Employees will be addressed by Senior Management and may include any of the following:

- Town hall meetings
- E-mail
- Website
- Phone

COOP PLANNING RESPONSIBILITIES

Responsibility	Organization
Update COOP plan annually	PHEP
Update telephone rosters and Essential Personnel Survey (EPS) quarterly	Divisions
Review status of vital files, records, and databases	Divisions
Develop and lead COOP training and exercises	PHEP
Conduct alert, notification, and communications drills	PHEP

Interoperable Communications - Interoperable communications systems are vital elements that support critical processes and services and are an essential element of COOP. Communications with respect to COOP include all forms of voice, fax, and data lines, cell phones, pagers, e-mail, internet access, and radios. The Deputy Director, through PHEP, will develop a communications plan before COOP activation based on the potential severity of an event.

<u>DRILL, TRAIN, and EXERCISE</u> - The PHEP Emergency Preparedness Improvement and Development Supervisor, will develop an annual COOP training and exercise program.

Objectives of the drills, training and exercising program include, but are not limited to:

- Maintain WDH readiness;
- Execute procedures by sending designated personnel and equipment to an alternate facility to perform essential functions and operations during an emergency;
- Test and validate equipment for operability and compatibility with other agencies;
- Familiarize policy-making and management personnel with the issues encountered during a major emergency or threat;
- Train staff assigned to IMT-A/EOCC/ERC/Hotlines;
- Validate emergency communications contacts; and
- Validate plans, policies, procedures, and systems to identify and perform corrective actions.

<u>MULTI-YEAR STRATEGY and PROGRAM MANAGEMENT PLAN</u> - The Deputy Director is responsible, through the PHEP program for maintaining plan currency and readiness, to include Procedures, equipment, systems, personnel, and rosters:

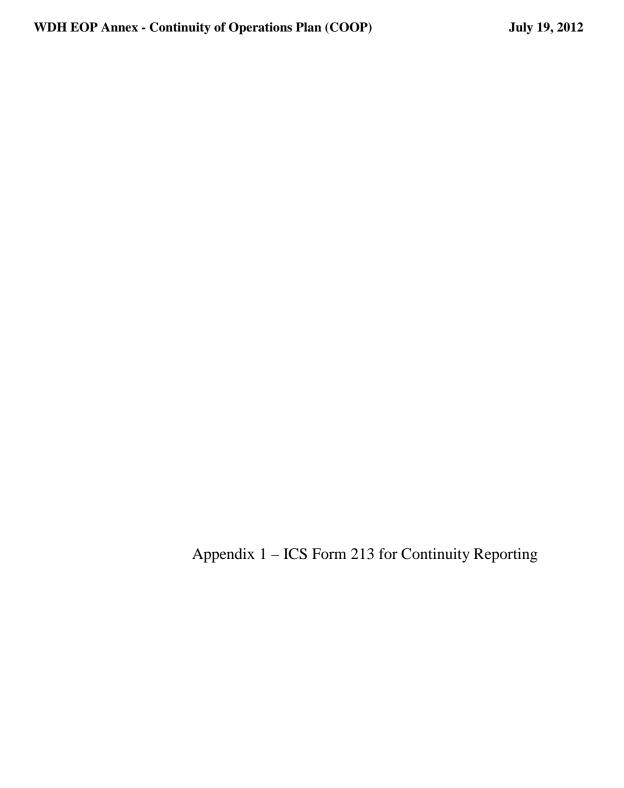
- Addressing and resolving COOP Plan policy issues;
- Advising the Director on COOP-related matters;
- Coordinating with related plans;
- Conducting training, drills, and exercises; and
- Updating plans annually to incorporate testing and exercise lessons, as well as actual events that occurred during the year.

<u>COOP PLAN MAINTENANCE</u> - WDH through PHEP ensures revisions to this plan are prepared, coordinated, published, and distributed:

- Annually, unless any of the items listed below occur before the anniversary date of implementation.
- When an emergency occurs that reveals corrective actions or result in the need for plan modifications.
- When exercises or drills reveal corrective actions.
- When State government/department structure changes.

APPENDICES -

- Appendix 1 ICS Form 213 for Continuity Reporting
- Appendix 2 ICS Form 201 for Continuity Briefing
- Appendix 3 WDH Essential Functions by Group
- Appendix 4 Wyoming Department of Health (WDH) Lines of Succession
- Appendix 5 Transfer of Duties and Powers of WDH Director and State Health Officer
- Appendix 6 Pandemic Influenza Continuity of Operations Plan (PI COOP)
- Appendix 7 WDH COOP and PI COOP Checklists



GENERAL MESSAGE (Continuity of Operations Reporting) ICS Form 213				
SEND TO: WDH EOCC POSITION:		EOCC Manager		
FROM:		POSITION:		
SUBJEC	CT: Critical Information Requirements (CIR)	DATE:	ТІМЕ:	
MESSA	GE: Initial Update Update #: C	Closeout □	-	
Line	Emergency			
1.	Type of Event:		Pandemic	
	Fire □ Flood □ Tornado □ Threat □ Other	r – Specify:		
2.	Personnel Accountability			
a.	# Employees on site: Visitors □ on site:		# Employees:	
b.	# Employees accounted for:		Assigned to organization	
	# Visitors accounted for:		_ III	
c.	# Employees on Annual Leave:			
d.	# Employees on business travel:		Caring for ill family members	
	# Employees injured: # Visitors inju	ured·	On Annual Leave:	
e.			On business travel:	
	# Employees deceased: # Visitors dec	ceased:	Deceased (due to Pandemic):	
	Recommend activating CONTINUITY person	 nnel backfill ac		
f.		·····	(1-pp. 10-01-1-1-7)	
		demic Reporting	,	
3.	Structural Damage and Ability to Reoccupy		,	
J.		-	Ilding he recognized? Ves 🗆 No 🗆	
	Damage level: Slight □ Moderate □ Heav Responders On Scene	y Call the bui	Iding be reoccupied? Tes - No -	
4.	Responders on seeme			
	Coroner Emergency Management Agency	y Emergenc	y□Medical □ Fire □ Law Enforcement	
	Contact Information			
5.	Name:			
	Office and Cell Phone #s:	Radi	o Call Sign:	
6.	Other info□information.			
0.	o. Other info-information.			
CICNIAT	FLIDE.	DOCITION.		
SIGNAT	TUKE.	POSITION:		
REPLY:				
DATE:	TIME: SIGNATU	URE/POSITION		
		, ,		

Information and Instruction Sheet for ICS Form 213

Purpose - This form provides a comprehensive means of collecting information during an emergency that is necessary to manage WDH's response. Once completed, the form may be transmitted to the WDH EOCC. The EOCC manager will provide specific information as the event is assessed.

Header Information - The individual completing the ICS Form 213 will place the administrator's name in the box marked "From", and "Administrator, Name of your division or office".

1. Type of Event, e.g., Fire, Flood, Tornado, Threat, Other (provide a brief description), or Pandemic

2. Personnel Accountability (100%)

Emergency	Description
Emergency	Description
# Employees on site:	Collect information from supervisors and visitors sign-in book.
Visitors on site:	
# Employees accounted for:	Conduct a headcount at the assembly area, and enter numbers on the
# Visitors accounted for:	appropriate line.
# Employees on Annual Leave:	Self-explanatory.
# Employees on business travel:	Sch-explanatory.
# Employees injured: # Visitors injured: # Employees deceased: # Visitors deceased:	Coordinate casualty counts with IC.
Recommend activating CONTINUITY personnel backfill activities? YES NO	Has the event resulted in a reduction of $\geq 10\%$ of the staff of programs deemed critical?

Pa	ndemic	Description	
	Total # Employees assigned to organization:	Include state, AWEC, and temporary	
		hires.	
	# Employees: Ill	Collect these numbers and report to	
	# Employees. III	the Emergency Operations	
	Caring for ill family members	Coordination Center (EOCC) by 9:00	
	camg for in family inclined by	A.M. daily.	
	# Employees on Annual Leave:		
	# Employees on business travel:	Self-explanatory.	
	# Employees deceased:		
	Recommend activating CONTINUITY personnel backfill	Has the event resulted in a reduction	
	activities?	of \geq 10% of the staff of programs	
		deemed critical? If yes, check yes; if	
	YES NO	no, check no.	

3. Structural Damage and Ability to Reoccupy Building

Damage level	Description ¹		
Slight	Superficial or cosmetic damage broken or cracked plaster, minor damage to the interior contents.		
Moderate	Visible signs of damage, decorative work damaged or fallen, many visible cracks in plaster, and major damage to interior content, building is on its foundation.		
Heavy	Partial or total collapse, obvious structural instability, building off its foundation, heavy smoke, or fire, hazardous materials inside, gas leaks, rising or moving water.		
Can the building be reoccupied? Yes No Self-explanatory – The decision is the IC's.			

¹ Source for descriptions, Federal Emergency Management Agency (FEMA), Community Emergency Response Team (CERT) Instructor Guide (IG) – 317, FEMA, Emmitsburg MD, June 2003

4. Responders On Scene

Coroner	
Emergency Management Agency	
Emergency Medical	List the organizations that have responded to the emergency.
Fire	
Law Enforcement	

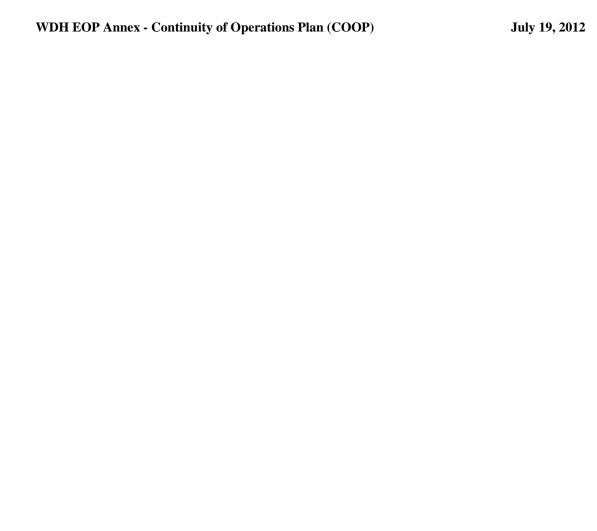
5. Contact Information

Name	
Office and Cell Phone #s	The individual preparing the form should provide their name and contact information.
Radio Call Sign	

NOTE: Report lines 1, 4, and 5 via radio to the EOCC, if cell phones or landlines are not in service. DO NOT give names, medical conditions, or other sensitive information over the air.

6. Other information.

Provide any additional information that may be important to the Director or designee for decision-making purposes. The Director or designee may add and discontinue additional reportable line items as the situation unfolds or to manage WDH response/recovery activities.

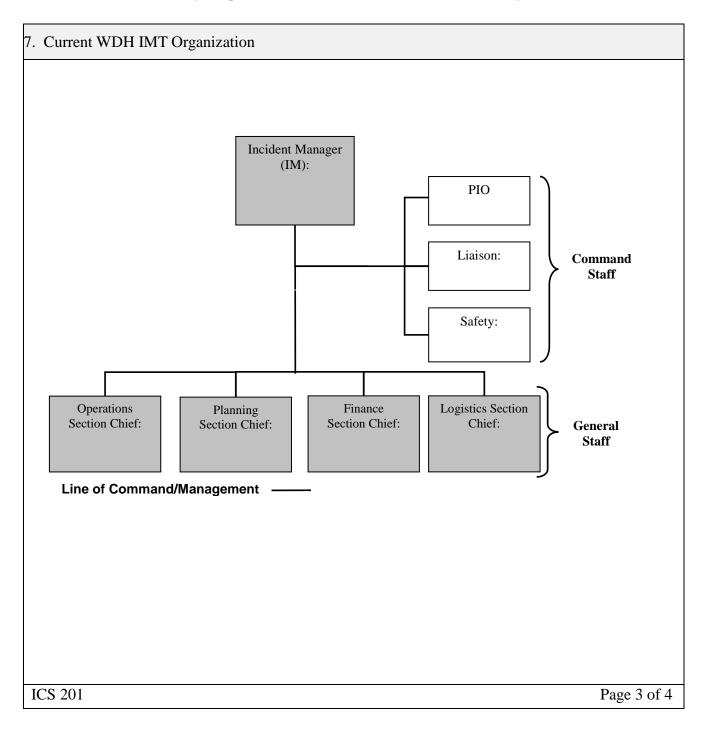


Appendix 2– ICS Form 201 for Continuity Briefing

Purpose - The ICS Form 201 provides template for systematically developing information into a comprehensive, National Incident Management System (NIMS) compliant presentation format for all briefings that take place throughout an emergency. The IM or Planning Section Chief will prepare this document.

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
DIALLI II (O	4. Current Situation and M	lan Sketch	
Current Situation:	i. Current Situation and iv	тар экстеп	
Map Sketch:			
5. Prepared by (Name a	and Position)		
ICS 201			Page 1 of 4

6. Summary of Current Actions	
ICS 201	Page 2 of 4



Resources Ordered	Resource Identification	ETA	Location/Assignment
ICS 201			Page 4 of 4

Appendix 3 - WDH Essential Functions by Group

WDH Essential Functions by Group

General - During activation of the Continuity of Operations Plan (COOP), all programs/functions designated Priority 3 may be suspended to enable the agency to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with regular or expected users of services provided by those suspended services will be a priority.

The WDH Director will use the tables of essential functions to guide COOP planning and operations throughout COOP activation. On-going assessments and timely progress reports by the division(s) responsible for the functions will be crucial to the development and execution of an Incident Action Plan (IAP) by IMT-A.

WDH assumptions are based on all-hazards and communicable disease (including pandemic influenza) scenarios. These two scenarios will alter the prioritized listing of essential services for the Department. It is important to note that the timeframes articulated in the priority ratings are for planning purposes only. The actual time required to restore necessary capabilities is contingent upon variables.

Databases –WDH IT maintains a centralized tracking system of databases called Portfolio. Portfolio, combined with the prioritization of functions, allows the IT unit to plan workflow and allocate the resources necessary to restore areas affected by an incident.

Records – The Deputy Director, Senior Administrators, and CFO are responsible for coordinating with the IT office to ensure electronic vital records are available to support performance of critical functions. The Deputy Director, Senior Administrators, and CFO are solely responsible for the maintenance, and subsequent transfer of all hard copy records.

Vendors – WDH administration and divisions are responsible for:

- maintaining contact lists of vendors who provide goods and services; and
- notification of vendors of the organization's status and vendor actions, i.e., stop deliveries, change location for delivery, etc.

Personnel – Essential personnel are reflected in the tables that have been established for individual essential functions.

Phone Numbers – All phone numbers for staff members are maintained in the Essential Personnel Survey (EPS), and as manual back-ups at the division level.

Priority Ratings - Associated with each rating is an estimated time when the programs or functions should become operational after an event. This factor is an estimate for planning purposes only.

Additionally, operational does not mean at 100% capacity, but a level in which the bare minimum requirements necessary to perform activities have been achieved.

- 1 Critical functions that must be restored or sustained in order to continue to safe guard the public's health or provide support to those programs that provide the necessary services and must be restored in < 24 Hours.
- 2 Programs and services that support key healthcare programs for the citizens of Wyoming and must be restored in < 72 Hours.
- 3 Programs and services that provide health education or outreach programs and must be restored in < 30 Days.

Priority		Essential Fun	ctions	
$1: \leq 24 \text{ Hours}$				
2: <u><</u> 72 Hours	Incident Management		gement	Responsible Division
3: <u><</u> 30 Days				
1		of the Director		Administration
1		ency Operations and Coord	` '	PHD
1		niology Resource Center (,	PHD
1		n Resources (Personnel Ma	<u> </u>	Deputy Director
1		Information Officer (PIO)		Deputy Director
1	State F	Health Officer (SHO)		PHD
1	State E	Epidemiologist		PHD
Essential Fund	ction:	D	Director's Office and Key St	aff
Decade Decade	م دا اما	Primary	Alternate	Second Alternate
People Respor	isible:	Thomas O. Forslund	Lee Clabots	Bob Peck
Essential Fund	rtion:	Emergency One	rations and Communication	s Center (FOCC)
People Responsible:		Primary	Alternate	Second Alternate
		Jim Smith	Sheryl Roub	Bryon Hopper
Essential Fund	ction:	Enide	emiologic Resource Center	(FRC)
People Responsible:		Primary	Alternate	Second Alternate
		Katie Bryan	Shelley Hood	Tiffany Lupcho
		Kane Di yan	Shelley 1100d	Tillally Eupello
Essential Function:		Human Resources (HR) (Personnel Management)		anagement)
D 1 D ""		Primary	Alternate	Second Alternate
People Respor	isible:	Pat Green	Chris Bosselman	Melanie Doolin
Essential Fund	ction:	Pu	ablic Information Officer (P.	IO)
		Primary	Alternate	Second Alternate
People Responsible:		Kim Deti	Linda Chasson	Lee Clabots
				•
Essential Fund	ction:		SHO	
People Respon	cihle.	Primary	Alternate	Second Alternate
People Responsible		Wendy Braund, MD	Tracy Murphy, MD	Jim Bush, MD
Essential Fund	etion:		State Epidemiologist	
Essential Fund	MOII.	Drimour		Cocond Altomata
People Respon	sible:	Primary Tracky Mymby, MD	Alternate Loc Crandon PhD	Second Alternate
F F		Tracy Murphy, MD	Joe Grandpre, PhD	Karl Musgrave, DV

Joe Grandpre, PhD

Tracy Murphy, MD

Karl Musgrave, DVM

Priority	Essential Functions	
1: ≤ 24 Hours 2: ≤72 Hours 3: ≤30 Days	Disease Management and Life Safety	Responsible Division
1	Infectious Disease Epidemiology	PHD
1	Public Health Laboratory	PHD
1	Public Health Nursing	PHD
1	Emergency Medical Services	PHD
1	Immunization Program	PHD
1	Public Health Emergency Preparedness (PHEP)	PHD
1	Healthcare Licensing and Surveys (Tiers I and II)	Aging
1	Tuberculosis Program	PHD
1	Vital Statistical Services	Deputy Director

Essential Function:	Infectious Disease Epidemiology			
People Responsible:	Primary	Alternate	Second Alternate	
Teople Responsible.	Clay Van Houten	Reginald McClinton	Emily Thorp	
Essential Function:		Public Health Laboratory		
Doonlo Doononsible	Primary	Alternate	Second Alternate	
People Responsible:	Rich Harris, PhD	Jim Walford	Tom Johnson	
Essential Function:		Public Health Nursing		
Doorlo Dooronoible	Primary	Alternate	Second Alternate	
People Responsible:	Karen Mahan	Judy Stallman	Linette Johnson	
Essential Function:	Essential Function: Emergency Medical Services			
Daonla Dagnangihla	Primary	Alternate	Second Alternate	
People Responsible:	Andy Gienapp	Bob Dean	Merit Thomas	
Essential Function: Immunization Section				
Essential Function:	Duimoury	Alternate	Second Alternate	
People Responsible:	Primary Lisa Wordeman	John Anderson	Jude Serrano	
	Lisa wordeman	John Anderson	Jude Serrano	
Essential Function:	Public Health Emergency Preparedness (PHEP)			
People Responsible:	Primary	Alternate	Second Alternate	
reopie Responsible.	Angie Van Houten	Sheryl Roub	Jim Smith	
Essential Function:	Healthcare Lice	Healthcare Licensing and Surveys (Tier I and II Surveying)		
D 1 - D	Primary	Alternate	Second Alternate	
People Responsible:	Ron Pearson	Laura Hudspeth	Tammy Schmitt	
Essential Function:		Tuberculosis Program		
People Responsible:	Primary	Alternate	Second Alternate	
	Canyon Hardesty	Bronwen Anderson	Tai Wright	
Essential Function:	V	ital Statistical Services (VSS	S)	
Danala Danana ilai	Primary	Alternate	Second Alternate	
People Responsible:	Jim McBride, PhD	Dottie Winans	Matthew Rowe	

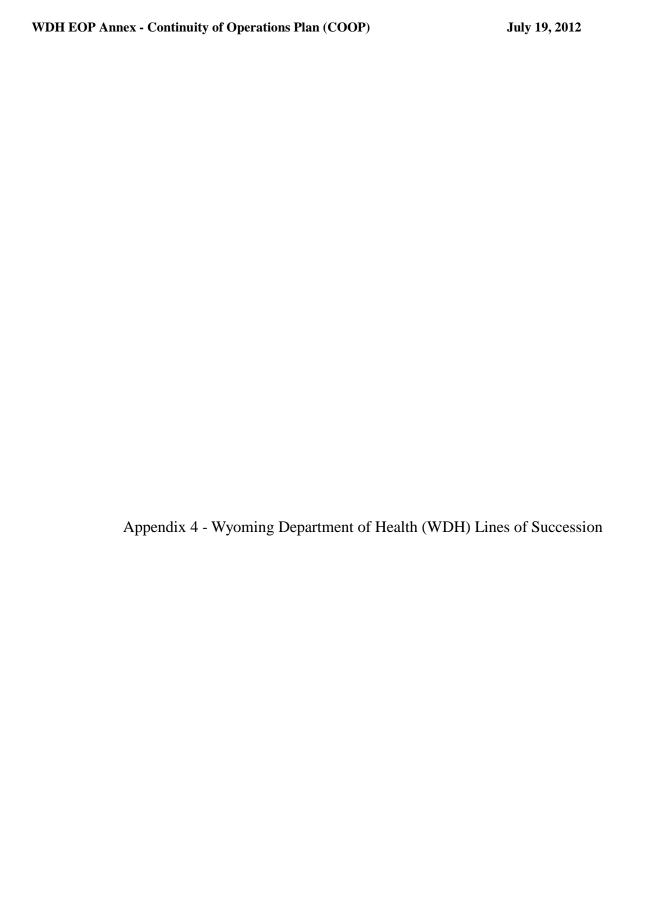
Priority		Essential Fur	nctions	
1: ≤ 24 Hours		Essential Fai		
2: < 72 Hours	Healthcare Support Services			Responsible Division
$3: \leq 30 \text{ Days}$		Treatment Suppe	responsible Bivision	
2	Fisca	al Office		CFO
2		nen, Infants and Children Pr	ogram (WIC)	PHD
2		munity Services Programs	ogram (,, 1e)	PHD
2		Community Based In- Home Services Aging		
2		Behavioral Health Division Operations BH		
2		admission Screening for Nu		BH
2		ce of HealthCare Financing		HCF
2		ernal and Family Health (MI		PHD
2		thcare Licensing and Survey		Aging
2		/AIDS/Hepatitis and STD P		PHD
2	111 1/	711DB/11cpatitis and B1D1	rogram	THE
Essential Funct	ion:		Fiscal Office	
Doonlo Dognong	ibla	Primary	Alternate	Second Alternate
People Respons	ible.	Bob Peck	Beth Ellis	Brian Flock
E (1E (***	1.6 . 1.61.11 . 4	WIC)
Essential Funct	10n:		nen, Infants, and Children (\)	1 '
People Respons	ible:	Primary	Alternate	Second Alternate
1 1		Janet Moran	Barbara Buyske	Chris Douglas
Essential Function: Community Services Programs			ns	
People Responsible:		Primary	Alternate	Second Alternate
		Tricia Dean	Cherame Serrano	Michelle Hoffman
Essential Funct	ion:		munity Based In- Home Ser	
People Responsible:		Primary	Alternate	Second Alternate
respire respons	1010.	Tim Ernst	Jeanne Scheneman	Pamela Farster
Essential Function:		Behavioral Health Division Oper		ations
People Responsible:		Primary	Alternate	Second Alternate
		Chris Newman	Joe Simpson	Alice Russler
Essential Funct	ion:	Pre-admission :	Screening for Nursing Facil	
People Respons	ible.	Primary	Alternate	Second Alternate
1 copic respons	1010.	Art Merrill	Shawna Kautzman	Maggie Loghry
Eccential Eurot	ion	Division of	HealthCare Financing – Kio	d care/CHID
Essential Function:			Alternate	
People Responsible:		Primary Susie Scott	Jeff Oliver	Second Alternate Gwen Steeves
		Susie Scott	Jen Onver	Owell steeves
Essential Funct	Inction: Maternal and Family Health (MFH)			
People Responsible		Primary	Alternate	Second Alternate
		Linda McElwain	Jody Yelton	Charla Ricciardi
			-	
Essential Funct	ion:		Licensing and Surveys (En	
People Respons	ible:	Primary	Alternate	Second Alternate
1 copie recipons		Todd Wyatt	John Bruner	Milt Werner

Essential Function:	HIV/AIDS/Hepatitis Program and STD Prevention		
Daonia Dagnangihia	Primary	Alternate	Second Alternate
People Responsible:	Bronwen Anderson	Canyon Hardesty	Debi Anderson

Priority		Essential Fur	nctions	
1: <u><</u> 24 Hours				
2: <u><</u> 72 Hours		Healthcare Outreach and	Responsible Division	
3: <u><</u> 30 Days				
3		sion of HealthCare Financin		HCF
3	Heal	th Insurance Portability and	Accountability Act	Deputy Director
3		Aging Programs		
3	Oral	Health		PHD
3	Disa	bility Waivers Participant St	upport	ВН
3	Disa	bility Waivers Provider Sup	port	ВН
3		Intervention and Education	1	ВН
3		Respite		ВН
3	Com	munity Systems Unit		ВН
3	_	ity Assurance Unit		ВН
3		r Mental Health and Substa	nce Abuse	ВН
3		ention Unit		PHD
3		nic Disease Unit		PHD
3	Com	municable Disease Unit		PHD
3	Mult	icultural Health		PHD
3	Offic	Office of Rural Health		
3	Direc	Director's Unit on Policy, Research and Evaluation Administration		
Essential Func	tion:	Office of 1	HealthCare Financing – Equ	uality Care
Danala Danan	a:1 ₄ 1 a .	Primary	Alternate	Second Alternate
People Responsible:		Teri Green	Roxanne Homar	Debbie Paiz
Essential Function:		Health Insurance	Portability and Accountabi	lity Act (HIPAA)
People Responsible:		Primary	Alternate	Second Alternate
		De Anna Greene	Tate Nuckols	Lee Clabots
Essential Function:			Aging Programs	
		Primary	Alternate	Second Alternate
People Respon	sible:	Tim Ernst	TBD	Pamela Farster
Essential Func	etione		Oral Health	
Essential Fullo	uull.	Primary	Alternate	Second Alternate
People Responsible:		1 mary	Peggy Baluska	Marvel Krix
			1 100) 2440	1.200 , 01 131111
Essential Func	tion:	Disab	pility Waivers Participant Su	ipport
People Responsible:		Primary	Alternate	Second Alternate
		Beverly Swistowitz	Rory Schiffbauer	Kathy Escobedo
Essential Func	rtion	Dice	ability Waivers Provider Sup	pnort
People Responsible:		Primary	Alternate	Second Alternate
		Kathy Escobedo	Beverly Swistowitz	Rory Schiffbauer
Eggantial Even	tion		•	<u> </u>
Essential Func	uon:		rly Intervention and Educat	
People Responsi	sible:	Primary	Alternate M. Christins D. M.	Second Alternate
		Sara Mofield	M. Christine DeMers	Carol Maliszewski

Carol Maliszewski

Essential Function:		State Respite		
Doomlo Doomonoibles	Primary	Alternate	Second Alternate	
People Responsible:	Tammy Edlefson	Rita Munoz	Beverly Swistowicz	
Essential Function:		Community Systems Unit		
People Responsible:	Primary	Alternate	Second Alternate	
reopie Responsible.	Carol Day	Janet Jares	Regina Dodson	
Essential Function:		Quality Assurance Unit		
Essential Function.	Primary	Alternate	Second Alternate	
People Responsible:	Marla Smith	Maggie Loghry	Mary Jane Schultz	
	Waria Silitui	Maggie Logiii y	Mary Jane Schutz	
Essential Function:	Other N	Mental Health and Substance	e Abuse	
People Responsible:	Primary	Alternate	Second Alternate	
reopie Responsible.	Alice Russler	Carol Day	Marla Smith	
Essential Function:	Prevention Unit			
	Primary	Alternate	Second Alternate	
People Responsible:	,	Joe D'Eufemia	Keith Hotle	
Essential Function:	Chronic Disease Unit			
People Responsible:	Primary	Alternate	Second Alternate	
1 1	Julia Espinoza	Liz Mikesell	Carol Peterson	
Essential Function:	Communicable Disease Unit			
D 1 D "11	Primary	Alternate	Second Alternate	
People Responsible:	Bronwen Anderson	Canyon Hardesty	Debi Anderson	
Essential Function:		Multicultural Health		
	Primary	Alternate	Second Alternate	
People Responsible:	Lillian Zuniga	Brittany Jones	Sharla Allen	
Essential Function:		Office of Rural Health		
	Primary	Alternate	Second Alternate	
People Responsible:	Sharla Allen	Michelle Hoffman	Keri Wagner	
D die		T'. D'. D		
Essential Function:		Unit on Policy, Research and		
People Responsible:	Primary	Alternate	Second Alternate	
1 T	Meredith Asay	Mindy Chai	Jesse Springer	



This section contains the names and positions of the individuals, and the order in which they may assume responsibility for the organization shown in this listing. Contact information is maintained electronically through the Emergency Personnel System (EPS).

1. Director's Office

Primary: Thomas O. Forslund, M.P.A., Director

Secondary: Leland G. Clabots, M.P.H., Deputy Director

Tertiary: Bob Peck, Chief Financial Officer

2. State Health Officer

Primary: Wendy Braund, M.D., M.P.H., M.S.Ed., State Health Officer

Secondary: Tracy Murphy, M.D., State Epidemiologist

Tertiary: James Bush, M.D., F.A.C.P., Staff Physician

3. Aging Division

Primary: April Getchius, A.I.C.P., Senior Administrator

Secondary: Tim Ernst, Deputy Administrator

Tertiary: TBD

4. Public Health Division

Primary: Wendy Braund, M.D., M.P.H., M.S.Ed., Senior Administrator

Secondary: Korin Schmidt, Deputy Senior Administrator

Tertiary: Linda Chasson, Administrator

5. Behavioral Health Division

Primary: M. Christine Newman, M.H.A., Senior Administrator

Secondary: Joe Simpson, M.S., Ed.S., Administrator

Tertiary: Alice Russler, Ed.D., Administrator

6. Division of HealthCare Financing

Primary: Teri Green, State Medicaid Agent

Secondary: Roxanne Homar, State Pharmacist

Tertiary: Debbie Paiz, MMIS Systems Manager

7. Director's Unit on Policy, Research, and Evaluation

Primary: Meredith Asay, J.D., L.L.M., Administrator

Secondary: Mindy Chai, Ph.D., Senior Research Scientist

Tertiary: Jesse Springer, Policy Advisor

WDH EOP Annex - Continuity of Operations Plan (COOP)	July 19, 2012
Appendix 5 – Transfer of Duties and Powers of WDH Di	rector and State Health Officer



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Thomas O. Forslund, Director

Governor Matthew H. Mead

ACTION MEMORANDUM

Ref:	F- 2012 -
Subject:	Transfer of Power and Duties – Director
From:	Thomas O. Forslund, Director Wyoming Department of Health
To:	Governor Matthew H. Mead

Priority:

Governor approves

Date:

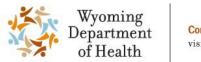
Summary: The purpose of this memo is to confirm, per my conversation with you (or the Governor's Chief of Staff), that effective DATE, I will be temporarily transferring the powers and duties, as prescribed by W.S. § 9-2-106. Duties and powers of director of department, and all other applicable Wyoming statutory authorities, to NAME.

Action needed: Governor's approval below. Please return to Thomas O. Forslund, Director, 401 Hathaway Building, Cheyenne, WY 82002

Gove	
Gove	rnor disapproves
c.	The Honorable Max Maxfield Wyoming Secretary of State

The Honorable Max Maxfield, Wyoming Secretary of State
The Honorable Cynthia Cloud, Wyoming State Auditor
The Honorable Joe Meyer, Wyoming State Treasurer
The Honorable Cindy Hill, Superintendent of Public Instruction
Chris Boswell, Director, Department of Administration and Information
Guy Cameron, Director, Wyoming Office of Homeland Security

TF/ROS/JG



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Thomas O. Forslund, Director

TF/ROS/JG

Governor Matthew H. Mead

ACTION MEMORANDUM

Date:	
To:	Governor Matthew H. Mead
From	Thomas O. Forslund, Director Wyoming Department of Health
Subje	Resumption of Power and Duties – Director
Ref:	F- 2012 -
Priori	ty:
	nary: The purpose of this memo is to confirm, per my conversation with you (or the Governor's of Staff), that effective DATE, I have resumed my powers and duties.
This adepart	ction is being taken in accordance with W.S. § 9-2-106. Duties and powers of director of ment.
	n needed: Governor's approval below. Please return to Thomas O. Forslund, Director, 401 way Building, Cheyenne, WY 82002
Gover	nor approves
Gover	nor disapproves
c:	The Honorable Max Maxfield, Wyoming Secretary of State The Honorable Cynthia Cloud, Wyoming State Auditor The Honorable Joe Meyer, Wyoming State Treasurer The Honorable Cindy Hill, Superintendent of Public Instruction Chris Boswell, Director, Department of Administration and Information Guy Cameron, Director, Wyoming Office of Homeland Security

401 Hathaway Building • Cheyenne WY 82002 E-Mail: wdh @wyo.gov • WEB Page: www.health.wyo.gov Toll Free 1-866-571-0944 • Main Number (307) 777-7656 • FAX (307) 777-7439



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Thomas O. Forslund, Director

Governor Matthew H. Mead

ACTION MEMORANDUM

Date:					
To:	Governor Matthew H. Mead				
From	Thomas O. Forslund, Director Wyoming Department of Health				
Subje	ct: Transfer of Power and Duties – State Health Officer				
Ref:	F- 2012 -				
Priori	ity:				
Chief	nary: The purpose of this memo is to confirm, per my conversation with you (or the Governor's of Staff), that effective DATE, I will be temporarily transferring the powers and duties, as ibed W.S. § 35-1-240, and all other applicable Wyoming statutory authorities, to NAME.				
	Action needed: Governor's approval below. Please return to Thomas O. Forslund, Director, 401 Hathaway Building, Cheyenne, WY 82002				
Gover	Governor approves				
Gover	rnor disapproves				
c:	Guy Cameron, Director, Wyoming Office of Homeland Security Tracy Murphy, M.D., State Epidemiologist, Wyoming Department of Health County Health Officers				
TF/ROS/JG					



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Thomas O. Forslund, Director

Governor Matthew H. Mead

ACTION MEMORANDUM

Date:	
To:	Governor Matthew H. Mead
From:	Thomas O. Forslund, Director Wyoming Department of Health
Subjec	Resumption of Power and Duties – State Health Officer
Ref:	F- 2012 -
Priori	ty:
Chief	Pary: The purpose of this memo is to confirm, per my conversation with you (or the Governor of Staff), that effective DATE, NAME has resumed the powers and duties, as prescribed W.S. § 40, and all other applicable Wyoming statutory authorities
	needed: Governor's approval below. Please return to Thomas O. Forslund, Director, 401 way Building, Cheyenne, WY 82002
Gover	nor approves
Gover	nor disapproves
c:	Guy Cameron, Director, Wyoming Office of Homeland Security Tracy Murphy, M.D., State Epidemiologist, Wyoming Department of Health County Health Officers
TF/RC	OS/JG

401 Hathaway Building • Cheyenne WY 82002 E-Mail: wdh @wyo.gov • WEB Page: www.health.wyo.gov Toll Free 1-866-571-0944 • Main Number (307) 777-7656 • FAX (307) 777-7439

State of Wyoming



Department of Health

Emergency Operations Plan (EOP)
Annex - Continuity of Operations Plan (COOP)
Appendix 6: Pandemic Influenza Continuity of Operations
Plan (PI COOP), Revision # 3

Thomas O. Forslund, Director

July 19, 2012 (Supersedes all previous editions)

State of Wyoming Department of Health

Emergency Operations Plan (EOP)
Annex: Continuity of Operations Plan (COOP)
Appendix 6: Pandemic Influenza Continuity of Operations Plan
(PI COOP)

Emergency Operations Plan (EOP), Appendix 1, Annex A:
Pandemic Influenza Continuity of Operations Plan (PI COOP) is published by the
Public Health Emergency Preparedness Program, Public Health Division
Thomas O. Forslund, Director

Additional information and copies may be obtained from:
Robert O. Sherard, M.S., C.H.S.- V
Public Health Emergency Preparedness Program
Public Health Division
6101 Yellowstone Road
Century Link Building (Suite 400)
Cheyenne, WY 82002
Telephone: (307) 777-8737

Facsimile: (307) 777-8776 robert.sherard@ wyo.gov

Pandemic Influenza Continuity of Operations Plan Table of Contents

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<u>PURPOSE</u> - This plan provides a framework for WDH's ability to maintain and sustain operational capabilities throughout the extended periods of pandemic influenza, after the event has ended, and as the agency returns to its normal operating posture. Additional and more specific guidance is available in the WDH COOP and the WDH Public Health Pandemic Influenza Response Plan. Recommended changes to this plan may be sent to the Public Health Emergency Preparedness (PHEP) Program Manager.

<u>APPLICABILITY and SCOPE</u> - The scope of this COOP plan is limited to those periods of time when Wyoming Pandemic Influenza Phases 3-5, as determined by the State Health Officer (SHO) or designee, and approved by the Director. Focus of this plan is to provide for social distancing through Telework and maximum use of flexible and staggered scheduling.

Assumptions

- a. General See WDH EOP
- b. Continuity Specific See WDH EOP, Annex: COOP
- c. Pandemic Influenza Specific See WDH Public Health Pandemic Influenza Response Plan

ESSENTIAL FUNCTIONS - See WDH EOP, Annex: COOP

AUTHORITIES AND REFERENCES - See WDH EOP

<u>CONCEPT OF OPERATIONS</u> - The PI COOP planning strategy assumes that the Wyoming Pandemic Influenza Response Phases 3 - 5 will serve as the PI COOP activation criteria for WDH. Additionally, the Director in consultation with the SHO or designee may choose to add additional PI COOP activation criteria and responses to reflect the unique nature of the WDH. These may be pre-identified or may be developed with the changing of the situation and communicated as needed during execution of the PI COOP.

Incident Management Team - Agency (IMT-A) will be notified of the activation of the PI COOP and upon assembly and initial briefing, begin coordinating with Senior Administrators and the CFO to develop the initial Incident Action Plan (IAP) to cover a period to be determined by the SHO, or designee, based on epidemiologic intelligence.

The WDH Director may activate the WDH COOP in tandem with PI COOP in anticipation of reduced staffing due to illness related absences and the impact on WDH operations.

a. Social distancing measures will be implemented as allowed for under Wyoming State Personnel Rules, Chapter 1, Section 13. Management Rights, Management Rights, states, "To insure that the State can carry out its constitutional and statutory functions there are certain matters which are solely functions of management, including the right to direct the work force; to select and determine the number and types of employees required; to determine the content of job classification; to hire, transfer, promote, demote, reappoint, suspend, discipline and dismiss employees; to evaluate work performance; to authorize leave; to assign work to employees as required by the State; to establish and change work schedules and assignments; to lay off employees for lack of work; to furlough employees without pay for lack of work or funding; to expand or diminish services; to subcontract any work or operations; to establish and change methods of operations; to determine and change work locations and the processes and materials to be employed; and to take all necessary actions to perform its functions in emergencies. Management shall have the right to conduct inquiries into matters affecting

management policies and practices. Management shall ensure these functions are carried out fairly, equitably and in the best interest of the State."

Priority of methods:

- a. Telework
- b. Staggered scheduling

The WDH Director will institute an aggressive personal hygiene education program consistent with information and recommendations from CDC's website at: http://www.cdc.gov/flu/protect/stopgerms.htm

Leadership - Orders of Succession/Delegations of Authority - See WDH EOP, Annex: COOP

Alternate Location – See WDH EOP, Annex: COOP

Reconstitution – See WDH EOP, Annex: COOP

COOP PLANNING RESPONSIBILITIES - See WDH EOP, Annex: COOP

Interoperable Communications - See WDH EOP, Annex: COOP

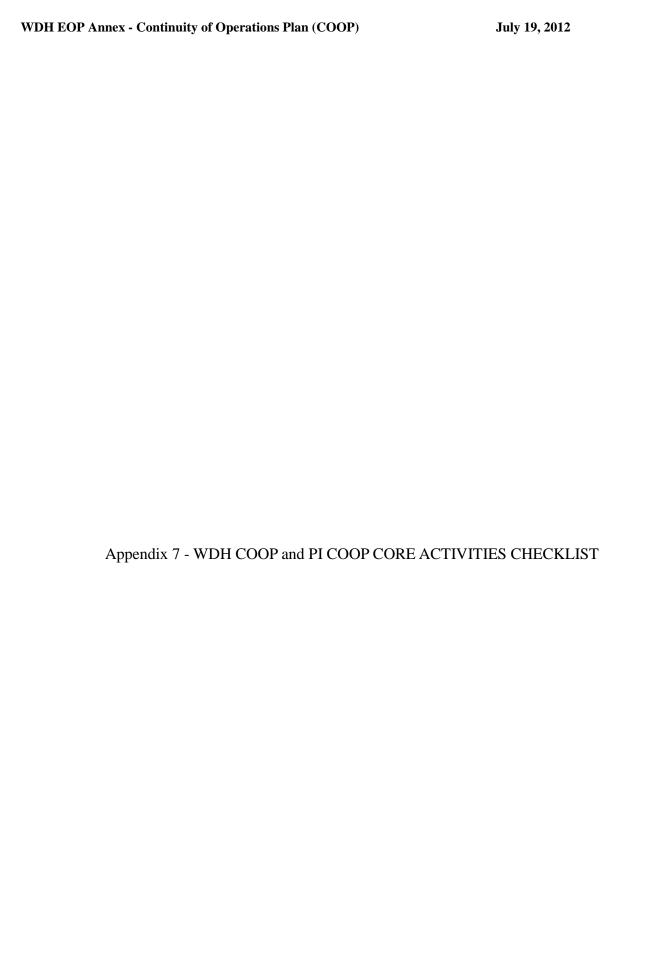
Methods of Employee Communications – See WDH EOP, Annex: COOP

Risk Communications – Pandemic influenza specific Risk Communications concepts for communicating with stakeholders (internal and external) are addressed in the Wyoming Pandemic Influenza Response Plan. A change from one Wyoming Pandemic Influenza Response Phase to another automatically triggers certain readiness measures. When conditions change from one Wyoming Pandemic Influenza Response Phase to another, or as directed by the Director, IMT-PH and IMT -A members will be notified by WDH Administration of planning and response actions to be taken, in accordance with Wyoming Pandemic Influenza Response Phases.

TEST, TRAIN and EXERCISE – See WDH EOP, Annex: COOP

<u>MULTI-YEAR STRATEGY and PROGRAM MANAGEMENT PLAN</u> – See WDH EOP, Annex: COOP

PI COOP PLAN MAINTENANCE - See WDH EOP, Annex: COOP



WDH COOP and PI COOP CORE ACTIVITIES CHECKLIST

Purpose: This checklist is an aid to ensuring COOP requirements are implemented and managed in a systematic manner. This checklist is for all COOP events, regardless of the reason that gave cause to COOP activation.

	COOP activation.		
$\sqrt{}$	ACTION		
	1) Plans and Procedures		
	Review WDH EOP, COOP, and PI COOP plans.		
	2) Essential Functions		
	 Ascertain viability of Essential Functions prioritized at 1 or 2. 		
	 Review contractors, suppliers, shippers, resources, and other businesses that support 		
	essential functions and implement standing agreements for back up, as necessary.		
	 In anticipation of a migration of the outbreak to U.S. citizens, ensure essential functions and employees have been identified. 		
	• Review and communicate Administration essential functions and services that will continue		
	and non-essential functions that may be suspended.		
	3) Delegations of Authority		
	 Review and update Delegations of Authority with respect to three-deep rule and geographic dispersion. 		
	4) Order of Succession		
	• Review and update Order of Succession with respect to three-deep rule and geographic dispersion.		
	5) Alternate Operating Facility/Facilities		
	• Ensure readiness of primary and alternate operating facilities, Telework locations, and other designated work sites.		
	• Ensure readiness of staff Telework and/or devolution arrangements to include readiness of required communications equipment.		
	6) Interoperable Communications		
	• Review and test communications mechanisms (i.e., laptops, high-speed telecommunications links, Personal Digital Assistants (PDAs), GETS cards) to provide relevant information to internal and external stakeholders, including but not limited to instructions for determining the status of agency operations and possible changes in working conditions and operational hours.		
	 Realign and re-issue communications resources as appropriate. 		
	Update website with latest COOP information.		
Pan	ndemic Influenza Specific - Start		
	Update website with latest pandemic information.		
	7) Vital Records and Databases		
	 Test, review, and update vital records, databases, and systems, in particular those to be accessed electronically from a remote location. 		
	8) Human Resources		
	Implement WDH COOP workforce policies.		
	Review and update pay and leave policies as necessary.		
	Review and update hiring policies as necessary.		
	 Review, test, and update Telework capability support (i.e., help desk) sufficient to meet Telework needs for people, processes, and technology. 		
	Review emergency psychological and social needs of employees.		

- Implement workforce guidelines (contact and transmission interventions) including Personal Protective Equipment (PPE).
- Discuss the effect of pandemic related human capital issues with its procurement and contract workforce (including contract workers who are co-located with or routinely work at the same worksite as state employees, as well as those who are not collocated with state

Pandemic Influenza Specific - Stop

- Review and continuously update safety and health policies on, including but not limited to:
- o Restriction of travel to geographic areas affected by animal or human disease;
- o Employees who become ill or are suspected of becoming ill while at their normal work site;
- o Returning previously ill, non-infectious, employees to work;
- o Social distancing;
- o The dissemination and posting of educational and training materials to raise awareness about pandemic and workplace related policies (i.e., cough etiquette, hand hygiene, and social distancing strategies);
- o The performance and regular updating of risk assessments based on occupational exposures and objective medical evidence, and procurement of appropriate types and quantities of infection control-related supplies (e.g., personal protective equipment (PPE), hand sanitizers, surface wipes, cleansers, and tissues);
- o The implementation of infection control measures, including (if applicable) the appropriate selection and use of personal protective equipment; and
- o Vaccine and anti-viral prioritization information and distribution.

9) Test, Training, and Exercises

- Test, train, and exercise WDH's capability to maintain essential functions and services.
- Note suggestions for improvements to plans.

10) Relocation Control

- Review plan against current condition.
- Implement full or partial relocation of control and direction as necessary with respect to three-deep rule and geographic dispersion.

11) Reconstitution

- Review plan against current condition.
- Assess the sufficiency of resources to commence reconstitution efforts, including but not limited to replacement of employees unable to return to work, habitability of facilities and buildings, and availability of equipment.