

# State of Wyoming



## Department of Health

### **Emergency Operations Plan (EOP) Annex: Continuity of Operations Plan (COOP) Version 3.0**

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Director**

**November 2014**

**State of Wyoming  
Department of Health**

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

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INTRODUCTION – 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 on WDH staff, facilities, and WDH's mission.

PURPOSE - This plan provides a framework for accomplishing the following objectives:

Reduce loss of life and minimize damage and losses

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

- State Health Operations Center (SHOC)
- Epidemiologic Response Center (ERC) and/or WDH Hotline
- Medical Counter Measures (MCM)/Strategic National Stockpile (SNS) Operations

Training requirements and activities for each of these essential functions/operations is addressed in their respective plans.

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.

APPLICABILITY and SCOPE - 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 Action Plan (EAP) 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) emergency procedures are 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 for activation with and without warning, with Priority 1 WDH functions restored  $\leq$  24 hours after COOP activation. The capacity to sustain WDH operations for a minimum of up to 30 days must be in place at that time.

The WDH Fiscal Services Division 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 the State Auditor's Office (SAO).

Training of WDH personnel in their emergency duties and responsibilities is a high priority, including just-in-time acquisition (JIT) with incumbent personnel.

ESSENTIAL FUNCTIONS - 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, behavioral health, and medical services. Appendix 1 to this plan lists the organizations responsible for ensuring WDH's obligations to the citizens of Wyoming are met.

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) Unit 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.

The Deputy Director in consultation with ETS is responsible for ensuring that an Information Technology (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
- Inventory of just-in-time (JIT) IT and telecommunications equipment available for distribution

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
- Tracking of employees assigned to temporary duty at the WDH SHOC 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
- 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 the PHEP Unit 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 the PHEP Unit will ensure the following COOP preparedness requirements are complete and documented:

- Appendixes 1 and 2 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 SHOC, 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
- Individuals authorized to make emergency or just-in-time purchases with P-Cards are identified

## Phase II - Activation and Relocation

Activation - The Director, or his/her designee, 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:
  - Acts of violence against individual WDH organizations or personnel
  - 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, or his/her designee, 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
Chief Financial Officer	State Medicaid Medical Director
Senior Administrators	

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.

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:

Affected divisions

- 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, and HR - payroll) which are performed within the affected area of the building

If relocation is necessary, and duration is

- short term ( $\leq 89$  days)
- long term ( $\geq 90$  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 1

Priority of Support - See Appendix 1

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 with ETS
- 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:
  - Approximate square footage required to house essential displaced staff - working in shifts to minimize costs must be considered
  - Type of support available at the alternate site
  - Percentage of essential staff that will Telework
  - 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 SHOC 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, assess the need for, and establish the activation level of the SHOC
- Notify Senior Administrators, CFO, and WDH personnel identified as Incident Manager (IM) for non-public health events, and the SHOC manager of the time and location of the initial briefing

In concert with the Deputy Director and/or IM for IMT-A, confirm and amend the COOP Essential Elements of Information (EEI), which includes, but is not limited to the following:

- Status of the WDH SHOC and ERC
- Staffing levels of each division at the affected site(s)
- Status of tactical communications (phones, radios, and faxes) and 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 systems for other state agencies from ETS
- 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 ETS will assess the status of the following:

- IT and telecommunications capabilities within the affected areas
- IT/telecommunications systems by division in unaffected areas, and WDH facility
- 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

Upon activation of the WDH COOP, the Deputy Director through the HR Administrator and in coordination with Senior Administrators will 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, and Section 13. 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...”

#### Communications

##### Information

The Director or his/her designee will notify the Governor’s Office and WOHS Duty Officer of COOP activation and any relocation actions that WDH is anticipating, or has in progress.

The Deputy Director through the PIO and HR Administrator will develop messages that:

- Advise WDH employees of the activation of the COOP plan
- Provide instructions of immediate actions to be taken
- 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, and the CFO with all communications requirements they may have during the reconstitution phase of COOP. Senior Management will address employees through

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

COOP PLANNING RESPONSIBILITIES - The Deputy Director, with technical assistance from the PHEP Unit, is responsible for overall COOP and Pandemic Influenza COOP (PICOOP) planning and sustainment activities, including, but not limited to the following:

#### COOP Plan Maintenance -

- Address and resolve COOP policy issues
- Advise the Director on COOP-related matters
- Ensure the plan is updated annually, unless any of the items listed below occur before the anniversary date of implementation
  - When an emergency occurs that reveals the need for plan modifications
  - When exercises or drills reveal corrective actions are warranted
  - When State government/department organizational structure changes
- Direct/coordinate the following actions by WDH divisions:
  - Update telephone rosters and Essential Personnel Survey (EPS) quarterly
  - Review status of vital files, records, and databases

#### Training and Exercises -

Plan and manage an annual COOP training and exercise program that includes, but is not limited to the following objectives:

- Maintain WDH readiness
- Conduct alert, notification, and communications drills
- 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/SHOC/ERC/Hotlines
- Validate emergency communications contacts
- Validate plans, policies, procedures, and systems to identify and perform corrective actions

#### COOP Communications -

The Deputy Director, with technical assistance from the PHEP Unit, will develop a communications plan that ensures redundancy and interoperability utilizing all forms of voice, fax, and data lines, cell phones, e-mail, internet access, and radios.

#### APPENDICES -

Appendix 1 - WDH Essential Functions by Group

Appendix 2 - Wyoming Department of Health (WDH) Lines of Succession

Appendix 3 - Pandemic Influenza Continuity of Operations Plan (PI COOP)

Appendix 4 - WDH COOP and PI COOP Checklists

Appendix 1 – 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 WDH. 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 – ETS 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 ETS 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 the following:

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

Names of essential personnel and their contact information 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  $\leq 24$  Hours.

2 - Programs and services that support key healthcare programs for the residents of Wyoming and must be restored in  $\leq 72$  Hours.

3 - Programs and services that provide health education or outreach programs and must be restored in  $\leq 30$  Days.

Priority	Essential Functions	
<b>1: ≤ 24 Hours</b> <b>2: ≤ 72 Hours</b> <b>3: ≤ 30 Days</b>	Incident Management	Responsible Division
1	Office of the Director	Administration
1	State Health Operations Center (SHOC)	PHD
1	Epidemiologic Response Center (ERC)	PHD
1	Human Resources (HR) (Personnel Management)	Deputy Director
1	Public Information Officer (PIO)	Deputy Director
1	State Health Officer (SHO)	PHD
1	State Epidemiologist (Epidemiologic Oversight)	PHD
1	Infectious Disease Epidemiology Unit	PHD
1	Public Health Laboratory Unit	PHD
1	Public Health Nursing	PHD
1	Office of Emergency Medical Services	PHD
1	Immunizations Unit	PHD
1	Public Health Emergency Preparedness (PHEP) Unit	PHD
1	Healthcare Licensing and Surveys (Tiers I and II)	Aging
1	Tuberculosis Program	PHD
1	Vital Statistical Services	Deputy Director
Key: PHD - Public Health Division		

Priority	Essential Functions	
<b>1: ≤ 24 Hours</b> <b>2: ≤ 72 Hours</b> <b>3: ≤ 30 Days</b>	Healthcare Support Services	Responsible Division
2	Fiscal Office	CFO
2	Women, Infants and Children Program (WIC) Unit	PHD
2	End Stage Renal Disease (ESRD) Program (ESRD)	PHD
2	Community Based Living Section	Aging
2	Behavioral Health Division Operations	BHD
2	Pre-admission Screening for Nursing Facilities Admission	BHD
2	Division of HealthCare Financing – Kid care/CHIP	HCF
2	Maternal/Child Health (MCH) Unit	PHD
2	Healthcare Licensing and Surveys (Engineering)	Aging
2	HIV/AIDS/Hepatitis and STD Program	PHD
Key: BHD - Behavioral Health; HCF - HealthCare Financing; PHD - Public Health Division		

Priority	Essential Functions	
1: ≤ 24 Hours 2: ≤ 72 Hours 3: ≤ 30 Days	Healthcare Outreach and Education Services	Responsible Division
3	Division of HealthCare Financing	HCF
3	Health Insurance Portability and Accountability Act (HIPAA)	Deputy Director
3	Aging Programs	Aging
3	Oral Health Unit	PHD
3	Disability Waivers Participant Support	BHD
3	Disability Waivers Provider Support	BHD
3	Early Intervention and Education	BHD
3	State Respite	BHD
3	Community Systems Unit	BHD
3	Quality Assurance Unit	BHD
3	Other Mental Health and Substance Abuse	BHD
3	Chronic Disease and Substance Abuse Prevention Unit	PHD
3	Communicable Disease Unit	PHD
3	Rural and Frontier Health Unit	PHD
3	Director's Unit on Policy, Research and Evaluation	Administration
Key: BHD - Behavioral Health Division; HCF - HealthCare Financing; PHD - Public Health Division		

Appendix 2 - Wyoming Department of Health (WDH) Lines of Succession

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., F.A.C.P.M., State Health Officer

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

Tertiary: James Bush, M.D., F.A.C.P., State Medicaid Medical Officer

3. Aging Division

Primary: Heather Babbitt, M.P.A., Senior Administrator

Secondary: Tim Ernst, Deputy Administrator

Tertiary: Ron Pearson, M.H.A., C.F.A.A.M.A., Administrator

4. Public Health Division

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

Secondary: Korin Schmidt, Deputy Senior Administrator

Tertiary: TBD

5. Behavioral Health Division

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

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

Tertiary: Alice Russler, Ed.D., Administrator

6. Division of HealthCare Financing

Primary: Teri Green, State Medicaid Agent

Secondary: Jesse Springer, AIMS Administrator

Tertiary: Jan Stall, Eligibility Administrator

# State of Wyoming



## Department of Health

### **Emergency Operations Plan (EOP) Annex: Continuity of Operations Plan (COOP) Appendix 3: Pandemic Influenza Continuity of Operations Plan (PI COOP)**

**Thomas O. Forslund  
Director**

**November 2014**

**State of Wyoming  
Department of Health**

**Emergency Operations Plan (EOP)  
Annex: Continuity of Operations Plan (COOP)  
Appendix 3: Pandemic Influenza Continuity of Operations  
Plan (PI COOP)**

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PURPOSE - 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) Unit Manager.

APPLICABILITY and SCOPE - 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

- General – See WDH EOP
- Continuity Specific – See WDH EOP, Annex: COOP
- Pandemic Influenza Specific - See WDH Public Health Pandemic Influenza Response Plan

ESSENTIAL FUNCTIONS - See WDH EOP, Annex: COOP

AUTHORITIES AND REFERENCES - See WDH EOP

#### CONCEPT OF OPERATIONS -

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.

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:

- Telework
- 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>

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.

Appendix 4 - WDH COOP and PI COOP CORE ACTIVITIES CHECKLIST

## 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.

√	<b>ACTION</b>
	1) Plans and Procedures
	<ul style="list-style-type: none"> <li>• Review WDH EOP, COOP, and PI COOP plans</li> </ul>
	2) Essential Functions
	<ul style="list-style-type: none"> <li>• Ascertain viability of Essential Functions prioritized at 1 or 2</li> <li>• Review contractors, suppliers, shippers, resources, and other businesses that support essential functions and implement standing agreements for back up, as necessary</li> <li>• In anticipation of a migration of the outbreak to U.S. residents, ensure essential functions and employees have been identified</li> <li>• Review and communicate Administration essential functions and services that will continue and non-essential functions that may be suspended</li> </ul>
	3) Delegations of Authority
	<ul style="list-style-type: none"> <li>• Review and update Delegations of Authority with respect to three-deep rule and geographic dispersion</li> </ul>
	4) Order of Succession
	<ul style="list-style-type: none"> <li>• Review and update Order of Succession with respect to three-deep rule and geographic dispersion</li> </ul>
	5) Alternate Operating Facility/Facilities
	<ul style="list-style-type: none"> <li>• Ensure readiness of primary and alternate operating facilities, telework locations, and other designated work sites</li> <li>• Ensure readiness of staff telework and/or devolution arrangements to include readiness of required communications equipment</li> </ul>
	6) Interoperable Communications
	<ul style="list-style-type: none"> <li>• Review and test communications mechanisms (e.g., laptops, high-speed telecommunications links, 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</li> <li>• Realign and re-issue communications resources as appropriate</li> <li>• Update website with latest COOP information</li> </ul>
<b>Pandemic Influenza Specific - Start</b>	
	<ul style="list-style-type: none"> <li>• Update website with latest pandemic information</li> </ul>
	7) Vital Records and Databases
	<ul style="list-style-type: none"> <li>• Test, review, and update vital records, databases, and systems, in particular those to be accessed electronically from a remote location</li> </ul>
	8) Human Resources
	<ul style="list-style-type: none"> <li>• Implement WDH COOP workforce policies</li> <li>• Review and update pay and leave policies as necessary</li> <li>• Review and update hiring policies as necessary</li> <li>• Review, test, and update telework capability support (i.e., help desk) sufficient to meet Telework needs for people, processes, and technology</li> <li>• Review emergency psychological and social needs of employees</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement workforce guidelines (contact and transmission interventions) including Personal Protective Equipment (PPE)</li> </ul>
	<ul style="list-style-type: none"> <li>• 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 employees)</li> </ul>
<b>Pandemic Influenza Specific - Stop</b>	
	<ul style="list-style-type: none"> <li>• Review and continuously update safety and health policies on, including but not limited to: <ul style="list-style-type: none"> <li>o Restriction of travel to geographic areas affected by animal or human disease</li> <li>o Employees who become ill or are suspected of becoming ill while at their normal work site</li> <li>o Returning previously ill, non-infectious, employees to work</li> <li>o Social distancing</li> <li>o The dissemination and posting of educational and training materials to raise awareness about pandemic and workplace related policies (e.g., cough etiquette, hand hygiene, and social distancing strategies)</li> <li>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)</li> <li>o The implementation of infection control measures, including (if applicable) the appropriate selection and use of personal protective equipment</li> <li>o Vaccine and anti-viral prioritization information and distribution</li> </ul> </li> </ul>
<b>9) Test, Training, and Exercises</b>	
	<ul style="list-style-type: none"> <li>• Test, train, and exercise WDH's capability to maintain essential functions and services</li> <li>• Note suggestions for improvements to plans</li> </ul>
<b>10) Relocation Control</b>	
	<ul style="list-style-type: none"> <li>• Review plan against current condition</li> <li>• Implement full or partial relocation of control and direction as necessary with respect to three-deep rule and geographic dispersion</li> </ul>
<b>11) Reconstitution</b>	
	<ul style="list-style-type: none"> <li>• Review plan against current condition</li> <li>• 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</li> </ul>