



Platte County Continuity of Operations Plan



OVERVIEW

Dewberry developed this Continuity of Operations (COOP) plan for Platte County, Missouri at the request of the Metropolitan Emergency Managers Committee (MEMC). This document provides a COOP Plan in accordance with guidelines established in the *Federal Preparedness Circular 65, dated June 15, 2004* and guidance available from the Federal Emergency Management Agency, Office of National Security Coordination. Platte County Offices and agencies are encouraged to update their COOP Plan as needed to meet changing needs and requirements.

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Executive Summary

Continuity of Operations (COOP) planning refers to the internal efforts that the Elected Office Holders of Platte County must take to assure that the capability exists to continue essential functions in response to a broad spectrum of emergencies or operational interruptions. COOP planning is an ongoing process that is driven in part by growth and change in information systems, personnel, and mission critical needs. Operational interruptions may include routine business renovation or maintenance; mechanical failure of heating or other building systems; fire; inclement weather or other acts of nature; or a range of threatened or actual attacks. Other events that may interrupt office activity include failure of information technology (IT) systems and telecommunications due to malfunction or cyber attack.

It is the policy of the Platte County government to respond quickly at all levels in the event of an emergency or threat resulting from human, technological, natural or other causes, and to ensure its ability to perform essential functions under all circumstances. To meet these objectives, Platte County Elected Office Holders have adopted this COOP plan which sets forth a concept of operations, identifies essential functions, and outlines three potential phases of operation: 1) Activation and Relocation; 2) Alternate Facility Operations; and 3) Reconstitution. The plan incorporates the following key elements associated with COOP planning:

- Emergency concepts, actions, and procedures.
- Identification and prioritization of essential functions.
- Line of succession to essential positions required in an emergency.
- Delegations of authority and pre-delegations of emergency authorities to key officials.
- Emergency operations centers and alternate (work-site) facilities.
- Interoperable communications.
- Protection of government resources, facilities and personnel.
- Safeguarding of vital records and databases.
- Tests, training and exercises.

Introduction

The changing threat environment in the United States and Platte County's experience with recent emergencies have shifted awareness to the need to develop COOP capabilities to enable offices to continue essential functions

across a broad spectrum of emergencies. As recent events and preparedness exercises have demonstrated, government operations can be disrupted by a variety of events, both man made and natural. Whether the disruption results from severe weather or from a blackout caused by a malfunction of power grid technology, citizens still expect government services to be available when they are needed. As an aid in continuing to provide essential services to its citizens under emergency conditions, Platte County Sheriffs Department Emergency Services Division has developed this COOP plan.

The objectives of this COOP plan include:

- Ensuring the continuous performance of Platte County's essential functions/operations during an emergency.
- Protecting essential facilities, equipment, records, and other assets.
- Reducing or mitigating disruptions to operations.
- Reducing loss of life and minimizing damage and losses.
- Achieving a timely and orderly recovery from an emergency and resuming full service to customers.
- Identifying alternate operations locations in the event that primary operations facilities are not functional.
- Conducting essential operations from an alternate operating location within 12 hours of the event onset for a period of up to 30 days.
- Establishing lines of succession and delegations of authority.
- Identifying personnel needed to perform the offices' essential functions.
- Identifying means of communication within the offices and with other offices, jurisdictions, and the public.
- Establishing requirements for regularly scheduled testing, training, and exercising of office personnel, equipment, systems, processes and procedures used to support the offices during a COOP event.
- Establishing requirements for development, maintenance, and annual review of the office's COOP plan and COOP capabilities.

Purpose

The purpose of this Continuity of Operations Plan (COOP) is to describe how Platte County will operate in the event of an emergency in the county that threatens or incapacitates operations. In accordance with guidelines established by *Federal Preparedness Circular 65*, *Federal Executive Branch Continuity of Operations (COOP)* and the *National Fire Protection Association 1600 Standard on Disaster/Emergency Management and Continuity of Business Programs*, this document identifies lines of succession; provides for the maintenance or re-establishment of the control and direction of Platte County, including relocation of key personnel, as necessary; for reconstitution of key staff positions with successor personnel; and for regeneration of full office function. Some of the

information in this document is taken from the Platte County Emergency Operations Plan (EOP) and the Natural Hazards Mitigation Plan for Kansas City Region (RHMP). This document, which is applicable to all-hazards threats, ensures that Platte County is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

Applicability and Scope

This plan is designed to effectively minimize system outages and down times while providing the highest level of service possible until normal operations fully resume. This plan also is intended to facilitate the response and recovery process. This document applies to a full range of circumstances, from a short-term, localized event to a long-enduring regional emergency that may impact multiple operating facilities and applies to natural disaster events as well as man-made threats. The plan is designed to complement the Platte County EOP.

Essential Functions

The Platte County Emergency Services Division has examined agency functions and categorized them as follows:

- Category 1: Mission Critical – services that must remain operational at all times
- Category 2: Immediate Post-Incident – services that must be brought back online as soon as possible and no later than twelve hours after an incident
- Category 3: Normal Services – services that need not be restored in full until the incident has passed and Category 1 and 2 services are operational.

Both Category 1 and 2 are considered to be essential functions. The positions necessary to carry out essential functions, along with business unit support duties are listed in Annex A, Essential Functions.

Essential Personnel

Those positions required to be filled by the local government or deemed essential by the State or individuals whose absence would jeopardize the continuation of an organizations essential function.



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Authorities and References

Annex B, Authorities and References, lists the authorities and references that support this COOP plan.

Concept of Operations

In the event of a disaster or emergency, Platte County Commissioners will rapidly organize an assessment to determine impacts on County operations and determine needed actions. COOP operations are characterized by three distinct phases: activation and relocation, alternate facility operations, and reconstitution.

This COOP plan provides for the continuation of the essential functions of the Platte County government and is based on the assumption that access is denied to facilities where business is normally conducted. A fire or HAZMAT incident might require evacuation of a building with little or no advance warning using existing occupant emergency plans, but for a short time. There is a distinction between these situations and one in which access may not be possible for an extended period. In the latter case, there will be a need for the deliberate, pre-planned relocation of selected key staff to one or more alternate locations from which minimum essential functions can be performed, beginning no later than 12 hours after activation, while an assessment of longer-term alternatives is undertaken. The alternate locations will support the full complement of "mission-critical" staff assigned to it, including communications, information technology support, supplies and materials, and a secure environment, for up to 30 days.

Phase I: Activation and Relocation

Conditions under which this COOP might be activated include the actual or potential denial of access to the Platte County Sheriff's Department, suite 10 and Administration Building at 415 Third Street and the Platte County Court House at 328 Main Street. Although the three buildings are separate, they use one common enclosed walkway. These three buildings are where Platte County offices normally conduct business. Within these facilities, the following agencies are located:

- Assessor's Office
- Auditor's Office
- Board of Elections (off-site)
- Collector's Office
- County Clerk's Office
- Commission's Office
- Circuit Clerks Office



- Courts
- Facilities Management
- Health Department (off-site)
- Human Resources
- Information Services (Sheriff's Dept.)
- Information Services (County)
- Juvenile Services
- Parks and Recreation
- Planning and Zoning
- Prosecutor's Office
- Public Administration
- Public Works (off-site)
- Recorder's Office
- Sheriff's Office (Emergency Management Division, Communications, Administration, Detention, Investigation, Patrol)
- Treasurer's Office
- Visitors Bureau (off-site)

This plan may be activated in situations such as:

- Known threats and emergencies (with warning). Some threats may afford advance warning that will permit orderly alert, notification and, if necessary, evacuation of employees. Examples are a transportation accident with the potential for the release of hazardous material or the threat of a terrorist act.
- Unanticipated threats and emergencies during non-duty hours (no warning). Arson, terrorism, HAZMAT incident or tornado may occur without warning when the majority of the staff is not at work. While operations from the normal place of business will not be possible, the majority of staff will be able to respond to instructions, including proper notice to relocate.
- Unanticipated threats and emergencies during duty hours (no warning). Incidents may also occur without warning during normal office hours. In this case, implementation of the COOP plan, if indicated by the circumstances, would normally be preceded by execution of a building occupant emergency plan.

1. Decision Process

If a situation arises that adversely impacts or threatens Platte County's government or one of the County office's ability to perform essential functions, the Platte County COOP may be activated by the County Commission or his/her designee/successor. A decision by the County Commission or his/her successor to implement the County's COOP plan will be coordinated with the Emergency Management Director. In situations where immediate activation is



called for, a decision to do so will be communicated by the County Commissioner or his/her successor to the Emergency Management Director, Elected County Officials and directors of County offices simultaneously with notification of the County employees.

The Platte County Health Department (PCHD) has an elected Board of Trustees that oversees and approves all operational, logistical, financial and planning decisions. However, PCHD embraces its role as a provider of services to the residents of Platte County.

2. Alert, Notification and Implementation Process

In the event that the County's usual operating facilities, located at 415 Third Street and at 328 Main Street, Platte City, Missouri, are rendered inoperable and are expected to remain as such for a period of 12 hours or more, the County Commissioner may decide to implement the Platte County COOP plan. If this occurs, operations may relocate to the location(s) listed in Annex C, Alternate Facilities, so that essential functions can be performed.

In circumstances where warning is provided in advance of a triggering event, or during off-duty hours, a decision to implement the COOP plan will be communicated by the County Commission to the Elected Office holders and Department heads who should notify their essential employees via phone or email. A call-down list is included in Annex C. The County Commission or his/her designee will notify the manager at the alternate facility that the COOP plan has been activated and relocation is required. During the time between COOP plan activation and when the alternate facility is ready to support essential operations, essential employees will work from the usual operating facility if it is able to support limited operations. If the usual facility is not accessible, the County Commission will instruct employees how to proceed; for example, if they should work from home until the alternate facility is ready.

Once the County Commission activates the COOP plan, the alternate facility will be activated to support essential operations, and the agencies assigned to the alternate site will report to the facility. Transportation to the alternate facility will be by personal vehicles. Employees reporting to the alternate facilities will take their assigned laptops if available, and/or other work items that are critical to perform their offices essential functions and prepare to become fully operational within 12 hours.

Employees who are not required to relocate to the alternate facility will be instructed by their office directors of where to report and, if



their responsibilities will be different from their normal work, what their function during COOP plan activation will be. The County Commissioner's will provide information to the office employees and the public about the emergency via the Platte County websites, media and posted signs. The County Commissioner's will work with the Emergency Management Director and Sheriff's Public Information Officer to develop messages to inform the public of the relocation efforts and which, if any, non-essential services will be suspended during COOP implementation. The Emergency Management Director, designee or his/her successor and the PIO shall receive regular status updates.

In circumstances where there is no warning during duty hours, designated essential employees will be directed by the County Commissioner, their Elected Official or office director, or their successors to proceed to the alternate location and prepare to become fully operational within 12 hours of the onset of the emergency. The County Commission or his/her designee will notify the manager at the alternate facility of the immediate need to relocate. Transportation to the alternate facility will be by personal vehicles. Employees who are not required to relocate to the alternate facility will be instructed by their Elected Official or office directors of if/where to report and, if their responsibilities will be different from their normal work, what their function during COOP plan activation will be.

3. Leadership

a. Orders of Succession

There may be instances when an individual who is a designated leader is unable to fill their leadership role. Because the role is essential to the office's being able to complete its critical missions, a successor will need to assume that leadership role. A successor will assume the duties of the leadership role when the usual leader is not able to be contacted by usual methods (e.g., telephone, cellular telephone, radio, etc.), The successor will relinquish leadership duties when the usual leader is contacted or until a permanent successor has been named by the County Commissioner, Elected Office Holders, Office Head, or other appropriate individual. The Platte County Emergency Operations Plan also identifies continuity plan guidance but not to the level of this plan for the County offices. Annex E lists the order of succession to the following in accordance with Missouri revised State Statute 49,070:



- County Commissioners
- Elected Office Holders
- Key office leadership positions

The order of succession applies in the event that any of those listed above are unavailable or are otherwise incapacitated.

b. Delegations of Authority

Designated essential employees and their successors, upon appointment to an essential position, shall have the full authority and responsibility to carry out their essential functions unless otherwise indicated in this plan. "Succession," in this context, pertains only to the activation of this COOP plan and the performance of the essential functions listed herein for the duration of COOP plan activation, or until relieved by proper authority. The authorities delegated to each essential position are listed, by position, in Annex F Delegations of Authority. The Platte County Emergency Operations Plan identifies decision-making authority for several county offices.

c. Devolution of County Commission

RSMO 49.070 A majority of the Commissioners of the County Commission shall constitute a quorum to do business; a single member may adjourn from day to day, and require the attendance of those absent; when but two commissioners are sitting and they shall disagree in any matter submitted to them, the decision of the presiding commissioner shall stand as the decision of the commission; provided further, when the presiding commissioner is absent and the other two commissioners are present the commission clerk shall designate one of the commissioners present as presiding commissioner during the absence of the regular Presiding Commissioner, and he/she shall, during the absence of the regular Presiding Commissioner, have all of the powers of the regular presiding commissioner.

RSMO 49.160; Missouri State Statue 49,160 If, by reason of sickness, absence from the County or other preventing cause, the commissioners of any county, or a majority of them, are not able to hold any regular meeting, the judge of the probate division of the circuit court shall hold the term of the commission, except that in counties having more than one circuit judge the presiding judge of the circuit court shall



designate one of the circuit judges to hold the term of the county commission, would need to be imposed. Such devolution may occur based upon a determination by the County Commissioner or his/her successor or on a recommendation of the Elected Office holders of Platte County.

In the event that the Presiding County Commissioner is incapacitated or absent to a degree that would compromise the performance of the county's essential functions under this COOP plan, an Associate Commissioner shall be named as the successor responsible for the performance of these functions. If the appointee/named Commissioner is also incapacitated the second Associate Commissioner shall be appointed as lead official.

Phase II: Alternate Facility Operations

Upon arrival at the alternate facilities, essential employees shall provide identification. County employees should be prepared to show their employee badges. Temporary staff hired to fill staffing needs during the COOP emergency shall have issued temporary badges by the County, or may be placed on a list for approved access to the facility and required to show a government form of picture identification.

At the entrance to the alternate facilities, essential employees reporting for duty will sign in on a sign-in sheet so that shift staffing can be tracked.

When they first arrive at the alternate facilities, essential employees may find that they need to assist in bringing mission critical systems and vital databases and records online. They may need to coordinate with the IT office in order to achieve this. In the event that personnel cannot access electronic files, they should be prepared to perform their essential functions manually. Forms and manuals for completing processes by hand should be available at the alternate site. Personnel may need to use methods of communication other than telephone land lines, and should have a car adapter to charge batteries for portable communication devices such as cellular telephones and radios in the event that power is not immediately available at the alternate facility.



1. Mission Critical Systems

Mission critical systems are those systems such as information technology and communications that are required to support the offices/divisions ability to perform its essential functions. Mission critical systems must be recovered to meet the determined Recovery Time Objective and Recovery Point Objective (RTO/RPO) objectives. Platte County offices have identified their mission critical systems based on the essential functions identified in Annex A, and has included them in Annex G, Mission Critical Systems.

2. Vital Files, Records, and Databases

a. General

To the extent necessary, the County Information Services (IS) office will duplicate and store vital records and electronic files at a remote location or County offices except the Sheriffs Dept who has their own IT Systems and staff. Vital records include the following:

- Emergency Operating Records - These records are essential to the continued functioning or reconstitution of the operating units in the office during or after an emergency that requires activation of this COOP plan.
- Legal and Financial Records - These records are essential to carrying out the legal/financial functions of the offices or to protecting the rights of individuals directly affected by the office's activities.

The County's vital records are currently updated Monday thru Friday by the IT office onsite. Vital electronic files and databases are backed up every two weeks and are stored at a remote offsite location. A list of agency vital records and databases is included in Annex D.

b. Vital Records Implementation Plan

The County Information Services vital records are stored offsite at an undisclosed location. Preservation and access to these records is controlled by the Information Services Office. Vital records that are in storage and are required by the offices will be recoverable within 72 hours of the onset of an emergency with the current system. The directors of the County offices will

contact the Network Manager to request delivery of the required vital records to the specified alternate operating location.

When the COOP plan is activated, the Network Manager will be responsible for ensuring that vital records stored onsite at IT offices facilities are moved from the usual operating location to the alternate operating facility. The County Network Manager and the Sheriffs IT Director will maintain an inventory of their respective vital records to ensure that they are accounted for after the move to the alternate operating facilities. During the return to normal operations, the County Network Manager and the Sheriffs IT Director will retrieve records that are usually stored offsite. During the return to normal operations, the County Network Manager and Sheriffs IT Director will also ensure that records stored onsite at each usual operating facility are returned to their normal locations. The vital records implementation plan shall be tested as part of each office's COOP exercise program.

The County Information Services Office is responsible for ensuring automated computer records for all County offices except the Sheriffs Department being maintained at the Platte County Administration Building are stored off-site. The server can be recovered within 72 hours from the back up tapes. Copies of critical data (tape media) are taken offsite every two weeks by the Network Manager. The Information Services Office is not responsible for ensuring the protection of vital records maintained on personal computers or any other records not specifically mentioned in this paragraph.

Phase III: Reconstitution

When the Presiding County Commissioner or designee determines that the emergency is no longer a threat to the county, he/she will begin to plan for a return to normal operations. The Elected Office holders and Department heads will work with the Presiding County Commissioner or designee to ensure that mission critical systems are operational and to notify employees of the end of the emergency and the plan to return to normal operations. The Presiding County Commissioner or their designee, via the Elected Office holders and Department heads will notify employees using communications protocols described in Annex H, Logistics.

After the County has resumed normal operations, the Presiding County Commissioner or designee will de-activate the COOP plan. The County Commission will ensure that an after-action review is

conducted of the COOP and will assess the effectiveness of emergency plans and procedures in place. The review will occur as soon as possible, but no later than eight weeks after the return to normal operations. The review will identify areas for improvement and result in the development of a remedial action plan.

COOP Planning Responsibilities

COOP planning ensures continued performance of essential government functions during an emergency. Without COOP, such functions may not be performed at a time when they are needed most. COOP planning therefore requires a dedicated effort, with clear delineation of responsibilities. The Platte County Commissioners and elected office holders have identified key positions within their offices and have designated specific COOP responsibilities to those individuals. The offices COOP planning assignments identified in Annex I, COOP Planning Assignments.

Logistics

The Platte County Commissioners, Elected Office holders and Department heads have determined to what level emergency operations can be sustained internally Each of the above listed personnel should develop procedures to augment capacity beyond that level through the acquisition of services, personnel, resources, and equipment necessary to perform mission essential functions. Memoranda of Agreement/Understanding and mutual aid agreements can be found in Annex D, Vital Records and Databases.

Alternate Location

Choosing and preparing alternate locations is an integral part of COOP planning. Selecting appropriate and compatible alternate facilities is the responsibility of the County Commissioners and Elected Office Holders. Sites selected as alternate facilities must be able to be operational immediately or within 12 hours of the COOP plan activation, depending upon the urgency of the essential functions being relocated and the sites must be able to sustain performance of essential functions for up to 30 days.

Platte County's alternate facilities are identified in Annex C, Alternate Facilities. Each of these facilities must be maintained and inspected on a regular basis and must meet the following criteria to support performance of essential functions during COOP activation:

- Sufficient space to accommodate essential personnel
- Adequate infrastructure, including electricity, backup power source, heating, cooling, water, and sewer
- Food preparation area
- In-place security measures
- Parking lot or public transportation access
- Sufficient networking capabilities to support performance of essential functions

Interoperable Communications

Communications is an integral part of COOP activation. Selecting appropriate and compatible COOP communications equipment is the responsibility of the County Commission and each Elected Official. The overall capacity should address concerns such as:

- Initial operational readiness within twelve hours (fully operational within 48 hours) and sustainable for a period up to thirty days
- Secure communications links
- Interoperability to include intra- and inter-office COOP communications and County EOC-to-alternate-facility communications
- Capacity to accommodate each offices minimum COOP requirements
- Ability to communicate with customers
- Variable and redundant capability

Under most conditions that may require the County Commissioner to activate the COOP plan, communications will be primarily by standard, established communication methods such as telephone land lines, two-way radios, cellular telephones, e-mail, and Internet. However, the Emergency Management Division recognizes that as a result of some disasters, standard communication methods may not be operable. Alternate methods of communication are described in Annex J, Alternate Communications Methods.

Platte County is a member of the Mid-America Regional Council (MARC). If a regional incident occurs and causes the county and its offices to activate the COOP plan, the county will coordinate with other counties to communicate information, needs and to coordinate responses with other jurisdictions in the region.

Test, Training, and Exercises

The effectiveness of a COOP plan depends on employee awareness of COOP requirements. Each employee that has an essential role in the Platte County's readiness and each office/division that provides or supports the county's ability to perform its essential functions must know how to execute its portion of the plan. In other words, each essential employee must "own" the plan.

To accomplish this goal, the County Commissioners shall coordinate and facilitate participation of all essential personnel on COOP planning and conduct COOP drills, where personnel will use the COOP plan in response to a mock disaster. The plan is adaptable to various scenarios that range from partial or short term to complete disruptions. COOP 'essential' personnel will also test their plans, backup and recovery systems regularly. It is through such testing that gaps can be identified and modifications made. A schedule of testing, training, and exercises is included in Annex K. Within two weeks of implementing an exercise, the County Commissioners, Elected Office Holders and Department Heads will conduct an after-action review of the exercise so that participants will understand what they did well and ways they can improve their responses to COOP situations. The Director of Emergency Management will write an after-action report that summarizes the points raised during the after-action review.

Multi-Year Strategy and Program Management Plan

To have a viable COOP capability, Elected Office Holders and Department Heads must sustain a high level of readiness and be prepared to implement the COOP plan with or without warning. The Platte County Commission will develop a multi-year strategy and program management plan to accomplish this state of readiness as stated in Annex L COOP Maintenance Timeline. This should address short and long term COOP goals and objectives as well as addressing any updated changes in the County's capabilities and resources. The Platte County Commission, Elected Office Holders and Department heads will routinely assess the needed capabilities of their departments and offices and capabilities of personnel, and associated resources and modify its program management plans accordingly. The objectives, timelines, budgetary requirements, planning and preparedness considerations, planning milestones, and tracking system should be discussed in a separate document from this plan.

COOP Plan Maintenance

The Emergency Management Director will review and update its plans regularly. The work of the COOP team does not end with the development and implementation of a COOP program. An effective COOP plan will not remain viable without regular review and revision. A timeline for testing and revising elements of this plan is included in Annex L, COOP Maintenance Timeline. A crosswalk that identifies elements that should be included and maintained in a COOP plan is included in Annex M.

Pandemic Planning Considerations

This section provides an effective set of guidelines and workplace checklist to maintain operability during the Continuity of Operations phase of a Pandemic Influenza outbreak. There are several considerations associated with a Pandemic that result in differences between a normal COOP plan and the Pandemic COOP plan. Although the COOP concepts are the same, there are some differences due to the fact that a general COOP addresses assets such as facilities, infrastructure, external support/supplies and staff, while a Pandemic COOP plan addresses assets such as staff and support/supplies. The following table compares the assets and the differences in the plans.

Asset	COOP Plan	Pandemic COOP Plan
Facility (i.e. buildings)	Facility may or may not be available depending on the type of event. Staff may have to move to an alternate facility.	Facility is available
Infrastructure (i.e. computer networks)	May or may not be affected depending on the event.	Infrastructure is Available
External Support/Supplies (i.e. supplies, local businesses, federal support)	May or may not be available depending on how the community is affected.	Limited support due to the possible number of ill in the community.
EOC operations	May or may not be activated depending on the event.	Activated as needed to coordinate issues related to the influenza outbreak.



Asset	COOP Plan	Pandemic COOP Plan
Staff (i.e. ill employees, employees that are caring for others that are ill, employees that are worried they will become ill)	May or may not be affected depending on the event.	40% or more staff depending on the stage of the influenza outbreak.

Definition of Pandemic Influenza:

Pandemic Influenza refers to a global influenza epidemic that, in contrast to seasonal influenza is:

- 1) A novel influenza virus that has undergone an “antigenic shift.”
- 2) Has high population susceptibility worldwide.
- 3) Shows evidence of high person to person transmissibility.
- 4) Is spread over a broad range of geographical area, causing unusually high rates of morbidity and mortality because of its virulence.

The following checklist is a guide to assist the Platte County employees and leadership staff members during a Pandemic Influenza outbreak.

A. Appropriate Authority to Develop a Plan

1. The Platte County Health Department in cooperation with the County Commissioners should develop and maintain a pandemic influenza preparedness plan. The Health Department of Platte County should be a key player in the plan.
2. Form a committee to work on the plan with a representative of each of the county offices.
3. Identify staff in the county offices that has a broad knowledge of the county operations.
4. Provide County offices with the information needed to understand the importance of planning for a Pandemic.



B. Document the Plan

1. Document in writing all decisions and procedures for the Pandemic Plan.
2. Create a Pandemic Influenza Plan notebook.
3. The Health Department will determine how to keep the plan up to date.
4. The Health Department will update the plan and determine how often.
5. Master copies of the plan will be in the Platte County Health Department with copies in all the County offices.

C. Impact of Pandemic Influenza on Service Delivery (See Annex A)

1. Determine the potential impact of a pandemic on the County's normal activities and services.
2. Plan for up to 50% of staff being absent due to illness, caring for a sick relative or self quarantine.
3. Plan for situations likely to require increasing, decreasing, or altering the county services.

D. Essential Business Functions (See Annex A)

1. Identify the County essential functions that must remain operational at all times and under any circumstances.
2. Prioritize the County's essential functions based on the amount of time the essential function can be suspended before it adversely affects the county offices functions.
3. Consider minimizing or changing the mission to reflect ability to provide services with lessened staff.

E. Essential Positions (See Annex F)

1. Identify the critical positions needed to support the County's essential functions.
2. Train the staff to perform the work needed to carry on the County's functions during a pandemic
3. Include cross training for staff to fill other roles when applicable.

F. Essential Position Functions (See Annex F)

1. Review the written line of succession for key positions.
2. Identify each office's key contacts and their back-ups

3. Ensure each office has clear roles and responsibilities.
4. Ensure each office has educated their key personnel on who is supposed to report to whom.

G. Delegation of Authority (See Annex F)

1. Utilize delegations of authority for a pandemic event.
2. The County Commission in coordination with the Health Department and Emergency Management Director will have the authority to activate the plan during a pandemic event.
3. The County Commission with the concurrence of the effected Elected Office holders will have the authority to redeploy staff to support essential services, delegate authority to back up staff, and take essential services offline and bring them back online.

H. Service and Operation Methods

1. Each office should determine how to assess service demand.
2. Each office should consider how to offer services in non-traditional ways.
3. Each office should determine how services will be taken off-line during the event and brought back on-line after the event.
4. Consider what policies/laws may need to be altered to accommodate a different service methodology.

I. Critical Records, Equipment, and Databases (See Annex D and G)

1. Identify the critical records, equipment and systems needed to make the essential functions operable.
2. Determine the amount of time a system can be unavailable before it must be brought back online.
3. Determine the threshold for how much time could pass where lost data will not be recovered (for example, the last 24 hours of data entered before a system failure will not be recovered.)
4. Develop backup procedures in case your critical systems are not available.
5. Develop an inventory of essential equipment.
6. Determine if a backup location is needed should relocation be required during an even

J. Access to Critical Files, Records and Databases (See Annex G)

1. Information Technology staff will provide employees with access to vital files, records, and databases needed to support essential services such as:
 - a. Removable drives, phones, hard copy records, Internet access, etc.
 - b. Ensure that essential staffs have access to these methods before the event occurs.
2. Establish emergency kits for the agency to include: Copies of the plan, phone trees, essential human resources and payroll information, hard copies of vital files/records, a laptop (with peripherals) loaded with essential systems.

K. Critical Supplies (See Annex H)

1. Determine which most critical supplies may not be available from suppliers.
2. Plan for the basic office supplies that will be required, not just those related to individual office requirements.

L. Leave Policy Considerations

1. Determine leave policy so that the needs of symptomatic personnel are addressed as well as overall staffing requirements.
2. Determine policies for employee compensation and sick leave absences unique to a pandemic (e.g., non-punitive, liberal leave), including policies when a previously ill employee is no longer infectious and may return to work after an illness.
3. Determine policies for flexible worksite (e.g., telecommuting) and flexible work hours (e.g., staggered shifts.). This is important for the social distancing of employees to prevent additional personnel from becoming ill.

M. Communications (See Annex J)

1. Establish a County communication strategy plan.
2. Use the systems for communication with all staff during the event.
 - a. Ensure all staff is trained in the communication plan
 - b. Ensure the phone tree is used for all personnel in each office.

3. Share the communication plan with the staff and service providers that support the county.

N. Infectious Control in the Workplace

1. Utilize the practice of infection control strategies to protect the workplace environment.
2. Post signs displaying respiratory etiquette and proper hand washing methods in all public areas.
3. Utilize hand sanitizers, tissues and receptacles in all public waiting areas and staff break rooms.
4. Send any employee with a cough illness home and encourage them to avoid crowds while ill.
5. Encourage employees to stay home when sick.

O. Employee Personal Preparedness

1. Encourage employees to be prepared at home (for example, arranging child care in advance, preparing emergency kits.)
2. Being prepared at home will allow the employee to be at work.
3. Encourage employees to get a flu shot every year.
4. Encourage employees to practice infection control at work and at home.

P. Coordinate Ahead of Time with External Organizations (See Annex G)

1. Coordinate with Public Health agencies regarding their roles at the Federal, State, and local levels. Also, coordinate with the emergency responders.
2. Establish expectations for a pandemic for what to anticipate and what not to anticipate in the event of a pandemic.
3. Use the list of points of contact for external suppliers and government contacts.
4. Coordinate with other County agencies that provide similar services.
5. Utilize partnerships and memoranda of understanding with other localities.
6. Ensure all cross-trained staff are up to date and ready to fill gaps in your office or other offices as required.

Q. Testing the Plan (See Annex K)

1. Test the COOP plan using an exercise or drill, and review and revise the county's plan as needed.



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2. Determine how Platte County will test the plan (i.e. can a pandemic tabletop exercise sufficiently test the plan?)
3. Utilize an established schedule for testing the plan.

The poster below can be posted in the building to remind the staff of ways to prevent spreading germs.

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze *or* cough or sneeze into your upper sleeve, not your hands.

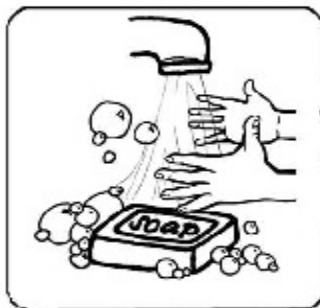


Put your used tissue in the waste basket.

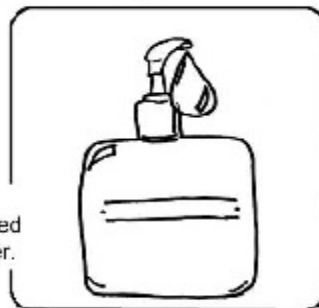


Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water



or
clean with alcohol-based hand cleaner.

ANNEX A - ESSENTIAL FUNCTIONS

The following charts for each county office identify their essential functions, the timeframe to bring these functions back online, and the responsible position for each agency.

Assessor's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Assessment of personal property (cars, trucks, bikes, campers, boats)						X		Assessor
Assessment of real estate property – residential, commercial, agriculture (track property ownership)						X		Assessor
GIS (tax map)						X		Assessor
Damage Assessment	X							Assessor

Auditor's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Approval of checks						Up to 14 days		Auditor
Review and sign contracts (check against budget and ensure funds are available)						X		Auditor
Interaction with insurance company	X							Auditor
Budget process							X	Auditor
Grant reporting							X	Auditor
Annual audit							X	Auditor



Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Emergency Contracts and Checks	X							Auditor

Board of Elections

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Voter Registration Dependent on Election.			X			X		Directors (Republican and Democrat)
Elections (28 sites)	X							Directors (Republican and Democrat)

Collector's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Tax Collection			X					County Collector
Tax Distribution			X					County Collector
Misc. Licensing							X	County Collector
Tax Sales							X	County Collector

County Clerk's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Payables – 120 checks a week paper version approximately						X		County Clerk



Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Notaries							X	County Clerk
State Reporting							X	County Clerk
Licensing: liquor		X						County Clerk
Licensing: Tow & Auctioneer							X	County Clerk
Emergency Checks and Contracts	X							County Clerk

Commissioner's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Governing body of county	X							Commissioner
Finances						X		Commissioner
Facilities, Coordination and Relocation	X							Commissioner
Emergency Finance and Contracts	X							Commissioner

Circuit Clerks Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
File new cases on all levels of the Circuit Court			X					Clerk of the Circuit Court
File all pleadings related to all Circuit Court cases and Juvenile cases			X					Clerk of the Circuit Court
Circuit Court					X			Presiding Circuit



Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
sessions Monday through Friday								Judge
Filing of Adult Exparte Orders and Child Protection Orders	X							Clerk of the Circuit Court
Collects and receipts all money for the Sixth Judicial Circuit					X			Clerk of the Circuit Court
Jury Management					X			Clerk of the Circuit Court
Payroll			X					Clerk of the Circuit Court
Child Support			X					Clerk of the Circuit Court
24 hour holds, search warrants and investigative subpoenas	X							Clerk of the Circuit Court

Facilities Management

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Jail Operations; electrical, plumbing, HVAC	X							Director of Administration
Courthouse Operations			X					Director of Administration
Resource Center				X				Director of Administration
South Annex							X	Director of Administration
Golf Course							X	Director of Administration
Simplex/Card Access		X						Director of Administration
Relocation	X							Director of



Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Assistance								Administration
Mail Coordination					X			Director of Administration
Supply Coordination			X					Director of Administration
Janitorial Services			X					Director of Administration
Restoration of Phone Systems		X						County IT for VOIP and Director of Administration

Health Department

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Providing birth control					X			Family Planning Coordinator
Providing Vital Records					X			Medical Billing & Vital Records Coordinator
Information Technology		X						Bookkeeper
Financial Accounting			X					Bookkeeper
Women, Infants and Children services and support				X				Women, Infants and Children Coordinator
Food Inspection (emergency issues)				X				Environmental Health Specialist
Community Information Resource					X			Administrative Assistant
Computer Networking		X						Bookkeeper
Walk-in Clinic						X		Nursing Supervisor
Emergency		X						Emergency



Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Response								Response Manager
Primary Care - appointments			X					Assigned Doctor
Immunizations – Recommended						X		Immunizations Coordinator
Immunizations -- Travel							X	Immunizations Coordinator
Communicable Disease Surveillance		X						Communicable Disease Coordinator
Social Work Programs							X	Family Support Worker(s)
Health Education Programming							X	Health Educator(s)

Human Resources

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Payroll			X					Payroll Specialist
Filling open positions							X	Human Resource Director
Retirement							X	Human Resource Director
Employee Insurance					X			Human Resource Director
401K							X	Human Resource Director
Employee deductions							X	Payroll Specialist
Workman's comp					X			Payroll Specialist
Hire Temporary Workers				X				Payroll Specialist



Information Services

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Email						X		Network Manager
Internet						X		Network Manager
Access to Servers						X		Director of IT
Technical support						X		Director of IT
Printing						X		Network Manager
Network						X		Network Manager
Systems						X		Director of IT
Databases						X		Director of IT
Restoration of VOIP Systems		X						Director of IT

Juvenile Services

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Emergency screening	X							Juvenile Officer
Filing petition/orders of detention/courts reports			X					Juvenile Officer
Emergency Phone Calls	X							Juvenile Officer
Intake services			X					Juvenile Officer
Ex partes	X							Juvenile Officer
Probation Supervisor Services				X				Juvenile Officer
Record Keeping / Reports	X							Juvenile Officer
Drug Screens						X		Juvenile Officer
Treatment Referral Services						X		Program Coordinator
Coordination of Services						X		Juvenile Officer



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Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Educational Programs							X	Program Coordinator

Parks and Recreation

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Operations of Parks and Recreational Facilities							X	Director of Parks and Recreation
Pay Invoices – Bookkeeping							X	Secretary
Records – electronic and paper						X		Secretary
Master plan							X	Senior Park Planner
Coordination with cities, schools for the parks						Up to 14 days		Senior Park Planner
Grant program							X	Director
Emergency Support Facilities		X						Director of Parks and Recreation



Planning and Zoning

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Issue building permits						X		Building Official
Conduct building inspections						X		Building Official
Process zoning and planning applications							X	Director of Planning and Zoning
GIS data						X		Director of Planning and Zoning
Storm water inspections and planning							X	Director of Planning and Zoning
Floodplain management (except for floods)							X	Director of Planning and Zoning
Address Issues							X	Director of Planning and Zoning
Code violation							X	Director of Planning and Zoning
Emergency Mapping		X						Director of Planning and Zoning
Disaster Assessment and Emergency Code Enforcement		X						Director of Planning and Zoning



Prosecutor's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Charging 24 hour hold	X							Prosecutor
Arraignment			X					Prosecutor
Trials							X	Prosecutor
Search Warrants	X							Prosecutor
Investigative Subpoenas	X							Prosecutor
Dockets					X			Prosecutor
Filings of other pleadings					X			Prosecutor

Public Administrator

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Safety Oversight of Wards	X							Public Administrator
Direct Contact with Care Providers	X							Public Administrator
Ability to make payments							X	Public Administrator
Transport Ward or protectee		X						Public Administrator
Treatment – non-life threatening					X			Public Administrator
Treatment – life threatening	X							Public Administrator
Filings					X			Public Administrator



Public Works

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Maintenance of Equipment	X							Director of Public Works
Storm Drains maintenance and repairs		X						Road/Bridge Maintenance Manager
Road Surface and Bridge maintenance and repair			X					Road/Bridge Maintenance Manager
Snow, Ice and Debris Removal		X						Road/Bridge Maintenance Manager
Traffic Control Device Maintenance			X					Road/Bridge Maintenance Manager
Capitol Improvement and Special Projects						Up to 14 Days		Section Chief
Administrative Support		X						Administrative Manager
Building Operations						X		Director of Public Works
Solid Waste Management						X		Director of Public Works
Damage Assessment		X						Director of Public Works

Recorder's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Record real estate records			X					Recorder
Issue marriage licenses			X					Recorder
File federal and state tax liens						X		Recorder



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Sheriff's Office - Emergency Management Division

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Operations Center (Mobile EOC) (ESF's)	X							Emergency Management Director
Communications	X							Emergency Management Coordinator
Planning/Preparedness non-emergency							X	Emergency Management Coordinator
Mitigation non-emergency							X	Emergency Management Coordinator
Public Education (CERT) non-emergency							X	Emergency Management Coordinator
Public Information non-emergency							X	Emergency Management Coordinator
Grants non-emergency							X	Emergency Management Coordinator



Sheriff's Office – Communications Division

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Answering 911	X							Communications Director
Dispatch	X							Communications Director
Weather Alarms	X							Communications Director
Notification of personnel	X							Communications Director
Warrant Entry						X		Communications Director
Article Entry						X		Communications Director
Pawn Reports							X	Communications Director
Tow Reports					X			Communications Director
Cancel Warrants / Article entries	X							Communications Director
Ex Parte entries / Cancellations	X							Communications Director
Radio Tower Maintenance and Fuel	X							Communications Director



Sheriff's Office – Administration Division (Including Information Technology)

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Process and store evidence						X		Administration Sergeant
Enter and validate warrants					X			Administration Sergeant
Process and store reports / records (any request with MO sunshine law is 3 days)						X		Administration Sergeant
Reception desk			X					Administration Sergeant
Applications for permit to acquire						X		Administration Sergeant
Application to carry a concealed weapon						X		Administration Sergeant
Vendor relations and finance management				X				Administration Sergeant
Payroll						X		Administration Captain
Civil Process					X			Administration Sergeant
Maintain training records							X	Administration Sergeant
Criminal Summons processing						X		Administration Sergeant
Bond processing						X		Administration Sergeant
Ongoing maintenance and integration			X					Director of Information Technology
Network / Servers		X						Director of Information Technology
Computer(s)			X					Director of Information Technology



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Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Internet			X					Director of Information Technology

Sheriff's Office – Detention Division

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Inmate Management	X							Jail Commander
Food Services	X							Food Services Supervisor
Medical Care (on staff)	X							Captain
Medical Care (Doctors services)						X		Contract Medical Staff
Court(s) interface							X	Captain
Transportation						X		Captain
Product Delivery							X	Food Services Supervisor
Facility (electric)			X					Captain
Facility (water)			X					Captain
Facility (gas/heat)			X					Captain
Facility (generator)	X							Captain
Intake	X							Captain
Release			X					Captain



Sheriff's Office – Investigation Division

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Crimes against persons	X							Captain
Crimes against property						X		Captain
Narcotics Division							X	Narcotics Sergeants
Crime Scene Investigations	X							Captain
SWAT	X							Captain
Fire arms (training and re-qualification)							X	Captain

Sheriff's Office – Patrol Division

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Answer calls for service	X							Administration Sergeant
Crimes against persons	X							Administration Sergeant
Crash response	X							Administration Sergeant
Property Crimes			X					Administration Sergeant
Civil processes					X			Administration Sergeant
Ex-partes	X							Administration Sergeant
Animal bites	X							Administration Sergeant
Crowd control	X							Administration Sergeant
Assist other agencies							X	Captain
Vacation checks for property							X	Captain



Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
School contracts							X	Captain
School Resource Officer							X	Administration Sergeant
Animal Control							X	Administration Sergeant

Treasurer's Office

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Deposit Revenue						X		Treasurer
Write checks (Accounts payable and payroll)						X		Treasurer
Payroll Taxes Paid			X					Treasurer
Credit Card Management		X						Treasurer
Payroll			X					Treasurer

Visitors Bureau

Essential Function:	Cannot be interrupted	0 to 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	Title of responsible position
Emergency Visitor Information	X							Director of Visitors Bureau
Coordinate Emergency Visitor housing	X							Director of Visitors Bureau
Emergency Coordination of hospitality resources	X							Director of Visitors Bureau



Platte County Continuity of Operations Plan



Platte County is comprised of 21 offices in 5 business units. These business units work together to support the office's essential functions. Each business unit and its responsibilities for supporting the aforementioned essential functions are described in the following table. For further detail, please reference the tables in Annex A, above.

Business Unit	Essential Function Support Duties
County Administration	Information Services, Public Works, Parks and Recreation, Emergency Management, Assessor's Office, Auditors Office, Facilities Management, Collector's Office, Commission Office, Human Resources, Public Administration, Records Office, Treasure's Office, Clerks office.
Sheriff's Operations	Daily operations for police, fire, EMS, 911 center, IT for Sheriff's, Communications, Investigations, Patrol, Administration
Community Development	Planning and Zoning, GIS, permits, code enforcement, Visitors Bureau, Board of Elections, Health Department
Court Administrator	Warrants, probation, collections, court proceeding, Circuit Clerk's Office, Juvenile Services, Prosecution, Detention,
Network Administrator	Information Services, computer work stations, internet

ANNEX B - AUTHORITIES AND REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Relief Act, PL 93-288, as amended
- Code of Federal Regulations, Title 44
- Code of Federal Regulations, Title 41, Part 101-20.103-4
- Code of Federal Regulations, Title 36, Part 1236
- Federal Preparedness Circular 65
- National Fire Protection Association 1600
- National Response Plan
- Federal Public Law 99-499, SARA, Title III, as amended
- FEMA's "Guide for State and Local All-Hazard Emergency Operations Planning"
- Missouri Revised Statutes, Chapter 44, as amended
- Missouri Revised Statutes, 49.070, as amended
- Missouri Code of Regulations, Title II, Division 10, Chapter II, as amended
- State of Missouri Emergency Operations Plan, as amended
- SEMA's "Missouri All-Hazard Emergency Planning Guidance"
- SEMA's "Missouri Hazard Analysis", as amended
- Local Officials Emergency Handbook
- Mid-America Regional Council LEPC Hazardous Materials Plan, as amended
- Homeland Security Presidential Decision Directive 5 (HSPD-5)
- Presidential Decision Directive 39 (PDD-39)
- Natural Hazards Mitigation Plan for Kansas City Region
- Platte County Emergency Operations Plan
- Platte County Ordinance establishing the Platte County Office of Emergency Operations amended, dated February 20, 2003
- Missouri Revised Statutes 192 & 205 MO Code of State Regulations, section 19
- Platte County Commission Order 75-03 (Isolation and Quarantine order) and 42 CFR 70.2



ANNEX C - ALTERNATE FACILITIES

Facility Name	Facility Address	Agreement Type and Date	Annual Cost	Offices assigned to building
1. Platte County Resource Center	11724 NW Plaza Circle Kansas City, Missouri 64153 (816) 270-2119	None, County owned facility	N/A	Emergency Management and other select county offices located in Platte County Administration Building
2. Platte County Community Center North	3101 Running Horse Rd. Platte City MO 64079 (816) 858-0114	None, County owned facility	N/A	Select county offices located in Platte County Administration Building
3. Platte County Community Center South	8875 Clark Ave. Parkville MO 64152 (816) 505-2622	None, County owned facility	N/A	Select county offices located in Platte County Administration Building
4. Shiloh Springs Golf Course	14750 Fairway Lane Platte City, MO 64079 (816) 270-2582	None, County owned facility	N/A	Parks and Recreation
5. Platte County Health Department (Parkville)	1201 East Street, Parkville, MO 64152 (816) 587-5998	None, Health Department Facility	N/A	Health Department
6. Platte County Health Department (Platte City)	212 Marshall Rd. Platte City, MO. 64079 (816) 858-2412	None, Health Department facility	N/A	Health Department



Risk Analysis

Risk assessments have not been performed for all the aforementioned facilities. As a result, in order for all designated essential function employees to be familiar with these alternate facilities and their operations during a crisis, it is recommended that a bi-annual risk assessment be performed. This assessment should include the reassessment of the current floor plans with any changes to configuration, electrical/power sites, emergency exits and any staging areas for additional equipment, parking availability or hazards that prevent access or egress. A walk through tour should be scheduled twice a year to keep key personal familiar with all aspects of these facilities.

Platte County does not have an established Advance Team for the set up of the alternate facilities. Due to this, an Advance Team should be established for activation prior to the arrival of the essential personnel at the alternate facility. The Advance Element should be deployed to bring mission critical systems and vital databases and records online before the essential personnel arrive. This also includes preparing the facility by checking operations of existing or setting up and testing new telephone lines and network connections; verifying operability of heating, cooling, plumbing, and electrical systems; ensuring sufficient work space is present to support performance of essential functions and other duties as appropriate. When it is determined that the emergency is no longer a threat to the County, the Advance Team will begin to plan for a return to normal operations. The Advance Team will return to the primary facility to ensure that mission critical systems are operational and the facility is ready for normal operations to resume. This team should be included in the previously mentioned walk through tour of the facilities to ensure they are at all times up to date on the capabilities of the facilities.

The Platte County Health Department is administered by an elected Board of Trustees and a Director who is appointed by the Board of Trustees. The Board of Trustees establishes policy for the operations and programs of the Platte County Health Department, and discharges those responsibilities conferred by statute. The Director of the Platte County Health Department implements the decisions of the Board of Trustees and is responsible for the day to day operations of the Platte County health Department. In the case of temporary absence of the Director, an individual will be designated by the Director to supervise the Health Department. For absences longer than sixty (60) days, the Board of Trustees shall name an acting Director. The Platte County Health Department may operate from either the Platte City or Parkville facility depending on the incident location and needs of the community. The Director of the Platte County Health Department will report to the EOC, but the actions of the Director will be coordinated through the Platte City office of the Platte County Health Department. If this site is non-operational, these actions will be coordinated



Platte County Continuity of Operations Plan



through the Parkville office of the Platte County Health Department. The Health Department has a five (5) person publicly-elected Board of Trustees who make all financial and administrative decisions for the Health Department.

The process for invoking use of the alternate facilities is:

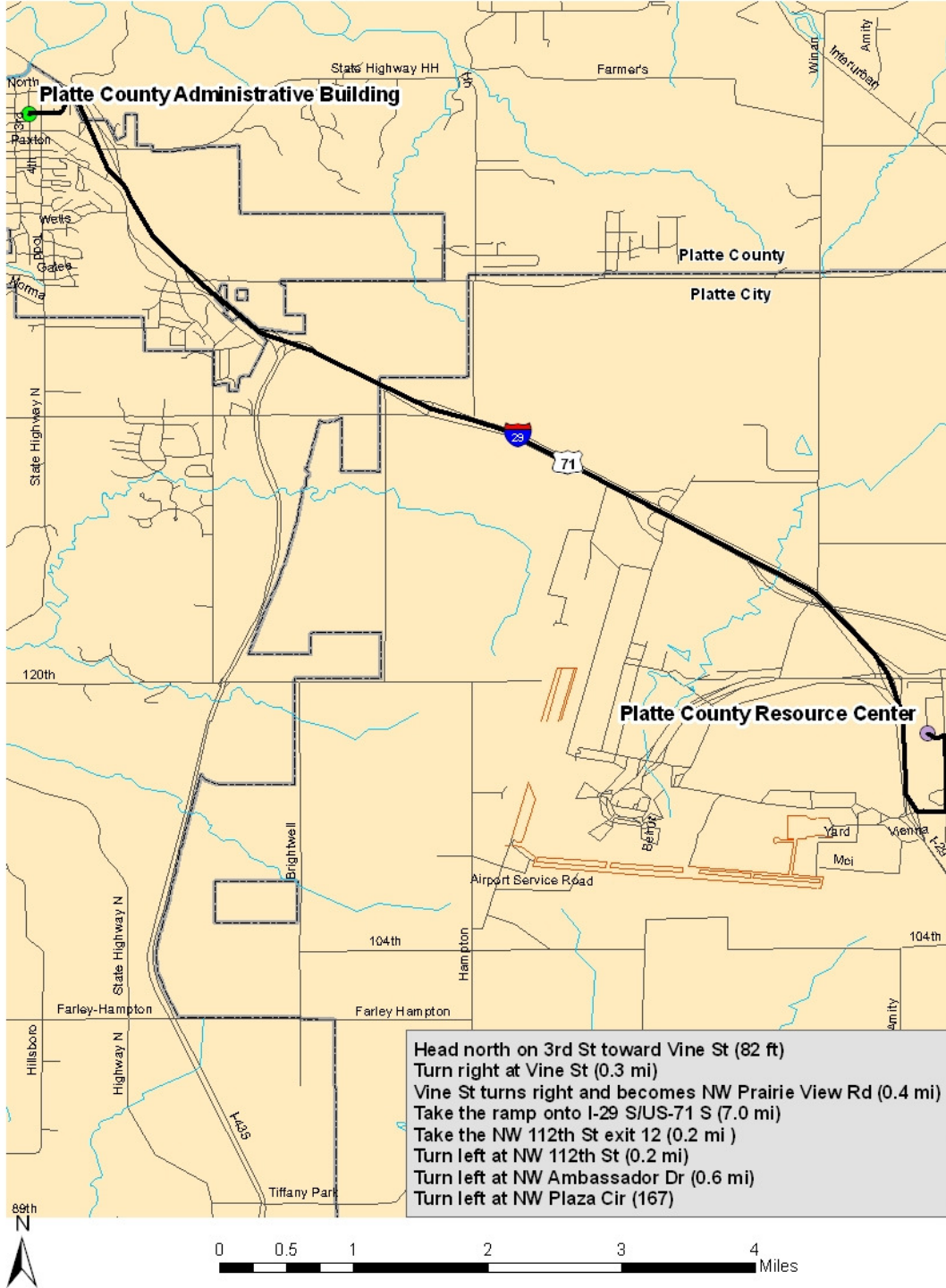
1. County Commission activates the Platte County COOP Plan.
2. County Commission notifies the Emergency Management Director and other county offices of the COOP Plan activation.
3. County Commissioner or his/her designee notifies the building manager of the alternate facility to be occupied that the COOP has been activated.
4. Employees begin to relocate to the alternate facility and coordinate with Information Services on their locations and requirements.

Transportation for the employees to the alternate site should be accomplished through the use of personal vehicles. However, a contingency plan for transportation for employees to the alternate site for the consolidation of parking spaces could be pre-arranged through public transportation such as busses or van pools. Additionally, car pooling should be promoted.

Maps and driving directions from the primary operating facility to the alternate facilities are provided below.

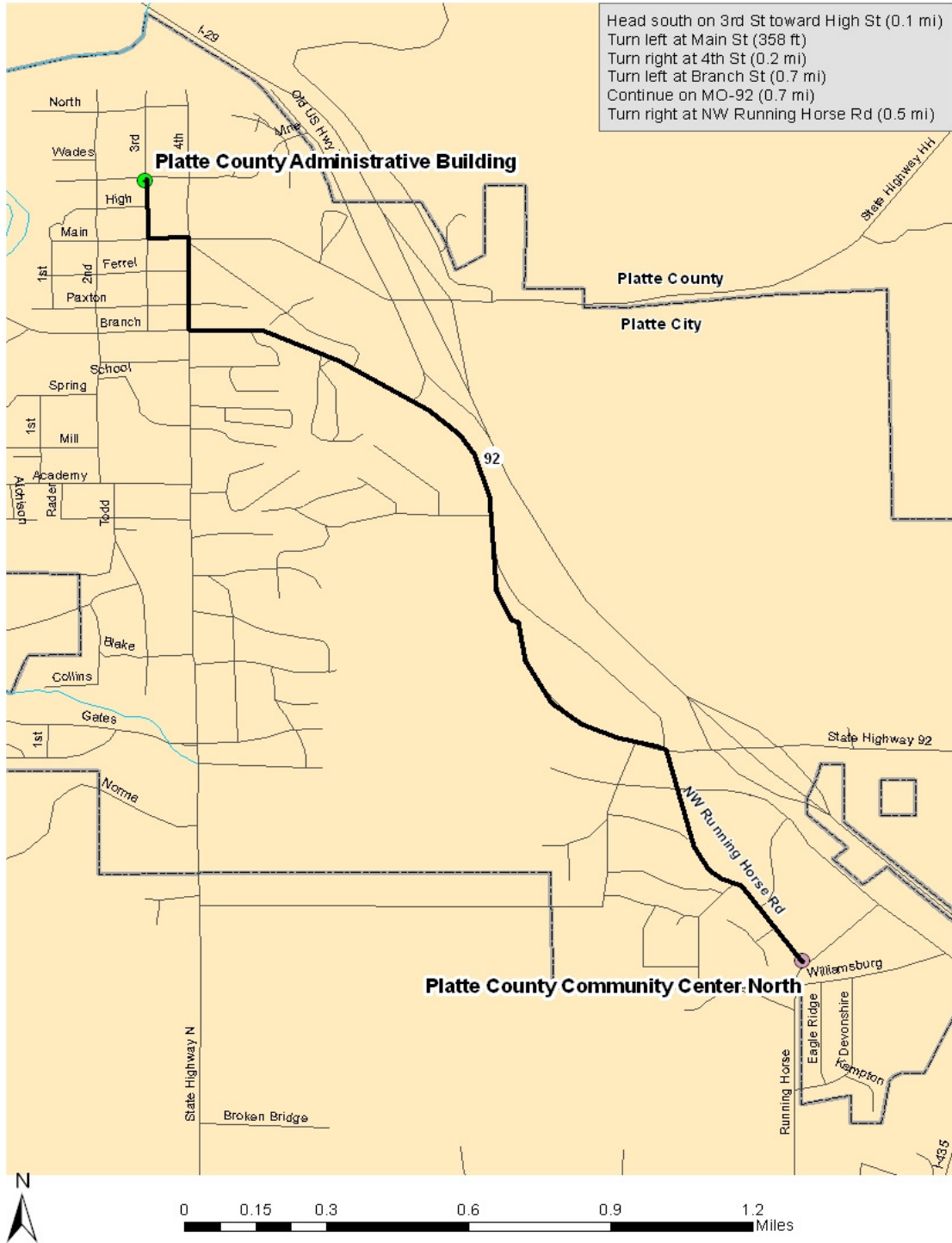


Map from Platte County Administration Building to the Platte County Resource Center



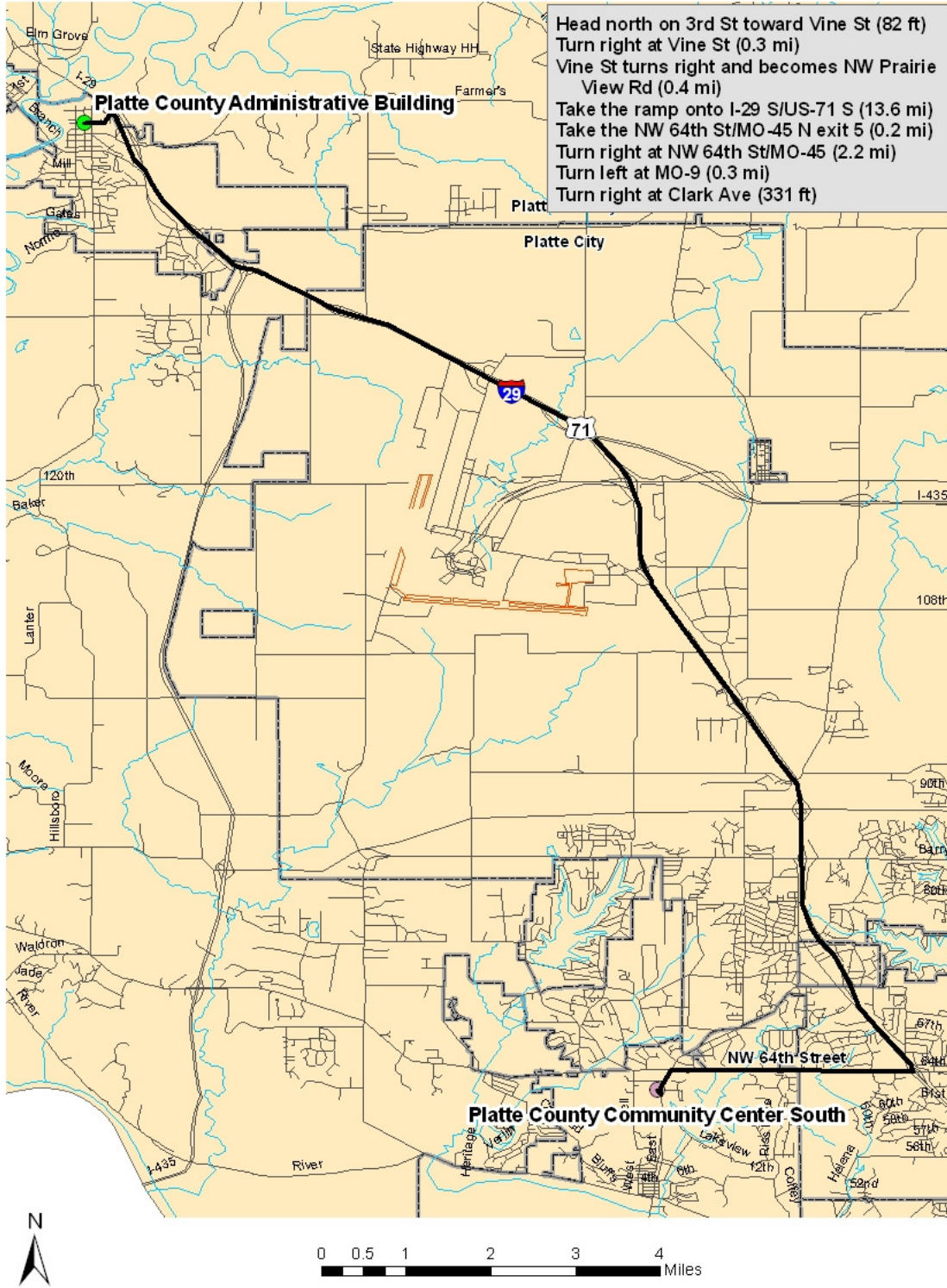


Map from Platte County Administration Building to the Platte County Community Center, North

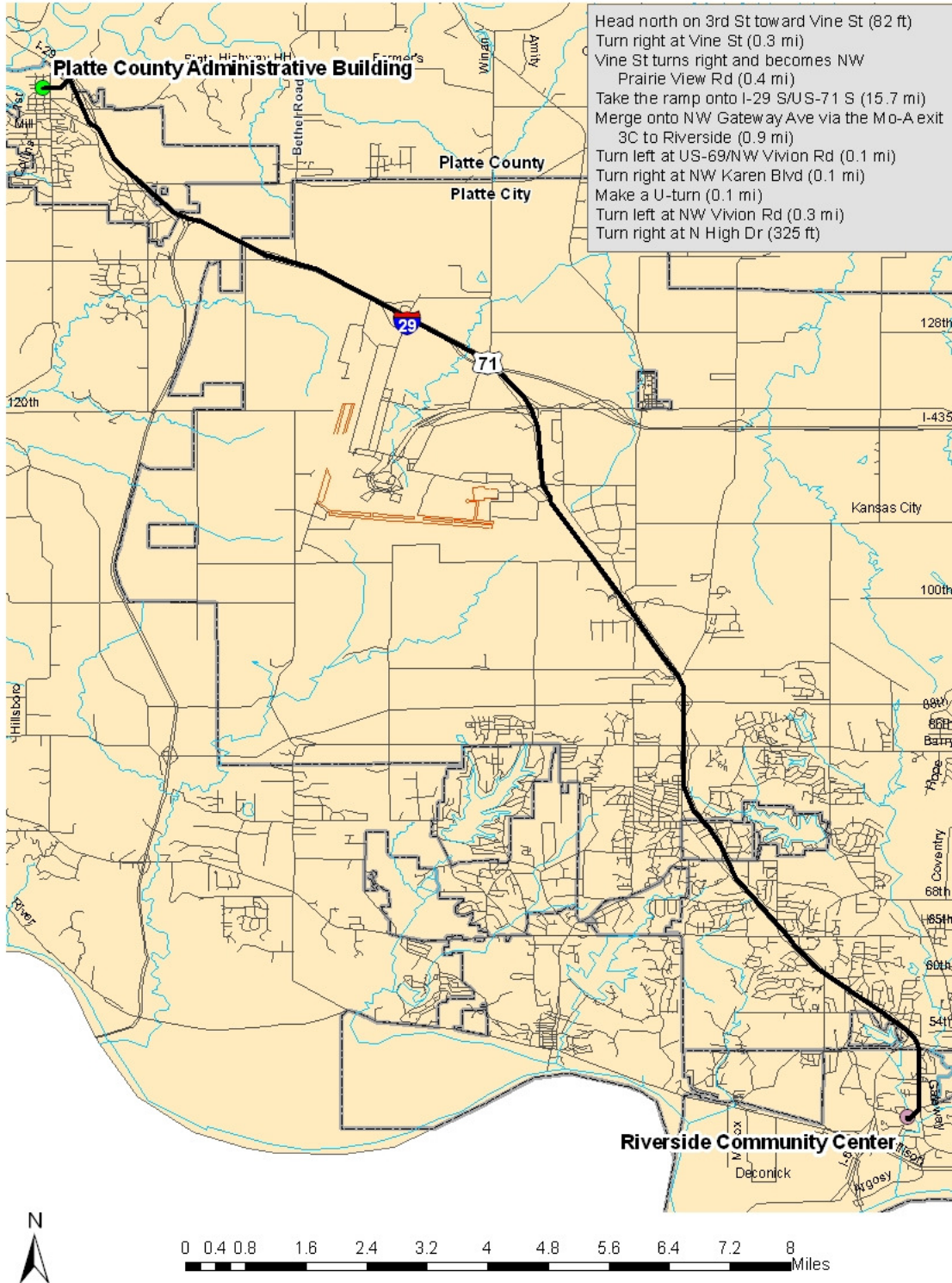




Map from Platte County Administration Building to the Platte County Community Center, South

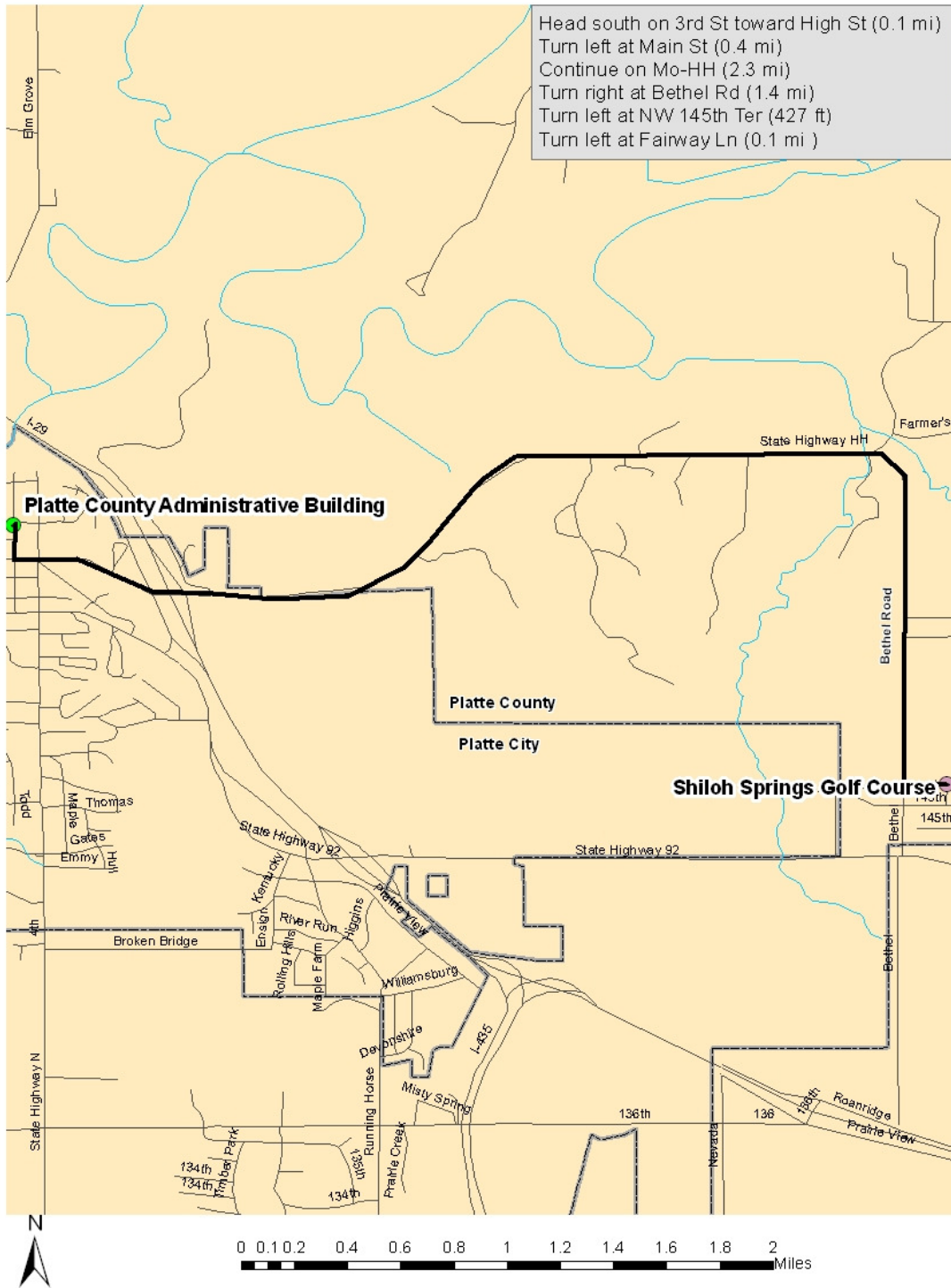


Map from Platte County Administration Building to the Riverside Community Center

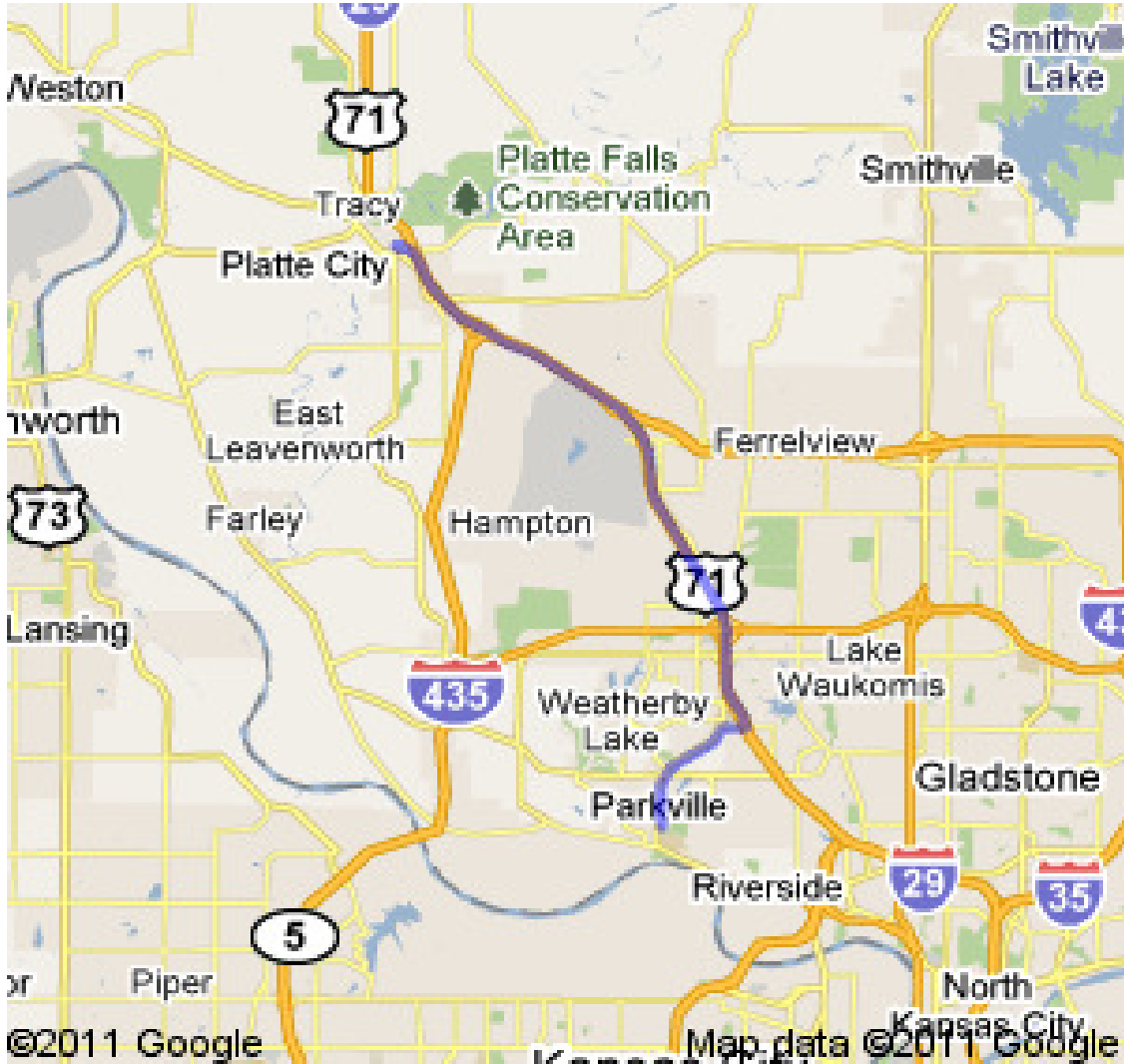




Map from Platte County Administration Building to the Shiloh Springs Golf Course

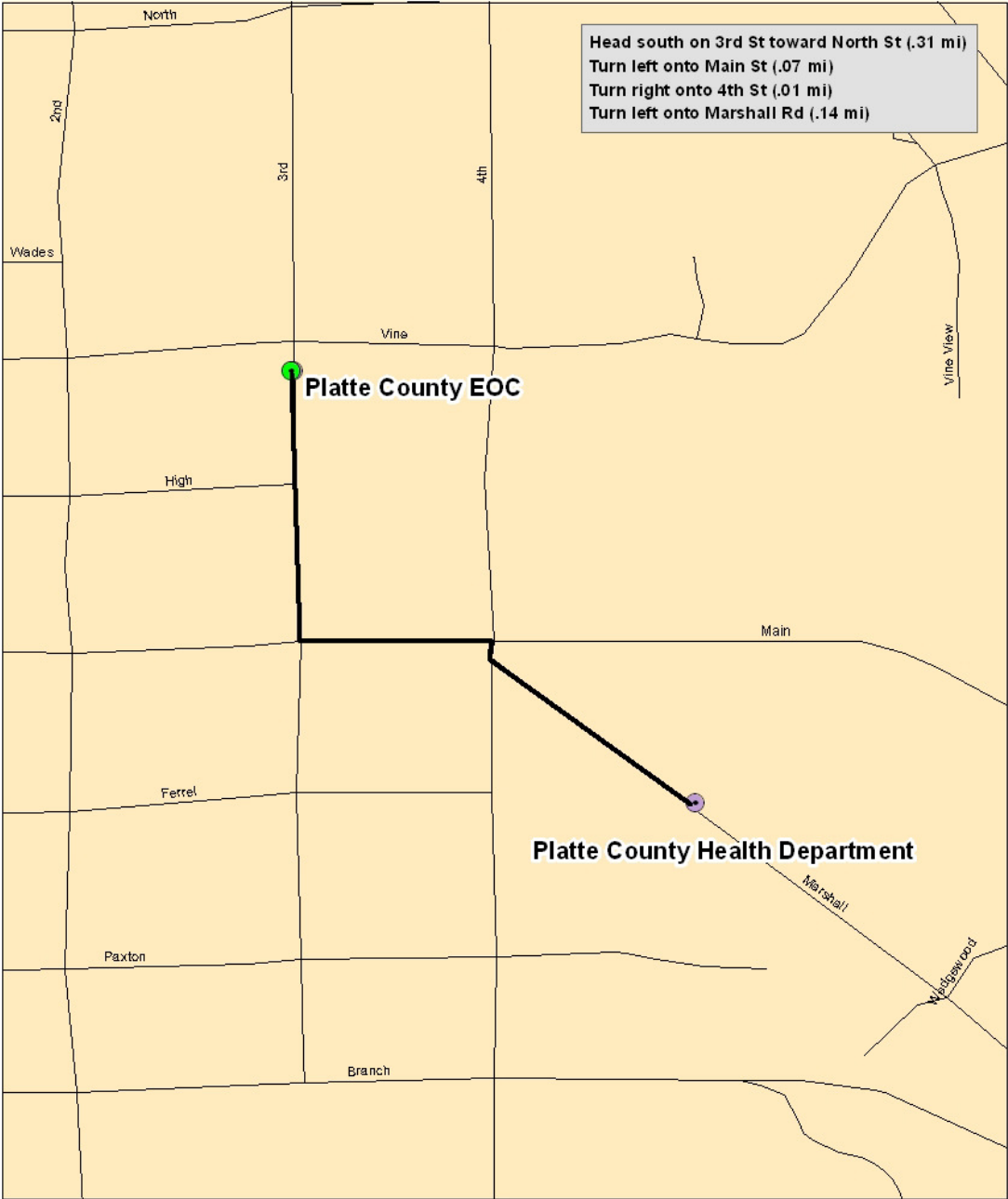


Map from Platte County Health Department, Marshall Road, Platte City, to the Platte County Health Department (Parkville)



Head northwest on Marshall Rd toward N 4 St/4th St 0.1 mi 2.Sharp right onto Main St 0.4 mi 3.Take the 1st right onto Old US Hwy 71 220 ft 4.Take the ramp on the left onto I-29 S 12.3 mi 5.Take the exit toward NW 72nd St 0.2 mi 6.Turn right onto NW 72nd St 0.4 mi 7.Turn left onto MO-9 S Destination will be on the left 2.7 mi

Map from Platte County Emergency Operations Center to the Platte County Health Department (Marshall Road)





Platte County Continuity of Operations Plan



The Detention Center of Platte County has identified alternate sites in the event that inmates need to be relocated. The following is a list of the alternate sites and the costs associated with them.

Facility	24/7 Contact Name and Number	Number of Inmates	Cost
Clay County SD 12 S. Water Street Liberty, MO 64068	On Duty Sergeant 407-3802 Will contact on call Commander	40+	\$46.50 per day, per inmate
Cass County SD 2501 W. Wall Ste. 100 Harrisonville, MO 64701	Major Jeff Weber (816)-380-5200	20-30 (Depending on Current Population)	
Buchanan County SD 501 Faraon St. Joseph, MO 64501	Captain Sawyer Cell# 816-244-7958 Sgt. Hovey Cell # 816-273-7808	20-30 (Depending on Current Population)	(1 st 48 hours, no charge) \$15. 00 Each
Integrity Corr. Cent. (I.C.C. 278 SW 871 Road Centerview, MO 64019	Dave Burris or Bernie Zarda 816-732-2200 (Control Desk)	40-80	\$38.00 Male \$43.00 Female
Dekalb/Davies Co. 102 N Meadows Lane Pattonburg, MO 64670	Mr. Hadley 660-367-2200 or cell 660- 605-0655	35-50	\$33.00 Male \$35.00 Female

The table below identifies transportation resources available to transfer inmates to the alternate facilities.

Transportation	Contact Name and Number	Number of Inmates	Cost
First Student 6207 NW Bell Road Parkville, MO 64151	Leon Cauble or Rhonda Hays 741-4023	4-5 buses 40 passengers per bus	\$45.00 per hour



ANNEX D - VITAL RECORDS/DATABASES

Assessor's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Residential tax cards	Legal	Electronic; hard copy	Office	Data entry personnel	Yes	Off-site in Springfield, MO	Electronic
Commercial tax cards	Legal	Electronic; hard copy	Office	Data entry personnel	Yes	Off-site in Springfield, MO	Electronic
Personal property cards	Legal	Electronic; hard copy	Office	Data entry personnel	Yes	off-site in Springfield, MO	Electronic
GIS data	Planning and Zoning	Electronic	County server	GIS personnel	Yes	On and off-site	Electronic
Drawings	Assessor	Hard copy	Office	Data entry personnel	No	NA	NA

Auditor's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Pentamation	Financial	Electronic	Server	Senior Accountant / Financial	Yes	IT – onsite & offsite	Electronic
Financial statements	Financial	Hard copy, Electronic copy	Auditors office; server	Senior Accountant / Financial	Yes	IT	Electronic (Excel)
Fixed asset listing	Auditor	Hard copy, Electronic copy	Auditors office; server	Senior Accountant / Financial	Yes	IT, Insurance company	Electronic



Board of Elections

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
MCVR	Voter Data	Electronic	Jefferson City	Directors / Clerks	Yes	Offsite	Electronic
Poll Registers	Voter Data	Hard copy	Office	Directors	Yes	Office	Hard copy / Electronic
Ballot Server	Voter Data	Electronic	Office	Directors	Yes	Office	Electronic

Collector's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Current Tax Records	Financial, Legal	Electronic	Server	Collector, & Collector's Staff	Yes	Off-site, On-site, 85Under.com in Springfield, MO	Micro film & Off Site server
Permanent Records	Financial, Legal	Microfilm/Fiche, USB	Secretary of State & on-site	Collector, & Collector's Staff	Yes	Secretary of State, on-site	Microfilm/Fiche

County Clerk's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
County Commission Records, orders, Resolutions, minutes, agenda	Legal	Hard copy	Office	County Clerk	Yes - Scanned	Secretary of State	Microfilm
Permanent Records: BOE, County owned vehicles titles,	Legal	Hard copy	Office	County Clerk	Yes - Some	Secretary of State	Microfilm



Platte County Continuity of Operations Plan



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
annual bids							



Commission's Office

No vital records or databases listed.

Circuit Clerks Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Circuit Courts Software	Legal	Electronic	Server	Circuit Clerk	Yes	Office, State Courts Administrator in Jefferson City, MO	Electronic, Tape

Facilities Management

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Building Blueprints	Emergency Plan	Paper	Onsite	Facilities Coordinator	No	Will be relocated to Resource Center	Paper



Health Department

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Septic Inspections	Legal	Hard copy, Electronic	Platte City Office	Environmental Health Supervisor	Yes	Fire safe, Platte City Office	Tape
Food Inspections	Legal	Hard copy, internet, Electronic	Platte City Office	Environmental Health Spec.	Yes	Fire safe, Platte City Office	Tape
Emergency Response Plan	Emergency Plan	Hard copy, Electronic	Platte City Office, Riverside Office	Emergency Response Planner	Yes	Fire safe, Platte City Office	Tape
Continuity of Operations Plan	Emergency Plan	Electronic	Platte City Office	Emergency Response Planner	Yes	Fire safe, Platte City Office	Tape
Patient Medical Records	Medical	Hard copy	Platte City Office, Riverside Office	Nurse	No	NA	NA
Workers' Comp	Personnel	Electronic	Platte City Office	Bookkeeper	Yes	Fire safe, Platte City Office	Tape
Time Sheets	Personnel	Hard copy, Electronic	Platte City Office	Bookkeeper	Yes	Fire safe, Platte City Office	Tape
Birth Certificate Requests	Legal	Hard copy	Platte City Office	Vital Records Coordinator	No	NA	NA
Death Certificate	Legal	Hard copy	Platte City Office	Vital Records Cord	No	NA	NA
QuickBooks Accounting Files	Financial	Electronic	Platte City Office	Bookkeeper	Yes	Fire safe, Platte City Office	Tape
Communicable Disease Log	Medical	Hard copy, Electronic	Platte City Office, Riverside Office	CD Coordinator	Yes	Fire safe, Platte City Office	Tape
Pulse Client Database	Medical	Electronic	Platte City Office	Nursing Supervisor	Yes	Fire safe, Platte City Office	Tape



Human Resources

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Payroll Information Paycor	Finance	Electronic	Off Site, Web Based	Human Resource Director	Yes	Paycor	Web/Cloud Based
HR Demographic Info. – Paycor	Personnel	Electronic	Off Site, Web Based	Human Resource Director	Yes	Paycor	Web/Cloud Based
Benefits Information	Personnel	Electronic	410 Archibald Street, Kansas City, MO 64111	Benefits Direct	Yes	Benefits Direct	Web/Cloud Based

Information Services

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Pentamation	Financial	Electronic	Server	All offices	Yes	On and off-site	Tape
Recorder of Deeds Application	Recorder	Electronic	Server	Recorder	Yes	On and off-site	Tape
Planning and Zoning Application	Planning and Zoning	Electronic	Server	Planning and Zoning	Yes	On and off-site	Tape
Server	All Offices	Electronic	Server	All offices	Yes	On and off-site	Tape



Juvenile Services

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Forms File	Legal	Hard Copy, hard drive	Hard Drive	Juvenile Officer	Yes	OSCA	Electronic
Case Files	Legal	Hard Copy, hard drive	Hard drive	Deputy Juvenile Officer assigned, office personnel	Yes	OSCA	Electronic
Legal Documents	Legal	Hard Copy, hard drive	Hard drive	Juvenile Officer	Yes	OSCA, circuit clerk	Electronic
Resource information	Personnel	Hard drive	Hard drive	Juvenile Officer	Yes	OSCA	Electronic
Policy and Procedures	Personnel	Hard drive	Hard drive	Juvenile Officer	Yes	OSCA	Electronic
Statistics	Personnel grants	Hard Copy, hard drive	Hard drive	Juvenile Officer, Office Manager	Yes	Office Cabinet	Electronic, hard copy
Personnel Files	Personnel	Hard Copy, hard drive	Juvenile Officer File Cabinet	Juvenile Officer	Yes	HR office	Hard copy
Purchase Orders	Financial	Hard drive	Office Manager Cabinet	County	Yes	Auditor	Hard copy
Restitution	Legal, Financial	Hard Copy, hard drive	Hard Copy, hard drive	Juvenile Officer & Deputy Juvenile Officer on case	Yes	OSCA	Electronic
Program Description	Personnel	Hard drive	Hard drive	Juvenile Officer, Program Coordinator	Yes	OSCA	Electronic
Grants	Personnel, Legal	Hard Copy, hard drive	Hard Copy, hard drive	Program Coordinator	Yes	Grant Location	Electronic
JIS	Personnel, Legal	Hard drive	Hard drive	OSCA	No	NA	NA
MOJJIS	Personnel, Legal	Hard drive	Hard drive	OSCA	No	NA	NA



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Vehicle records	Personnel, Legal	Hard Copy, hard drive	Hard drive, CDJO cabinet	CDJO	Some on Hard Drive	OSCA	Electronic
Photo's	Legal	Hard Copy, hard drive	Hard drive, & file copy	Deputy Juvenile Officer, Program Coordinator	Yes	OSCA	Photo

Parks and Recreation

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Park Plans	Parks and Recreation	Electronic and paper	Office	Senior Park Planner	Contractors, IT	I.S. Offsite	Electronic, Hard Copy
Contracts	Parks and Recreation	Paper, Electronic	Office	Secretary	Clerk, IT	offsite	Electronic
Deeds	Parks and Recreation	Paper	Office	Secretary	Recorders office	offsite	Micro fish
Construction plans	Parks and Recreation	Electronic, paper	Office	Secretary	Contractor, IT	Offsite	Electronic
Master plans	Parks and Recreation	Electronic, paper	Office	Secretary	Contractor, IT (some small ones that are not)	Offsite	Electronic
Partnership agreements	Parks and Recreation	Electronic, paper	Office	Secretary	Contractor, IT	Offsite	Electronic
Photos – picture library all digital	Parks and Recreation	Digital, some paper	Office	Secretary	IT	Offsite	Electronic
Purchasing records	Parks and Recreation	Paper	Office	Secretary	Clerk office	Offsite	Hard Copy



Planning and Zoning

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Building permits file	Planning and Zoning	Database (located on Z server); hard copy files	Planning and Zoning	Planner / Building Official / County Engineer	Yes	Server	Electronic
Re-zonings	Planning and Zoning	Hard copy	Planning and Zoning	Planner / Building Official / County Engineer	No	NA	NA
Special Use Permits	Planning and Zoning	Hard copy	Planning and Zoning	Planner / Building Official / County Engineer	No	NA	NA
Variances	Planning and Zoning	Hard copy	Planning and Zoning	Planner / Building Official / County Engineer	No	NA	NA
Plat maps	Planning and Zoning	Hard copy	Planning and Zoning; Recorder office	Planner / Building Official / County Engineer	No	NA	NA
Zoning map	Planning and Zoning	Hard copy; GIS overlay	Planning and Zoning	Planner / Building Official / County Engineer	No	NA	NA
Construction plan and documents	Planning and Zoning	Hard copy	Planning and Zoning; Records office	Planner / Building Official / County Engineer	No	NA	NA
Floodplain management files	Planning and Zoning	Hard copy	Planning and Zoning	Planner / Building Official / County Engineer	No	NA	NA
Building code	Planning and Zoning	Hard copy; electronic	Planning and Zoning; county clerk	Planner / Building Official / County Engineer	Yes	Server	Tape
Zoning order and subdivision regulations	Planning and Zoning	Hard copy; Internet	P&Z office; county clerk has copy of amendments	Planner / Building Official / County Engineer	No	NA	NA
Land use plan	Planning and Zoning	Hard copy and electronic copy	P&Z office	Planner / Building Official / County Engineer	Yes	Directors home	Electronic
Roads master plans	Planning and Zoning	Hard copy and electronic copy	P&Z office	Planner / Building Official / County Engineer	No	NA	NA



Prosecutor's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
REGIS	Sheriff	Electronic	Sheriff	MO State Highway Patrol	Yes	Jefferson City	Electronic
Criminal Case Management System	Prosecutor Office	Electronic	Server	Prosecutor Office	Yes	Server	Electronic
Case Files	Prosecutor Office	Video, audio, paper, CD, DVD, pictures	Prosecutor Office	Prosecutor Office	Yes	Multiple	Video, audio, paper, CD, DVD, pictures
Evidence Locker	Prosecutor Office	Multiple types	Prosecutor Office	Investigator	No	NA	NA

Public Administration

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
SEM Application	Public Administration	Electronic database	Computer, backed up at SEM headquarters County Has back-up	Public Administration Staff	Yes	Back up laptop Computer, backed up at SEM headquarters	Electronic
Missouri Revised Statutes 1-20	Legal	Hard copy	Public Administration Office	NA	No	NA	NA
Probate Form	Legal	Hard copy	Public Administration Office	NA	No	NA	NA
Probate Code	Legal	Hard copy	Public Administration Office	NA	No	NA	NA
Trust Code and Law Manual	Legal	Hard copy	Public Administration Office	NA	No	NA	NA



Platte County Continuity of Operations Plan



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Missouri Foreclosure Manual	Legal	Hard copy	Public Administration Office	NA	No	NA	NA

Public Works

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Paper - Finance Contracts Road files Maintenance history	Public Works	Hard Copy	Public Works	Manager of Administration	No	NA	NA
Public works	Public Works	Electronic	Public Works	Manager of Administration	Yes	Server	Electronic
Contracts for engineering	Public Works	Hard Copy	Public Works	Manager of Administration	No	NA	NA



Recorder's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Real estate records (from 1839 to present)	Legal	Film; hard copy paper only from 1839-1990 Electronic	Records Office	Recorder	Yes	Sec. of State onsite and offsite	Film Electronic
Marriage licenses	Legal	Film; hard copy Electronic	Records Office	Recorder	Yes	Sec. of State onsite, offsite	Film Electronic
Tax liens	Legal	hard copy Electronic	Records Office	Recorder	Yes	onsite, offsite	Film Electronic
Military discharge papers	Legal	Film; hard copy Electronic	Records Office	Recorder	Yes	onsite , offsite	Film Electronic

Sheriff's Office - Emergency Management Division

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
EOP	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
All Hazard Plan	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Large Resource list	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Critical Site list	Emergency Management	CD, Electronic,	Emergency Management,	Emergency Management	Yes	Sheriffs office	Electronic



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
		Memory Stick	data sticks	Coordinator			
WEBEOC	Emergency Management	Electronic	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
CERT list	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
ARES list	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Training	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Mass Casualty Plan	Emergency Management	Hard copy	MEIS	Regional Homeland Security Council	Yes	Mirrored server	Electronic
Airport Crash Plan	Emergency Management	CD, electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
MMRS plan	Emergency Management	Hard copy	MEIS	Regional Homeland Security Council	Yes	Mirrored server	Electronic
EM System	Emergency Management	Electronic	Emergency Management,	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
LEPC Hazmat	Emergency Management	CD, Electronic, Memory Stick	Emergency Management, data sticks	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Regional Coordination Guide	Emergency Management	Electronic	MEIS	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Regional Mitigation Plan	Emergency Management	Electronic	MEIS	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Regional LEPC Plan	Emergency Management	Electronic	MEIS	Emergency Management Coordinator	Yes	Sheriffs office	Electronic
Pipeline	Emergency Management	Paper	Owners of pipelines	Companies	Yes	Company	Electronic



Sheriff's Office - Communications Division

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Timesheets	Personnel	Hard copy	Office	Director	Yes	Payroll clerk, Human Resource	Hard copy
Employee Records	Personnel	Hard copy	Office	Director, Shift Supervisor	No	NA	NA
Training Records	Personnel	Hard copy	Office	Director, Shift Supervisor	Yes	MARC	Hard copy
Policy and Procedures	Legal	Hard copy, CD	G: drive	Director	Yes	G: drive	CD
911 records	Legal	CD	Office	Director	Yes	MARC	Electronic
RACAL recordings	Legal	CD	Office	Automatic	Yes	On System	Hard copy
City Police Warrants and articles	Legal	Hard copy	Communications Center	Dispatcher	Yes	Original Agency	Hard copy
Cancellation of city entries	Legal	Hard copy	Communications Center	Dispatcher	No	NA	NA
Message logs	Legal	Hard copy	Communications Center	Dispatcher	No	NA	NA
Tow/Repo Reports	Legal	Hard copy	Communications Center	Dispatcher	No	NA	NA
Copies of Ex Parte	Legal	Hard copy	Communications Center	Dispatcher	Yes	Circuit Clerk	Hard copy

Sheriff's Office - Administration Division (Including Information Technology)

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Emergitech	Sheriff	Database	Sheriff Server	Division Staff	Yes	Server	Electronic
ALERT	Sheriff	Database	Sheriff Server	Division Staff	Yes	Server	Electronic



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
MULES	Sheriff	Database	Sheriff Server	Division Staff	Yes	Server	Electronic
Payroll	Human Resources	Excel	Human Resources	Commander	Yes	Server	Electronic
Pentamation	Financial	Database	County Server	Division Staff	Yes	Server	Electronic
Argus	Sheriff		Sheriff Server	Division Staff	Yes	Server	Electronic
Equipment List	Sheriff	Electronic/Hard Copy	Sheriff Server	Division Staff	Yes	Server	Electronic
IP Address List	Sheriff	Electronic/Hard Copy	Sheriff Server	Division Staff	Yes	Server	Electronic

Sheriff's Office - Detention Division

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Inmate booking Records	Sheriff	Hard copy	Jail	All staff	No	NA	NA
Inmate Medical Records	Sheriff	Hard copy	Jail	Medical Staff	No	NA	NA
Inmate Computer Records	Sheriff	Digital, Emergitech	Department Server	Commander	Yes	Sheriff Server	Tape



Sheriff's Office - Investigation Division

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Miranda Waiver	Sheriff's Department	Hard copy, CD	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Voluntary Statement	Sheriff's Department	Hard copy	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Probable Cause Statement	Sheriff's Department	Hard copy, CD	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Warrant Application	Sheriff's Department	Hard copy, CD	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Warrant	Sheriff's Department	CD	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Lab Sheet	Sheriff's Department	Hard copy	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Offense Report	Sheriff's Department	Hard copy, database	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Evidence Report	Sheriff's Department	Hard copy	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Crime Scene Report	Sheriff's Department	Hard copy	Emergitech and/or Office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Permit to Search	Sheriff's Department	Hard copy	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Division Schedule	Sheriff's Department	Hard copy, CD	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Division Roster	Sheriff's Department	Hard copy, CD	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer
Evidence Stickers	Sheriff's Department	Hard copy	Emergitech and/or office	ETI, Prosecuting Attorney, Sheriff's Department	Yes	Detective vehicles	Hard copy, CD, computer

Sheriff's Office - Patrol Division

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Probable Cause Statement	Law Enforcement	Hard copy, CD	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Warrant Application	Law Enforcement	Hard copy, CD	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Search Warrant	Law Enforcement	CD	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Alcohol Influence Report	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
15 day permit	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD



Platte County Continuity of Operations Plan



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Tow sheet	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Accident Books	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Ticket Books	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Miranda Waiver	Law Enforcement	Hard copy, CD	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Statement Forms	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Roster	Law Enforcement	Database	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Crash Report	Law Enforcement	Hard copy, CD	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Offense Report	Law Enforcement	Hard copy, database	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Traffic Stop Information	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD



Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Warning Tickets	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Tow Stickers	Law Enforcement	Paper	Office	Law Enforcement	Yes	With Sergeant and Captain	
Property Forms	Law Enforcement	Paper	Office	Law Enforcement	Yes	With Sergeant and Captain	CD
Evidence logging forms and supplies	Law Enforcement	Hard copy, CD	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD
Juvenile Custody Log	Law Enforcement	Hard copy	Emergitech, Office	Law Enforcement, Prosecutors, Information Technology	Yes	With Sergeant and Captain	CD

Treasurer's Office

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Pentamation	Financial	Electronic	Server	Treasurer	Yes	Server	Electronic
Bank statements	Financial	CD	Office	Treasurer	No – obtainable from bank	NA	NA



Visitors Bureau

Document Name	Document Type (Legal, Financial, Personnel, Emergency Plan)	Document Format (hard copy, CD, fiche, etc.)	Document Location	Who updates this document? (Position Title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Outlook files for Visitors Bureau	Electronic, Hardcopy	Electronic, Hardcopy	Office and Server	Office staff	Yes	On and off-site	Electronic

Platte County maintains Memoranda of Understanding (MOUs) with all municipalities in the Kansas City region and State of Missouri. Copies of the MOUs are on file with MARC, the State Emergency Management Agency and County Emergency Management Division.

The Network Administrator for the County and the Sheriff’s Information Technology Division are responsible for ensuring that vital records are available at the alternate facility during COOP operations, and that these records are returned to their correct locations when COOP operations cease. In the case of storage, no outside vendors are used for the storage for either the IS or Sheriff’s Administration Division. Individuals with access to the records are limited to the staff in each office or division. The following procedure is necessary to retrieve records from the county offices aforementioned storage locations. This is not applicable to the Sheriff’s office that does not have offsite storage:

1. Responsible staff member (see list below) from Platte County will retrieve the backup files.
2. Responsible staff member will restore the records and ensure they are accessible on the County server.

The following staff members are authorized to access off-site records for the Platte County Administration Building Server:

1. Director of Information Services
2. Network Manager

The county’s vital records are maintained and backed up on a regular basis. The following table summarizes the maintenance and backup schedule and individuals responsible for overseeing this process.



Platte County Continuity of Operations Plan



Vital Record/Database	Maintenance Frequency	Protection Methods	Responsible Staff Member
Platte County Administration Building Server	Backups occur Monday thru Friday, Every two weeks a backup stored offsite	Stored Offsite	Director of Information Services and Network Manager
Sheriff's IT Server	Backups occur every day of the week at 2am.	Stored Onsite	Division Commander for Administration (Director of IT)

ANNEX E - LINES OF SUCCESSION

Assessor's Office

Key Office Position	Lines of Succession
Assessor	1. Chief Deputy
	2. Senior Commercial Appraiser / Real Estate Manager

Auditor's Office

Key Office Position	Lines of Succession
Auditor	1. Chief Deputy Auditor
	2. Deputy Auditor

Board of Elections

Key Office Position	Lines of Succession
Director(s) Board of Elections (Republican and Democrat)	1. Director(s) Board of Elections (Republican and Democrat)
	2. As appointed by the Board of Directors

Collector's Office

Key Office Position	Lines of Succession
Collector	1. Chief Deputy Collector
	2. Deputy Collector

County Clerk's Office

Key Office Position	Lines of Succession
County Clerk	1. Chief Deputy
	2. Deputy



Commissioner's Office

Key Office Position	Lines of Succession
Presiding Commissioner	1. Associate Commissioner 1 st District 2. Associate Commissioner 2 nd District
	2. Director of Administration
	3. Platte County Sheriff

Circuit Clerks Office

Key Office Position	Lines of Succession
Circuit Judge	1. Chief Deputy Circuit Clerk
	2. Unit Supervisors

Facilities Management

Key Office Position	Lines of Succession
Administration Director	1. Facilities Coordinator
	2. Assistant Facilities Coordinator

Health Department

Key Department Position	Lines of Succession
Health Department Director	1. Operational Assistant Director / Emergency Response Planner
	2. Clinic Manager
	3.



Human Resources

Key Office Position	Lines of Succession
Human Resource Director	1. Payroll Specialist
	2. Payroll could be done by Paycor

Information Services Office

Key Office Position	Lines of Succession
Director of Information Services	1. Network Manager
	2. Operations Technician

Juvenile Services

Key Office Position	Lines of Succession
Juvenile Officer	1. Chief Deputy Juvenile Officer
	2. Chief Deputy Juvenile Officer – Domestic Relations
	3. Deputy Juvenile Officer I

Parks and Recreation

Key Office Position	Lines of Succession
Director of Parks and Recreation	1. Senior Park Planner / Landscape Architect
	2. Parks Superintendent



Planning and Zoning

Key Office Position	Lines of Succession
Director of Planning and Zoning	1. Building Official
	2. Planner II

Prosecutor's Office

Key Office Position	Lines of Succession
Prosecuting Attorney	1. First Assistant Prosecuting Attorney
	2. Assistant Prosecuting Attorney (based on seniority)
	3. Executive Assistant Prosecuting Attorney
	4. Trial Team Leader (based on seniority)
	5. All subject to court's appointment of substitute prosecuting attorney pursuant to section 56.120, RSMo.

Public Administration

Key Office Position	Lines of Succession
Public Administrator	1. Chief Deputy Public Administrator
	2. Deputy Public Administrator

Public Works

Key Office Position	Lines of Succession
Director of Public Works	1. Manager of Road and



Platte County Continuity of Operations Plan



	Bridge Maintenance
	2. Fleet Maintenance Manager



Recorder's Office

Key Office Position	Lines of Succession
Recorder	1. Chief Deputy Recorder
	2. Assistant Chief Deputy Recorder

Sheriff's Office

Key Office Position	Lines of Succession
Sheriff	1. Sheriff
	2. Senior Division Commander (Captain)
	3. 2 nd Senior Division Commander (Captain)

Sheriff's Office - Emergency Management Division

Office Division	Lines of Succession
Sheriff	1. Division Commander / Director of Emergency Management
	2. Emergency Management Coordinator
	3. Assistant Emergency Management Coordinator
	4. Emergency Management Specialist (volunteer and part time)



Sheriff's Office - Communications

Office Division	Lines of Succession
Division Commander	1. Captain
	2. Director of Communications
	3. Shift Supervisor (Date of rank)
	3. Senior Communications Officer

Sheriff's Office – Administration (Including Information Technology)

Office Division	Lines of Succession
Division Commander	1. Captain
	2. Administrative Sergeant
	6. Appointed by Sheriff

Sheriff's Office - Detention

Office Division	Lines of Succession
Division Commander	1. Captain
	2. Administrative Sergeant
	3. Senior Jail Ops Sergeant
	4. Sergeant (2 nd -4 th)

Sheriff's Office - Investigation

Office Division	Lines of Succession
Division Commander	1. Captain
	2. GI Sergeants (Date of rank)
	3. Narcotics Sergeants (Date of rank)
	4. Detectives (Date of rank)



**Platte County Continuity
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Sheriff's Office - Patrol

Office Division	Lines of Succession
Division Commander	1. Captain
	2. Administration Sergeant
	3. Sergeant (Date of rank)

Treasurer's Office

Key Office Position	Lines of Succession
Treasurer	1. Deputy Treasurer I
	2. Deputy Treasurer II

Visitors Bureau

Key Office Position	Lines of Succession
Director of Visitors Bureau	1. Tourism Manager
	2. Director Services Manager



Platte County Continuity of Operations Plan



ANNEX F - DELEGATIONS OF AUTHORITY

In Platte County, emergency interim successors are granted all of the authorities of the office they are holding pursuant to Missouri Law, Revised Statue 44. Therefore, emergency interim successors have the same authorities as the individual they are succeeding for the position they are assuming.

ANNEX G - MISSION CRITICAL SYSTEM

County IS and Sheriff IT do not have formal documentation for restoring servers in a priority order. However, the functions on the servers that support the following should be restored in the following priority:

1. Sheriff/Public Safety 911 center
2. Email/communications systems
3. Financial databases and records
4. Payroll

County IS and Sheriff IT plan to work with their respective support function office to identify what they consider to be mission critical to supporting their essential functions to start to develop a citywide priority restoration list. This list should include Category 1 and 2 services.

Category 1: Services cannot be interrupted under any circumstances.

Category 2: Services are vital but can be delayed temporarily.

The Platte County Information Technology Office provides information technology and communications services support to the county. There are several servers that support the missions for the County and Sheriff. The County servers are located at Platte County Administration Building. They are backed daily Monday to Friday. Every two weeks a back-up tape is taken off-site to be stored. Only the County IS Director or the Network Manager is authorized to access the tapes. The Sheriff's IT Division completes backups daily. There is off-site storage for the Sheriff's IT Division at the Platte County Resource Center. Platte County Sheriff's IT Department has a warm site at the Platte County Resource Center.

Platte County does not maintain a hot site. In the event that the server at the Platte County Administration Building is lost, the server must be restored as soon as possible, or if relocating to the Platte County Resource Center COOP site, within 12 hours. If data is restored at the offsite location from the offsite tape, replacement server hardware would be needed to continue operations.



Platte County Continuity of Operations Plan



In the event of an emergency impacting the Sheriff's IT Division that eliminates the main server room, the following will occur.

1. Notify vendors of need and purchase of server farm, SAN workstations, printers, faxes, PIX, switches.
Vendors designated: Stallard, MTC, Net Standard, World Wide, HP, Dell, Dash, and Pomeroy.
2. Recall laptops from patrol cars to be used in the interim.
3. Configure servers and restore from backups.

The following vendors/contractors support Platte County's essential functions for communications:

- Time Warner Cable- Network
- Sprint – Cellular service
- Commenco – Wireless 911
- Southwestern Bell/AT&T- Landline 911
- Midwest Mobile – Radios
- Embarq – Landline service
- Computer Associates – Backup systems
- Worldwide Technology – Computer hardware, network software, servers
- Silicon Plains Technology – Document imaging solution
- Mobil Fone and Motorola – Pagers
- SATPHONECITY – Satellite Phones
- Verizon – Cellular service & 3 Mobile Hot spots for Juvenile

The IS Office has determined that servers will be restored in the following customer order:

1. Information Technology Services
2. Emergency Management
3. Public Works
4. All other Offices

The Sheriff's IT Division will restore their servers as soon as possible.



Platte County Continuity of Operations Plan



Equipment that is “mission critical” to supporting Platte County’s IS network systems are the County servers and the Sheriff’s servers.

The time required to restore data depends on if the network infrastructure needs to be replaced. If no replacement is required, then data and programs needed to support the essential functions can be restored within 12 hours of the onset of the emergency. Depending on the time that the emergency occurs, up to 24 hours’ worth of data may be lost. If some of the county network infrastructure must be replaced, the time to restore data and applications depends on how quickly the required equipment can be delivered by vendors. Once County IS and Sheriff’s IT has received the new equipment, data and applications needed to perform essential functions can be restored within 24 hours.

County IS works with Net Standard for internet services and network system access. County IS is solely responsible for maintaining the county government’s internet and email.

Platte County communications systems are managed by the County Commission Office. If they are rendered inoperable by the COOP event, the order of priority to restore these services are the same as for restoring data servers and network drives listed above. The equipment considered to be “mission critical” to maintaining/restoring the Platte County’s telephone infrastructure includes Embarq systems and the actual telephones.

The following staff titles are considered essential to supporting operations at an alternate location.

IT Services Responsibility	Position Title
Systems	<ul style="list-style-type: none"> • Network Administrator for the County • Division Commander of Administration for the Sheriff’s Office
Network and Radio	<ul style="list-style-type: none"> • Network Administrator for the County • Division Commander of Administration for the Sheriff’s Office
Telephones	Commissioners Office



Platte County Continuity of Operations Plan



ANNEX H - LOGISTICS

The County Commissioner and designated staff are responsible for notification of all County Employees with the intent to activate and de-activate the COOP using standard protocols whenever possible. Employees will be notified by telephone, two-way radio and/or e-mail of a change in COOP status. This information also will be available on the county's internet site. Employees will be notified of change in COOP status based on the category of the essential function that they perform. Employees who perform Category 1 work will be notified first, then employees who perform Category 2 work, etc.

Each office director will be notified of the COOP status with the information on the employee roster below. Once they have been notified the offices will notify their employees. Updated employee lists are located in each office for this purpose. Most offices will notify employees via phone, cell phone, in person or email depending on the event.



Employee Roster

Category	Employee Name	Position	Email Address	Work Phone Number	Home Phone Number	Cell Phone/Pager Number	Fax Number
2	David Christian	Assessor	David.christian@co.platte.mo.us	(816) 858-3306	(816) 587-0652		(816) 858-3314
2	Kevin Robinson	Auditor	Kevin.robinson@co.platte.mo.us	(816) 858-3327		(816) 522-9174	(816) 858-1929
1	1. Wendy Flannigan 2.	Board of Elections	platte@sos.mo.gov	(816) 858-4400	1. (816) 505-4575 2. (816)	1. (816) 225-0005 2. (816)	(816) 858-3387
2	Sheila Palmer	Collector	splamer@co.platte.mo.us	(816) 858-3355	(816) 858-2820	(816) 560-4213	(816) 858-3357
1	Nancy Armstrong	County Clerk	Nancy.armstrong@co.platte.mo.us	(816) 858-3343		(816) 716-4041	(816) 858-3363
1	Ron Schieber	Commissioner	ron.schieber@co.platte.mo.us	(816) 858-3331	(816) 587-3332	(816) 797-3726	(816) 858-3329
1	Sandy Dowd	Circuit Clerk	sandy.dowd@courts.mo.gov	(816) 858-3481	(816) 640-5382	(816) 223-1235	(816) 858-3392
1	Ken Bozenhardt	Facilities Management	ken.bozenhardt@co.platte.mo.us	(816) 858-3350	(816) 000-0000	(307) 274-1111	(816) 858-3329
2	Mary Jo Vernon	Health Department	Maryjo.vernon@plattehealth.com	(816) 858-2412	(816) 689-1629	(816) 728-8194	(816) 858-2087
1	Mary Robinson	Human Resources	Mary.robinson@co.platte.mo.us	(816) 858-1838	(816)	(913) 485-1355	(816) 858-1983
1	Ted Smith	Information Services	teds@co.platte.mo.us	(816) 858-1944	NA	(816) 682-7877	(816) 858-3390
1	Janet Warner	Juvenile Services	janet.warner@courts.mo.gov	(816) 858-3420	NA	(816) 640-2903	(816) 858-3411
2	Brian Nowotny	Parks and Recreation	parkguy@co.platte.mo.us	(816) 858-3541	(816) 640-9973	(816) 935-3404	(816) 858-1999

**Platte County Continuity
of Operations Plan**



Category	Employee Name	Position	Email Address	Work Phone Number	Home Phone Number	Cell Phone/Pager Number	Fax Number
2	Daniel Erickson	Planning and Zoning	derickson@co.platte.mo.us	(816) 858-3368	(816) 734-4263	(816) 308-7133	(816) 858-3369
1	Eric Zahnd	Prosecutor	ezahnd@co.platte.mo.us	(816) 858-3476	(816) 505-0353	(816) 665-9858	(816) 858-3472
1	Toni Clemens	Public Administrator	Toni.clemens@co.platte.mo.us	(816) 858-2130	(816) 797-2443	(816) 840.7482 pager	(816) 858-3477
1	Greg Sager	Public Works	gsager@co.platte.mo.us	(816) 858-2223	(816) 858-7757	(816) 877-3347	(816) 858-3471
2	Gloria Boyer	Recorder	gboyer@co.platte.mo.us	(816) 858-1832	(816) 280-3319	(816) 898-1163	(816) 858-2379
1	Mark S. Owen	Sheriff	Sheriff@plattesherriff.org	(816) 858-2424	(816) 587-5870	(816) 645-7005	(816) 858-3053
1	Anthony Avery	Sheriff - Emergency Management Division	Anthony.avery@plattesherriff.org	(816)858-3361	(816) 746-5953	(816) 645-7018	(816)858-3230
1	Shawn Roetman	Sheriff – Director of Communications	Shawn.roetman@plattesherriff.org	(816) 858-1951	(816) 721-6924	(816) 210-9333	(816) 858-3230
1	Erik Holland	Sheriff – Administration (Including Information Technology)	Erik.holland@plattesherriff.org	(816) 858-3450	(816) 741-8541	(816) 645-7001 pager	(816) 858-3053
1	Joseph N King	Sheriff - Detention	Joseph.king@plattesherriff.org	(816) 858-3463	(816) 248-3190	(816) 645-7024	(816) 858-3409
1	Woodrow Painter	Sheriff - Investigation	Woodrow.painter@plattesherriff.org	(816) 858-3449	(816) 405-7954	(816) 645-7004	(816) 858-3053
1	Chad Phillips	Sheriff - Patrol	Chad.phillips@plattesherriff.org	(816) 858-1965	(816) 640-5377	(816) 645-7002	(816) 858-3053
2	Rob Willard	Treasurer	Rob.willard@co.platte.mo.us	(816) 858-3318	(816) 505-1945	(816) 896-9110	(816) 858-3393

Platte County Continuity
of Operations Plan



Category	Employee Name	Position	Email Address	Work Phone Number	Home Phone Number	Cell Phone/Pager Number	Fax Number
2	Jennifer Goering	Visitors Bureau	jgoering@co.platte.mo.us	(816) 270-3979	(816) 858-4988	(816) 719-9250	(816) 858-3386
	County Operator			(816) 858-2232			

DRAFT



Key vendors and customers also will be notified of the intent to activate and deactivate the COOP plan. Notification occur using normal methods such as land line telephone, cellular telephone, or e-mail.

Vendor Roster

Service	Vendor	Point of Contact	Contact Information	Main Number
Internet Provider/ Network Systems	Net Standard	Walt Lane	200 Merriam Lane, Kansas City, KS 66106	(913) 262- 3888
Cellular Service	1. Verizon 3. T-Mobil 4. Cingular 5. Midwest Mobile	1. Deborah Wolfe 5. Ernie Miller	1. 10740 Nall Ave, Suite 400, Piper _1965, Overland Park, Ks 66211 4. PO Box 650553 Dallas, TX. 75265 5. 812 South 10 th St. St. Joseph, MO 64501	1. (913) 232- 1431 Customer Care (800) 295-1614 4. 800-331- 0500 5. 800- 633- 1025
Satellite Phones	SatPhoneCity, INC - USA	Customer service	10685-B Hazelhurst Drive, Houston, TX 77043	866-473-6044
911 systems	1. Commenco- wireless 2. Southwestern Bell – land line	Sara Lynn Hayes	4901 Bristol Ave. KC, Mo. 64129	816-753-2166
Paging System	1. Emergin 2. Motorola	1. Customer Service 2. Ernie Miller	1. 8555 E. 32 nd St. N. Wichita, K S 67226 2. 812 South 10 th St. St. Joseph, MO 64501	2. 800-466- 1152 (service) 316-616-1111 (business office) 2. 800- 633- 1025
Dispatch	INTERCad			
Radios	1. Midwest Mobile 2. Central Communications Gold Elite	1. Ernie Miller	1. 812 South 10 th St. St. Joseph, MO 64501	1. 800- 633- 1025



Service	Vendor	Point of Contact	Contact Information	Main Number
Landline Service	1. Embarq 2. ATS 3. Southwestern Bell	1. Linda Coleman	1. Orlando, Fla.	1. 800-786-6272 (repairs) 1. 866-368-3686 (business office) 3. 866-722-3911
Technology Services	1. Consultant 2. I-6	1. Joel Ricketts 2. Stan Cooper	1. NA 2. 8 Village Circle, Platte City, MO 64079	1. (913) 915-3502 2. (816) 858-2153
Computer Hardware / Network Software / Server	Worldwide Technology	Doug Uthoff	PO Box 957653, St. Louis, MO 63195	(800)432-7008 ext. 2683
Assessor's Software	Ulrich Software		Springfield, MO	(417) 886-1173
Emergency Management Software	WebEOC ESI	John O'Dell	699 Broad Street suite 1011 Augusta ,Ga.	W-(706) 823-0911 C-(706) 831-3733 F-(706) 826-9911
Financial Software	Pentamation	Jessie Gasper	PO Box 7422209 Houston, TX. 77274	610-691-3616 ext. 5602
Collector Software	Ulrich Software		Springfield, MO.	(417) 886-1173
Prosecutors Software	Criminal Case Management System – Karpel Computer Solutions	Jeff Karpel	5714 S. Lindbergh Blvd. #200 St. Louis, MO 63123	(314) 892-6300 ext. 126
Sheriff's Software	1. ETI Product – Emergitech 2. OSCA		6434 E Main St. Reynoldsburg, OH. 43068	(614) 866-6712
Public Administration Software	SEM Applications Inc.	Stanley Meng and Angela Meng	27816 Highway 59, Oregon, MO 64473	(660) 446-3030 (816) 262-1158 cell



Service	Vendor	Point of Contact	Contact Information	Main Number
Backup Systems	Computer Associates (Windows) – Brightstore Arcserve	Call Center	1 CA Plaza, Islandia, NY 11749	(516)42-5880
Photocopier	Ricoh			
Cable	Time Warner			
Healthcare	CBiz	Michelle Conn	CBIZ Benefits & Insurance Services of Kansas City, 700 West 47 th Street, Suite 1100, Kansas City, MO 64112	(800) 530-5866 Direct: (816) 945-5224
Retirement	1. CERF Retirement Company 2. Lagers Retirement Company		www.mocerf.org www.molagers.org	(877) 632-2373 (800) 447-4334
Workman's Compensation	Midwest Public Risk	Terry Norwich	19400 E Valley View Parkway, Independence, MO 64055	(816) 292-7500
Microfilm	American Micro			(816) 221-0123 Cell-(816) 916-5600
Bank	UMB Bank			
Printing	1. Control Printing Group 2. A&M Printing 3. Mid-Continent Micrographics	1. NA 2.customer service 3.	1. 4212 S Hocker, Building 8, Suite 150, Independence, MO 64055 2. 6818 NW Tower Dr. Platte Woods, MO. 64152 3.	1. (816) 350-8100 2. (816) 741-4009 3.
Fuel	Carter Petroleum	Customer Service	6000 Metcalf Ave. Suite 200 Mission, KS 66202	(913) 643-2300
Finance/HR Systems	Paycor Incorporated		8050 Marshall Dr, Overland Park, KS	(913) 262-9484
Document Imaging Solution	Silicon Plains Technology	Dan Stence	8530 New York Ave, Urbandale, IA 50322	(515) 225-8700 ext. 109



Service	Vendor	Point of Contact	Contact Information	Main Number
Pagers	1. Mobil Fone 2. Motorola	1. Bryan Newberry or Marilyn Phillips	1. 1801 Main Street, Kansas City, MO 64108	1. (816) 221-2720 (816) 556-9119 fax
Recorder Line	Racal			
Elections Systems	1. Dominion Election Systems 2. MTC	Henry Adkins Bill Vanderberg	PO Box 104 Clinton, MO 64735	(800) 633-5503
Satellite Dish /Phones	Communications Laboratories, INC. (Comlabs)	Jared Maynard	750 North Drive Melbourne, FL 32934	(321)409-9898
Supplies	<ul style="list-style-type: none"> • Best Buy • Wal-Mart • Office Max • Lowes • Safeguard Business Systems • Local Government Solutions • Kross Office Supplies • Schwalob Stamps 			
Recorder Software	• Mobilis Technologies	Dave Mudd	1700 SW Hwy 40 Eastbound, Suite 102, Blue Springs, MO 64015	(816) 295-1540 Cell (816) 213-6833

Sheriffs Office IT Vendors

Service	Vendor	Point Of Contact	Contact Information	Main Number
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Service	Vendor	Point Of Contact	Contact Information	Main Number
I T Services	Inter -Tech of KC	Rob Poe, consultant	PO Box 601 Shawnee Mission, KS 66201	913-205-9679
	MTC- Midwest Tech Connection	Bill Mauer, purchasing Manager ext 241 bmauer@mtcweb.com	410 W. 5 th St. KC, Mo. 64105	816-471-3553 (office) 816-471-0052 (fax)
	Stallard Technologies, Inc.	Mark Stallard mark@stikc.com	16041 Marty Circle Overland Park, KS 66085	913-851-2260 (main) 913-980-2096 (emergency) 913-851-2267 (fax)
	Pomeroy IT Solutions	Scott Schultz	4609 South Norfleet Independence, MO. 64055	816-358-4270 (office) 816-358-7510 (fax)
	Dash Distributors, Inc.	Rich Brown	7228 W. Frontage Road, Merriam, KS. 66203	800-844-7620 (toll free) 913-888-6555 (office) 913-888-9559 (fax)
	Hewlett Packard, Inc.	Multi- Western States Contracting Alliance (WSCA 90-00151) Chris Rugierro	PO Box 277205 Atlanta, Ga. 30384	800-727-2472 (toll free office) 800-825-2329 (toll free fax)
	Dell, Inc.	Donnie Phelps Darnell_phelps@dell.com		512-283-4464 (direct line) 512-283-4464 (fax)
	World Wide Technologies, Inc.	Eslun Tucker, SLED Sr. Account Mgr. 816-942-3457 (office) 816-304-1704 (cell)	60 Weldon Parkway St. Louis, MO 63043	314-569-7000 (office) 314-569-8300 (fax) 800-432-7008



Platte County Continuity of Operations Plan



The following equipment and supplies, including software and computers, will be required by the County offices to be able to continue its essential functions from the alternate facility.



Overall requirements for all Offices

Equipment*	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop(s)	110	0	0	110
Photocopier(s)**	5	2	0	3
Fax Machine(s)**	5	2	0	3
Desk(s)	144	0	0	144
Telephone(s)	63	0	0	63
Chair(s)	301	0	0	301
Printer(s)	18	0	0	18
Scanner(s)	5	0	0	5
Plotter(s)	3	0	0	3
Table(s)	17	0	0	17
Calculator(s)	1	0	0	1
Adding Machine(s)	2	0	0	2
Filing Cabinet(s)	21	0	0	21
Safe(s)	2	0	0	2
Typewriter(s)	4	0	0	4
Receipt Printer(s)	1	0	0	1
Server(s)	14	1	0	13
Tape Drive(s)	2	0	0	2
Shredder(s)	1	0	0	1
Switch(s)	7	0	0	7
Digital Camera(s)	3	0	0	3
Head Set(s)	2	0	0	2
BAC Machine(s)	1	0	0	1
VCR Dubber(s)	1	0	0	1
Router(s)	2	0	0	2
Scantron Machine	1	0	0	1



** Assumption for the alternate facility is that the network would be provided by IS to include internet and email.*

*** For every 5 pieces of equipment requested by offices 1 machine will be provided*

The following is a generic supply list for ordering supplies for the alternate facility. This list of consumables should be used as a baseline for ordering and adjusted as needed during COOP operations. Specific requirements are listed under each office in the following tables.

- Pens
- Pencils
- Staples
- Stapler
- Copy Paper
- File Folders
- Printer ink cartridges
- Rubber bands
- Paper clips
- Readable/Writeable CD's
- Pre-printed forms
- Post-Its
- Highlighters
- Notebooks/Legal pads
- Batteries
- Trash Cans
- Clipboards
- Hole punch
- Calendars
- Sanitizer – Purel



Assessor's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	4	0	0	4
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	7	0	0	7
Telephones	3	0	0	3
Chairs	7	0	0	7
Printer	1	0	0	1
Scanner	0	0	0	0
Plotter	1	0	0	1
Adding Machine	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Assessment Forms	NA	NA	NA	NA
Personal Property Forms	NA	NA	NA	NA

Auditor's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	1	0	0	1
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	1	0	0	1
Chairs	2	0	0	2
Printer	1	0	0	1



Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Scanner	0	0	0	0
Calculator	2	0	0	2

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Calculator Tape	12	NA	NA	12
Ledger Paper	NA	NA	NA	NA
Grant Forms	NA	NA	NA	NA
Expenditure Forms	NA	NA	NA	NA

Board of Elections

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	2	0	0	2
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	1	0	0	1
Chairs	2	0	0	2
Printer	1	0	0	1
Scanner	1	0	0	1
Server	1	0	0	1
Tables	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Cardstock	NA	NA	NA	NA



Collector's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	5	0	0	5
Photocopier / Scanner	1	0	0	1
Fax Machine/ Internet	0	0	0	0
Desks	5	0	0	2
Telephones	5	0	0	5
Chairs	9	0	0	9
Printer	4	0	0	4
Credit Card Equipment	3	0	0	3
Adding Machine	5	0	0	5
Cash Drawers	3	0	0	3
Safe	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Receipt Book	1	0	0	1

County Clerk's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop/Monitors	3	0	0	3
Adding Machine/calculator	2	0	0	2
Printer/Copier/Scanner	3	0	0	3
Desks	3	0	0	3
Telephones	4	0	0	4
Chairs	3	0	0	3
	0	0	0	0



Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Scanner	0	0	0	0
Typewriter	1	0	0	1
Adding Machine	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Receipt Books	1	0	0	1
Log Books	1	0	0	1

Commission's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	2	0	0	2
Photocopier	1	1	0	0
Fax Machine	1	1	0	0
Desks	4	0	0	4
Telephones	2	0	0	2
Chairs	4	0	0	4
Printer	1	0	0	1
Scanner	0	0	0	0

No additional consumables beyond the previously identified list.

Circuit Clerks Office and Courtrooms (Three Courtrooms)

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	28	0	0	28
Photocopier	2	0	0	2
Fax Machine	2	0	0	2



Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Desks	41	0	0	41
Telephones	15	0	0	15
Chairs	233	0	0	233
Printer	8	0	0	8
Scanner	0	0	0	0
Tables	10	0	0	10
Filing cabinets	10	0	0	10
Typewriter	1	0	0	1
Receipt Printer	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Court Seals	2	0	0	2
File Stamps	2	0	0	2
Certification Stamps	2	0	0	2
Deposit Only Stamps	2	0	0	2

Facilities Management

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	1	0	1	1
Photocopier	0	0	0	0
Fax Machine	1	0	0	1
Desks	1	0	0	1
Telephones	1	0	0	1
Chairs	1	0	0	1
Printer	1	0	0	1
Scanner	0	0	0	0



No additional consumables beyond the previously identified list.

Health Department

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	5	0	0	5
Photocopier	1	1	0	0
Fax Machine	1	1	0	0
Desks	5	0	0	5
Telephones	5	0	0	5
Chairs	5	0	0	5
Printer	2	0	0	2
Scanner	0	0	0	0
Server	1	1	0	0
Tape drive to restore data	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Medical Supplies	NA	NA	NA	NA

Human Resources

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	1	0	0	1
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	1	0	0	1
Chairs	2	0	0	2
Printer	1	0	0	1



Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Scanner	0	0	0	0

No additional consumables beyond the previously identified list.

Information Services

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	3	3	3	0
Photocopier	0	0	0	0
Fax Machine	0	0	0	0
Desks	3	0	0	3
Telephones	1	0	0	0
Chairs	3	0	0	3
Printer	1	0	0	1
Scanner	0	0	0	0
Servers (Windows and Unix)	2	0	0	2

No additional consumables beyond the previously identified list.



Juvenile Services

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	13	0	0	13
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	13	0	0	13
Telephones	4	0	0	4
Chairs	20	0	0	13
Printer	1	0	0	1
Scanner	1	0	0	1
Table	1	0	0	1
Typewriter	1	0	0	1
Filing Cabinets	5	0	0	5
Shredder	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Letter head	NA	NA	NA	NA
Message Board	1	0	0	1
Forms	NA	NA	NA	NA



Parks and Recreation

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	4	0	0	4
Photocopier	1	1	0	0
Fax Machine	1	1	0	0
Desks	6	0	0	6
Telephones	2	0	0	2
Chairs	6	0	0	6
Printer	1	0	0	1
Scanner	0	0	0	0
Digital Camera	1	0	0	1

No additional consumables beyond the previously identified list.

Planning and Zoning

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	2	0	0	2
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	1	0	0	1
Chairs	2	0	0	2
Printer	1	0	0	1
Scanner	1	0	0	1
Plotter	1	0	0	1



Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Plotter Paper	NA	NA	NA	NA
Tape Measure	2	0	0	2
Certificates of Occupancy	NA	NA	NA	NA
Inspection Cards	NA	NA	NA	NA
Building Permits	NA	NA	NA	NA

Prosecutor's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	6	0	0	6
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	8	0	0	8
Telephones	8	0	0	8
Chairs	12	0	0	12
Printer	1	0	0	1
Scanner	0	0	0	0
Table	2	0	0	2

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Charging Forms	NA	NA	NA	NA
Search Warrant Forms	NA	NA	NA	NA
Subpoena Forms	NA	NA	NA	NA



Public Administration

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	6	0	0	6
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	6	0	0	6
Telephones	3	0	0	3
Chairs	6	0	0	6
Printer	1	0	0	1
Scanner	0	0	0	0
Table	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Probate Forms	NA	NA	NA	NA

Public Works

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	5	0	0	5
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	5	0	0	5
Telephones	2	0	0	2
Chairs	5	0	0	5
Printer	1	0	0	1
Scanner	0	0	0	0

No additional consumables beyond the previously identified list.



Recorder's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	1	0	0	1
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	1	0	0	1
Chairs	2	0	0	2
Printer	1	0	0	1
Scanner	1	0	0	1
Safe	1	0	0	1
File Cabinet	1	0	0	1
Adding Machine	2	0	0	2

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Time Stamp	1	0	0	1
Document Stamp	1	0	0	1
County Seal	1	0	0	1
Receipt book	1	0	0	1
Log book	1	0	0	1
Marriage License	20	0	0	20
Marriage License Application	20	0	0	20



Sheriff's Office – Emergency Management Division

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	3	0	3	0
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	3	0	0	3
Telephones	1	0	0	1
Chairs	3	0	0	3
Printer	1	0	0	1
Scanner	1	0	0	1

No additional consumables beyond the previously identified list.

Sheriff's Office – Communications Division

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	3	0	0	3
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	2	0	0	2
Chairs	2	0	0	2
Printer	1	0	0	1
Scanner	0	0	0	0
Table	1	0	0	1
Head Sets	2	0	0	2



Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Emergin	1	0	0	1
Partition	1	0	0	1
Missing persons form	NA	NA	NA	NA
Warrant Forms	NA	NA	NA	NA
Ex Parte Forms	NA	NA	NA	NA
Phone Book	NA	NA	NA	NA
NCIC Code Book	NA	NA	NA	NA
MULES 3 Book	NA	NA	NA	NA
ALERT Inquiry/Entry Book	NA	NA	NA	NA

Sheriff's Office – Administration Division (Including Information Technology)

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	10	0	0	10
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	8	0	0	8
Telephones	4	0	0	4
Chairs	10	0	0	10
Printer	3	0	0	3
Scanner	1	0	0	1
Server	11	0	0	11
SAN	1	0	0	1
Switches	7	0	0	7
Fiber	1	0	0	1



Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Router	2	0	0	2
Scantron Machine	1	0	0	1
Filing Cabinet	1	0	0	1

No additional consumables beyond the previously identified list.

Sheriff's Office – Detention Division

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	2	0	0	2
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	2	0	0	2
Telephones	1	0	0	1
Chairs	2	0	0	2
Printer	1	0	0	1
Scanner	0	0	0	0
Digital Camera	1	0	0	1
Typewriter	1	0	0	1

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Belts, Cuffs, and Shackles	NA	NA	NA	NA



Sheriff's Office – Investigation Division

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	4	0	0	4
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	4	0	0	4
Telephones	4	0	0	4
Chairs	8	0	0	8
Printer	4	0	0	4
Scanner	0	0	0	0
Digital Camera	1	0	0	1
VCR Dubbers	1	0	0	1

No additional consumables beyond the previously identified list.

Sheriff's Office – Patrol Division

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	4	0	0	4
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	4	0	0	4
Telephones	4	0	0	4
Chairs	6	0	0	6
Printer	2	0	0	2
Scanner	0	0	0	0
BAC Machine	1	0	0	1
File cabinets	4	0	0	4



Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Bulletin Board	1	0	0	1

Treasurer's Office

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	1	0	1	0
Photocopier	1	0	1	0
Fax Machine	1	0	1	0
Desks	1	0	1	0
Telephones	1	0	1	0
Chairs	1	0	1	0
Printer	1	0	1	0
Scanner	0	0	0	0

Supplies/Consumables	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Log Book	NA	NA	NA	NA
Receipt Book	NA	NA	NA	NA
Checks	NA	NA	NA	NA



Visitors Bureau

Equipment	Quantity	Pre-Positioned	Hand-Carried	To Be Ordered
Personal Computer/Laptop	3	0	2	1
Photocopier	1	0	0	1
Fax Machine	1	0	0	1
Desks	3	0	0	3
Telephones	3	0	0	3
Chairs	3	0	0	3
Printer	1	0	0	1
Scanner	0	0	0	0

No additional consumables beyond the previously identified list.

Replacement personnel may be required to implement the COOP. The positions that have special requirements should be filled using the standards set forth by the human resource office to fill the positions. Consideration should be made for specific skills that support the essential functions.

Additional personnel may be needed to augment the functions being performed by other designated essential personnel, or people may be need to backfill these other essential position. Position descriptions that include skills needed to perform these functions are on file with the County Human Resources Office. Requests for additional or replacement staff should be coordinate with Human Resources.



ANNEX I - COOP PLANNING ASSIGNMENTS

Responsibility	Position
Update COOP plan annually.	Assistant Emergency Management Coordinator
Update telephone rosters monthly.	Assistant Emergency Management Coordinator
Review status of vital files, records, and databases.	Network Manager
Conduct alert and notification tests.	Assistant Emergency Management Coordinator
Develop and lead COOP training.	Assistant Emergency Management Coordinator
Plan COOP exercises.	Assistant Emergency Management Coordinator



ANNEX J - ALTERNATE COMMUNICATION METHODS

The Platte County will use several forms of communications when they are available such as phone, cell phone, internet and email. In the event of an emergency and those systems are down they would use 2-way radios, communicate in person, and satellite phones.

Platte County does not have an established Advance Team for the set up of the alternate facilities. Due to this, an Advance Team should be established for activation prior to the arrival of the essential personnel at the alternate facility. The Advance Team should be deployed to bring mission critical systems and vital databases and records online before the essential personnel arrive. This also includes preparing the facility by checking operations of existing or setting up and testing new telephone lines and network connections; verifying operability of heating, cooling, plumbing, and electrical systems; ensuring sufficient work space is present to support performance of essential functions and other duties as appropriate. When it is determined that the emergency is no longer a threat to the County, the Advance Team will begin to plan for a return to normal operations. The Advance Team will return to the primary facility to ensure that mission critical systems are operational and the facility is ready for normal operations to resume. This team should be included in the previously mentioned walk through tour of the facilities to ensure they are at all times up to date on the capabilities of the facilities.

It is recommended that a pre-designated team of essential functions personnel be established to set up and prepare for the implementation of the COOP plan. See definition below as referred to in the Glossary of terms.

Advance Team A working group responsible for coordinating the activities associated with relocation planning and deployment of essential operations and positions during a COOP event.



ANNEX K – TESTING, TRAINING, AND EXERCISE SCHEDULE

1. Quarterly:

- Test COOP alert, notification, and activation procedures
- Test COOP communications equipment
- Test COOP communications protocols

2. Semi-Annually:

- Test vital records implementation and recovery plan
- Test data recovery plan

3. Annually:

- Test infrastructure at alternate facility, to include power, backup power, heating, cooling, water, and sewer
- Conduct COOP training for essential personnel
- Conduct exercise that involves the pre-planned movement of essential personnel to an alternate facility
- Conduct after-action review of COOP exercise



ANNEX L - COOP PLAN MAINTENANCE TIMELINE

Start Date: _____

1. Three months from Start Date:

- Update Annex A, Essential Functions
- Update Annex C, Alternate Facilities (include risk assessments from guidance document or other source, addresses, costs, and maps)
- Update Annex E, Vital Records/Databases
- Update Annex F, Lines of Succession
- Update Annex G, Delegations of Authority
- Update Annex H, Mission Critical Systems
- Update Annex I, Logistics

2. Six months from Start Date:

- Update Annex K, Alternate Communications Methods

3. Twelve months from Start Date:

- Update Annex B, Authorities and References
- Update Annex J, COOP Planning Assignments
- Update County's Business Impact Analysis
- Perform comprehensive review of COOP Plan

If a situation occurs that causes activation of this COOP Plan, the timeline for updating the plan will be modified. The new start date should coincide with the date of the after-action review.



ANNEX M - COOP CHECKLIST OF PLAN ELEMENTS

1. Identify County Office's Critical Functions
 - Mission Critical functions
 - Immediate Post-Incident functions
 - Normal Services, non-critical

2. Identify Appropriate Authorities/References (Legal, financial, contracting, human resources, delegations, etc.)

3. COOP Activation Process
 - Known threats, w/warning
 - Unanticipated threats, no warning, non-duty hours
 - Unanticipated threats, no warning, duty hours
 - Who activates?
 - How?
 - At what stage?

4. Alert/Notification
 - Primary and back-up system for notifying
 - o Employees
 - Essential employees
 - All other employees
 - o County executive
 - o Other offices
 - o The public
 - Duty hour vs. non-duty hour notification
 - Standard notification messages

5. Relocation Plans
 - Functions to be relocated
 - Alternate locations (telework, office facility, facility of another office, stand-alone new facility)
 - Match all staff with relocation option
 - Transportation to alternate facility
 - Emergency relocation sop's, instructions for staff
 - On-going communication with employees (information line, post to county/office web-site)
 - Logistics (site acquisition agreements, services, personnel, resources, equipment)
 - Mission critical systems



- Which systems are mission critical
 - Plan to recover/replicate mission critical systems
6. Succession Plan
- Written Line of succession for key leaders, managers and essential employees
 - Delegations of authority
 - Devolution strategy
7. Files/Records/Data Bases
- Identify vital files, records, databases needed to support essential functions
 - Back-up system (minimum monthly) for vital records
 - Secure location for backed-up records
 - Business unit or person responsible for maintenance
 - RTO established
8. Planning responsibilities
- Assign COOP planning responsibilities
 - Assign COOP training responsibilities
 - Training Curriculum, exercise schedule, system tests
 - Multi-year strategy, budgeting, program management plan, COOP maintenance.



Platte County COOP Crosswalk

This crosswalk is intended to be used as a tool to ensure that each agency's COOP plan contains elements required by FPC 65 dated June 15, 2004. The plan preparer should indicate in the "Section" and "Page" columns the location in the plan where the required element is addressed/included. A reviewer from the Platte County COOP Steering Committee and/or independent review team should initial in the appropriate box after they have confirmed that the required plan element is included in the section/page indicated by the plan preparer.

Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
I. Executive Summary				
▪ Introduces concept of COOP planning			M L O'Neal	
▪ Establishes reason for completing COOP plan			M L O'Neal	
II. Introduction				
▪ Lists objectives of developing a COOP plan			M L O'Neal	
III. Purpose				
▪ Discusses why the plan was formulated			M L O'Neal	
▪ Explains the overall purpose for COOP planning			M L O'Neal	
IV. Applicability and Scope				
▪ Describes applicability of plan to the organization			M L O'Neal	
▪ Applies to wide range of disaster causes (natural and man-made)			M L O'Neal	
▪ Applies to wide scope of disasters (localized or widespread)			M L O'Neal	
▪ Plan is intended to reduce/mitigate disruptions to operations			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
V. Essential Functions				
Identifies which functions must be continued under all circumstances			M L O'Neal	
Considers functions that cannot be disrupted for more than 12 hours			M L O'Neal	
Prioritizes the essential functions			M L O'Neal	
Establishes staffing requirements to perform these functions			M L O'Neal	
Identifies mission critical data required to perform these functions			M L O'Neal	
Identifies consumable office supplies needed to support essential functions			M L O'Neal	
Includes a roster of essential personnel who perform these functions			M L O'Neal	
Identifies any special skills required to perform essential functions			M L O'Neal	
Identifies other critical resources needed to perform essential functions			M L O'Neal	
VI. Authorities and References				
Identifies relevant Federal laws and authorities			M L O'Neal	
Identifies relevant State laws and authorities			M L O'Neal	
Identifies relevant local laws and authorities			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Identifies local and/or agency emergency plans and other relevant references 			M L O'Neal	
VII. Concept of Operations				
<ul style="list-style-type: none"> Establishes that essential functions must resume within 12 hours of an emergency and be sustainable for 30 days 			M L O'Neal	
VII.A. Phase I: Activation and Relocation				
<ul style="list-style-type: none"> Describes conditions under which COOP plan may be activated 			M L O'Neal	
<ul style="list-style-type: none"> Discusses COOP plan activation with warning 			M L O'Neal	
<ul style="list-style-type: none"> Discusses COOP plan activation without warning during duty hours 			M L O'Neal	
<ul style="list-style-type: none"> Discusses COOP plan activation without warning during non-duty hours 			M L O'Neal	
VII.A.1. Decision Process				
<ul style="list-style-type: none"> Identifies who has authority to activate the COOP plan 			M L O'Neal	
<ul style="list-style-type: none"> Identifies a process for decision-making 			M L O'Neal	
VII.A.2. Alert, Notification, and Implementation Process				
<ul style="list-style-type: none"> Provides for notification of alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Provides for notification of essential employees 			M L O'Neal	
<ul style="list-style-type: none"> Provides for notification of non-essential employees 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Provides for notification of County officials 			M L O'Neal	
<ul style="list-style-type: none"> Provides for movement of employees to alternate facilities 			M L O'Neal	
<ul style="list-style-type: none"> Includes maps and directions to alternate facility from primary facility 			M L O'Neal	
VII.A.3.a. Orders of Succession				
<ul style="list-style-type: none"> Establishes an order of succession to the position of agency head 			M L O'Neal	
<ul style="list-style-type: none"> Establishes orders of succession to other key leadership positions 			M L O'Neal	
<ul style="list-style-type: none"> Describes orders of succession by position titles rather than names of individuals 			M L O'Neal	
<ul style="list-style-type: none"> Establishes rules and procedures to be followed when facing succession to office 			M L O'Neal	
<ul style="list-style-type: none"> Describes conditions under which succession will take place 			M L O'Neal	
VII.A.3.b. Delegations of Authority				
<ul style="list-style-type: none"> Documents the legal authority for officials to make key policy decisions during a COOP emergency 			M L O'Neal	
<ul style="list-style-type: none"> Identifies the program authorities needed to continue essential operations at all agency levels 			M L O'Neal	
<ul style="list-style-type: none"> Delineates the limits of authority 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Describes the authority of an official to whom authority has been delegated 			M L O'Neal	
<ul style="list-style-type: none"> Describes the circumstances under which authorities would be delegated and when they would cease 			M L O'Neal	
VII.A.3.c. Devolution				
<ul style="list-style-type: none"> Identifies resources needed to transfer essential functions to a devolution site 			M L O'Neal	
<ul style="list-style-type: none"> Identifies the likely triggers that would trigger the devolution option 			M L O'Neal	
<ul style="list-style-type: none"> Specifies when and how control of agency operations will be transferred to the devolution site 			M L O'Neal	
<ul style="list-style-type: none"> Lists necessary resources to continue operations at the devolution site 			M L O'Neal	
VII.B. Alternate Facility Operations				
<ul style="list-style-type: none"> Describes arrival procedures at the alternate facility 			M L O'Neal	
VII.B.1. Mission Critical Systems				
<ul style="list-style-type: none"> Identifies hardware needed at the alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Identifies software needed at the alternate facility 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Identifies number of workstations needed for personnel working at alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Identifies procedures for restoring data at alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Identifies networking/communications needs at alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Identifies other special needs for systems at alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Includes procedures for bringing mission critical systems online at alternate facility 			M L O'Neal	
VII.B.2. Vital Records and Databases				
<ul style="list-style-type: none"> Documents that a vital records program exists 			M L O'Neal	
<ul style="list-style-type: none"> Assigns roles and responsibilities for maintaining the vital records program 			M L O'Neal	
<ul style="list-style-type: none"> Addresses access to the following: local area network (LAN), vital electronic records, critical information systems, internal and external email and archives, and vital hard copy records 			M L O'Neal	
<ul style="list-style-type: none"> Inventories emergency operating records, legal records, and financial records 			M L O'Neal	
<ul style="list-style-type: none"> Provides information about accessing vital records from storage 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Determines if offsite storage, alternative storage media, and duplicate records are warranted 			M L O'Neal	
<ul style="list-style-type: none"> Selects appropriate media for storing vital records (microfiche, disk, tape, etc.) 			M L O'Neal	
<ul style="list-style-type: none"> Provides for routinely updating vital records 			M L O'Neal	
<ul style="list-style-type: none"> Vital records information is included in the go-kit (hard copies, roster of personnel overseeing plan, locations of storage facilities, access procedures, etc.) 			M L O'Neal	
<ul style="list-style-type: none"> Provides for training and exercising of the plan 			M L O'Neal	
VII.C. Reconstitution				
<ul style="list-style-type: none"> Provides for transitioning from COOP operations to normal operations 			M L O'Neal	
<ul style="list-style-type: none"> Provides for notifying personnel of a return to normal operations 			M L O'Neal	
<ul style="list-style-type: none"> Provides for verifying that all mission critical systems and communications at the restored at the operating facility 			M L O'Neal	
<ul style="list-style-type: none"> Requires an after-action review to be conducted 			M L O'Neal	
VIII. COOP Planning Responsibilities				
<ul style="list-style-type: none"> Identifies position titles that are responsible for maintaining and updating the COOP plan 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Assigns specific responsibilities to those individuals 			M L O'Neal	
IX. Logistics				
<ul style="list-style-type: none"> Identifies MOUs/MOAs established to support COOP plan 			M L O'Neal	
IX.A. Alternate Facilities				
<ul style="list-style-type: none"> Identifies alternate facilities to be used during a COOP situation 			M L O'Neal	
<ul style="list-style-type: none"> Includes a risk assessment for alternate facilities 			M L O'Neal	
<ul style="list-style-type: none"> Alternate facility is able to be operational within 12 hours and sustainable for up to 30 days 			M L O'Neal	
<ul style="list-style-type: none"> Addresses emergency power to support essential functions 			M L O'Neal	
<ul style="list-style-type: none"> Addresses need for sufficient space to support personnel performing essential functions 			M L O'Neal	
<ul style="list-style-type: none"> Considers needs of personnel for food, personal hygiene, and possibly housing 			M L O'Neal	
<ul style="list-style-type: none"> Addresses transportation requirements at the alternate facility (if needed) 			M L O'Neal	
<ul style="list-style-type: none"> Addresses security at the alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Addresses maintenance of the alternate facility 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
IX.B. Interoperable Communications				
▪ Addresses a range of communication methods			M L O'Neal	
▪ Addresses the ability to communicate with agency personnel, other agencies, and County leadership			M L O'Neal	
▪ Addresses ability to communicate with customers			M L O'Neal	
▪ Includes access to data and voice systems			M L O'Neal	
▪ Provides for redundant communications systems			M L O'Neal	
▪ Addresses communications systems must be up and running within 12 hours and for up to 30 days			M L O'Neal	
X. Test, Training, and Exercises				
▪ Establishes a COOP test, training, and exercise program			M L O'Neal	
▪ Provides for quarterly testing of COOP alert, notification, and activation procedures			M L O'Neal	
▪ Provides for quarterly testing of COOP communications abilities			M L O'Neal	
▪ Provides for semi-annual testing of vital records implementation and recovery plans			M L O'Neal	
▪ Provides for semi-annual testing of data systems and recovery			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Provides for annual testing of primary and backup systems at alternate facilities (e.g., power, fuel, water) 			M L O'Neal	
<ul style="list-style-type: none"> Provides for annual training of essential personnel 			M L O'Neal	
<ul style="list-style-type: none"> Provides for annual training of Advance Team personnel 			M L O'Neal	
<ul style="list-style-type: none"> Includes an annual exercise that incorporates pre-planned movement of essential personnel to an alternate facility 			M L O'Neal	
<ul style="list-style-type: none"> Provides for an after-action review of COOP exercises 			M L O'Neal	
XI. Multi-Year Strategy and Program Management Plan				
<ul style="list-style-type: none"> Identifies short-term COOP program goals and objectives 			M L O'Neal	
<ul style="list-style-type: none"> Identifies long-term COOP program goals and objectives 			M L O'Neal	
<ul style="list-style-type: none"> Establishes timelines to achieve COOP program objectives 			M L O'Neal	
<ul style="list-style-type: none"> Establishes budgetary requirements needed to support COOP program 			M L O'Neal	
<ul style="list-style-type: none"> Addresses additional program planning and preparedness needs for personnel and resources 			M L O'Neal	
<ul style="list-style-type: none"> Identifies planning and implementation milestones 			M L O'Neal	



Required Element	Section	Page	Platte County Reviewer	Independent Reviewer
<ul style="list-style-type: none"> Creates a tracking system to monitor program progress and identify achievements 			M L O'Neal	
XII. Plan Maintenance				
<ul style="list-style-type: none"> Establishes a schedule for COOP testing and revision 			M L O'Neal	
<ul style="list-style-type: none"> Requires review of COOP plan at least annually 			M L O'Neal	
<ul style="list-style-type: none"> Requires update of risk assessments for alternate facilities 			M L O'Neal	
<ul style="list-style-type: none"> Requires update of office's Business Impact Analysis 			M L O'Neal	
<ul style="list-style-type: none"> Requires update of personnel contact information 			M L O'Neal	
<ul style="list-style-type: none"> Requires update of maps and driving directions 			M L O'Neal	



ANNEX N – GLOSSARY OF COOP RELATED TERMS

Advance Team	A working group responsible for coordinating the activities associated with relocation planning and deployment of essential operations and positions during a COOP event.
After-Action Report (AAR)	A narrative report that presents issues found during an exercise and recommendations on how those issues can be resolved.
Alternate Database/Records Access	The safekeeping of vital resources, facilities, and records, and the ability to access such resources in the event that the COOP plan is put into effect.
Alternate Facilities/Work Site	A location, other than the normal facility, used to conduct critical functions and/or process data in the event that access to the primary facility is damaged. The alternate site provides the capability to perform minimum essential department or office functions until normal operations can be resumed.
Alternate Communications	Communication methods that provide the capability to perform minimum essential department or office functions until normal operations can be resumed.
Assessment	The act of assessing; appraisal.



Backup

The practice of copying information, regardless of the media (paper, microfilm, audio or video tape, computer disks, etc.) to provide a duplicate copy.

Call-Down List

Cascading list of key agency personnel and outside emergency personnel in order of notification.

Cold Site

A relocation site that is reserved for emergency use, but which requires the installation of equipment, etc., before it can support operation.

Continuity of Government

The effort to ensure continued leadership, authorities, direction and control, and preservation of records, thereby maintaining a viable system of government.

Continuity of Operations

An internal effort within individual components of the government to assure that capability exists to continue essential component function across a wide range of potential emergencies through a planning document.

Continuity of Operations Plan

Planning document which outlines the effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies.

COOP Plan Maintenance

Steps taken to ensure the COOP plan is reviewed annually and updated whenever major changes occur.



Delegation of Authority

Pre-delegated authorities for making policy determinations and decisions at headquarters, field levels, and other organizational locations, as appropriate.

Devolution

The transfer of authority for decision-making, finance, management, and operations from one government agency or division to another.

Emergency

A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage local operations. An emergency could cause the temporary evacuation of personnel and equipment from the site to a new operating location environment.

Emergency Operations Plan

A plan that provides facility-wide procedures for emergency situations that generally includes personnel safety and evacuation procedures.

Emergency Operating Records

Records (plans and directives, orders of succession and delegation of authority) essential to the continued functioning of an agency during and after an emergency to ensure continuity of operations.



Platte County Continuity of Operations Plan



Essential Functions

Those functions that enable State/County agencies to provide vital services, exercise civil authority, maintain the safety and well being of the citizens, and sustain the industrial/economic base in an emergency.

Essential Positions or Personnel

Those positions required to be filled by the local government or deemed essential by the State or individuals whose absence would jeopardize the continuation of an organization's essential functions.

Hot Site

A fully equipped facility, which includes stand-by computer equipment, environmental systems, communications capabilities, and other equipment necessary to fully support an organization's immediate work and data processing requirements in the event of an emergency or a disaster.

Interoperability

The ability of a system or a product to work with other systems or products without special effort on the part of the user.

Legal and Financial Records

Records (personnel records, social security records, payroll records, insurance records, contracts, etc.) essential to the protection of the legal and financial rights of an agency and of the individuals directly affected by the agency's activities.

Mission Critical Functions

Activities, which could not be interrupted or unavailable without significantly jeopardizing operations of the organization.



Mutual Aid Agreement

As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and material resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency. Financial aspects for post-disaster or post-emergency reimbursements may be incorporated into the agreement.

Order of Succession

A formula that specifies by position who will automatically fill a position once it is vacated.

Plan

A systematic arrangement of elements or important parts.

Primary Facility

The site of normal, day-to-day operations.

Recovery Point Objective (RPO)

The point in time to which data must be restored in order to resume processing transactions. In an IT context, the amount of data that can be lost measured by a time index.

Recovery Time Objective (RTO)

The period of time within which systems, applications, or functions must be recovered after an outage.

Relocation Site (Alternate Facility)

The site where all or designated employees will report for work if required to move from the primary facility.



Risk Assessment/Analysis

An evaluation of the probability that certain disruptions will occur and the controls to reduce organization exposure to such risk.

Vital Records and Systems

Records or documents, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) which, if damaged or destroyed, would disrupt business operations and information flows and cause considerable inconvenience and require placement or re-creation at considerable expense.

Warm Site

An alternate processing site which is only partially equipped (as compared to a Hot Site which is fully equipped).