

Information contained in this Continuity of Operations Plan is the property of Barton County, Kansas, and is deemed confidential and proprietary. It is not to be disclosed to any third party without the County's written consent.

Forward

NOTE: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective mitigation, preparation, response and recovery. At the same time, freedom of initiative cannot be used as an excuse for failure to take necessary coordinated action to successfully accomplish objectives.

Barton County, Kansas, provides a variety of critical services to local citizens and businesses. These operations must be performed, or rapidly and efficiently resumed, in an emergency as any disruption to the delivery of services will have a negative impact. Thus, should a major disruption occur, it is imperative that County departments have a Continuity of Operations Plan (COOP) and organization that can be mobilized immediately to minimize the impact of this disruption.

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COOP DEPARTMENT INDEX

Commission	Not in
Administration / Payroll	
County Engineer	
Road and Bridge	
Noxious Weed	
Environmental Management	
Solid Waste	Wants to re-work
Emergency Risk Management	
Communications / 911	
Facilities Management	Not in
Appraiser	Not in
Treasurer	Not in
Information Technology Services	Additional work needed
County Clerk / Election Officer	
Register of Deeds	Needs reviewed
District Court	
Court Administrator / Judges	
County Attorney	Not in
Records Management	
Sheriff	Not in
Health Department	
Court Services	
Central Kansas Community Corrections	
Juvenile Services	

Definitions

AAR – After Action Report – Assesses overall performance and effectiveness of both plan and teams.

CMT – Continuity Management Team – Undertakes comprehensive management of emergencies to protect property and operations from the effects of a catastrophic event that causes a disruption to the delivery of critical County services by an entire department or group of departments.

COOP – Continuity of Operations Plan – A plan to assist Barton County with insuring the continued functioning of governmental operations deemed critical to the County by developing operational capabilities that mitigate, prepare for, respond to and recover from an emergency or event.

CPL – Critical Process List – A department list of essential operations during any period of time. Note, this listing may be conditional upon time of year and, if so, will be designated as such.

DCP – Department Continuity Plan – Plans developed for each County and District department to maximize personnel and resources in the event of an emergency. Departmental plans are included at the end of this document. General definitions from those plans:

Alternate Leader – A deputy or senior staff member that can assume duties in the absence of the leader or department head.

Critical and Essential Processes – Defined by the department, they are the duties and tasks required for normal activity, but ranked by importance. Listing may be seasonal.

Critical Vendors / Suppliers – Each department is to develop a full contact listing for vendors and suppliers. Full information is available, to include personal contact, so anyone using the plan can obtain the necessary items.

Lead – Team Leader – Generally assumed to be the Department Head. If the Department Head has alternate duties, he or she may wish to assign the lead position to a deputy or other senior employee.

Reconstitution Strategy – A plan for the return to normal operations.

Recovery / Resumption Period – A defined period of time under which the equipment needs of the department are detailed.

Resource Team – Departmental members charged with specific duties within the individual plan.

DRT – Departmental Recovery Team – A team made up within a single department that assures compliance with individual Continuity of Operation plans.

Emergency – Any unplanned event that can cause deaths or significant injuries to employees or the public, or that can shut down the County’s organization, disrupt operations, cause physical or environmental damage. Examples of emergencies include fire, hazardous material incident, flooding, tornado, communications failure, radiological incident, civil disturbance, explosion or a terrorist event.

Event – Any disruption of essential County services, normally of a period of more than twenty-four hours.

ERP – Event Recovery Plan – Actual plan for dealing with emergency.

Exercise – An activity designed to test or evaluate the COOP.

RTO – Recovery Time Objective – The time needed to assure that operations are running.

Individual tasks are ranked as:

C – Critical – needs to be back up within 24 hours or less

E – Essential –needs to be back up within 2 to 3 days

I – Important – 3 –5 days

N – Non-essential – Can wait a week or more

Format for working tasks is rated as:

E – Electronic

EH – Electronic and Hardcopy

H – Hard copy

Recovery Command Center – A location established by the CMT as a command and control center for use during emergencies or events.

Introduction

This Continuity of Operations Plan (COOP) will assist Barton County, Kansas, in ensuring the continuity of its governmental services to its citizens. This plan does not apply to the tasks associated with disaster and emergency management activities; rather it focuses on the continuity of the County operations. The operational concepts reflected in this plan focus on potential larger-scale events that can cause a disruption to the delivery of critical County services by an entire department or group of departments. This COOP, along with the established emergency management plans for Barton County, make up an integrated program for the County to deal with situations of all types.

The intent of the plan is to assist Barton County with insuring the continued functioning of governmental operations deemed critical by developing operational capabilities that mitigate, prepare for, respond to and recover from an emergency or event. **Mitigation** refers to activities that actually eliminate or reduce the chance of occurrence or the effects of an event or emergency. **Preparedness** is planning how to respond in case an emergency occurs and working to increase resources available to respond effectively. **Response** involves activities and programs designed to address the immediate and short-term effects of an event. **Recovery** is the phase that involves restoring critical and essential operations to normal, which can be both short- and long-term. In addition, this COOP will also address maintenance through training, testing and exercises.

This plan should be considered a preparedness document, intended to be read and understood **before** an event occurs. It is critical that a high level of preparedness be achieved and maintained by Barton County personnel designated as Continuity Management Team (CMT) members.

Basic Information

Purpose

This Continuity of Operations Plan (COOP) provides policy and guidance for Barton County personnel to ensure that critical and essential operations are continued in the event of an event or threat of an event.

Government at all levels has the responsibility to plan and respond to events or emergencies resulting from hazards that are known to threaten the jurisdiction. In view of this fact, local government needs to establish a program to provide for the overall planning and coordination of emergencies. These events might require the County government to operate in a manner different from normal day-to-day routines and might seriously overextend local government resources.

This COOP should provide guidance to County and District Court departments during events. This COOP should also serve as an indicator of local government capability; if the local government is unable to provide adequate coverage for a particular resource or potential hazard, alternate sources or contingency plans should be developed within political and budgetary constraints.

The COOP should work within the broader context of the overall County Emergency Management program and will provide Barton County with a framework in which the organization can respond to and begin the recovery process during and immediately after any event that denies access to or destroys a County building or operation. This plan provides operational concepts relating to the various emergencies, identifies composition of the Continuity Management Team (CMT), and describes the overall responsibilities of the CMT organization for responding to any event that may disrupt normal operations. This plan will mitigate the effects of hazards, prepare for measures to be taken which may minimize damage and enhance the ability of Barton County to respond during an emergency. This plan also establishes a recovery framework to continue critical and essential operations and return the organization to a normal or improved state of affairs.

Finally, this plan notes sources of outside support that could be called upon to assist during an emergency, e.g., private, local, state and federal agencies. Despite the use throughout this plan of the terms "shall," "will," "must," or similar terms, such terms shall not imply the imposition of any mandatory duty; all duties to be performed pursuant to the plan by Barton County, its employees, management, and/or agents, shall be deemed to be discretionary duties unless such duties are specifically mandated by statute or ordinance.

Applicability and Scope

The provisions of this COOP are applicable to all County personnel. This plan is applicable to the full spectrum of manmade, natural and technological emergencies and threats. This COOP plan describes the actions that will be taken to activate a viable COOP capability within 24 hours of an emergency event and to sustain that capability for up to 30 days. The COOP plan can be activated during duty and non-duty hours, both with and without warning.

The COOP plan covers all facilities, systems, vehicles and buildings operated or maintained by the County. The COOP plan supports the performance of essential functions from alternate locations (due to a County building becoming unusable, for long or short periods of time) and also provides for continuity of management and decision-making at the County, in the event that leadership or technical personnel are unavailable.

Concept of Operations

General

Operational concepts presented in this section are applicable at all times. In some instances, events may be preceded by some sort of warning period. If this warning is recognized in time, there can be sufficient time to warn the staff and implement mitigation measures designed to reduce the impact of the emergency. However, often an emergency occurs with little or no warning, requiring immediate activation of this plan and commitment of resources.

The following general operations are to be held evident:

1. It is the responsibility of Barton County to undertake comprehensive management of emergencies to protect property and operations from the effects of a catastrophic event that causes a disruption to the delivery of critical County services by an entire department or group of departments. That responsibility falls to County administration through the development of emergency plans. This plan, therefore, is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. While the Continuity of Operations plan is a parallel document to the plans developed by the departments of emergency responders, it is anticipated that, to the extent possible, the same personnel and material resources will be employed.
2. The County Commission, and to the extent vested in the Administrator for daily operations, has ultimate decision-making authority and receives staff support and advice from the members of the CMT and their staff in the establishment and administration of the Continuity Management organizational structure.
3. The County's Department Heads and CMT will have the primary responsibility for the activities described in this COOP. When the emergency exceeds the County's capability to respond, assistance should be requested from the state and, as appropriate, federal government as well from neighboring governments. Mutual aid may be entered into and, thereafter, maintained to ensure that an adequate level of emergency support is available for the County.

The County has entered into a contract with National Catastrophe Restoration Inc (NCRI). As such, NCRI will provide assistance to the County in the restoration of critical County functions. The Administrator, or in his absence the Emergency Risk Manager, County Clerk or the County Commission Chair have the authority to activate the contract with NCRI. A copy of the pre-event contract is located in Appendix A.

4. Day-to-day functions that do not contribute directly to response actions to an emergency **may be** suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the CMT.
5. A comprehensive continuity program is concerned with all types of hazards that may disrupt the delivery of critical and essential County services. As shown below, it is more than an operations plan because it accounts for activities before, during and after the event.

Phases of Management

In light of the continuum of possibilities, this plan will be implemented, to the extent possible, in the following periods and phases:

Normal Operations Period

During times of normal operations, the following phases are to be executed on a regular basis.

Mitigation - Mitigation activities are those that eliminate or reduce the probability of a event occurring. It also includes those long-term actions that lessen the undesirable effects of unavoidable hazards. Periodic review of the plan, along with event exercise, are key components of the mitigation process.

Preparedness - Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training and exercises are among the activities conducted under this phase. Feedback from these activities should be focused on improving and maintaining the information in the following documents:

- Departmental critical and essential process and resources;
- Departmental risks; and
- COOP contents.

There will be a County-wide COOP exercise at least annually. As the processes and resource needs for departments are constantly changing, it is likely that this COOP will become ineffective without this level of commitment to the testing and exercising of this plan.

The Administrator's Office will coordinate a schedule so that each department tests its plan and reports the result of the plan to the Administrator. Testing will be scheduled so that most departments are completed no later than March of each year.

Disruption of County Services

Once a major disruption to County services exists, the following phases are to be invoked.

Activation and Relocation - Typically, this phase covers the first few hours after the detection and communication of an event. Activities that are included in the activation and relocation phase include insuring that personnel and property are addressed. These actions should help to reduce injuries, property damages and speed recovery of critical and essential functions. Critical functions should be those that were rated high on the Critical Processes List, Appendix B, for the County and are those processes that will have the greatest impact should a disruption occur. Response phase activities include warning, evacuation, rescue and similar activities. If necessary, the activation of the County's alternate site activities would also occur during this phase.

Recovery - Activities and operations for this phase are focused upon restoring the County's critical functions and providing for the critical needs of taxpayers. In the recovery phase, affected facilities under this plan will have been secured. The County will, as much as possible, provide critical functions or functions. These may be provided from an alternate site. See individual departmental checklists in associated Department Annex.

Resumption - Resumption focuses on restoring operations to a normal, or improved, state of affairs. This phase is initiated by a meeting called by the County Administrator, or in his absence, by the Emergency Risk Manager or County Clerk. When necessary, the leader of an affected department may request said meeting once a determination has been made that all vital operational services have been restored. Examples of recovery actions include restoration of non-vital services and reconstruction activity in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent event. See individual departmental checklists in associated Departmental Annex.

Organization and Responsibilities

General

Most of the departments within Barton County have readiness functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own readiness procedures to fulfill these responsibilities.

Organization

1. The County Administrator will serve as the Director of the Continuity Management Team (CMT). The CMT Director:
 - a. Carries out the program for preparedness and coordinates the efforts during the mitigation of, preparation for, response to and recovery from an event;
 - b. Takes the appropriate steps to seek outside assistance, if necessary;
 - c. Notifies the members of the CMT of the event status and requests their presence at a predetermined response site, if necessary;
 - d. Develops and executes plans for utilization of resources before, during and after an event;
 - e. Ensures the plan is maintained through training and exercises
 - f. In conjunction with the Emergency Risk Manager, will ensure that the COOP and CMT are governed and funded at an appropriate level.
 - g. Has the authority to activate services with NCRI.
2. The CMT shall perform the following duties:
 - a. CMT members will perform responsibilities listed in Appendix C.
 - b. Once a Recovery Command Center is established, if so needed, the CMT will have the responsibility of managing the day to day operations of the Center as well as performing the responsibilities listed herein.
 - c. Each member shall serve as a liaison for their respective functions or areas of responsibility in order to coordinate and ensure continuity of operations planning, mitigation, response and recovery activities;
 - d. Each member shall report to a designated site when requested by the CMT Director in order to coordinate response activities;

- e. Each member will create a readiness organization within their functional area to guide the employees during an event and communicate a clear understanding of the readiness/continuity of operations plan and its principles.

Team Member/Authority	Office Number	Home Number	Emergency No.
Authority: I = Impact Assessment Team Member			
L = Leader			
A = Alternate Leader			
Co Administrator / L			
County Clerk / A, I			
Information	Services		
Director / I			
Appraiser / I			

Other members may be appointed as necessary by the Administrator.

Responsibilities

Pre-Event Responsibilities

1. Review and approve results of periodic plan review;
2. Be knowledgeable of procedures for invoking this plan;
3. Be knowledgeable of procedure for invoking the Recovery Command Center.

Event Responsibilities

1. Establish Recovery Command Center with communications;
2. Provide for well being of recovery personnel;
3. Provide overall leadership for the recovery teams;
4. Ensure teams are carrying out their respective responsibilities;
5. Notify the alternate recovery site personnel of situation;
6. Provide transportation to the recovery site for people, equipment, data and supplies;
7. Provide road maps, directions to the recovery site;

8. Arrange travel and lodging (if required), medical services, etc. at the Recovery Center;
9. Arrange for personal expense reimbursement for all locations;
10. Arrange for expenses and payment of invoices;
11. Hire temporary personnel as required.

Post-Event Responsibilities

1. Conduct and publish an After Action Report (AAR) including:
 - a. Assess overall performance of teams during recovery process;
 - b. Assess overall effectiveness of the COOP;
 - c. Assess overall effectiveness of the continuity strategy;
 - d. Assess overall effectiveness of the reconstitution efforts.

Each member shall guide the event readiness organization of his/her functional area in developing and maintaining department level readiness plans and procedures.

Continuity of Operations

The Continuity Management Team is responsible for the planning and response to events resulting from hazards that are known to threaten the County. As such, this COOP is a cornerstone to good business practice, embracing risk, security, legal, operational and safety issues. A solid plan recognizes risks and insures that critical and essential operations are restored quickly and accurately following a disruption to County operations.

The key to recovery is, of course, time. Following an event, recovery must take place in the shortest possible time to mitigate losses to an optimum level. Without a solid, updated plan, it would take days, weeks or even months to recover from an event.

Event Strategy

- Action 1. An event has occurred which has or will significantly affect County operations.
- Action 2. The CMT will meet to assess the severity of damage and its impact on County operations and will determine whether to activate the COOP.
- Action 3. The County Administrator may activate the COOP.

Action 4. All personnel should report to work at their regular time unless called in earlier because of the event. Personnel shortages are anticipated as some employees may have been adversely affected by the event and unable to report to work. Employees not needed immediately to assist their own departments may be used to augment other departments who are facing personnel absences because of the event.

Action 5. Recovery is the process of reacting to the event and taking necessary actions to enable the County to resume essential functions. The CMT will determine and appropriate recovery strategy based on the event. Such recovery strategy will include a determination whether existing facilities maybe used to provide critical services or if it is necessary to relocate to an alternate site.

Within the context of this plan, the concept of Continuity of Operations is comprised of five elements – Succession of Leadership, Alternate Recovery Site, Preservation of Vital Information/Records, Recovery Sequences and Contact Lists. The major goals of these elements are to insure clarity of communicating:

- Who's in charge and coordinating activities;
- Where will each department resume operations;
- What vital information needs to be recovered;
- Guidelines for response, recovery and resumption of critical and essential operations;
- Internal and external contacts that should be contacted about the emergency and alternate operations.

These five elements specific to each department are presented in the COOP Annexes.

The recovery site will be the primary location where recovery activities occur. Recovery teams will be appointed as necessary by the County Administrator or his designee. A recovery team will have the responsibility to determine appropriate methods to resume critical County services. The recovery team will make appropriate recommendations to the CMT and will assist in implementing recommendations. See Appendix D for a schematic of duties. The recovery command center will be a location housing the CMT.

Action 6. Reconstitution is the process of performing essential County functions following an event. During the reconstitution phase, the decision may be made to relocate some or all operations to the Hoisington Annex. Operations have been restored, at least minimally for critical applications, at the recovery facility. In addition, a data center location has been determined and computer services has been relocated to that data center.

One of the goals of the COOP is to provide for beginning of recovery and resumption of critical and essential operations within 24 hours and sustain these operations for an extended period of time at the alternate site. Decisions must be considered for returning operations back to permanent facilities. After recovery and resumption of critical and essential operations has been completed, relocation of recovered operations into permanent facilities is required. The CMT, in conjunction with the County Commission, will determine the schedule for relocation of operations once permanent facilities are ready for operations. See Appendix E.

Action 7. Return to permanent operations is a planning process that will begin as soon as feasible after the event. The CMT and the Commissioners will be involved in a variety of decisions concerning repair of damaged County buildings.

Strategy for Return to Permanent Operations

Once a facility is ready for operations, systems will be put into place to support the return of County functions. The manner in which the systems are put into operation may take different forms. Therefore, a strategy for returning to a permanent building must be developed early in the recovery effort.

The County may use the Hoisington Annex as the primary back-up facility. As such, the County will obtain and install in that building appropriate computers and accessory equipment so that essential functions may continue for a minimum of thirty days. Needed emergency equipment may be available through contractual arrangements with NCRI.

Department Heads shall ensure that appropriate supplies, forms and equipment are located and stored at the Hoisington Annex. The CMT shall develop plans to allocate space at the Hoisington Annex to the various departments for work space. The County shall, as soon as possible after adoption of this plan, arrange for phone service at the Hoisington Annex so essential County functions may continue.

Departments will be allocated tables, desks and chairs from existing stock in the Hoisington, as directed by the CMT.

Building inventory is the responsibility of the Information Technology Services Director. A listing of inventory is included as Appendix F.

Plan Implementation, Maintenance and Storage

Implementation of the Plan

Training

The training of personnel is essential to improving the capability of staff to execute their duties within the COOP and to familiarize them with the essential functions that they might have to perform in an emergency. The continued viability of a COOP is largely dependent on the training of its personnel and the evaluation of the results of the training programs. Major topics to be considered that will identify the issues and resources to implement an effective COOP education program include:

- Orientation/Initial training programs;
- Enrichment courses/Refresher classes;
- Frequency and methods;
- Funding requirements.

Exercises

It is essential that an exercise program plan be developed and implemented to ensure the integrity of the COOP. It is the responsibility of the CMT to establish an exercise schedule and determine the reporting requirements of the after action reports.

Major issues to consider within the testing and exercise program plan include:

- Purpose of Exercising the COOP;
- Types of exercises;
- Managing the process;
- An annual departmental COOP exercise participation schedule;
- After action reporting formats;

- A management plan for incorporating lessons learned from exercise events into the COOP;
- Funding requirements.

Updating the Plan

It is the responsibility of the CMT to update the COOP annually. Updates include but are not limited to:

- personnel and team assignments;
- contact lists;
- vital information and records;
- alternate recovery sites and requirements
- recovery sequences;

It is the responsibility of the Administrator to keep the content of this document current. The individual sections relating to specific departments may be delegated by the Administrator to the respective support teams (as noted in the COOP Annexes). All updates to the plan must be reviewed and approved by the respective Department Head and the Administrator. Approval of the revised COOP will be accomplished via signatures on the Approvals page at the beginning of the plan.

Storage of the Plan

The County Administrator will provide printed copies of this document to the County Commission and County department heads. A hardcopy and electronic copy is to be maintained in a secure, off site, location.

Appendix A – NCRI Agreement

Appendix B – Critical Process List

The following Response checklist is to be followed upon detection and notification of an event or incident that potentially warrants the formal declaration of event.

Initials	Time	Date	Activity	Primary
			Notify 911, if they have not already been notified	First On Scene
			Conduct evacuations as necessary	1 st Responders
			Address injuries and deaths, as required	1 st Responders
			Contact Utilities to shut off Power and Gas, if required	1 st Responders
			Account for all personnel and visitors	DCT
			Alert the CMT	Any
			Activate Recovery Command Center at designated location	CMT
			Conduct Initial Damage Assessment	CMT
			Secure the facility	CMT
			Determine extent of event upon operations	CMT
			Activate Alternate Recovery Site(s), if required	CMT
			Alert DCTs	CMT
			CMT prepares press release and media instructions working with the Freedom of Information Officer if possible.	CMT
As a reminder, CMT is the Continuity Management Team and DCT is the departmental teams.				

Appendix C – Continuity Management Team

Responsibilities

Pre-Event Responsibilities

ASSIGNED TO	NOTES	ACTIONS	COMPLETED	NOTES
		Review and approve results of periodic plan review;		
		Be knowledgeable of procedure for declaring an event;		
		Be knowledgeable of procedure for invoking the Recovery Command Center.		
		Have a formal meeting, to be called by the County Administrator, at least once every six months to review and revise the COOP as required.		

Event Responsibilities

ASSIGNED TO	NOTES	ACTIONS	COMPLETED	NOTES
		Establish Recovery Command Center with communications		
		Provide for well being of recovery personnel		
		Provide overall leadership		
		Ensure teams are carrying out their respective responsibilities		
		Notify the alternate recovery site personnel of situation		
		Provide transportation to the recovery site for people, equipment, data, and supplies		
		Provide road maps, directions to the recovery site		
		Arrange travel and lodging (if required), medical services, etc. at the Recovery Center		
		Arrange for expenses and payment of invoices, to include personal reimbursements		
		Hire temporary personnel as required.		

Post-Event Responsibilities

ASSIGNED TO	NOTES	ACTIONS	COMPLETED	NOTES
<i>Conduct and publish an After Action Report (AAR) including:</i>				
		Assess overall performance of teams during recovery process		
		Assess overall effectiveness of the COOP		
		Assess overall effectiveness of the continuity strategy		
		Assess overall effectiveness of the reconstitution efforts		

Appendix D - Recovery Team(s)

To be appointed as necessary.

Responsibilities

Pre-Event Responsibilities

1. Knowledge of site configuration and equipment physical planning requirements.

Event Responsibilities

1. Determine extent of damage to infrastructure;
2. Provide the CMT with ongoing status.

Post-Event Responsibilities

3. Make recommendations to the CMT of any changes.

Appendix E – Facilities, Return to Operations

Note – this is a suggested list. It may require modification depending upon the building.

Security		
Completed	Responsible Party	Task
		Access control (cipher locks, card key, biometrics, etc.)
		Vendor or other entity access to facilities
		Other tenants access or proximity to facilities
		Entry logs (both electronic and written)
		Video surveillance
		Security
		Telephones
		Fire suppression/monitoring
		Smoke and fire detection
		Fire extinguishers
		Fire alarm activation and monitoring
		Fire hazards (proximity to hazards/risks)
		Water/flooding (pipes, flood plains, sewer/drains, roof, etc.)
		Risks from proximity threats
		Exterior walls (windows, adjoining space risks)
		Climate Control

Power		
Completed	Responsible Party	Task
		Multiple power sources (substation feeds)
		UPS (data center) <ul style="list-style-type: none"> ▪ Capacity – Does UPS have sufficient KVA to support data center load? ▪ Battery runtime – sufficient for generator start-up?
		Generator backups <ul style="list-style-type: none"> ▪ Fuel storage capacity (run time) ▪ Refueling capability
		Circuit layout
		Emergency cut off switch(es) at exit
		Special connectors for equipment
		Sufficient lighting - normal and emergency

Air Conditioning and HVAC		
Completed	Responsible Party	Task
		Number of units (for capacity and redundancy)
		Distribution (location in data center to avoid hot spots)
		Water drains
		Water detection alarm

Equipment and Office Space Layout – Physical Positioning of equipment		
Completed	Responsible Party	Task
		Access <ul style="list-style-type: none"> ▪ Equipment accessed for maintenance ▪ Door swing and aisle space sufficient to permit full access
		Relocation of equipment <ul style="list-style-type: none"> ▪ Access space for adding/removing equipment from data center
		Cooling and airflow <ul style="list-style-type: none"> ▪ Cabinet airflow requirements, i.e. exhaust from one cabinet does not flow into intake for next cabinet.
		Power proximity (minimize power cable runs)
		Network cable access (raceway and other cable run access)

Network		
Completed	Responsible Party	Task
		Cable infrastructure (cabling, patch panels, etc.)
		Sufficient connections for equipment (switches, hubs)
		LAN connections (communications closets)
		WAN circuit readiness
		Rack space for current equipment and reasonable planning for growth
		Firewall and other security or monitoring systems
		Testing & verification of connections

Telecommunications		
Completed	Responsible Party	Task
		Voice communications for personnel
		Handset units
		Voice mail
		Cell phones
		Telephone connections, etc.

Appendix F – List of Equipment located at Hoisington Annex

Appendix G - Commission Approval

By their signatures below, the Board of Barton County Commissioners certify that they have approved this Continuity of Operations Plan (COOP) and fully understand the operational resumption procedures to be followed in an event affecting the facilities and employees for which they are responsible.

Signatures on original document.