

H1N1 Disaster Preparedness
State Comptroller's Office, Accounting and Information Technology
Supporting Public Defense Military Division; Homeland Security
and Emergency Management; Veterans Affairs

Every agency should have a **Continuity of Operations Plan/Continuity of Government Plan**, known as **COOP/COG**.

Where is that plan in your agency? JFHQ, W4, A9 and B-61

Did you prepare a 30 day plan? No

- **Identify Essential Functions**
 - State Operations Center (SEOC)
 - Accounting Systems and I3
 - SADAPP (State Active Duty Payroll Application)
 - WEBEOC
 - Homeland Security Web Site
 - Federal Draw Downs
 - Veterans Cemetery operations
 - GIS

- **Identify Department Dependencies.**
 - **How dependent are you on IT services?**
 - State Operations Center
 - WEBEOC
 - Federal Draw downs
 - Internet – Access to HSEMD web site
 - SADAPP Payroll systems
 - Email
 - Accounting Systems
 - State Payroll - I 3 systems
 - GIS
 - Access to FEMA
 - Electronic transfers

- **Prepare for a backup location/site for relocation of staff**
 - **Identify Technology needs, filing needs, employee needs.**
 - Not identified

- **Backup location – A9 – redundant site for**
 - Email
 - Files
 - GIS - WEBEOC
 - Accounting redundant is at B61
 - Web hosting – includes SADAPP
- **Update contact lists.**
 - **Emergency Numbers should be with you at all times.**
 - Include Cell and Home Numbers
 - Secretary has list and we carry a laminated card
 - Emergency numbers are posted at all server sites as well as contingency plans
- **Do you have a Communications plan to inform customers of loss in services?**
 - Call Director, Call Employees by cell or land phones
 - Health Alert Network (HAN)
 - Contact Press
 - Email – advertise on web site
- **Disaster Preparedness for Employees**
 - **Do you have primary and secondary skill sets?**
 - All SCO and IT employees have cross training
 - **Determine where employees live. Will they be able to cross county lines?**
 - Perry, Ames, Des Moines, Urbandale, Huxley, Ankeny, Bondurant, Nevada, West Des Moines, Grimes, Panora, and Pella
 - **Loss of Internet Services**
 - Who has VPN Access from home?
 - Lesa Quinn
 - John Doe
 - **VPN Installation for the following individuals needed:**
 - John Smith
- **Do you have a policy in place for working from the home?** No

If employees need to work from home – critical personnel have been identified and may need VPN access installed at home. They are listed above. However, if this becomes wide-spread internet access will be so or not be available. If individuals came here, we could locate them at each server location, A9, JFHQ, and B61 – set up cots in offices.