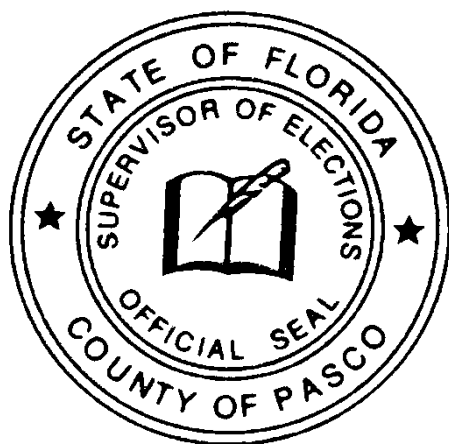


**Brian E. Corley**  
**Supervisor of Elections**  
**Pasco County**



**Continuity of Operations Plan**  
**COOP**

## **I. INTRODUCTION**

### **A. PURPOSE**

The purpose of the Pasco County Supervisor of Elections Continuity of Operation Plan is to establish policy and guidance to ensure the execution of mission essential functions and to direct the relocation of personnel and resources to an alternate facility (ies) capable of supporting operations. This annex addresses the elements of the County COOP Plan specific for the Supervisor of Elections Office. The plan establishes:

- procedures for alerting, notifying, activating and deploying employees;
- mission essential functions;
- alternate facilities; and
- advance, relocation, and support teams.

### **B. SCOPE**

The Continuity of Operations (COOP) plan is a business plan. The COOP plan describes how we will resume business operations after a crisis or loss of resource. The capability of an organization to continue essential operations and reconstitute those operations prior to, during, and after an emergency, which prohibits occupancy of the building or disrupts normal services, drives the successful recovery of the community as a whole.

### **C. POLICY**

- The Supervisor of Elections is responsible for the annual review and update of this plan.
- The Supervisor of Elections is responsible for scheduling and conducting periodic tests, training, and exercises of the Supervisor of Elections Annex to the County COOP Plan.

### **D. VULNERABILITY ASSESSMENT**

The Hazards and Vulnerability Analysis is presented in Section I, G of the COOP Plan which indicates the probability, frequency, impacts and level of vulnerability of the major hazards which may confront the County (Source: *Pasco County Local Mitigation Strategy Update, 2009*).

The Supervisor of Elections main office is located in the East Pasco County Government Center, 14236 6<sup>th</sup> Street, Suite 200, Dade City, FL 33523. This office has approximately 2500 square feet of office space and limited storage. It has the work space and parking for 14 employees.

## **II. CONCEPT OF OPERATIONS**

### **A. OBJECTIVES**

The objective of the COOP Plan is to ensure continued operations of the Supervisor of Elections across a wide range of emergencies.

The objectives of the plan include:

- Identify plans and procedures specific to the Supervisor of Elections that will ensure the continuity of mission essential functions following an emergency.
- Establish lines of succession and delegation of authority within the Supervisor of Elections by position.
- Identify an alternate facility with sufficient space, logistical support and proper security.
- Identify the data and communication systems necessary to support mission essential functions.
- Plan for protection and movement of records.
- Assure compliance with all legal and statutory requirements.

### **B. PLANNING CONSIDERATIONS**

In accordance with State guidance, a viable COOP capability:

- Must be maintained at a high level of readiness;
- Must be capable of implementation;
- Must be operational no later than 12 hours after deployment to the alternate facility; and must
- Take maximum advantage of existing local, State and Federal government infrastructures.

The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies and military or terrorist attack-related incidents, have increased the awareness for the need for COOP capabilities that enable agencies

to continue their essential functions across a broad spectrum of emergencies.

The Supervisor of Elections' will develop and maintain their COOP capabilities using a multi-year strategy and program management plan (See Attachment 4 of the Supervisor of Elections COOP Plan). The plan outlines the process that Supervisor of Elections will follow to designate essential functions and resources, define short and long-term COOP goals and objectives, forecast budgetary requirements, anticipate and address issues and potential obstacles and establish planning milestones.

## C. COOP EXECUTION

Activation of the COOP plan and/or relocation of the primary facility will be initiated any time the Supervisor of Elections primary facility is unavailable as a result of an event or credible threat and operations must shift to an alternate facility.

### 1. Disaster Levels

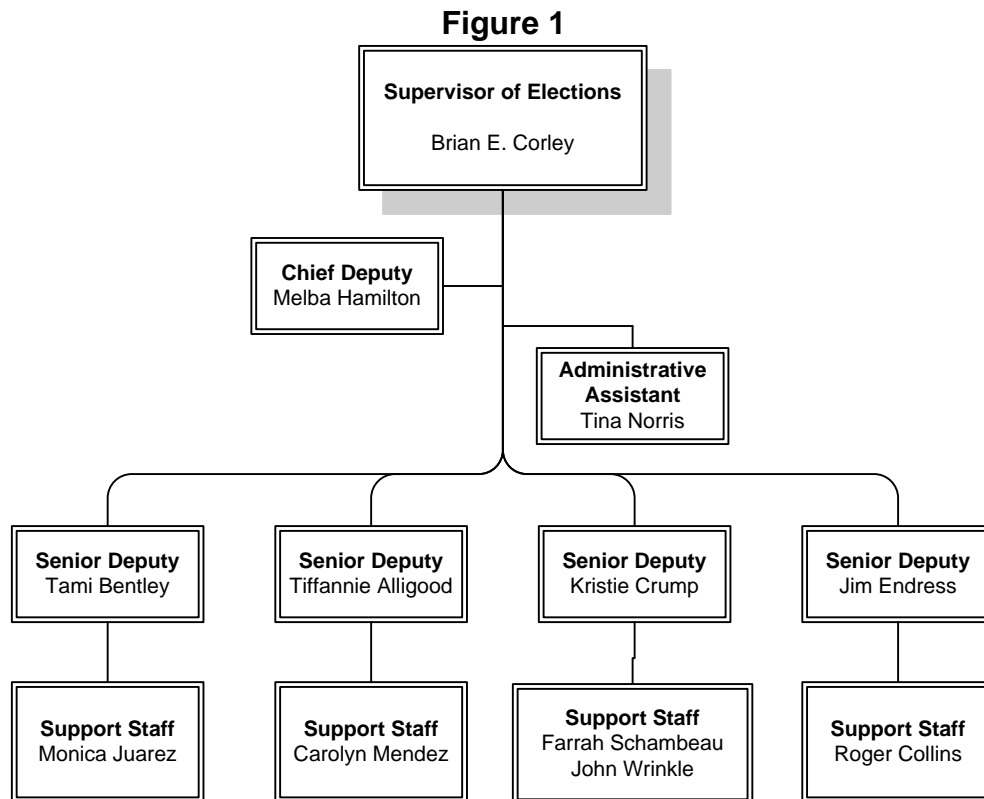
The disaster magnitude classification may be used to assist in the decision to activate the COOP. The levels are described as minor, major and catastrophic and are defined below:

- **Minor Disaster** – A disaster or threat which requires the evacuation of the primary facility and is likely to last for a short period of time of less than 72 hours.
- **Major Disaster** – A disaster or threat which requires the evacuation of the primary facility(ies) and is likely to last for an extended period of time up to 30 days. For example, an area in Pasco County is closed to normal activities as a result of a widespread utility failure, natural disaster, hazardous materials incident, civil disturbance, WMD attack or terrorist attack. If any of the critical services facilities are located in the area of the event, activation of the COOP would become necessary.
- **Catastrophic Disaster** – A disaster or threat which affects the entire County requires the evacuation of both the primary and alternate facilities and/or severely impacts the ability to provide critical services in the community.

## 2. Pasco County Supervisor of Elections Essential Staff

The organization chart for the Supervisor of Elections is presented on Figure 1 below. The following personnel working for Supervisor of Elections are considered to be key personnel:

- Supervisor of Elections (1)
- Chief Deputy (1)
- Senior Deputy (4)
- Support Staff (7)



## 3. Alternate Facilities

The Supervisor of Elections has designated alternate operating facilities as part of the COOP plan, and prepared their personnel for the possibility of unannounced relocation of essential functions to these facilities. The determination of the alternate facility will be made at the time of the activation and will be based on incident, threat, risk assessments and time frame for execution.

The alternate facility (ies) will need office space for 8 employees for the first 3 days. Following the initial disruption period, room for the additional 6 employees will be needed. The Supervisor of Elections

support staff may be able to work from home or vehicle as no essential functions were identified for the first 30 days of a COOP Plan activation.

Ultimately, there will need to be a total of sixteen (16) work stations. However, for the first 30 days, the Department could be split between alternate facilities given the availability of space. Information Technology will require three (3) work stations. Senior Management will require five (5) workstations. The following locations have been deemed suitable for an alternate facility in the event of COOP plan activation.

Primary: Pasco County Technology Center  
38283 McDonald St  
Dade City, FL 33525  
(352) 521-4309  
Lead Evacuation Coordinator: Jim Endress  
Alternate: Roger Collins

Secondary: West Pasco Government Center  
7530 Little Rd., Suite 110  
New Port Richey, FL 34654  
(727) 847-8162  
Lead Evacuation Coordinator: Kristie Bisbee  
Alternate: Joyce Martin

Third: Central Pasco Professional Center  
4111 Land O' Lakes Blvd., Land O' Lakes,  
FL 34639  
(813) 929-2788  
Lead Evacuation Coordinator: Rebecca  
Sarzynski  
Alternate: Rose James

Alternate facilities will be reviewed annually to ensure adequacy of assigned space and resources.

#### **4. Mission Essential Functions**

The Supervisor of Elections has identified mission essential functions and they are listed in priority order in Table 1. All of these functions are to be performed given any length of disruption.

Note: After 30 days of emergency operations, all functions should be resumed at normal operations level.

## **5. Delineation of Mission Essential Functions**

To ensure that the mission essential functions referenced above are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that the function has qualified Relocation Team staff assigned to it.

Table 2 lists the resources and staff required for the mission essential functions. In the event Supervisor of Elections cannot perform its mission essential functions, the Department of State, Division of Elections will be notified. Requested assistance from the Division of Elections who will in turn request an appropriate entity from either the state or federal level or adjacent local government to assume responsibility for the mission essential functions through mutual aid.

## **6. Warning Conditions**

Activation of the COOP can happen with or without warning. It is expected that the Supervisor of Elections will receive a warning of at least a few hours prior to an event. This will help enable full execution of the COOP plan with a complete and orderly alert and notification of the key personnel and relocation of resources. Without warning the ability to execute the COOP plan becomes more problematic. The execution will depend on the severity of the emergency and the number of personnel still available.

## **7. Direction and Control**

The Supervisor of Elections is responsible for establishing, carrying out and maintaining orders of succession to key positions. These orders of succession are an essential part of the COOP plan. Lines of Succession for the Supervisor of Elections, or designee, may be commenced when he or she is unable to perform their essential duties. If time or geographical limitations prevent the next in line successor from performing the duty, the order of succession will defer to the highest-ranking person available, until such time as the next in line becomes available. Delegation of Authority is immediate and will last indefinitely during the activation of the COOP plan.

The Line of Succession for the Supervisor of Elections is the (1) Chief Deputy and (2) Senior Deputy of Support Services.

## **8. Operational Hours**

During the event of COOP plan activation, the Supervisor of Elections, or designee, will determine the work hours for the key staff carrying out the mission essential functions.

**TABLE 1: MISSION ESSENTIAL FUNCTIONS**

<b>MEF #</b>	<b>MISSION ESSENTIAL FUNCTION</b>	<b>LOCATION</b>	<b>ALTERNATE FACILITY</b>	<b>PRIORITY TIME PERIOD<sup>1</sup></b>	<b>JUSTIFICATION</b>
<i>Supervisor of Elections</i>					
<i>1</i>	<i>Internal/External Electronic Communications</i>	<i>EPGC</i>	<i>PCTC</i>	<i>1</i>	<i>PC, Telephone, Internet, Servers</i>
<i>2</i>	<i>Office Administration</i>	<i>EPGC</i>	<i>PCTC</i>	<i>1</i>	<i>PC, Telephone, Internet, Office Equipment</i>
<i>3</i>	<i>Voter Registration</i>	<i>EPGC</i>	<i>PCTC</i>	<i>1</i>	<i>PC, Telephone, Internet, Databases</i>
<i>4</i>	<i>Election Services</i>	<i>EPGC</i>	<i>PCTC</i>	<i>2</i>	<i>PC, Telephone, Internet, Databases</i>

<sup>1</sup> Priority #1 – Must be resumed within 2-3 days/  
 Priority #2 - Must be resumed within one week  
 Priority #3 – Must be resumed within two weeks  
 Priority #4 – Must be resumed within 30 days



**Pasco County Supervisor of Elections**  
*Continuity of Operations Planning*

**TABLE 2: STAFF & RESOURCES**

MEF #	PRIORITY	SPECIAL EQUIPMENT/RESOURCE NEEDS	SPACE NEEDS	POINT OF CONTACT
1-4	1	<i>Supervisor of Elections Internal Network</i>	3 work stations	NAME: <i>Kristie Crump</i> PHONE: <i>352-999-2688 Cell</i> EMAIL: <a href="mailto:kcrump@pascovotes.com">kcrump@pascovotes.com</a> <a href="mailto:KLCRUMP@YAHOO.COM">KLCRUMP@YAHOO.COM</a>
1-4	2	<i>Internet Access</i>	2 work stations	NAME: <i>Kristie Crump</i> PHONE: <i>352-999-2688 Cell</i> EMAIL: <a href="mailto:kcrump@pascovotes.com">kcrump@pascovotes.com</a> <a href="mailto:KLCRUMP@YAHOO.COM">KLCRUMP@YAHOO.COM</a>
1-4	1	<i>Telecommunications</i>	1 work station	NAME: <i>John Wrinkle</i> PHONE: <i>352-346-7226 Cell</i> EMAIL: <a href="mailto:jwrinkle@pascovotes.com">jwrinkle@pascovotes.com</a> <a href="mailto:mlkingu@yahoo.com">mlkingu@yahoo.com</a>
3	1	<i>Voter Registration Databases</i>	3 work stations	NAME: <i>Kristie Crump</i> PHONE: <i>Same as above</i> EMAIL: <i>Same as above</i>
4	2	<i>Election Services</i>	4 work stations	NAME: <i>Jim Endress</i> PHONE: <i>352-279-4967 Cell</i> EMAIL: <a href="mailto:jendress@pascovotes.com">jendress@pascovotes.com</a> <a href="mailto:jrendress@yahoo.com">jrendress@yahoo.com</a>

For the COOP plan, each department must maintain a list of communications equipment needs and their interoperability at their alternate facility. The list must outline whether or not referenced equipment is vital to performing the MEF of the referenced office, where the equipment is stored, and if this communication type is readily available at the primary alternate facility. Certain equipment requirements will require advanced coordination with the Information Technology Department.

## **9. Alert and Notification**

With warning, staff may be alerted prior to activation of the COOP plan for the purpose of implementing the COOP and reporting the incident to the Division of Elections. Appropriate protective actions and preparedness measures will be undertaken upon notification. Telephone call list which include cell phone numbers and will be utilized to alert key personnel to respond. Information may also be distributed through announcements on local radio and television, cable override, Internet, NOAA weather radio and any other means available or necessary to deliver the alert.

Notification of the Pasco County Office of Emergency Management will be included in the initial alert. The OEM will then notify the State Warning Point (SWP). The State DEM will make further notification as appropriate depending on the event to include the Regional Domestic Security Task Force Coordinator and Department of Health, if necessary.

When an Alert is issued, the Supervisor of Elections, or designee, shall notify supervisory personnel. Supervisory personnel shall notify required key personnel. Any employee who is not notified but becomes aware of an alert from other sources shall contact their supervisor to determine their status.

When notified to report, all employees shall immediately secure their homes, property and family as quickly as possible and report to work.

## **III. RESPONSIBILITIES AND PROCEDURES**

### **A. EMERGENCY RESPONSE TEAM PROCEDURES**

The Supervisor of Elections has a specialized list of responsibilities based upon their unique organizational structure. These will include responsibilities and duties to be performed and delegated during COOP plan activation.

- Supervisor of Elections

The Supervisor of Elections would deem the Elections Department COOP plan active in coordination with the County Administrator, or designee, and the Emergency Management Director. The Supervisor of Elections is responsible for setting policy for the organization.

- **Chief Deputy**  
The Chief Deputy is the COOP Business Manager for the Office. Upon notification of COOP activation, the Chief Deputy is responsible for the notification and coordination of the Office Advance Team, COOP Team and Support Team. The Chief Deputy will also be responsible for coordinating with the Lead Evacuation Coordinator/ Alternate Facility Coordinator to ensure there are sufficient resources to re-establish and maintain essential operations.

## **B. PERSONNEL COORDINATION**

The Supervisor of Elections will utilize existing call-out procedures (telephone, pagers, and cell phones) to notify all essential staff of the need to come in to work at the primary or alternate facility location (s). If staff is already on site during activation, notification will be made of the need for action. All Supervisor of Elections staff will assume their pre-defined roles. Each staff member is expected to have personal items necessary for extended hours of operations and arrangements in place to report for additional duties.

Support personnel will be instructed to remain at home or work until the COOP plan is fully activated and priority 3 and 4 functions need to come online.

**Pasco County  
Supervisor of Elections**

**TABLE 3:  
STAFF LISTING**

DIVISION: Supervisor of Elections SECTION: \_\_\_\_\_

AGENCY HEAD: Brian E. Corley

COOP POINT OF CONTACT Melba Hamilton TELEPHONE: 352 521-4302 EMAIL: mhamilton@pascovotes.com

NAME	HOME ADDRESS	HOME PHONE	CELL	EMERGENCY CONTACT/ PHONE #	EMAIL
Brian E. Corley, Supervisor of Elections	7420 Sheldrake St. New Port Richey, FL	727 841-6199	813 579-0707		<a href="mailto:bcorley@pascovotes.com">bcorley@pascovotes.com</a> <a href="mailto:briancorley@hotmail.com">briancorley@hotmail.com</a>
Melba Hamilton, Chief Deputy	38147 Mickler Rd. Dade City, FL	352 583-2309	352 206-7673		<a href="mailto:mhamilton@pascovotes.com">mhamilton@pascovotes.com</a> <a href="mailto:meham3@hotmail.com">meham3@hotmail.com</a>
Kristie Crump Senior Deputy	32416 Michigan Ave San Antonio 33576		352 999-2688		<a href="mailto:kcrump@pascovotes.com">kcrump@pascovotes.com</a> <a href="mailto:KLCRUMP@YAHOO.COM">KLCRUMP@YAHOO.COM</a>
Tiffianne Alligood, Senior Deputy	11805 Carmen Av. Dade City, FL	352 521-0334	352 346-5964		<a href="mailto:talligood@pascovotes.com">talligood@pascovotes.com</a> <a href="mailto:wyo90grad@yahoo.com">wyo90grad@yahoo.com</a>
Tami Bentley, Senior Deputy	13718 Fifth Av. Dade City, FL	352 521-0513	352 424-2296		<a href="mailto:tbentley@pascovotes.com">tbentley@pascovotes.com</a> <a href="mailto:tsbentley@earthlink.net">tsbentley@earthlink.net</a>
Jim Endress, Senior Deputy	10136 Newsome Rd. Dade City, FL	352 567-1918	352 279-4967		<a href="mailto:jendress@pascovotes.com">jendress@pascovotes.com</a> <a href="mailto:jendress@yahoo.com">jendress@yahoo.com</a>

## C. VITAL RECORDS AND DATABASES

Pasco County Supervisor of Elections  
Continuity of Operations Planning

**TABLE 4:**  
**VITAL RECORDS & DATA BASES**

MEDIA TYPE	TITLE/ DESCRIPTION	RESPONSIBLE PARTY	PRIMARY LOCATION	BACK-UP PROTOCOL/ REDUNDANCY	BACK-UP LOCATION
Electronic Files	Application Data Bases	Kristie Crump	EPGC	Back-up daily	PCTC
Data Base	Voter Registration	Kristie Crump	EPGC	Back-up daily	PCTC
Electronic Files	Administration	Kristie Crump	EPGC	Back-up daily	PCTC
Electronic Files	Forms	Kristie Crump	EPGC	Back-up daily	PCTC
Data Base	Payroll	Farrah Schambeau	EPGC	Back-up daily	PCTC
Paper Files	Personnel Files	Melba Hamilton	EPGC	Back-up daily	PCTC
Paper Files	Federal/State Grant	Melba Hamilton	EPGC	Back-up daily	PCTC
Paper Files	COOP Plan	Melba Hamilton	EPGC	Back-up daily	PCTC

## **C. VITAL RECORDS AND DATABASES**

The vital records and databases have been identified for the Supervisor of Elections and are listed in Table 4.

The Supervisor of Elections will ensure adequate backups are being made and stored in a secure location. Copies of software and CD-ROM(s) with essential files, and hard copies, are maintained at an alternate location.

Paper files are stored at the Supervisor of Elections on the 2nd Floor of the EPGC, and off-site. Records are kept for 25 years pursuant to State law. The Supervisor of Elections is investigating records storage options to insure adequate protection and recovery of the files.

## **D. TELECOMMUNICATIONS AND INFORMATION TECHNOLOGY SUPPORT**

Information Technology (IT) support may be necessary to establish computer service at the alternate facility including Internet access and access to the County Intranet system.

Interoperable communications or the ability for the Supervisor of Elections staff to communicate with individuals internal and external to the department is critical during COOP emergencies, as during any other types of emergencies. Following are both internal and external communications systems identified for the Supervisor of Elections:

- Internal communications that will be used within the Supervisor of Elections to communicate with emergency and non-emergency staff during COOP emergencies:
  - Landline Telephone
  - Personal Cellular Phones
  - Facsimile
  
- External communications that will be used by Supervisor of Elections to communicate with other emergency response agencies, the media and other agencies/organizations external to Supervisor of Elections:
  - Landline Telephone
  - Cellular Phone
  - Email
  - Facsimile
  - Runners

Also critical is the ability to conduct and maintain numerous types of communications from the alternate facility to ensure that there is redundancy in the event that one or more communication systems is not operational. The Supervisor of Elections has identified the following communications systems as operational at the alternate facility:

- Landline telephone
- Cellular telephone
- Facsimile
- Runners

Access to critical information systems that are used to accomplish the mission essential functions during normal operations from the primary facility should also be assured at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. For Supervisor of Elections, the Information Technology Department maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, Information Technology ensures that connectivity exists at the alternate facility. The Information Technology Department will also provide systems technical support during COOP activations.

The above referenced telecommunications and information systems capabilities at the Supervisor of Elections alternate facility are sufficient for the performance of mission essential functions under the COOP Plan. See Table 6 for the required communications equipment.

**TABLE 6: INTEROPERABLE COMMUNICATIONS**

Communications	Required for MEF execution	Quantity Required at Alt Facility	Current Location of equipment	Availability at Alternate Facility
Phone	Yes	3	Primary & Alternate	Yes
Cellular	No	2	Primary & Alternate	Yes
Fax	Yes	1	Primary & Alternate	Yes
Network Access/ Intranet	Yes	6	Primary & Alternate	Yes
Internet Access	Yes	6	Primary & Alternate	Yes

## **G. SECURITY AND ACCESS CONTROLS**

Security will be provided at the primary facility in a lock down to protect remaining infrastructure as applicable. Security is provided at the alternate facility location to ensure staff safety and a secure means of ingress and egress. During COOP Plan activation Supervisor of Elections staff will control access to the primary and/or alternate facility.

The Supervisor of Elections will ensure that COOP plans will be available to essential personnel to allow for training, planning and activation, while protecting the integrity of the document and security from potential threats.

The Information Technology Department implements safeguards to assure the safety and security of cyber operations, to ensure unauthorized access is denied.

## **IV. PHASE I: ACTIVATION**

In the event the COOP plan activation becomes imminent, procedures will be followed to ensure proper execution of the plan. The degree to which this plan will be implemented depends on the type of event and the extent of damage the primary facility endures.

### **A. ACTIVATION PROCEDURES DUTY HOURS**

When an event occurs during normal business hours, the Supervisor of Elections, or designee, will notify the staff that an event has occurred that requires activation of the COOP. At such time notification will begin to key personnel to begin activities to continue the mission essential functions. Relocation to the alternate facility location will begin, if necessary. Staff at the alternate facility will be notified to expect the arrival of personnel. Security would be maintained at the primary facility and instituted at the alternate facility.

### **B. ACTIVATION PROCEDURES NON-DUTY HOURS**

When an event occurs outside of normal business hours, the emergency on-call person will notify Supervisor of Elections, or designee, that an event has occurred that may require activation of the COOP. Depending on the situation and need, appropriate key personnel will be called in to report to duty, other key personnel may be advised to remain on standby. If necessary, Non-essential staff will be notified of the situation and advised to remain home until further notice.



### **C. ALERT AND NOTIFICATION PROCEDURES**

Notification of personnel must be made quickly and effectively to ensure proper continuation of the mission essential functions.

- An alert will be made to all of key personnel that COOP activation is imminent.
- Upon receiving an alert of COOP plan activation from the Supervisor of Elections, or designee, staff will report to the proper facility for briefing and emergency operations.
- The Supervisor of Elections will notify all impacted staff and agencies that the Supervisor of Elections will be moved to an alternate facility.

### **D. INITIAL ACTIONS**

Activating the COOP plan will take appropriate steps to initiate.

- The Supervisor of Elections, or designee, will evaluate the resources available and the agencies needed to begin COOP activation in the affected area(s) of Pasco County.
- The Supervisor of Elections in coordination with the Emergency Management Director and the County Administrator will deem their COOP plan activated, if required and prepare to relocate, if necessary.
- Notification will be made to the alternate facility alerting them of the need for activation.
- All key personnel will be notified of the COOP plan activation via telephone or cell phone and will report to their designated facility.
- The alternate facility will be prepared and secured. Necessary equipment, documents and supplies will be moved to the alternate facility to assume mission essential functions. All drive-away kits and personal go-kits that are not already in place will be re-located to the alternate facility.

## **E. DEPLOYMENT AND DEPARTURE PROCEDURES**

The Supervisor of Elections, or designee, may institute a full or partial implementation of the COOP depending on the event or perceived threat.

- Key personnel will be notified of an appropriate staging area or to respond to the primary or alternate facility. Personnel will have with them the Supervisor of Elections drive-away kit along with their personal go-kit and any other items they require.
- Transport will most likely occur by agency vehicles unless otherwise notified.
- Any special instructions regarding travel routes, personal precautions (i.e. shelter in place) or other specific information will be disseminated to all personnel.

## **F. TRANSITION TO ALTERNATE OPERATIONS**

Following the activation of the COOP plan, the County Administrator will be notified of the relocation of the Supervisor of Elections Office and given appropriate contact information. The designated Public Information Officer will make notification to the BCC, media, county personnel, vendors, and other affected parties.

## **G. SITE-SUPPORT RESPONSIBILITIES**

Site support responsibilities are those tasks that must be conducted to ensure the readiness of the alternate facility and the continued functional operation of the facility during the entire duration of COOP activation. Following notification that a relocation of the Supervisor of Elections facility has been ordered or is in progress, the appropriate Alternate Facility Manager will implement the COOP Site Support procedures and prepare to receive the Relocation Team within 2 hours.

## **V. PHASE II: ALTERNATE OPERATIONS**

### **A. EXECUTION OF MISSION ESSENTIAL FUNCTIONS**

Senior staff will continue to monitor and assess the situation that required COOP activation and status of personnel and resources. Replacements for missing staff members or additional resources will be obtained. Mission essential functions will be carried out from the alternate facility until such a time that relocation to the primary facility becomes possible. Plans for restoration to the primary facility are formulated at this time.

Note: In the event a mission essential function in the field needs to be coordinated from the alternate facility, the person or persons in the alternate facility doing the coordination and assisting the field operations, would have to have knowledge of the ICS structure in the field in order to successfully complete their job.

### **B. ESTABLISHMENT OF COMMUNICATIONS**

Once key personnel arrive at the alternate facility, communications equipment on site will be tested to ensure serviceability and functionality for the required purpose. Any problems or deficiencies will be reported to the Information Technology Department support personnel for resolution.

### **C. CONTINGENCY STAFF RESPONSIBILITIES**

Upon arrival at the alternate facility, senior staff will define key personnel responsibilities for the continuation of mission essential functions. Administrative duties will be shared with key personnel that expect to be housed in the facility for up to the next 30 days. It is important to inform key staff of the ongoing situation as well as attempts at resolution to foster a cooperative and informed work environment. Briefing of essential staff will continue on a periodic basis. These briefings are expected to be necessary daily for the first week, weekly for weeks 2-4, or more often if the situation dictates.

### **D. AUGMENTATION OF STAFF**

Senior staff will periodically review operations to determine if additional staff is necessary. Non-essential staff members from the Supervisor of Elections with appropriate qualifications will be called in to augment the key personnel already in place.

**E. GUIDANCE TO ESSENTIAL AND NON-ESSENTIAL PERSONNEL**

Senior staff will prepare written documentation to be disseminated to all staff personnel informing them about expected duration of operation, pertinent information regarding payroll, work hours, attendance, duty assignments, travel and reimbursements. Approval will come from the Supervisor of Elections, or designee, prior to dissemination to staff.

**F. DEVELOPMENT OF PLANS AND SCHEDULES FOR RECONSTITUTION AND TERMINATION**

Once operations have been fully implemented at the alternate facility, plans will begin for reconstitution and termination to ensure an orderly return of all functions from the alternate facility back to the primary facility. These plans will be approved by the Supervisor of Elections, or designee, in coordination with the County Administrator prior to the implementation of the plan.

**VI. PHASE III: RECONSTITUTION AND TERMINATION**

**A. OVERVIEW**

As soon as possible efforts to relocate to the primary facility should begin. If the primary facility cannot be mitigated in a reasonable time frame, consideration needs to be made to find a new primary operating facility.

Once a determination has been made as to whether operations will continue at the alternate facility or begin a transition to the primary facility or a new primary facility, staff personnel will be notified and implement procedures accordingly.

**B. PROCEDURES**

Prior to resuming operations at the primary facility a thorough review of the facility will be conducted to assure safety, health and security issues have been addressed. The Supervisor of Elections, or designee, will supervise the orderly transition from the alternate facility, and will include the transfer of all mission essential functions, personnel, equipment and records. The staff remaining at the alternate facility will continue operations until staff at the primary facility are ready to resume operation.

### **C. AFTER ACTION REVIEW AND REMEDIAL ACTION PLANS**

The COOP plan is a living document. In order for it to remain viable and pertinent periodic review and testing is required. At a minimum the COOP plan will be oriented to all employees upon adoption and a review conducted annually thereafter.

After every activation of the COOP plan, whether for a real event or an exercise, an after action review of the process will be conducted with impacted staff. The purpose of this review is to ensure that the procedures outlined in the plan were followed and are still applicable. Or alternatively if the procedures were not used, why, and should the plan be revised to include the actual procedures utilized?

# EMERGENCY CONTACT LIST

## Dade City Office

**Tiffannie Alligood**  
13654 5th St  
DC 33525  
Cell: 352 346-5964  
Angie: 352 567-1164  
352 424-0574

**Tami Bentley**  
13718 5th St  
DC 33525  
Home: 352 521-0513  
Cell: 352 424-2296  
Tami's Mom: 352 563-5303

**Brian Corley**  
7420 Sheldrake St  
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**Tracy Cowen**  
38848 Margs Ct  
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REV 08/20/15

**DOCUMENT UPDATE RECORD**

CHANGE NO: N/A

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DESCRIPTION OF CHANGE (indicate affected sections, pages, paragraphs):

Creation of Continuity of Operations Plan (COOP) – June 21, 2010

Changes have been made to entire document due to some changes in procedure and addition and deletion of certain forms.

Modification Made By:

Name: Jim Endress

Title: Senior Deputy Support Services

Effective Date: \_\_\_\_\_

Initials: \_\_\_\_\_

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SUPERVISOR OF ELECTIONS' REVIEW AND APPROVAL:

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor of Elections' Signature

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CERTIFICATION OF UPDATE TO CONTINUITY OF OPERATIONS PLAN (COOP) DOCUMENT:

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor of Elections' Signature

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# DOCUMENT UPDATE RECORD

CHANGE NO: N/A

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DESCRIPTION OF CHANGE (indicate affected sections, pages, paragraphs):

Emergency Contact List Updated – July 19, 2011  
Personnel Changes – February 4, 2014  
Emergency Contact List Updated – February 4, 2014  
Personnel Changes – September 1, 2015  
Location Changes – September 1, 2015  
Emergency Contact List Updated – September 1, 2015

Modification Made By:

Name: Jim Endress

Title: Senior Deputy Support Services

Effective Date: 9-1-2015

Initials: \_\_\_\_\_

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SUPERVISOR OF ELECTIONS' REVIEW AND APPROVAL:

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor of Elections' Signature

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CERTIFICATION OF UPDATE TO CONTINUITY OF OPERATIONS PLAN (COOP)  
DOCUMENT:

Date: \_\_\_\_\_

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Supervisor of Elections' Signature

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