**Organization Mission Essential Functions**

Organization MEFs are a limited set of organizational functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities. NOTE: INSERT YOUR DEPARTMENT’S MISSION ESSENTIAL FUNCTIONS (These are examples)

|  |  |  |  |
| --- | --- | --- | --- |
| **Mission Essential Function** | **Primary** | **Back-Up** | **Off-Site (Y/N)** |
| 1. Coordinate and communicate with other county departments and local, state, and federal agencies to ensure the basic needs of county residents are met during the response and recovery phases of emergencies and disasters. | John Smith | Jane Doe | Yes |
| 1. Partner with Non-governmental agencies (NGO) to ensure the basic needs of county residents are met during emergencies and disasters. | Nancy Drew | Tom Hardy | Yes |
| 1. Coordinate activities of the Racine County Emergency Operations Center. | John Smith | Harry James | No |
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## CONTINUITY PERSONNEL ROSTER

## Continuity personnel possess the skills necessary to perform essential functions and supporting tasks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position/Title** | **Name** | **Telephone Numbers** | **Other Contact Information** |
| Departmental Team Manager | John Smith | Work: (###) ###-####  Cell: (###) ###-#### |  |
| Alternate Team Manager | Jane Doe | Work: (###) ###-####  Cell: (###) ###-#### |  |
| Team Member | Lori Day | Work: (###) ###-####  Cell: (###) ###-#### |  |
| Team Member | Ryan Rich | Work: (###) ###-####  Cell: (###) ###-#### |  |
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**Order of Succession**

|  |  |
| --- | --- |
| **Name/Position** | **Designated Successors** |
| John Doe, Department Manager | Sally Jones, Asst Manager |
| Ben Cartwright, Operations Supervisor |
| Jane Simpson, Fiscal Supervisor |
| Sally Jones, Assistant Manager | Ben Cartwright, Operations Supervisor |
| Jane Simpson, Fiscal Supervisor |
| Joe Buck, Fiscal Clerk |
| Ben Cartwright, Operations Supervisor |  |
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**Vital Records Management**

**NOTE: These are examples-inventory your vital records and insert**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vital Record, File, or Database** | **Support to Essential Function** | **Form of Record (e.g., hardcopy, electronic)** | **Equipment Necessary to Access Record** | **Maintenance Frequency** |
| Comprehensive Emergency Management Plan | All Functions | Hardcopy and electronic | Laptop and Adobe Pro DC | Annually |
| Department Business Continuity Plan | All Functions | Hardcopy and electronic | Laptop and Microsoft Office | Annually |
| Racine County Emergency Response Plans (ERP) |  | Electronic | Racine County Internal Website and L Drive | Semiannually |
| Spill Cleanup Contractors List | Function 6 | Hardcopy and electronic | Laptop and Microsoft Office | Semiannually |
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#### **CONTRACTS**

|  |  |
| --- | --- |
| **YOUR DEPARTMENT** | |
| **VENDOR** | **CONTACT** |
| ABC Cleaning | O (262)  M (262) |
| AAA Temp Agency | O (262)  M (262) |
|  | O (262)  M (262) |
|  | O (262)  M (262) |

**LEASES**

|  |  |
| --- | --- |
| **YOUR DEPARTMENT** | |
| **LESSEE** | **CONTACT** |
| AT&T Communications | O (262)  M (262) |
| ABC Leasing | O (262)  M (262) |
|  | O (262)  M (262) |
|  | O (262)  M (262) |

#### **PURCHASE CARDS**

|  |  |  |
| --- | --- | --- |
| **YOUR DEPARTMENT** | | |
| **P-CARD LAST-FOUR NUMBER** | **STORAGE/CARRIER** | **DOLLARS** |
| 1999 | Visa/CitiBank | $5000 |
|  |  | $ |
|  | TOTAL | $5000 |

|  |  |  |
| --- | --- | --- |
| **Communication System** | **Support To Essential Function** | **Current Provider** |
| Centrex Phones | All |  |
| VOIP Phones | All |  |
| Fax Lines | All |  |
| Cellular Phones | All |  |
| Satellite Phone | All |  |
| Mass Notification System | All |  |
| E-mail | All |  |
| Internet Access | All |  |
| Network Server | All |  |
| Virtual Private Network | All |  |
| Data Lines | All |  |
| VHF/UHF Analog radio system | All |  |
| GETS Cards | All | US Office of Emergency Communication |
| Wireless Priority Service | All | US Office of Emergency Communication |
| Amateur (HAM) radios | All | Racine/Kenosha County ARES/RACES |
| Skype Access | All | Skype |

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| --- | --- | --- | --- | --- |
| **Systems Needed To Perform Work Off-Site** | | | | |
| **Computer Applications (Please List)** | **Phone** | **Equipment** | **WIFI** | **Other (specify** |
| Microsoft Word |  | Computer |  |  |
| Outlook |  | Computer |  |  |
| Microsoft Excel |  | Computer |  |  |
| Salamader |  | Computer |  |  |
| WEBEOC |  | Computer |  |  |