



Emergency Management

Michael Johnson
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 Owatonna, Minnesota 55060-2913

Emergency Management Director
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Please take a moment and fill out this form regarding your department Continuity of Operations Plan. Please return the form to me at: mike.johnson@ci.owatonna.mn.us

DEPARTMENT: **VETERAN SERVICES**

SERVICE PRIORITIES

Please designate what services your department provides and the priority.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

Priority	Service	Minimum Staff	Telecommuter Option?
1	ACCESS TO MEDICAL CARE-LOCAL AND FEDERAL FACILITIES	1 (PLUS DRIVER)	YES
1	EMERGENCY FINANCIAL ASST FOR HOMELESS/ OR AS NEEDED FOR LAY-OFFS (FOOD, MEDS, ETC.)	1	YES
1	BURIALS (EMERGENCIES ONLY)	1	YES
3	VETERAN, WIDOW, DEPENDENT PAY	1	YES
3	CLAIMS-DIDABILITY, PENSION, DEATH, EDUCATION, WIDOW/DEPENDENT BENEFITS	1	YES
4	ROUTINE BURIALS	1	YES
4	OUTREACH VISITS TO HOMES, NURSING HOMES, ASST LIVING	1	NO

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

Successor	Name/Title	Contact- Cell Phone	Contact- Desk Phone
1	RENE GILORMINI-DIRECTOR	507 363 1099	507 444 7460
2	MARY JO BERGQUIST-ADMIN ASST	952 240 3475	507 444 7460
3	NEIGHBORING COUNTY CVSO	Click here to enter text.	Click here to enter text.
4	Click here to enter text.	Click here to enter text.	Click here to enter text.
5	Click here to enter text.	Click here to enter text.	Click here to enter text.

CRITICAL SYSTEMS

This section should identify the departments' critical systems necessary to perform essential functions and activities.

System	Current Location	Other Location
VETERAN INFORMATION MANAGEMENT SYSTEM VIMS	COUNTY SERVERS	NONE
VETERAN BENEFITS MANAGEMENT SYSTEM VBMS	VA SERVERS	THROUGHOUT THE NATION
STAKEHOLDER ENTERPRISE PORTAL SEP	VA SERVERS	THROUGHOUT THE NATION
EBENEFITS	VA SERVERS	THROUGHOUT THE NATION
DFAS, DPRIS, ECT.	DOD SERVERS	THROUGHOUT THE NATION

Communications

Does your department have a quick way to communicate with employees?

YES-VIA CELL PHONE (CALL/TEXT) AND/OR LANDLINES

Other Comments or Considerations?

Must also follow the emergency operational guidelines set forth by the Federal DVA and the MN Dept. of Veterans Affairs for the conduct of day to day operations during a pandemic emergency.

Completed by:

Date:

R. GILORMINI

03/19/2020

If you have any questions, please contact the Steele County Emergency Management at 444-2454

Sincerely,

Mike Johnson

Michael Johnson,
Emergency Management Director, Steele County