# *Emergency Management*

# Michael Johnson Emergency Management Director

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Owatonna, Minnesota 55060-2913 mike.johnson@ci.owatonna.mn.us

March 12, 2020

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: Geographic info Systems

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** | **Maintain an accessible enterprise GIS platform to support all essential county services deemed priority 1 (Internal Support) and emergent public outreach/crowd sourcing** | **1-2 (GIS/IT Staff)** | **Yes** |
| **1** | **Create and deliver geospatial content (location info, layers, maps, apps, dashboards, etc.) to support all essential county services deemed priority 1 (Internal Support) and emergent public outreach/crowd sourcing** | **1** | **Yes** |
| **2** | **Maintain an accessible enterprise GIS platform to support external services and internal support for county services deemed priority 2** | **1** | **Yes** |
| **2** | **Create and deliver geospatial content (location info, layers, maps, apps, dashboards, etc.) to support all external services and internal support for county services deemed priority 2** | **1** | **Yes** |
| **3** | **Provide GIS support for all county services deemed priority 3** | **1** | **Yes** |
| **4** | **Provide GIS support for all county services deemed priority 4** | **1** | **Yes** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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 | Dave Wavrin/OPU GIS | 507-456-9284 | 507-451-2480 ext 5417 |
| 2 | Rubin Seifert/Owatonna GIS | 715-529-4545 | 507-774-7320 |
| 3 | Travis Swanberg/Waseca Co GIS | 218-851-3043 | 507-835-0513 |
| 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 |
| ArcGIS Enterprise | County IT infrastructure | ESRI Cloud (ArcGIS Online) |
| ArcGIS Pro | GIS Coordinator laptop | Click here to enter text. |
| SQL Server | SCACSQL02\GIS | Click here to enter text. |
| Project files | SCAC10 | Click here to enter text. |
| MS Office | GIS coordinator laptop | Click here to enter text. |

Communications

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

Phone, email, skype/teams/social platforms

Other Comments or Considerations?

Completed by: Date:

Nick Flatgard \_\_3/17/2020

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