

# Continuity of Operations

This document and checklist assists in creating a “PLAN B” for continued operation of the district should an incident occur that would prevent normal operation of the district in its current location such as a government shutdown or natural disaster.

- I. Incidents that could cause delay or cessation of operations
  - A. Natural disaster (i.e., flood, fire)
  - B. State Gov't or Local Gov't shutdown or slowdown, Reduction In Force (RIF)
  - C. Federal Gov't shutdown or slowdown, RIF
  - D. War/terrorism/criminal events
  - E. Loss or change of district employee
  - F. Electronic system down
  - G. Accident
- II. District Operations
  - A. Physical location of office
    1. Federal
    2. State
    3. District owned or leased
    4. Other
  - B. Identify Alternate business location in event of incident
    1. Work from home
    2. Partner location
      - a. Possible sharing of venue and resources with partner
    3. Other location
  - C. Files and records
    1. Where located
    2. Type (electronic/hard copy)
    3. How will you access files and records in the event of incident
      - a. Which ones are needed?
      - b. What is the offsite storage location and system used for backups of important documents and files?
      - c. Do supervisors know and have access to these?
      - d. Do you have a backup of electronic files?
        - a. Are these files protected?
      - f. Access to grant and other agreement documents
      - g. Financials
        - a. Funds
          - i. checkbook location and signature authority
          - ii. petty cash
          - iii. non-restricted funds on hand
        - b. Files
          - i. record keeping and financial record access
          - ii. back up and/or copies of financials

- iii. programs (Quick Books, etc.)
    - c. CD organization records
    - d. Legal documents
    - e. Minutes
  - D. Equipment and ownership (District, NRCS, Other)
    - 1. Computers and electronic equipment
      - a. cell phones, email
      - b. printer, copier, fax
      - c. desktop, laptop, programs (Quick Books, etc.)
      - d. portability
    - 2. Supplies
      - a. paper
      - b. postage
      - c. other supplies necessary to do business
    - 3. Keys
      - a. office
      - b. equipment
      - c. safety deposit box
    - 4. Vehicles and machinery
    - 5. Other
- III. Active programs and grants
  - A. Consider all programs and grants
    - 1. What is the source of funding (i.e., private, or federal)
    - 2. Equipment and resources needed to carry out grants
      - a. NRCS vehicles
      - b. NRCS equipment
      - c. District owned equipment and resources
      - d. Other resources and equipment available
    - 3. Can you continue programs and grants during incident
      - a. Activities that can be completed
      - b. Funding availability in short and long term
      - c. Accomplishment reports due
      - d. Access to files
      - e. Can employee legally work (again, source of funding)
      - f. Are equipment and resources available to continue
- IV. Employees
  - A. Funding source
    - 1. Availability to meet payroll
    - 2. Duration of funding
  - B. Equipment and supplies (including vehicles) needed by employee during regular operation
    - 1. Are these available during an incident
  - C. Base of operations
    - 1. Can employee work in alternate location

- V. Communications
  - A. Communications to board members/partners/  
employees/cooperators/landowners/constituents/receivers of Conservation District (CD)  
services and partners
    - 1. Communication Resources
      - a. Phone (landline and mobile)
      - b. Email
      - c. Website
      - d. Newsletter
      - e. Type, availability, and ownership of hardware and software used
      - f. Postage
  - B. Contact information for and maintenance of communications
    - 1. Alternate phone, email addresses, physical addresses
      - a. For all Board Members
      - b. For all Employees
      - c. For all Critical partners (I.e. CSCB etc.)
      - d. Constituent lists and landowners with active contracts
  - C. Meetings
    - 1. Must maintain public access for meetings
    - 2. What is the alternate meeting location
      - a. post change of venue notice for meeting location (meet statutory requirements where necessary)
  - D. Other critical activities
- VI. District Specific Processes



Employees

Name	Personal Email	Home/Cell Phone

Critical Partners

Name	Email	Phone

**District Specific Processes and notes:**

## Checklist

### After the incident, will the following assets still be available to us?

- Access to NRCS office
- Access or permission to use NRCS office equipment
- Access or permission to use technical equipment (survey instruments, etc.)
- Access or permission to use NRCS vehicles.
- Access or permission to use NRCS electronic devices (computers, CAD, printers, cell phones, phones, etc.)

### General shutdown activities:

- Notify all board members.
- Secure district personal property.
- Secure files, equipment, and other items currently in use by district partners.
- What are the essential functions and the legal or liability ramifications of continuing to operate, ceasing operations, or curtailing operations?
- Estimated duration of cessation/reduction in operation?
  - Short term <3weeks
  - Long term > 3 weeks
- Move to alternate business location.

### Employees:

- Determine if employees must be furloughed.
- Meet with employees to direct as to the scope and extent of operations and employment.
- Secure and/or arrange for equipment and location necessary for employees to continue to function.
- Collect timesheets and pay employees up to date for services completed.
- Notify all employees.
- Determine which jobs and activities may continue.

### Grants and Other Programs:

- Can you legally continue to carry out grant activities?
- Decide which activities are mission-critical?
- Which grant and program activities can continue with resources available to the district?
- Notify landowners that are currently being provided services through NRCS and/or the district.
- Issue emergency communication to constituents; email, cell phone, newsletter, etc.
- Notify active partners.
- Determine an alternate meeting location.
- \*Publish new location of meeting place.
- Cancel/reschedule all previously scheduled meetings and announce a later date as needed.
- Post notices as needed.

### Computer and files:

- Transfer electronic files that must be used to continue operation (including financial records) from NRCS computer (if applicable) to portable files and/or devices (e.g. thumb drive, cloud, external hard drive etc.).
- Back up data and files on district laptop and move district computer equipment to alternate location.
- Transfer and/or secure hardcopies of records to relocate to safe and accessible location.