

RESOLUTION 1514

A RESOLUTION APPROVING A DISASTER RECOVERY PLAN

WHEREAS, the City Council of the City of West Branch would like to provide a plan for city operations in the event of a disaster; and

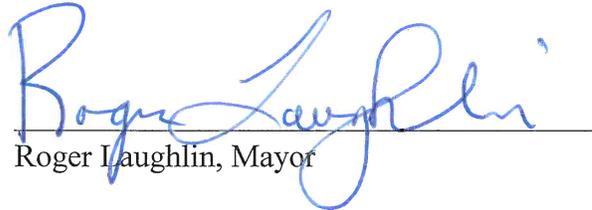
WHEREAS, the Council's intent is to provide a plan that addresses the need for continuity of police, fire and ambulance service, water and sewer service to the community, accounts payable and receivable including payroll, and the functionality of the City Council; and

WHEREAS, the City of West Branch Disaster Recovery Plan was presented to the Council for their consideration at the September 6, 2016 City Council Meeting; and

WHEREAS, the Council now wishes to officially adopt this plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the City of West Branch Disaster Plan, attached as "Exhibit A" is approved.

Passed and approved this 6th day of September, 2016.



Roger Laughlin, Mayor

Attest:



Matt Muckler, City Administrator/Clerk

EXHIBIT A

City of
West Branch

Disaster Recovery Plan

EXHIBIT A

Disaster Recovery Procedures

In the event of a disaster, the city offices on 110 N Poplar St will serve as the primary center of operations for city administration. In the event that the City Offices are unusable for City Business, City Office staff will meet at the West Branch Public Library Community Room. The West Branch Public Library is located at 300 N Downey Street. If an alternate site is needed, the City Administrator or his/her designee will contact staff and advise them of the alternate location.

This plan addresses the need for continuity of:

1. Police, Fire, and ambulance service
2. Water and sewer service to the community; including billing and processing payments as well as processing incoming service requests
3. Accounts payable and receivable including payroll
4. Functionality of the City Council.

In the event of a disaster, the first priority will be restoration of services necessary for the continuation of public safety communication and services. Then priority will be given to the needs listed above.

A disaster may be declared and; level of the disaster determined by the City Administrator and Mayor. Should one or both be unavailable or otherwise unable to respond, the chain of command for each position will be as follows:

Mayor

Mayor Pro Tem

City Council Member

City Administrator

Fire Chief

Police Chief

Public Works Director

City Finance Officer

Deputy City Clerk

The City Administrator will oversee the disaster recovery plan implementation. The City Finance Officer will oversee the financial recovery including payroll and accounts payable recovery. The Deputy City Clerk will assist where needed.

EXHIBIT A

Administration Recovery

If needed, replacement computers, printers, fax machines, and networking equipment will be purchased or obtained from the vendor offering the quickest turnaround time and accessibility. As an emergency situation, the bidding process and council approval would not be required to make the necessary purchases to repair or replace critical infrastructure.

The city office computers will have the Tyler software installed by the IT Director so that communication to the software will be available. Any network cabling required for an internet connection for these computer will be purchased. All financial system information is stored on Tyler administrated servers so city staff is not responsible for restoring any such information. This will restore water, payroll, and accounts payable/receivable functionalities.

Many files routinely used by the city office staff are located on a server running MS Small Business Server 2011. If needed, a replacement will be purchased, software installed, and the server backups reloaded. Backups will be available from the city's online backup host or restored from one of the three backup drives if available. Priority will be given to re-establishing connection to the Tyler financial software.

Backup generators will be used to ensure the functionality of water, wastewater, police, and fire departments in the case of a power outage. As soon as the water and wastewater plants are functional, they will be placed online.

Communication

Communication with the public about safety, available resources, recovery efforts, and available aid is to be considered of equal importance to technology recovery.

If cell phone towers are damaged, Verizon should be called for emergency services to have service restored. When cell service is restored, the police, fire, and city administrator will call the Verizon number for call priority.

Communication to the public will be conducted through multiple venues. Any closings or specific emergency information will be provided to KCRG through their cancellation interface.

Police Department

The police department will require the reinstallation of their server system as handled in their own disaster recovery procedure and will be coordinated between police chief and the police's technology provider. Due to security concerns, police technology details are kept in a separate disaster/technology plan.

EXHIBIT A

Attaining Pre-Disaster Levels

Once the severity of the disaster has been established and an assessment of available resources has taken place, the City Administrator or his/her designee will determine what additional hardware or software needs will be procured to return to pre-disaster levels. At this time, the physical location may also be addressed.

Once disaster recovery has been implemented, the City Administrator will meet daily with department heads to determine the status level of service and if services can be reverted back to pre-disaster levels.

Plan Review

The Disaster Recovery Plan should be reviewed annually in May by the City of West Branch Department Heads. Any needed changes to the plan will be suggested to the City Council for official approval.

Review/Revision History

Approved ...

Reviewed...

Revised...