



CITY OF MOSCOW

PANDEMIC INFLUENZA PREPAREDNESS PLAN,  
DISASTER MANAGEMENT PLAN ANNEX

Updated 03/2020

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## EXECUTIVE SUMMARY

Since the 1990's, the World Health Organization (WHO), National Center for Disease Control (CDC), State and regional agencies such as Public Health – Idaho North Central District (PH-INCD) and many national and state health agencies have been monitoring the potential for pandemic flu outbreaks. It is important to plan for the possibility that a deadly form of influenza will become a more widespread human problem. Nationwide, states, communities, organizations and individuals have been urged to plan responses to a possible worldwide “pandemic flu.” This annex to the City of Moscow Disaster Management Plan is in response to the need to prepare the City of Moscow to provide for the safety of employees, the continuity of business operations for the City and to provide a resource for the citizens of Moscow. As with all other preparedness planning a regional emergency management team designed to plan and respond to community-wide concerns includes representatives from the City of Moscow, Moscow Volunteer Fire & Ambulance, Gritman Medical Center, Latah County ID Disaster Services, University of Idaho, Moscow School District, Public Health-Idaho North Central District, Latah County Library, and others as appropriate.

The City of Moscow recommends that community members and businesses should:

- Develop preparedness plans as you would for other public health emergencies.
- Participate and promote public health efforts in your community.
- Talk with local public health officials and health care providers; they can supply information about the signs and symptoms of specific disease outbreaks.
- Implement prevention and control actions recommended by public health officials and providers.
- Adopt business/school/municipal policies and procedures that encourage sick employees/personnel to stay home.
- Anticipate how to function with a significant portion of the workforce population absent due to illness or caring for ill family members.
- Practice good health habits, take common sense steps to stop the spread of germs; wash hands frequently with soap and water, cover coughs and sneezes with tissues, and stay away from others as much as possible if you are sick.

In order to complete these tasks for the City of Moscow a Pandemic Flu Plan Task Force was created in 2007. The work of the Task Force was instrumental in the creation of this plan. Several specific goals were determined by the Task Force to create a pandemic flu plan annex to the disaster management plan.

Three areas of concern are paramount in planning, personnel, supplies, and equipment and essential services. Keeping those areas in mind, the goal of this plan is to provide for an organized approach to manage a potential pandemic flu event to provide for the continuity of operations as the pandemic is anticipated to move in very quickly. In addition, through the communication plan ways to support employees and their efforts to isolate and reduce infection while preparing for a potential pandemic are outlined.

This plan is an Annex to the City of Moscow's Disaster Management Plan. The Disaster Management Plan outlines specific policies that pertain directly to this plan in the event of a pandemic flu outbreak, specifically:

- "Government at all levels has the responsibility to plan for and respond to disaster resulting from hazards that are known to threaten the jurisdiction. The City of Moscow has established a Disaster Management Program to provide overall planning and coordination for disasters."
- "The accomplishment of disaster management goals and objectives depends on the development and maintenance of competent program staff, adequate funding, and on the familiarization of other city personnel with their disaster responsibilities."
- "Review of this plan and overall disaster responsibilities by all city management heads be maintained, to be prepared for plan activation when necessary. Thorough familiarity with this plan will result in the efficient and effective execution of disaster responsibilities and in better service to the citizens."

This Pandemic Influenza Preparedness Plan is intended to prepare staff, educate citizens, establish a state of readiness and provide for continuity of business operations in case a pandemic flu outbreak. This plan is broken down into two distinct sections, this organizational wide overview and more specific department and division plans that outline supply, staffing and general continuity of business plans.

The City will implement this plan at the declaration from the Mayor, State, or County that we are experiencing a state of emergency or other such state that would require that this plan, including specific department procedures and social distancing strategies be deployed. This plan is also designed to complement State and Federal plans, providing a working operational outline for City operations at a local level and to provide a tool to other agencies in the area, our partners in preparing for a potential pandemic.

## WHAT IS PANDEMIC FLU

According to the CDC, “An influenza pandemic is a global outbreak of a new influenza A virus. Pandemics happen when new (novel) influenza A viruses emerge which are able to infect people easily and spread from person to person in an efficient and sustained way.” (Centers for Disease Control and Prevention, 2019)

The following table provided by the CDC shows a comparison of the differences between a pandemic flu situation and the typical seasonal flu.

	Seasonal Flu	Pandemic Flu
<b>How often does it happen?</b>	Happens annually and usually peaks between December and February.	Rarely happens (three times in 20th century).
<b>Will most people be immune?</b>	Usually some immunity from previous exposures and influenza vaccination.	Most people have little or no immunity because they have no previous exposure to the virus or similar viruses.
<b>Who is at risk for complications?</b>	Certain people are at high-risk for serious complications (infants, elderly, pregnant women, extreme obesity and persons with certain chronic medical conditions).	Healthy people also may be at high risk for serious complications.
<b>Where can I get medical care?</b>	Health care providers and hospitals can usually meet public and patient needs.	Health care providers and hospitals may be overwhelmed. Alternate care sites may be available to meet public and patient needs.
<b>Will a vaccine be available?</b>	Vaccine available for annual flu season. Usually, one dose of vaccine is needed for most people.	Although the US government maintains a limited stockpile of pandemic vaccine, vaccine may not be available in the early stages of a pandemic. Two doses of vaccine may be needed.
<b>Will antivirals be available?</b>	Adequate supplies of antivirals are usually available.	Antiviral supply may not be adequate to meet demand.
<b>How many people could get sick and suffer complications?</b>	Rates of medical visits, complications, hospitalizations and death can vary from low to high CDC estimates that flu-related hospitalizations since 2010 ranged from 140,000 to 710,000, while flu-related deaths are estimated to have ranged from 12,000 to 56,000.	Rates of medical visits, complications, hospitalizations and death can range from moderate to high. Number of deaths could be much higher than seasonal flu (e.g. The estimated U.S. death toll during the 1918 pandemic was approximately 675,000).
<b>What impact will it have on schools and workplaces?</b>	Usually causes minor impact on the general public, some schools may close and sick people are encouraged to stay home. Manageable impact on domestic and world economies.	May cause major impact on the general public, such as travel restrictions and school or business closings. Potential for severe impact on domestic and world economies.

<https://www.cdc.gov/flu/pandemic-resources/basics/about.html>

## Past Pandemics

Past pandemics include four instances of outbreaks since 1918. A detailed overview of each pandemic is maintained on the CDC's website. Summaries of past pandemics are noted here with links to the CDC's site for more information.

The 1918 influenza pandemic was the most severe pandemic in recent history. It was caused by an H1N1 virus with genes of avian origin. Although there is not universal consensus regarding where the virus originated, it spread worldwide during 1918-1919. In the United States, it was first identified in military personnel in spring 1918. It is estimated that about 500 million people or one-third of the world's population became infected with this virus. The number of deaths was estimated to be at least 50 million worldwide with about 675,000 occurring in the United States.

<https://www.cdc.gov/flu/pandemic-resources/1918-pandemic-h1n1.html>

In February 1957, a new influenza A (H2N2) virus emerged in East Asia, triggering a pandemic ("Asian Flu"). This H2N2 virus was comprised of three different genes from an H2N2 virus that originated from an avian influenza A virus, including the H2 hemagglutinin and the N2 neuraminidase genes. It was first reported in Singapore in February 1957, Hong Kong in April 1957, and in coastal cities in the United States in summer 1957. The estimated number of deaths was 1.1 million worldwide and 116,000 in the United States.

<https://www.cdc.gov/flu/pandemic-resources/1957-1958-pandemic.html>

The 1968 pandemic was caused by an influenza A (H3N2) virus comprised of two genes from an avian influenza A virus, including a new H3 hemagglutinin, but also contained the N2 neuraminidase from the 1957 H2N2 virus. It was first noted in the United States in September 1968. The estimated number of deaths was 1 million worldwide and about 100,000 in the United States. Most excess deaths were in people 65 years and older. The H3N2 virus continues to circulate worldwide as a seasonal influenza A virus. Seasonal H3N2 viruses, which are associated with severe illness in older people, undergo regular antigenic drift.

<https://www.cdc.gov/flu/pandemic-resources/1968-pandemic.html>

In the spring of 2009, a novel influenza A (H1N1) virus emerged. It was detected first in the United States and spread quickly across the United States and the world. This new H1N1 virus contained a unique combination of influenza genes not previously identified in animals or people. This virus was designated as influenza A (H1N1)pdm09 virus. The (H1N1)pdm09 virus was very different from H1N1 viruses that were circulating at the time of the pandemic. Few young people had any existing immunity (as detected by antibody response) to the (H1N1)pdm09 virus, but nearly one-third of people over 60 years old had antibodies against this virus, likely from exposure to an older H1N1 virus earlier in their lives. Since the (H1N1)pdm09 virus was very different from circulating H1N1 viruses, vaccination with seasonal flu vaccines offered little cross-protection against (H1N1)pdm09 virus infection. While a monovalent (H1N1)pdm09 vaccine was produced, it was not available in large quantities until late November—after the peak of illness during the second wave had come and gone in the United States. From April 12, 2009 to April 10, 2010, CDC estimated there were 60.8 million cases 274,304 hospitalizations, and 12,469 deaths in the United States due to the (H1N1)pdm09 virus.

<https://www.cdc.gov/flu/pandemic-resources/2009-h1n1-pandemic.html>



# PANDEMIC PLANNING GUIDELINES

## Federal Guidelines

The CDC provides the progression of a potential pandemic using six intervals in order to guide planning and response throughout the United States:

1. Investigation of cases of novel influenza A virus infection in humans
  - a. When novel influenza A viruses are identified in people, public health actions focus on targeted monitoring and investigation. This can trigger a risk assessment of that virus with the Influenza Risk Assessment Tool (IRAT), which is used to evaluate if the virus has the potential to cause a pandemic.
2. Recognition of increased potential for ongoing transmission of a novel influenza A virus
  - a. When increasing numbers of human cases of novel influenza A illness are identified and the virus has the potential to spread from person-to-person, public health actions focus on control of the outbreak, including treatment of sick persons.
3. Initiation of a pandemic wave
  - a. A pandemic occurs when people are easily infected with a novel influenza A virus that has the ability to spread in a sustained manner from person-to-person.
4. Acceleration of a pandemic wave
  - a. The acceleration (or “speeding up”) is the upward epidemiological curve as the new virus infects susceptible people. Public health actions at this time may focus on the use of appropriate non-pharmaceutical interventions in the community (e.g. school and child-care facility closures, social distancing), as well the use of medications (e.g. antivirals) and vaccines, if available. These actions combined can reduce the spread of the disease, and prevent illness or death.
5. Deceleration of a pandemic wave
  - a. The deceleration (or “slowing down”) happens when pandemic influenza cases consistently decrease in the United States. Public health actions include continued vaccination, monitoring of pandemic influenza A virus circulation and illness, and reducing the use of non-pharmaceutical interventions in the community (e.g. school closures).
6. Preparation for future pandemic waves
  - a. When pandemic influenza has subsided, public health actions include continued monitoring of pandemic influenza A virus activity and preparing for potential additional waves of infection. It is possible that a 2nd pandemic wave could have higher severity than the initial wave. An influenza pandemic is declared ended when enough data shows that the influenza virus, worldwide, is similar to a seasonal influenza virus in how it spreads and the severity of the illness it can cause.

Experience during the “Great Influenza” of 1918 demonstrates that it is possible during a pandemic that:

- The health care system may be swamped by sick people seeking assistance.
- The undertaking/funeral industry, too, may be overwhelmed.
- State and national emergency delivery systems may be overwhelmed and unable to address local needs in a timely manner.

- Fear may run rampant within a community under pandemic siege. Community assistance and neighborly support may break down nearly completely.

This pandemic plan recognizes these past experiences and future possibilities. Our assumptions, drawn from the above, include:

- Absenteeism of workers could be in the 30-40% range.
- Workers may be absent due to family care needs.
- Workers may simply not report due to fear of becoming infected.
- We may experience the loss of suppliers (utilities, garbage removal, food distributors, etc.)
- Government proclamations and fuel shortages may create travel restrictions.
- Businesses may close.
- Litigation may emerge from any number of the above circumstances.

## Current Events

The most recent potential flu concern emerged in Wuhan, China in December of 2019 and is currently referred to as 2019 novel coronavirus, or COVID-19. The newly emerged COVID-19 is a respiratory disease that seems to be spreading much like flu.

At the time this report was published, this was not considered a pandemic influenza outbreak. However, this current event provides a resource for updating this plan. Listed below is information taken directly from PH-INCD. <http://idahopublichealth.com/district2/coronavirus/novel-coronavirus-facts.pdf>.

### **What is novel coronavirus?**

Novel coronavirus (2019-nCoV) is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia in some people.

### **How does novel coronavirus spread?**

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes
- in rare cases, contact with feces

### **How severe is novel coronavirus?**

Experts are still learning about the range of illness from novel coronavirus. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths have been reported mainly in older adults who had other health conditions.

### **What are the symptoms?**

People who have been diagnosed with novel coronavirus have reported symptoms that may appear in as few as 2 days or as long as 14 days after exposure to the virus. Symptoms includes, fever cough, and difficulty breathing.

### **Who is at risk for novel coronavirus?**

Currently the risk to the general public is low. At this time, there are a small number of individual cases in the U.S. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases. Travelers to and from certain areas of the world may be at increased risk. See [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel) for the latest travel guidance from the CDC.

### **How can I prevent getting novel coronavirus?**

If you are traveling overseas (to China but also to other places) follow the CDC's guidance: [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel). Right now, the novel coronavirus has not been spreading widely in the United States, so there are no additional precautions recommended for the general public. Steps you can take to prevent spread of flu and the common cold will also help prevent coronavirus:

- wash hands often with soap and water, if not available, use hand sanitizer
- avoid touching your eyes, nose, or mouth with unwashed hands.
- avoid contact with people who are sick
- stay home while you are sick and avoid close contact with others
- cover your mouth/nose with a tissue or sleeve when coughing or sneezing

### **How is novel coronavirus treated?**

There are no medications specifically approved for coronavirus. Most people with mild coronavirus illness will recover on their own by drinking plenty of fluids, resting, and taking pain and fever medications. However, some cases develop pneumonia and require medical care or hospitalization.

### **CDC Recommended Steps to Help Prevent the Spread of COVID-19**

Follow the steps below: If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

#### **Stay home except to get medical care**

- Stay home: People who are mildly ill with COVID-19 are able to isolate at home during their illness. You should restrict activities outside your home, except for getting medical care.
- Avoid public areas: Do not go to work, school, or public areas.
- Avoid public transportation: Avoid using public transportation, ride-sharing, or taxis.

#### **Separate yourself from other people and animals in your home**

- Stay away from others: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

- Limit contact with pets & animals: You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.
- When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask. See COVID-19 and Animals for more information.

### **Call ahead before visiting your doctor**

- Call ahead: If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

### **Wear a facemask if you are sick**

- If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.
- If you are caring for others: If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live with the person who is sick should not stay in the same room with them, or they should wear a facemask if they enter a room with the person who is sick.

### **Cover your coughs and sneezes**

- Cover: Cover your mouth and nose with a tissue when you cough or sneeze.
- Dispose: Throw used tissues in a lined trash can.
- Wash hands: Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

### **Clean your hands often**

- Wash hands: Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Hand sanitizer: If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water: Soap and water are the best option if hands are visibly dirty.
- Avoid touching: Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items**

- Do not share: You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- Wash thoroughly after use: After using these items, they should be washed thoroughly with soap and water.

**Clean all “high-touch” surfaces everyday**

- High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean and disinfect: Practice routine cleaning of high touch surfaces.
- Disinfect areas with bodily fluids: Also, clean any surfaces that may have blood, stool, or body fluids on them.
- Household cleaners: Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

**Monitor your symptoms**

- Seek medical attention: Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
- Call your doctor: Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
- Wear a facemask when sick: Put on a facemask before you enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.
- Alert health department: Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- alert icon
- Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

**Discontinuing home isolation**

- Stay at home until instructed to leave: Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.
- Talk to your healthcare provider: The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

## PLAN ORGANIZATION & IMPLEMENTATION

This plan is designed to specifically to complement and support State and Federal guidelines. Criteria for plan development includes the following considerations.

### Federal Planning Guidelines

Federal resources for planning are provided for larger-scale and regional approaches, all of which are valuable tools for development and context of this plan.

Additional resources provided by the CDC include the following:

- Preparing for a Pandemic Influenza: A Primer for Governors and Senior State Officials (National Governors Association Center for Best Practices)  
<https://www.nga.org/wp-content/uploads/2020/02/Pandemic-Influenza-Primer.pdf>
- CDC's Office of Public Health Preparedness and Response Funding and Guidance for State and Local Health Departments  
[https://www.cdc.gov/cpr/readiness/phep.htm?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcpr%2Fcoopagreement.htm](https://www.cdc.gov/cpr/readiness/phep.htm?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcpr%2Fcoopagreement.htm)
- CDC's Division of State and Local Readiness On-TRAC system to support state and local preparedness for public health emergencies requiring medical countermeasure distribution and dispensing  
[https://www.cdc.gov/cpr/readiness/phep.htm?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcpr%2Farchive.htm](https://www.cdc.gov/cpr/readiness/phep.htm?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcpr%2Farchive.htm)
- Public Health Preparedness Capabilities: National Standards for State and Local Planning  
[https://www.cdc.gov/cpr/readiness/capabilities.htm?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcpr%2Fcapabilities%2Findex.html](https://www.cdc.gov/cpr/readiness/capabilities.htm?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcpr%2Fcapabilities%2Findex.html)
- Healthcare Preparedness Capabilities: National Standards for Healthcare System Preparedness  
<http://www.phe.gov/preparedness/planning/hpp/reports/documents/capabilities.pdf>

### State Planning Guidelines

The PH-INCD provides guidance in development of Pandemic Flu Plans specifically applicable to businesses and organizations, including local governments organizations. As such the basis for this plan and applicable to all City are as follows:

- Identify Plan Objectives
- Outline Key Business Functions
- Anticipate Absenteeism
- Get Input from your Workforce
- Assess Workplace Exposure Risk
- Review Workplace Policies
- Plan to Separate Sick Employees
- Apply Infection Control Measures
- Prepare for Social Distancing
- Plan for Restricted Travel
- Encourage Personal Preparedness
- Establish a Communications Protocol
- Develop a Process for Activating our Plan
- Stay Informed
- Prevention & Mitigation Actions Based on Guidelines

## CITY OF MOSCOW PANDEMIC PREPAREDNESS PLAN

This plan is executed in two sections. First, organization objectives and planning as outlined by PH-INCD planning specifics. Following this section are each of the department/division continuity of operations plans.

### Organization Objectives and Planning

This section of the plan provides directives applicable to the entire organization.

#### **Identify Plan Objectives**

This Plan is formatted to include an organization-wide recommendation and plan for prevention and mitigation of a potential outbreak to be implemented in all City facilities, as well as department specific recommendations. Following is an overview of preventative steps taken to implement infection control practices and habits, department specific plans that outline the three major areas of focus including personnel, supplies and equipment and essential services and finally, the community education campaign conducted by the City to prepare our employees and citizens for a potential instance of pandemic influenza is outlined.

- Research and implement prevention processes – awareness and infection control practices and habits.
- Identify processes, supplies and actions to be undertaken should the City experience the onset of an influenza pandemic.

#### **Stay Informed**

Agencies from across the region routinely collaborate to develop emergency and preparedness strategies and documents for regional and individual planning needs. These efforts include representatives from the City of Moscow, Moscow Volunteer Fire Department, Gritman Medical Center, Latah County ID Disaster Services, University of Idaho, Moscow School District, Public Health-Idaho North Central District, and others as needed. The group communicates regularly to maintain preparedness and emergency action plans for many scenarios. In addition to staying in touch with Idaho counterparts, Whitman County is also a point of contact for staying as informed as possible.

## **Develop a Process for Activating the Plan**

The City begins planning efforts per the mitigation preparedness scale provided by the CDC. The various planning specifics suggested by the PH-INCD are categorized below according to this mitigation scale.

Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
None (Preparedness Phase)	Minimal to Moderate	Substantial
<ul style="list-style-type: none"> <li>• Know where to find local information on COVID-19 and local trends of COVID-19 cases.</li> <li>• Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.</li> <li>• Review, update, or develop workplace plans to include:               <ul style="list-style-type: none"> <li>○ Liberal leave and telework policies</li> <li>○ Consider 7-day leave policies for people with COVID-19 symptoms</li> <li>○ Consider alternate team approaches for work schedules.</li> </ul> </li> <li>• Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).</li> <li>• Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).</li> <li>• Clean and disinfect frequently touched surfaces daily.</li> <li>• Ensure hand hygiene supplies are readily available in building.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.</li> <li>• Implement social distancing measures:               <ul style="list-style-type: none"> <li>○ Increasing physical space between workers at the worksite</li> <li>○ Staggering work schedules</li> <li>○ Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)</li> </ul> </li> <li>• Limit large work-related gatherings (e.g., staff meetings, after-work functions).</li> <li>• Limit non-essential work travel.</li> <li>• Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible)</li> </ul>	<ul style="list-style-type: none"> <li>• Implement extended telework arrangements (when feasible).</li> <li>• Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.</li> <li>• Cancel non-essential work travel.</li> <li>• Cancel work-sponsored conferences, tradeshows, etc.</li> </ul>
<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf</a>		



## **None (Preparedness Phase)**

At this phase, City staff prioritizes research of the current event, updating of plans, policies, and processes to address the specifics of the event. Work continues as usual Review CDC and PH-INCD information. Additional activities could include but are not limited to increase supply orders in advance, including operational supplies as noted in continuity of operation plans and sanitizing supplies for spaces and personal use, implementing additional sanitizing and preparing public information to share resources with the community.

### **Social Distancing – Tier 1**

Enacted at the first announcement of a potential outbreak. Maintain a business as usual stance, all services continue, all City facilities remain open. As the situation evolves, implement additional sanitizing for public spaces and enhanced hand washing/sanitizing for personnel and customers. Require employees to stay home if they are sick and send employees who are sick home.

### **Prevention & Mitigation Actions Based on Guidelines**

This Plan includes recommendations and requirements to assist in reducing the spread of germs in City facilities. Those measures include maintaining supplies of hand sanitizer in all City facilities, the 2019 installation of a Plexiglas partition fitted to the Finance Department's public service counter, and increased sanitation of public spaces to work spread of germs through contact with other employees or the public. It is the recommendation of that all departments maintain a six-week supply of needed materials to provide for efficient continuity of operations while minimizing exposure that could occur in the procurement of needed supplies.

This plan is designed to complement State and Federal plans, providing a working operational outline for City operations at a local level and to provide a tool to other agencies in the area, our partners in preparing for a potential pandemic.

### **Apply Infection Control Measures**

Following CDC guidelines on stopping the spread of germs is action taken in regards to seasonal or pandemic flus concerns. At the time of publication those recommendations included avoiding close contact with those at risk, covering coughs or sneezes with a tissue and throwing the tissue in the trash, avoid touching eyes, nose and mouth, clean and disinfect frequently touched objects and surfaces, stay home when sick, wash hand often with soap and water for at least 20 seconds.

### **Assess Workplace Exposure Risk**

The Pandemic Flu Plan includes recommendations and requirements to assist in reducing the spread of germs in City facilities. It is the recommendation of that all departments maintain a six-week supply of needed materials to provide for efficient continuity of operations while minimizing exposure that could occur in the procurement of needed supplies.

### **Review Workplace Policies & Plan to Separate Sick Employees**

The guidelines for employees who are sick are outlined in the Sick Leave Personnel Policy. It is the general philosophy of the City that employees, who are ill, should be responsible and not

come to work. Supervisors are required to work with their employees in enforcing this philosophy for the safety of the individual who is ill, fellow employees, and the general public.

#### Establish a Communications Protocol

Internally, for City staff communication, email, phone, and text are the primary sources that are used on a daily basis and in instances of preparedness.

Externally to the community and general public, the City will utilize all public communication tools available to communicate to provide information and resources as needed. Sources for community outreach include:

- Traditional Media Releases
- Social Media Posts & Engagement
- PEG Television Channel
- City of Moscow Website
- Utility Billing Newsletters
- Sponsored Public Service Announcements
- Paid Advertisements

#### Encourage Personal Preparedness

The Administration and Human Resources Departments are the point of contact for sharing personal preparedness information. Typically, this includes sharing recommendations from the CDC, PH-INCD, insurance providers and others as appropriate.

#### Outline Key Business Functions & Anticipate Absenteeism

##### Get Input from your Workforce

The City of Moscow has long-standing and regularly updated response plans to ensure the continuity of operations of essential City services, and manage any threat of interruption to those services. Strategies include cross-training of personnel, non-essential staff prepared to support essential services in their areas of expertise, coordinating purchasing and inventory of supplies as appropriate, and more. In short, these plans include information to prepare staff, establish a state of readiness, and provide for continuity of the City's operations. In all instances, the City of Moscow's plans are designed to complement and support State and Federal guidelines.

Development of Continuity of Operations Plan by each group, department and division are also include in this plan. Throughout those plans there is a focus on cross-training to facilitate the potential need to reassign personnel as needed to maintain essential services.

## **Minimal to Moderate**

When there are suspected cases of flu in the community, the minimal to moderate phase may be activated. At this phase activities in the previous phase are continued. At this phase in addition to actions taken as noted below, information continues to be shared via communication plans, calendars and notice are adjusted and noticed accordingly communication to public regarding closures via all communication methods, and communication with employees regarding and work adjustments or changes are activated.

### **Social Distancing – Tier 2**

At this phase social distancing measures may be heightened. Schedules for staff may be adjusted to include work-from-home, staggered shifts to reduce the number of people in office to minimal levels, no less than two per floor per facility. Essential personnel may be required to report to work as outlined in continuity of operations plans. Additional measures may also be considered such as consolidation of customer service points to provide the best protection for staff and customers as possible (e.g. Community Development personnel working out of the Finance Department space to use the partitioned service window and the like.) At this level non-essential services including Parks & Recreation programs and facilities may also close, building inspections may be postponed, but plan review could continue, etc. Additional information is noted in each department/division's continuity of operations plan – Level 1 and 2 services would continue. Plans for staffing will be developed by each department/division.

## **Substantial**

When there are confirmed cases of flu in the community, the substantial phase may be activated. At this phase all activities in the previous two phases are continued, in addition, specifically travel restrictions may be imposed and more strict staff scheduling, work-from-home requirements and the like. Activities may include but are not limited to communication to public regarding closures via all outlets, communicate with employees regarding changes to scheduling, work from home process, etc. messaging and signage prepared for facilities posted, communicate with employees regarding changes to scheduling, work from home processes, etc.

### **Social Distancing – Tier 3**

At this level all non-essential City facilities may be closed. Additional information is noted in each department/division's continuity of operations plan – only Level 1 services would continue. Schedules for staff may be adjusted to include work-from-home, staggered shifts to reduce the number of people in office to minimal levels, no less than two per floor per facility for performance of essential duties only, etc All travel may be restricted at this level.

### **Plan for Restricted Travel**

At the CDC's mitigation phase of Substantial and/or the City's declaration of Social Distancing at a Tier 3 all travel is restricted.

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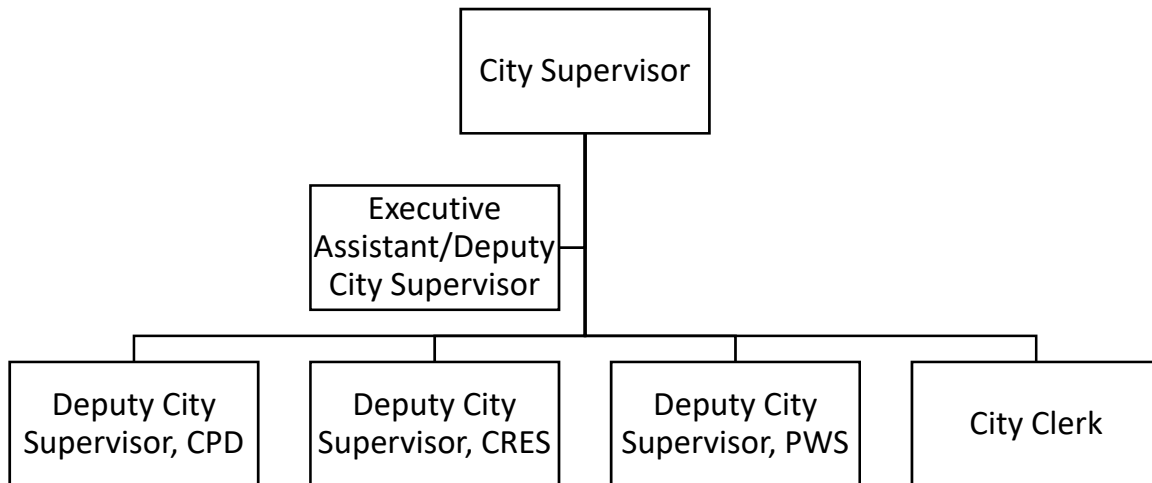
# ADMINISTRATION OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. City Supervisor: Gary J. Riedner
- B. Deputy City Supervisor, Community Planning & Design: Bill Belknap
- C. Deputy City Supervisor, Culture, Recreation & Employee Services: Jen Pfiffner
- D. Deputy City Supervisor, Public Works & Services: Tyler Palmer

Division: City Clerk

- A. City Clerk: Laurie Hopkins
- B. Executive Assistant/Deputy City Clerk: VACANT
- C. Administrative Assistant/Deputy City Clerk: Anne Peterson
- D. HR Specialist/Deputy City Clerk: Keli Jones



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Under the direction and authority of the Mayor, the City Supervisor shall supervise, administer and coordinate the activities and functions of the various City officers and departments in carrying out the requirements of City ordinance and the policies of the Council.	City Supervisor	Deputy City Supervisor, CPD  Deputy City Supervisor, CRES  Deputy City Supervisor, PWS	<input type="checkbox"/>
The City Supervisor shall regularly report to the Mayor concerning the status of all assignments, duties, projects and functions of the various City offices, departments, boards and commissions.	City Supervisor	Deputy City Supervisor, CPD  Deputy City Supervisor, CRES  Deputy City Supervisor, PWS	<input type="checkbox"/>
The City Supervisor shall serve as the chief public information officer of the City.	City Supervisor	Deputy City Supervisor, CPD  Deputy City Supervisor, CRES  Deputy City Supervisor, PWS	<input type="checkbox"/>

The City Supervisor shall attend all meetings of the Council with the duty of reporting any matter concerning City affairs under his or her supervision.	City Supervisor	Deputy City Supervisor, CPD  Deputy City Supervisor, CRES  Deputy City Supervisor, PWS	<input type="checkbox"/>
The City Supervisor shall assist the Mayor generally in conducting the City's business in all matters, and perform such other duties and assume such other responsibilities as the Council through the Mayor may direct or as by ordinances and resolutions of the Council may be required.	City Supervisor	Deputy City Supervisor, CPD  Deputy City Supervisor, CRES  Deputy City Supervisor, PWS	<input type="checkbox"/>
To attend Council meetings and keep a fair and correct journal of the proceedings of the Council.	City Clerk	Deputy City Clerk	<input type="checkbox"/>
To file and keep all books and papers of the City.	City Clerk	Deputy City Clerk	<input type="checkbox"/>
To keep and reserve all records and books entrusted to the Clerk.	City Clerk	Deputy City Clerk	<input type="checkbox"/>
To affix the Seal of the City to instruments required to be executive by the Clerk under the City's Seal.	City Clerk	Deputy City Clerk	<input type="checkbox"/>
To sign warrants authorized by the Council.	City Clerk	Deputy City Clerk	<input type="checkbox"/>
<b>Level 2 – important but not Essential Services, maintained when feasible</b>			
<b>Services</b>	<b>Primary Staff</b>	<b>Secondary Staff</b>	<b>Just-In-Time Training Ready</b>
The City Supervisor shall cause to be prepared and submitted to the City Supervisor by each department, division or service of the City government; itemized annual estimates of expenditures required by any of them and submit a report thereof to the Mayor, with the recommendation of the City Supervisor, prior to the passage of the annual appropriation ordinance.	City Supervisor	Deputy City Supervisor, CPD  Deputy City Supervisor, CRES  Deputy City Supervisor, PWS	<input type="checkbox"/>
Business licenses	City Clerk	Deputy City Clerk	<input type="checkbox"/>

<b>Level 3-Routine Services, may be temporarily suspended</b>
<ul style="list-style-type: none"> <li>• The City Supervisor shall supervise all purchases and expenditures by the various City offices, departments, commission and boards, for the purpose of keeping the same within the limitations of the annual budget of the City.</li> <li>• To administer oaths</li> </ul>

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Emergency Planning	City Supervisor	Deputy City Supervisor, CRES
Day-to-Day Affairs	City Supervisor	Deputy City Supervisor, CRES

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy Machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 5. Inter-Departmental/Division Assistance

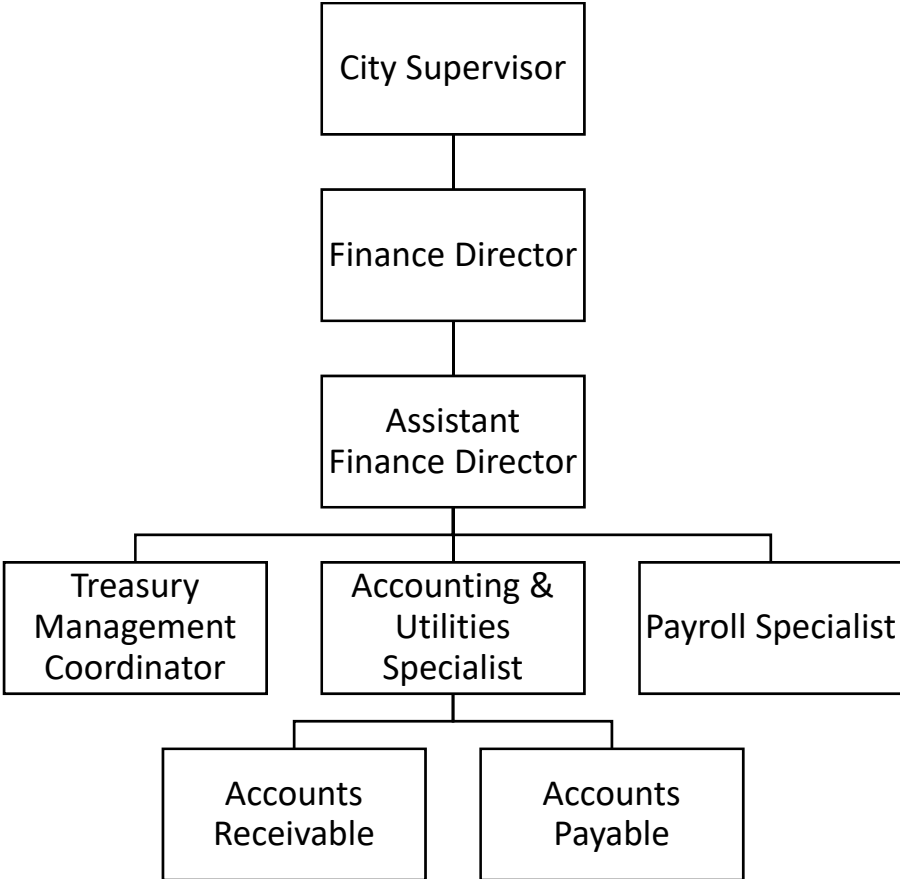
- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Administration depends on the Mayor, City Council, Information Systems and the City Clerk to perform critical services.
  - The City Clerk depends on agenda items and back-up information from other City departments.
  
- B. Staff resources available to support others department/division essential services.
  - City Supervisor could provide non-technical managerial/supervisory/ oversight functions in any department
  - City Supervisor could provide City Attorney services in the Legal Department
  - City Clerk could oversee/assist with administrative assistant duties in any department.



# FINANCE OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Finance Director: Sarah L. Banks
- B. Assistant Finance Directory: Renee Tack
- C. Treasury Management Coordinator: Julie Fry



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Service	Primary Staff	Secondary Staff	Just-In-Time Training Ready
First-line of contact for public	All	All	<input checked="" type="checkbox"/>
Primary operators for the City’s incoming phone communications system	All	All	<input checked="" type="checkbox"/>
Essential for dispensing information, directions, and contact sources to the public	All	All	<input checked="" type="checkbox"/>
Accounts Payable remits payments to vendors providing the City the ability to purchase the goods and services necessary for mission-essential functions during an emergency	Payable Clerk	Receivables Clerk	<input type="checkbox"/>
Payroll and benefits processing for all employees ensures employees medical insurance and other benefits remain uninterrupted.	Payroll Specialist	Treasury Management Coordinator  Assistant Finance Director	<input type="checkbox"/>
Cash and investments be closely managed facilitating adequate liquidity of funds	Treasury Management Coordinator	Payroll Specialist  Assistant Finance Director  Finance Director	<input type="checkbox"/>
Level 2 – Important by not Essential Services, maintained when feasible			
Service	Primary Staff Responsible	Secondary Staff Responsible	Just-In-Time Training Ready
Water billing	Utility Billing Specialist	Receivables Clerk	<input type="checkbox"/>
Accounts receivable billing	Receivables Clerk	Utility Billing Specialist	<input type="checkbox"/>
Cashiering – Receiving utility bill payments	All	All	<input type="checkbox"/>
Level 3 – Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Financial reporting</li> <li>• Research analysis</li> <li>• Audit functions</li> </ul>			

- Budget review and preparation
- Capital asset management

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Finance	Finance Director	Assistant Finance Director

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Master keys to City Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phones, Computer Network, Internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anti-contagion equipment as necessary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Office supplies, paper, checks etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Information Systems
- B. Staff resources available to support others department/division essential services.
  - Finance has always had an understanding with all City departments that we could answer phones, prepare payroll, accounts payable or any other office duties for them if directed.
  - Finance staff is pretty involved operationally with several other City operations, but not to the point that would make them experts. However, Finance staff would serve where needed in any capacity.

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# LEGAL OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

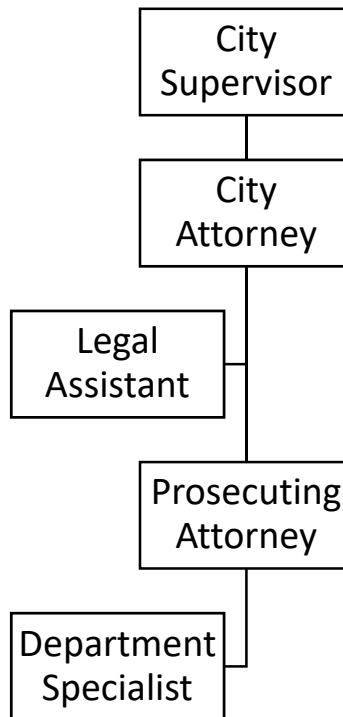
- A. City Attorney: Mia Bautista
- B. City Prosecutor: Liz Warner
- C. Legal Assistant: Tamra Karl
- D. Department Specialist: Jonathan Hickling

Division: Civil/General Legal Matters

- A. City Attorney: Mia Bautista
- B. Legal Assistant: Tamra Karl

Division: Prosecution

- A. City Prosecutor: Liz Warner
- B. Department Specialist: Jonathan Hickling



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Service	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Legal Advisor for City Leaders, available 24/7 by phone and email. Contract and Public Record Review and Processing.	City Attorney	City Supervisor	<input type="checkbox"/>
Prosecutorial Functions, which includes appearances in Court, communication with law enforcement regarding the criminal cases, and filing of required paperwork.	City Prosecutor	City Attorney	<input type="checkbox"/>
Ordinance drafting and/or review.	City Attorney	City Prosecutor	<input type="checkbox"/>
Resolution drafting and/or review.	City Attorney	City Prosecutor	<input type="checkbox"/>
Handling of code enforcement	City Prosecutor	City Attorney	<input type="checkbox"/>
Level 2 – Important by not Essential Services, maintained when feasible			
Service	Primary Staff Responsible	Secondary Staff Responsible	Just-In-Time Training Ready
Prosecution of infraction and misdemeanor cases.	City Attorney	City Prosecutor	<input type="checkbox"/>
Level 3 – Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>Contract Review and legal service support for future events.</li> </ul>			

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Civil/General Legal Matters	City Attorney	City Supervisor
Prosecution	City Attorney	City Prosecutor

#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Computer with internet capabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to City network	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printer & Copier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
- Information Systems
- B. Staff resources available to support others department/division essential services.
- There currently is no existing arrangement between the Legal Department and an internal department due to the nature of the specialized work we do. We do have an agreement with the Latah County Prosecutor's Office to provide backup prosecutorial services for the City in the event we are unable to carry out our duties. We have also offered to be their backup in the event they are unable to carry out their prosecutorial duties.
  - The resources we can provide is that of research and legal advice. We can also provide support in any other way that is requested to assist the City to function/provide essential services.

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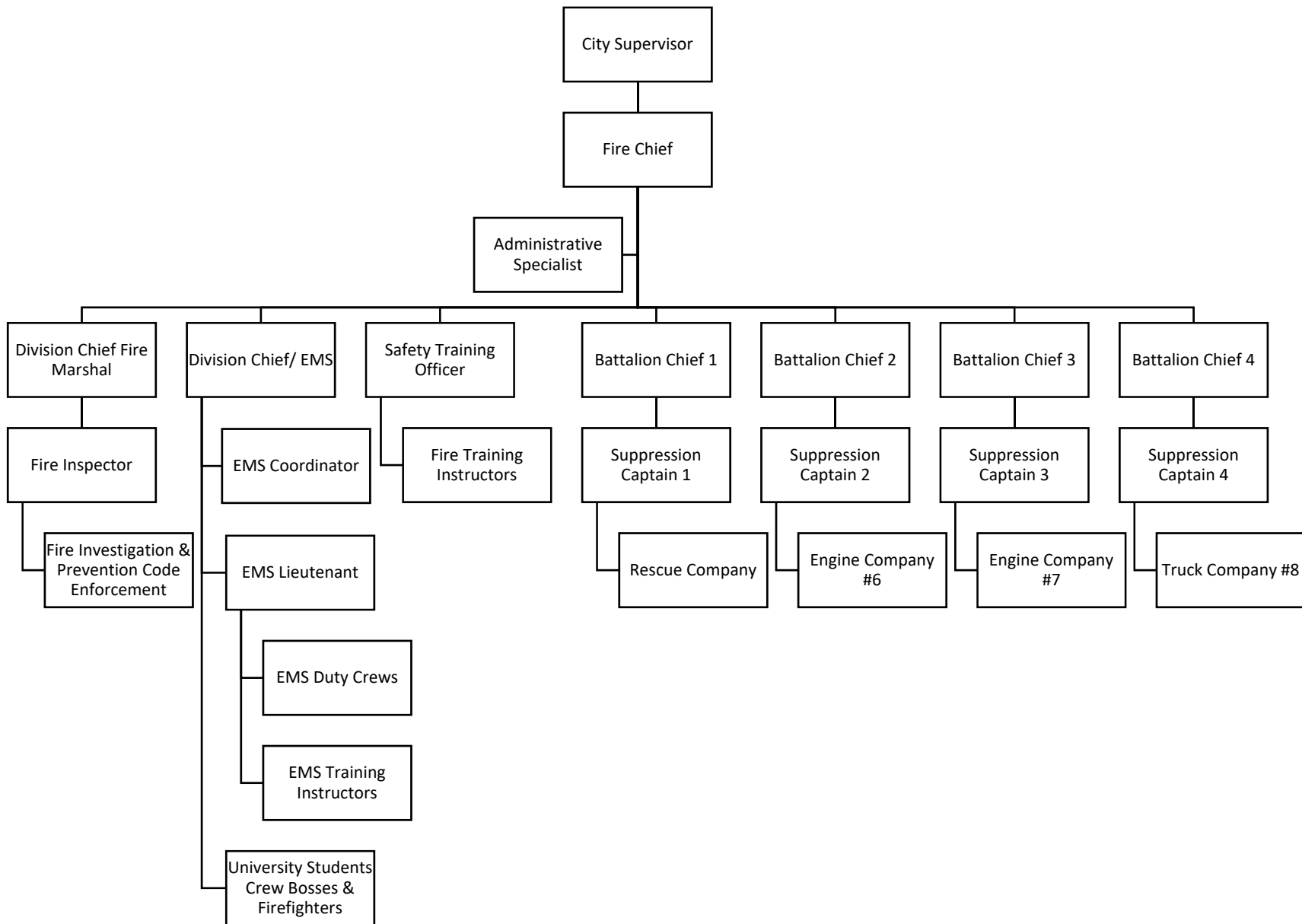
# FIRE OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Fire Chief: Brian R. Nickerson
- B. Division Chief Fire Marshal: Dan Ellinwood
- C. Division Chief EMS: Debby Carscallen
- D. Captain Training: Scott Williams

Division: Volunteer Command Staff

- A. Battalion 1: Dana Rand
- B. Battalion 2: Jason Henrichs
- C. Battalion 3: Justin Goodwin
- D. Battalion 4: Dan Carscallen
- E. Captain 1: Greg Thomas
- F. Captain 2: Dean Walker
- G. Captain 3: Kalab Fisher
- H. Medic 1: Josh Peak



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Provide fire suppression and protection of property.	Command Staff	Volunteer Staff	<input type="checkbox"/>
Respond to emergency and non-emergency requests for assistance.	Command Staff	Volunteer Staff	<input type="checkbox"/>
First response to all hazards incidents at the operations level.	Command Staff	Volunteer Staff	<input type="checkbox"/>
Provide emergency life-saving medical care to citizens and visitors of the City and surrounding area.	Division Chief EMS	Volunteer Staff	<input type="checkbox"/>
Transport patients to area hospitals.	Volunteer Staff	Ambulance Company	<input type="checkbox"/>
Provide fire scene medical support.	Division Chief EMS	Ambulance Company	<input type="checkbox"/>
Maintain compliance with local, state, and federal standards and regulations.	Fire Administration	Command Staff	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Respond to non-emergency requests for assistance.	Command Staff	Administration Staff	<input type="checkbox"/>
Provide mutual aid assistance to neighboring jurisdictions.	Volunteer Staff	Command Staff	<input type="checkbox"/>
Pre-plan target hazards within the city.	Division Chief Fire Marshal	Fire Inspector	<input type="checkbox"/>
Coordinate, monitor and maintain fire-service related certifications; initial, and on-going.	Captain Training	Administration Staff	<input type="checkbox"/>
Document department-wide compliance of NIMS, IGSHS, NFPA, and City regulations.	Administration Staff	Command Staff	<input type="checkbox"/>
Stand-by at special events to provide medical assistance as requested.	Command Staff	Volunteer Staff	<input type="checkbox"/>
Participate in community outreach programs that promote health and life-safety.	Division Chief Fire Marshal	Volunteer Staff	<input type="checkbox"/>
Paramedic rendezvous for outlying agencies upon request.	Division Chief EMS	Volunteer Paramedic	<input type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>Conduct bi-annual inspections of the University of Idaho campus dorms, sorority, and fraternity's, as well as apartments, and restaurants in the City of Moscow.</li> </ul>			

- Participate in community education, intervention and risk reduction programs.
- Respond to request for standby's for events
- Assess training needs to remain compliant with established local and regulatory agencies; the City of Moscow, National Fire Protection Association (NFPA), Commission on Fire Accreditation International, Commission on Accreditation of Ambulance Services, Idaho General Safety and Health Standards (IGSHS), National Incident Management System (NIMS).
- Coordinate the development and maintenance of department training programs and Plan Documents.
- Deliver effective and consistent training programs.
- Develop and deliver recruitment and promotional processes.
- Develop and deliver continuing medical education training for certified personnel in order to maintain certification in accordance with the State of Idaho requirements.
- Coordinate and administer the quality improvement/assurance program for emergency medical services in accordance with State of Idaho requirement.
- Prepare and release medical records in accordance with HIPAA regulations.
- Organize community events that increase the public's knowledge, skills and exposure in the areas of fire safety, life-safety, health awareness and risk reduction of intentional and unintentional injury and death for all age groups.
- Manage and coordinate the Partnerships for Youth at Risk, statewide youth fire-setting prevention program.

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Fire	Fire Chief	Division Chief EMS

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.) <b>Resources Needed</b>	Stock-Piled	Just-in-Time
Fuel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical Supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fleet maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Facility maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memorandums of Understanding with other agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Moscow Police Department to assist and respond to incidents, Fleet for apparatus repair are the two main departments that are critical to our mission.
  - Mutual aid agreements with other volunteer and career departments are the only arrangements that would be utilized if the need should arise.
- B. Staff resources available to support others department/division essential services.
  - As needed for emergency response.

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# POLICE OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Chief James Fry
- B. Captain Tyson Berrett
- C. Captain Roger Lanier
- D. Captain Will Krasselt
- E. Sgt. John Lawrence
- F. Sgt. Art Lindquist
- G. Sgt. Anthony Dahlinger
- H. Sgt. Dustin Blaker
- I. Sgt. David Hathaway

Division: Administration

- A. Police Chief: James Fry
- B. Campus Division Captain: Tyson Berrett
- C. Operations Division Captain: Roger Lanier
- D. Services Division Captain: Will Krasselt
- E. Administrative Assistant: Karen Potter

Division: Operations

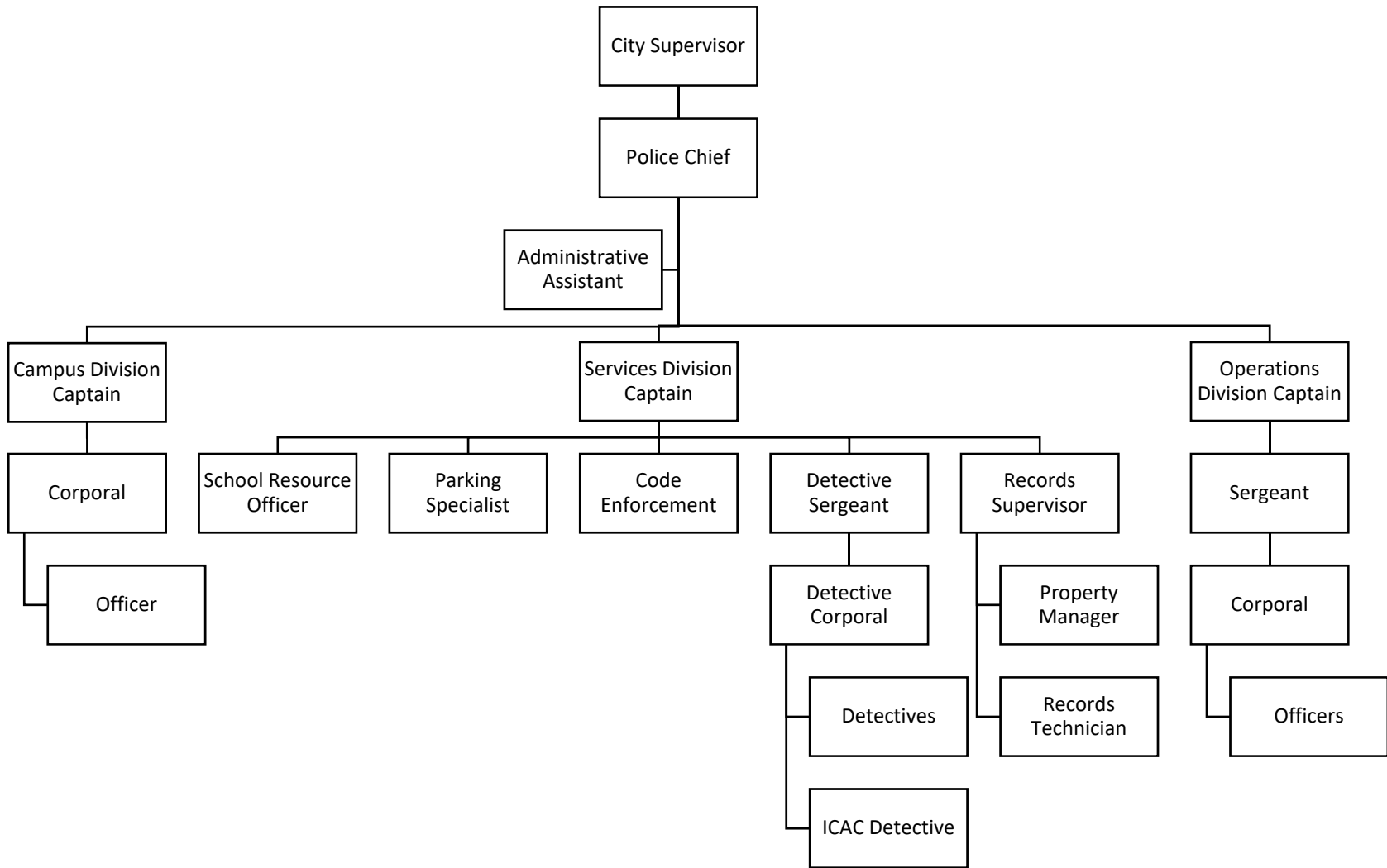
- A. Operations Captain: Roger Lanier
- B. Senior Sergeant: Art Lindquist
- C. Sergeant: Anthony Dahlinger
- D. Sergeant: Dustin Blaker
- E. Sergeant: David Hathaway
- F. Senior Corporal on Shift: Rotates
- G. Senior Patrol Officer on Shift as Watch Commander.

Division: Campus:

- A. Campus Division Captain: Tyson Berrett
- B. Senior Patrol Officer: Megan Vincello
- C. Patrol Officer: Jakob Lee

Division: Services

- A. Division: Services Division Captain: Will Krasselt
- B. Sergeant: John Lawrence
- C. Corporal: Josh Thueson





**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

*\*Additional staff including detectives and command staff will also aid as secondary staff.*

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Conduct investigations	Patrol Officers	Senior Officers	<input type="checkbox"/>
Conduct preliminary investigations	Patrol Officers	Senior Officers	<input type="checkbox"/>
Incident documentation	Patrol Officers	Senior Officers	<input type="checkbox"/>
Investigate major felony cases	Patrol Officers	Senior Officers	<input type="checkbox"/>
Provide safety and security for on-campus university events	Patrol Officers	Senior Officers	<input type="checkbox"/>
Respond to calls for service – self-initiated and dispatched	Patrol Officers	Senior Officers	<input type="checkbox"/>
Serve as Custodians of Records for the Police Department	Patrol Officers	Senior Officers	<input type="checkbox"/>
Secure all evidence and maintain chain of custody	Patrol Officers	Senior Officers	<input type="checkbox"/>
Provide safety to life and property	Patrol Officers	Senior Officers	<input type="checkbox"/>
Assist medical personnel on medical calls	Patrol Officers	Senior Officers	<input type="checkbox"/>
Provide traffic protection during fires or traffic accidents	Patrol Officers	Senior Officers	<input type="checkbox"/>
Prevent looting etc. in time of panic	Patrol Officers	Senior Officers	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Accountability and responsibility education to the campus community	Patrol Officers	Senior Officers	<input type="checkbox"/>
Clery reporting	Patrol Officers	Senior Officers	<input type="checkbox"/>
Perform traffic education and enforcement functions	Patrol Officers	Senior Officers	<input type="checkbox"/>
Provide animal control and code enforcement	Patrol Officers	Senior Officers	<input type="checkbox"/>
Reduction of alcohol and drug related incidents	Patrol Officers	Senior Officers	<input type="checkbox"/>
Respond to medical emergencies	Patrol Officers	Senior Officers	<input type="checkbox"/>
Routine patrols to prevent crime.	Patrol Officers	Senior Officers	<input type="checkbox"/>

Level 3-Routine Services, may be temporarily suspended
<ul style="list-style-type: none"> <li>• Assign and track training for all police department employees and volunteers</li> <li>• Assist citizens with front lobbies inquiries</li> <li>• Conduct background and fingerprint checks</li> <li>• Direct crime prevention activities</li> <li>• Education, mentoring and enforcement service to the Moscow School District</li> <li>• Provide safe and efficient parking for the City of Moscow with a focus on the central business district</li> <li>• Prepare and oversee auction of City surplus and abandoned property</li> <li>• Proactive patrols to include traffic stops and business checks</li> </ul>

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Emergency Planning	Chief of Police	Campus Division Captain  Operations Division Captain  Services Division Captain
Day-to-Day Affairs	Services Division Captain	Chief of Police  Operations Division Captain

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Hazardous materials suits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Radio connectivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Passwords to Computer Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portable Generators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food if the mission goes on a long time	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ambulance service for serious calls to be on standby	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Potable Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memorandum of Understanding with other jurisdictions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Mechanics from Fleet to ensure vehicles are operating
  - Fire Dept. assistance on medical calls or on standby
  - Assistance from the Street Dept. to shut down roads in emergencies.
  
- B. Staff resources available to support others department/division essential services.
  - The police assist the Fire Department and Ambulance Services daily. We have MOU's with Latah County, Pullman, WSU and Lewiston Police.
  - We can share, Parking Services, Code Enforcement and our part time Licensing person.

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# COMMUNITY PLANNING & DEVELOPMENT OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Deputy City Supervisor, Community Planning and Design: Bill Belknap
- B. Planning Manager: Mike Ray
- C. Engineering Manager/City Engineer: Scott Bontrager

Division: Planning

- A. Planning Manager – Mike Ray
- B. Planner I – Aimee Hennrich

Division: Building

- A. Division Manager: Building Official
- B. Building Official: Justin Goodwin
- C. Building Inspector: Rob Bafus
- D. Electrical Inspector: Rob Devoe
- E. Permits Coordinator: Corey O'Brien

Division: Engineering

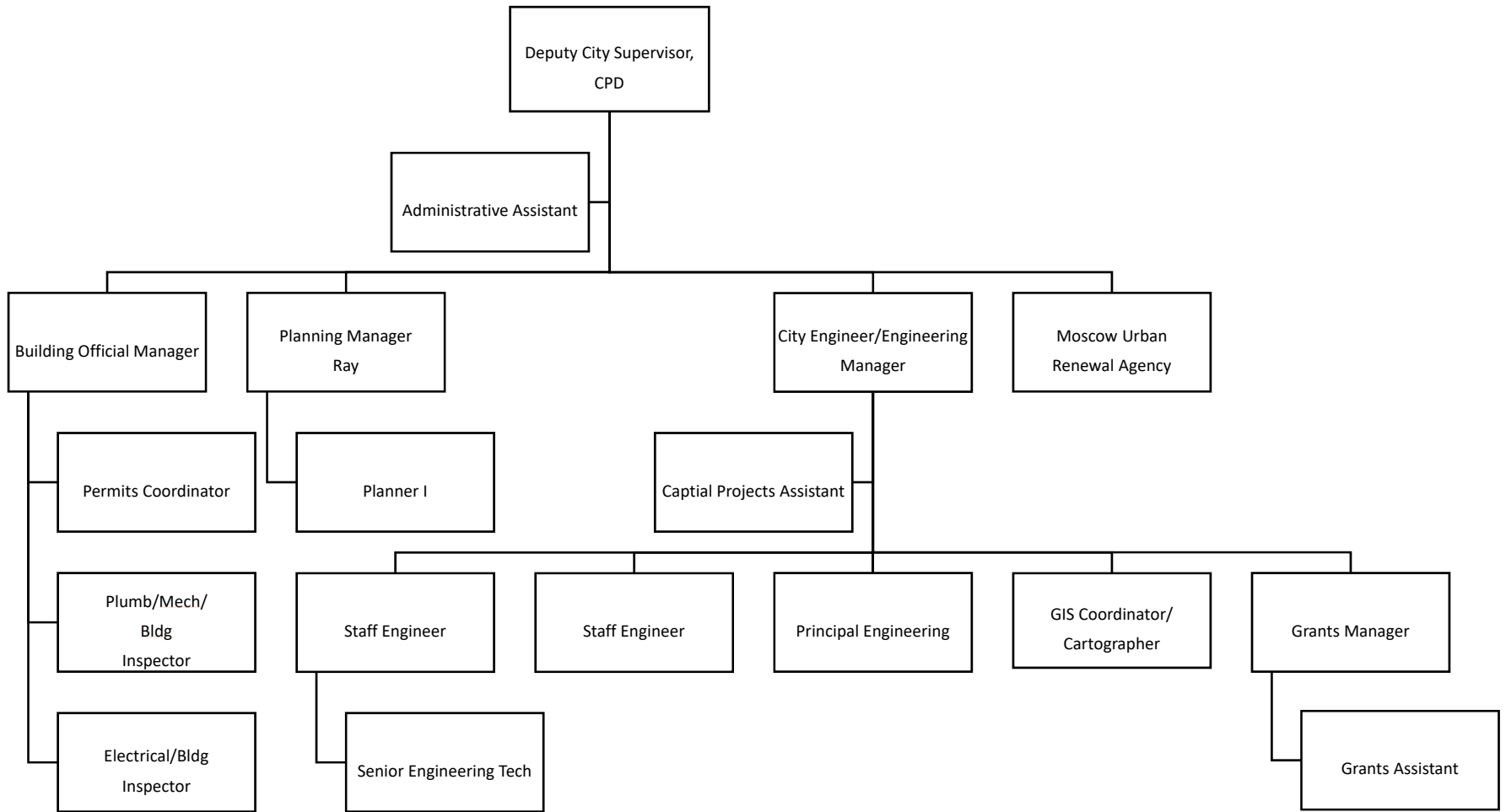
- A. Engineering Manager/City Engineer: Scott Bontrager
- B. Staff Engineer: Bob Buvel
- C. Staff Engineer: Nate Suhr
- D. GIS Coordinator/Cartographer: Carey Edwards
- E. Principal Engineering Technician: Kyle Rainer
- F. Engineering Technician: Erik Peterson
- G. Capital Projects Administrative Assistant: Kendra Ewing

Division: Grants

- A. Grants Manager: Alisa Anderson
- B. Department Specialist: Glenda Bull

Division: Economic Development/Urban Renewal

- A. Division Manager: Bill Belknap
- B. Administrative Assistant: Anne Peterson



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Service	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Private Construction Permits & Inspections	Building Official	Electrical/Plumbing/Building Inspector	<input type="checkbox"/>
Public Capital Construction Project Administration	Engineering Manager	Staff Engineer	<input type="checkbox"/>
Traffic Control and Pedestrian Safety	Principal Engineering Technician	Senior Engineering Technician	<input type="checkbox"/>
Public Information dissemination	Deputy City Supervisor	Planning Manager	<input type="checkbox"/>
Level 2 – Important by not Essential Services, maintained when feasible			
Service	Primary Staff Responsible	Secondary Staff Responsible	Just-In-Time Training Ready
Discretionary Land Use Permits	Planning Manager	Planner I	<input type="checkbox"/>
Capital projects development, design, and construction management	Engineering Manager	Staff Engineer	<input type="checkbox"/>
Development Projects oversight including plan review, developer participation program, development agreements, fee assessment, inspection services, and sediment & erosion control enforcement	Principal Engineering Technician	Staff Engineer	<input type="checkbox"/>
Public Assistance – Record retrieval and copying, research and special projects	GIS Coordinator/ Cartographer	Senior Engineering Technician	<input type="checkbox"/>
Inter-Department Assistance – Survey, drafting, plotting research support, legal descriptions, cost estimates, infrastructure planning, design and bidding	Engineering Manager	Staff Engineer	<input type="checkbox"/>

Grant Programs Administration – Includes monitoring grant programs for available funding, applications for funding, completion of agreements for selected projects, processing billings and reimbursements for ongoing grant projects, and project closeout	Grants Manager	Grants Assistant	□
Level 3 – Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Long range planning</li> <li>• Code amendments</li> <li>• Code enforcement</li> <li>• Pavement Management Software operations and maintenance</li> <li>• Water Modeling Software operations and maintenance</li> <li>• Sanitary Sewer Modeling Software operations and maintenance</li> <li>• Parade Permits including coordination with ITD</li> <li>• R-O-W Encroachment Reviews / Permits</li> <li>• ITD Approach permits and public utilities permits</li> <li>• Sidewalk Inspection / Enforcement</li> <li>• Development of exhibits and maps for use by staff or sale to public</li> <li>• Web Site and Newsletters – Public outreach information.</li> <li>• Review and generation of legal descriptions</li> <li>• Records Maintenance – Infrastructure, city limit and zoning record maps updated</li> <li>• Acquisition of easements and right of way dedications</li> <li>• Fixed Asset Inventory – Annual infrastructure inventory record maintenance and reporting</li> <li>• Traffic Count / Accident Records – Field data collection, data entry, studies and reports on request</li> <li>• Street Light Inventory – Data collection, data entry, map preparation</li> <li>• Monumentation – Survey control points for mapping and property</li> <li>• GIS Planning Involvement</li> </ul>			

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Community Planning & Development	Deputy City Supervisor, CPD	Planning Manager



#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Vehicles	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gasoline	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer service & equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone service & equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forms, note pads, pens, pencils	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photo copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Money drawer/till	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Security safe	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Engineer & architect scales	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell phones	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### 5. Inter-Departmental/Division Assistance

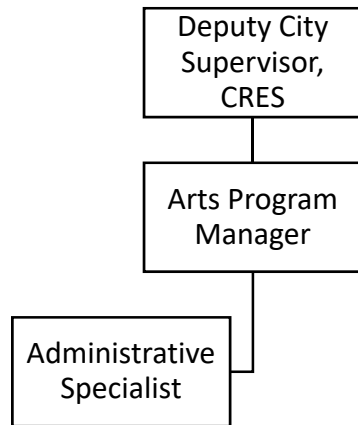
- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Finance Department: Fee accounting, payroll
  - Streets Department: Gasoline, vehicle maintenance
  - Information Services: Computer, phone services, and equipment
- B. Staff resources available to support others department/division essential services.
  - The Community Planning and Design Department has employees that would be able to perform other tasks in support of other City departments or outside agencies. The extent of assistance available would depend upon the type of need, services, and availability of staff.
  - The Department maintains a list of contractors and vendor for equipment and supplies that may also be needed by other Departments.

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# ARTS OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Arts Program Manager: Megan Cherry
- B. Deputy City Supervisor, Culture, Recreation, & Employee Services: Jen Pfiffner
- C. Administrative Specialist: DJ Scallorn



## 2. Operations & Staff – Department/Division List of Services & Staff to Perform

Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Service	Primary Staff	Secondary Staff	Just-In-Time Training Ready
The Arts Department provides services that are essential to the quality of life in the community, but are not City Mission-essential in the case of emergency.	N/A	N/A	<input type="checkbox"/>
Level 2 – Important by not Essential Services, maintained when feasible			
Service	Primary Staff Responsible	Secondary Staff Responsible	Just-In-Time Training Ready
MAC member and meeting management	Arts Program Manager	Administrative Specialist	<input checked="" type="checkbox"/>
Completion and scheduling of PR	Arts Program Manager	Administrative Specialist	<input checked="" type="checkbox"/>
Level 3 – Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Event scheduling, communications, and contracts</li> <li>• Gallery planning, communication, installation, social events</li> <li>• Public art accession and maintenance</li> <li>• Arts education support</li> <li>• Maintenance of budget and program files</li> </ul>			

## 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Arts	Arts Program Manager	Deputy City Supervisor, CRES

## 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Sanitizing Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.

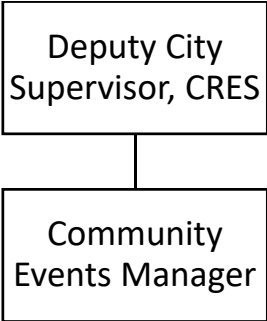
- During normal operations, the Arts Department works extensively with Community Events, Facilities, Finance, and Community Development. Any disruption in these departments and divisions would result in disruptions to Arts Department operations.
- B. Staff resources available to support others department/division essential services.
- In the case of an emergency, Arts staff will happily assist other mission-essential departments with labor and materials needed to fulfill the City mission.
  - Arts staff is available to assist with emergency communications and/or physical labor in support of other departments.
  - The Arts Department has an ongoing commitment to supporting Community Events operations.

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# COMMUNITY EVENTS OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Community Events Manager: Amanda Argona
- B. Deputy City Supervisor, Culture, Recreation, & Employee Services: Jen Pfiffner



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
The Community Events Department provides services that are essential to the quality of life in the community, but are not City Mission-essential in the case of emergency.	N/A	N/A	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Farmers Market member and meeting management	Community Events Manager	Deputy City Supervisor, CRES	<input type="checkbox"/>
Completion and scheduling of public information.	Community Events Manager	Deputy City Supervisor, CRES	<input type="checkbox"/>
Implementation of the weekly Moscow Farmers Market from May through October	Community Events Manager	Deputy City Supervisor, CRES	<input type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Application review for Community Events Permits and implementation of permitting process</li> <li>• Implementation of the Vandal Town Block Party</li> <li>• Internal support for Artwalk, Mayor’s Golf Tournament, and Moscow Winter Carnival</li> <li>• External support for individuals and community groups hosting a Community Event</li> </ul>			

**3. Communication**

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Community Events	Community Events Manager	Deputy City Supervisor, CRES



#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Fuel (Gator)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access to power (EV, EBT/SNAP services)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Farmspread	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master keys for Ghormley, City Shop, City Hall, Friendship Square restroom, lock for trailer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplies for Friendship Square restroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
- The Community Events Department provides services that are essential to the quality of life in the community, but are not City Mission-essential in the case of emergency.
  - For Level 2 services the following are necessary:
    1. Fleet & Streets for functioning vehicles and banner deployment;
    2. Water Department for access to E.V.;
    3. Parks and Rec. for trash facilities;
    4. I.S. for communications;
    5. MVFD for emergency service response;
    6. MPD for emergency service response
- B. Staff resources available to support others department/division essential services.
- Community Events staff is willing to support mission-essential needs in any way possible.

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# PARKS & RECREATION OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

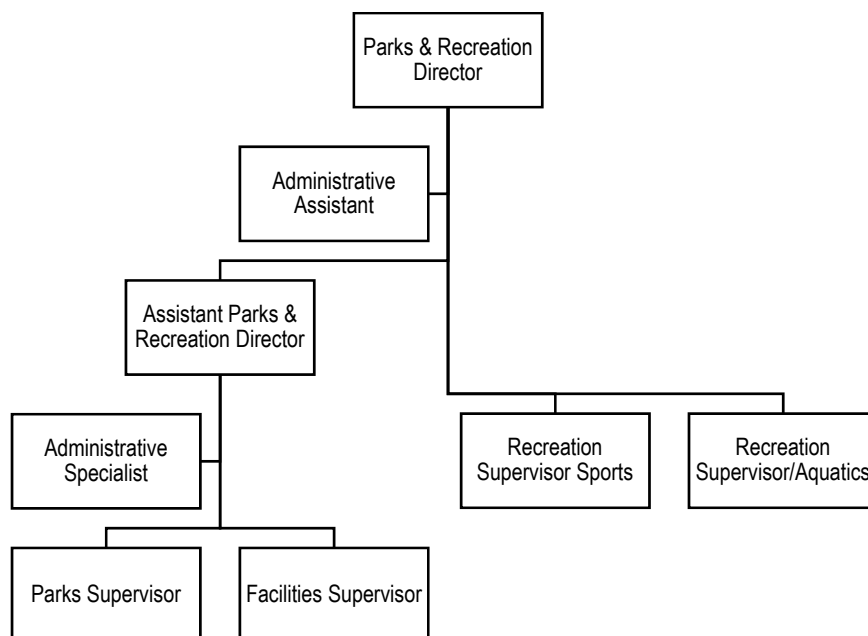
- A. Parks & Recreation Director: Dwight Curtis
- B. Asst Parks & Recreation Director: David Schott
- C. Recreation Supervisor: Greg Morrison
- D. Recreation Supervisor: Karen Johnston
- E. Facilities Maintenance Supervisor: Jay Lewis
- F. Administrative Assistant: Kristin Graham
- G. Administrative Specialist: Donna Howard

Division: Parks

- A. Parks Maintenance Supervisor: Calvin Macy
- B. Parks Maintenance Worker: Roy Bremenour
- C. Parks Maintenance Worker: Travis Seltenreich
- D. Parks Maintenance Worker: Gary McKinney
- E. Parks Maintenance Worker: Patty Anderton
- F. Parks Maintenance Worker: Vacant

Division: Facilities

- A. Facilities Maintenance Supervisor: Jay Lewis
- B. Senior Facilities Maintenance Worker: Scott Fleischman
- C. Facilities Maintenance Worker: Justin Heilman



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Service	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Snow removal	Parks Staff	Facilities Staff	<input checked="" type="checkbox"/>
Facility maintenance (critical areas)	Facilities Maintenance Workers	Parks Staff	<input type="checkbox"/>
Janitorial services	Contracted	Parks & Facilities Staff	<input checked="" type="checkbox"/>
Trash removal	Contracted	Parks & Facilities Staff	<input checked="" type="checkbox"/>
Level 2 – Important by not Essential Services, maintained when feasible			
Service	Primary Staff Responsible	Secondary Staff Responsible	Just-In-Time Training Ready
Park, trail, and open space maintenance	Parks Staff	Facilities Staff	<input checked="" type="checkbox"/>
Level 3 – Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Recreation programs and activities</li> <li>• HIRC/Eggan Youth Center/1912 Center public usage (1912 Center being managed by Heart of the Arts, Inc)</li> <li>• Facility rentals</li> <li>• Park facilities</li> </ul>			

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Parks & Facilities	Parks & Recreation Director	Assistant Parks & Recreation Director
Recreation	Parks & Recreation Director	Recreation Supervisor - Sports

#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Fuel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication devices/service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Janitorial supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication devices/service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police Services (when necessary)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 5. Inter-Departmental/Division Assistance

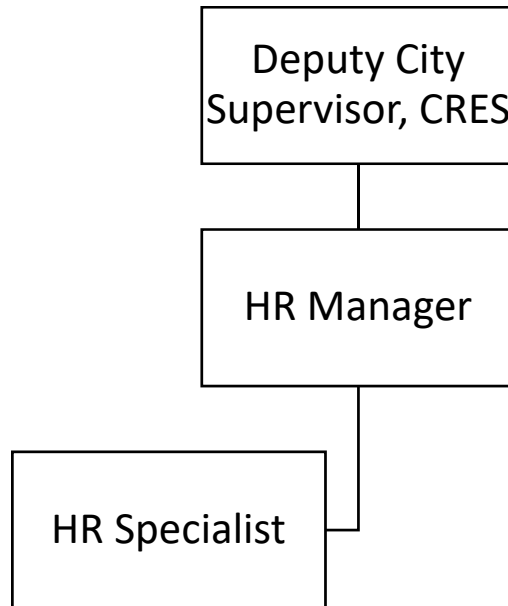
- A. Services/functions of other departments/division that are essential to department/division essential services.
  - None.
  
- B. Staff resources available to support others department/division essential services.
  - Should personnel resources of the City get to a point where drastic decisions need to be made, I recommend the parks and recreation department be temporarily closed and all available personnel be distributed to priority areas of other departments. I would also call in additional personnel resources from our vast part-time employee pool.

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# HUMAN RESOURCES OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Deputy City Supervisor, Culture, Recreation & Employee Services: Jen Pfiffner
- B. City Supervisor: Gary J. Riedner
- C. HR Manager: VACANT
- D. HR Specialist: Keli Jones



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Service	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Employee support	Deputy City Supervisor	HR Specialist	<input checked="" type="checkbox"/>
Benefits administration	Deputy City Supervisor	HR Specialist	<input checked="" type="checkbox"/>
Worker’s compensation	HR Specialist	Deputy City Supervisor	<input checked="" type="checkbox"/>
Payroll changes and record keeping	HR Specialist	Payroll Specialist (Finance)	<input type="checkbox"/>
Sick leave bank management	Deputy City Supervisor	HR Specialist	<input checked="" type="checkbox"/>
Risk management planning	Deputy City Supervisor	City Supervisor	<input type="checkbox"/>
Maintaining employee records	Deputy City Supervisor	HR Specialist	<input type="checkbox"/>
Priority personnel changes	Deputy City Supervisor	HR Specialist	<input type="checkbox"/>
Level 2 – Important by not Essential Services, maintained when feasible			
Service	Primary Staff Responsible	Secondary Staff Responsible	Just-In-Time Training Ready
Recruitment	Deputy City Supervisor	HR Specialist	<input checked="" type="checkbox"/>
Salary Administration	Deputy City Supervisor	HR Specialist	<input type="checkbox"/>
HR webpage updates	Deputy City Supervisor	HR Specialist	<input checked="" type="checkbox"/>
Non-priority personnel changes	Deputy City Supervisor	HR Specialist	<input type="checkbox"/>
Level 3 – Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Wellness Committee &amp; Events</li> <li>• EAC Committee</li> <li>• Career Fairs</li> <li>• Murray Group Coordination</li> <li>• Executive Recruitment</li> <li>• Job Description Drafting</li> <li>• Budgeting</li> </ul>			



- Policy Updates
- Salary Studies
- New Supervisor Academy
- Hiring Process
- EEO Reporting Employees
- EEO Reporting Volunteers
- Employee Picnic & Public Service Recognition Week
- HR Event Coordination
- CHAMPS
- General Recruitment
- New Employee Onboarding
- New Employee Orientation
- Hiring
- Open Enrollment
- Employee Recognition

**3. Communication**

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Human Resources	HR Manager	Deputy City Supervisor, CRES

**4. Resources**

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Sanitizing supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Computer and network equipment to work remotely	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**5. Inter-Departmental/Division Assistance**

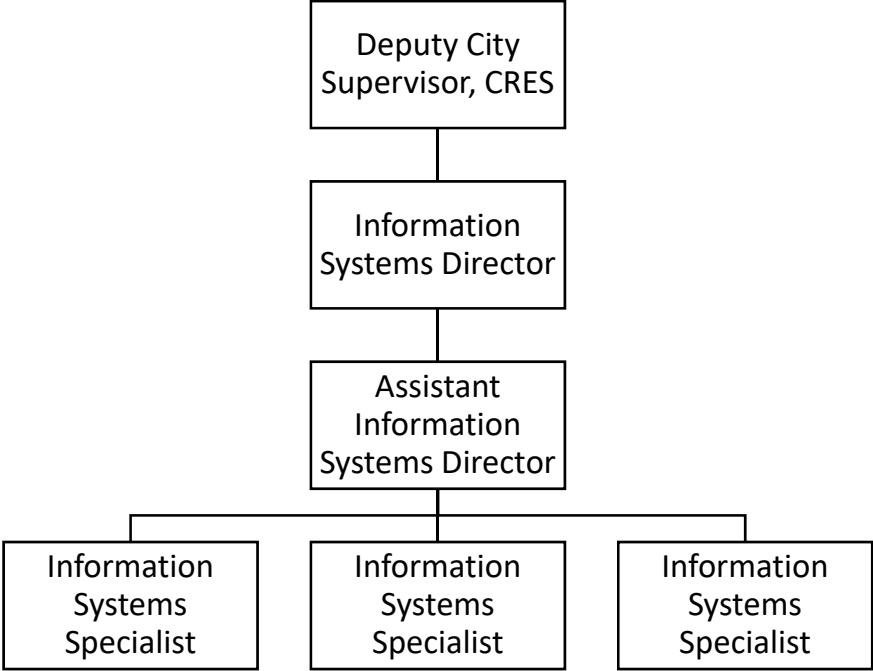
- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Finance – Payroll function specifically
- B. Staff resources available to support others department/division essential services.
  - Staff could assist with clerical duties in other departments.
  - Support to Administration and Finance as needed.

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# INFORMATION SERVICES OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Information Systems Director: Jesse Flowers
- B. Assistant Information Systems Director: Tom Picarella
- C. Information Systems Specialist: Boyd Parkins
- D. Information Systems Specialist: Chris Caylor
- E. Information Systems Specialist: Colton Hotchkiss



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Internet Access	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
VPN Access	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Email	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
File and Print Services	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Network Connection to Dispatch	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Phone Service	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Authentication Service (Active Directory)	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Network Connections between City Facilities	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Public Safety Computers and Servers	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>

Support industrial Controls for utilities	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Land Mobile Radio Network (voice communication for public safety and public works)	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
<b>Level 2 – important but not Essential Services, maintained when feasible</b>			
<b>Services</b>	<b>Primary Staff</b>	<b>Secondary Staff</b>	<b>Just-In-Time Training Ready</b>
Application Server	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
City Work Stations	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Primary line of business applications	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
City wireless network	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
Co-location of equipment and fiberoptic leases	Specialist Staff	IS Director Assistant IS Director	<input type="checkbox"/>
<b>Level 3-Routine Services, may be temporarily suspended</b>			
<ul style="list-style-type: none"> <li>• Equipment replacement program</li> <li>• External agency support (PEP, and Transit)</li> <li>• Public wireless</li> </ul>			

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

<b>Area</b>	<b>Main Spokesperson</b>	<b>Alternate</b>
Information Systems	Information Systems Director	Assistant Information Systems Director

#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Computers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phones	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Network connection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Printers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accessories	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keyboards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ethernet Cables	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fiber Optic Repair equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

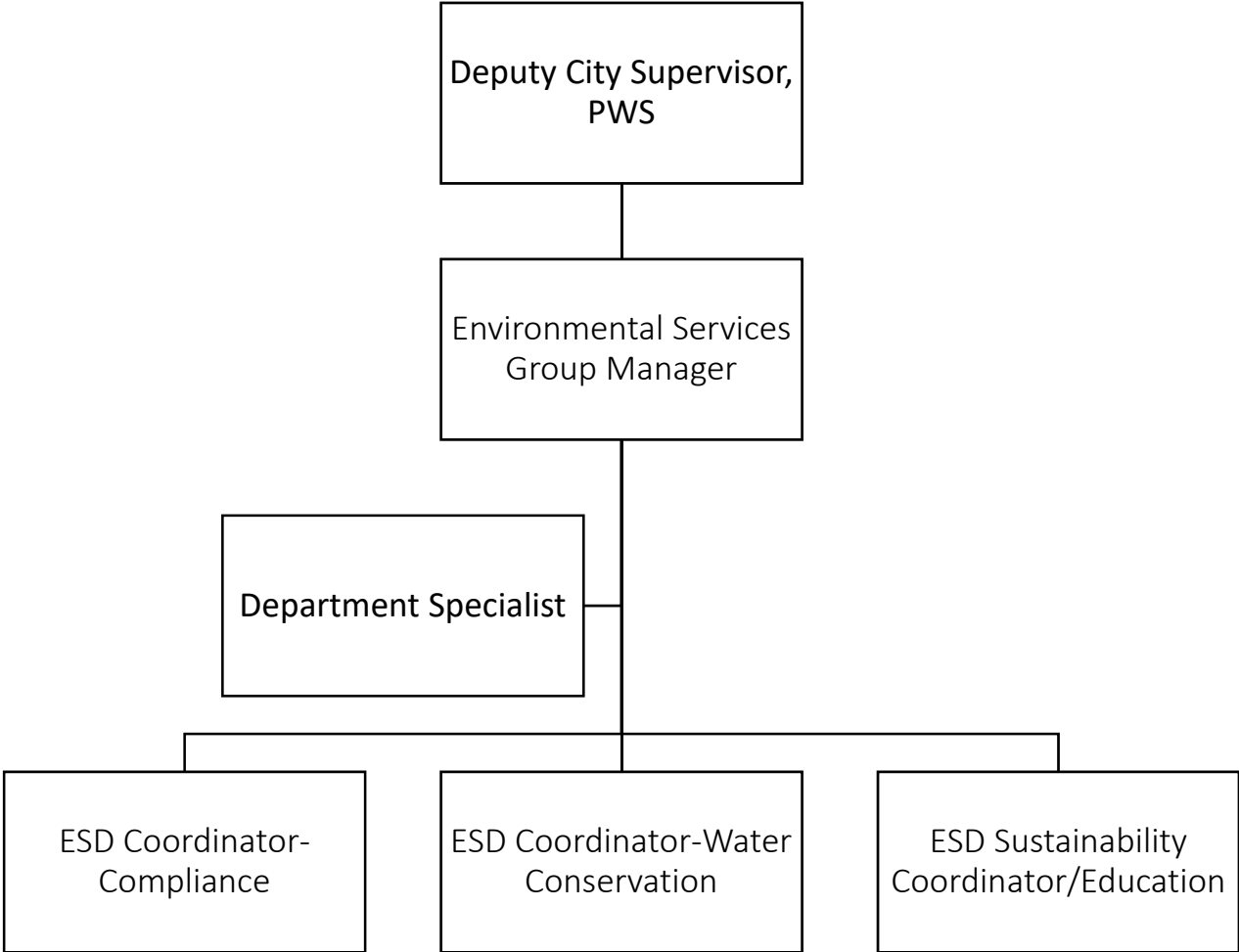
#### 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
- The Information Systems Department provides essential services to all City departments.
  - The Information Systems Department has an agreement with the City of Pullman to provide and receive mutual assistance when needed and resources are available.
- B. Staff resources available to support others department/division essential services.
- Information Systems Staff will be ensuring essential services to others, depending on the need IS staff may be available to assist others.

# ENVIRONMENTAL SERVICES OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Environmental Services Manager: Kyle Steele
- B. ESD Coordinator-Compliance: Ty Thompson
- C. ESD Coordinator-Water Conservation: Nicole Baker
- D. ESD Sustainability Coordinator/Education: Kelli Cooper
- E. Department Specialist: Jenifer Rossini



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Regulatory Compliance with Public Drinking Water System and Water Reclamation and Reuse Facility. a. Cross-connection Control Program b. Annual Consumer Confidence Report c. Monthly and Annual Water System sampling d. Monthly Discharge Monitoring Reports	Environmental Services Manager	ESG Coordinator-Compliance	<input type="checkbox"/>
Illicit Discharge, Detection, and Elimination System Response.	Environmental Services Manager	ESG Coordinator-Compliance	<input type="checkbox"/>
NPDES Phase II MS4 Permit Compliance.	Environmental Services Manager	ESG Coordinator-Compliance	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Support services for other Departments: a. Environmental Reviews b. WRRF Facility Plan	Environmental Services Manager	ESG Coordinator-Compliance	<input type="checkbox"/>
Stormwater User Fee Study continuation.	Environmental Services Manager	Deputy City Supervisor, PWS	<input type="checkbox"/>
Fats, Oil, and Grease (FOG) program inspections/coordination.	ESG Coordinator-Compliance	Environmental Services Manager	<input type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Water Conservation and Sustainability Programs:               <ul style="list-style-type: none"> <li>○ Public Information and Education Program</li> <li>○ Site visits to K-12 schools</li> <li>○ Water Filter Plant tours</li> <li>○ Toilet and Wisescape Rebate</li> <li>○ Environmental Stewardship Award</li> </ul> </li> </ul>			



### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Public Works	Environmental Services Department Manager	Deputy City Supervisor, PWS

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)	Stock-Piled	Just-in-Time
<b>Resources Needed</b>		
None	<input type="checkbox"/>	<input type="checkbox"/>

### 5. Inter-Departmental/Division Assistance

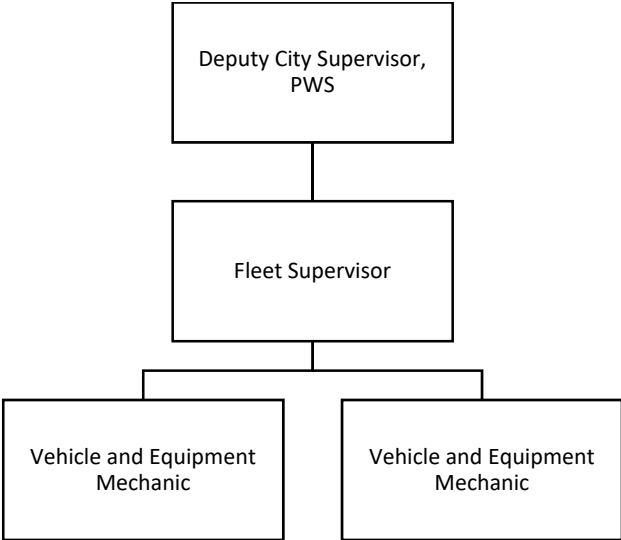
- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Coordination with WRRF Manager and WRRF Supervisor is necessary to ensure that WRRF reporting and compliance is achieved.
  - Coordination with Water Utility Manager or designee to ensure system compliance is achieved.
  
- B. Staff resources available to support others department/division essential services.
  - ESD can aid other utilities to ensure regulatory requirements are met (monitoring, reporting, records managements, etc.). ESD can provide technical assistance to other departments.

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# FLEET OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Fleet Supervisor: Karl Riedinger
- B. Vehicle and Equipment Mechanic: Mike Lienhard
- C. Vehicle and Equipment Mechanic: Patrick Dahlinger



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Continued operation of emergency/essential city vehicles and equipment.	Vehicle and Equipment Mechanic	Vehicle and Equipment Mechanic Fleet Supervisor	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Repair and maintenance of 240 pieces of equipment and vehicles. Including all emergency equipment along with rural fire and ambulance company.	Vehicle and Equipment Mechanic	Vehicle and Equipment Mechanic Fleet Supervisor	<input type="checkbox"/>
Maintenance and replenishment of the fuel system.	Vehicle and Equipment Mechanic	Vehicle and Equipment Mechanic Fleet Supervisor	<input checked="" type="checkbox"/>
Maintenance of the Fleet small parts and materials inventory	Vehicle and Equipment Mechanic	Vehicle and Equipment Mechanic Fleet Supervisor	<input checked="" type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• None</li> </ul>			

**3. Communication**

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Fleet	Fleet Supervisor	Deputy City Supervisor, CPD

#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Fleet parts and supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicles parts and supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### 5. Inter-Departmental/Division Assistance

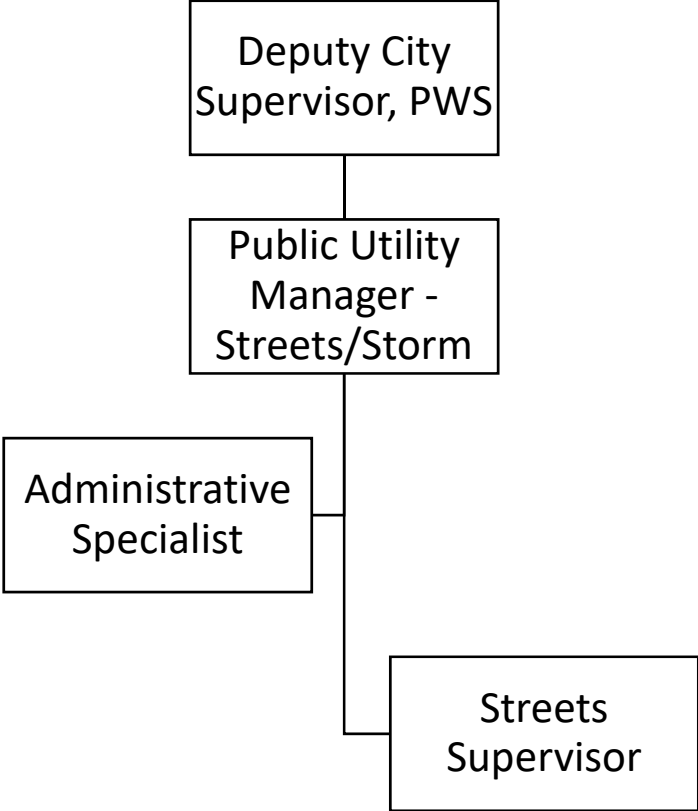
- A. Services/functions of other departments/division that are essential to department/division essential services.
- Finance Department for payment of bills for power, fuel, and necessary supplies. Fuel delivery company and parts stores in town
  - Internal service to all departments in need of a repair for a critical vehicle and equipment. External service to rural fire and the ambulance company.
- B. Staff resources available to support others department/division essential services.
- Fleet can supply non-technical help to other City departments.

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# STREETS OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Public Utility Manager - Streets/Storm: Steve Schulte
- B. Streets Supervisor: Rich Dimmick
- C. Administrative Specialist: Tammy Gray



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Traffic control	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Pedestrian safety	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Snow plowing	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Sanding	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Salting streets	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Level 2 – important but not Essential Services, Maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Asphalt patching	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Grading gravel streets	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Street sweeping	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Sign maintenance	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>



Storm Drain repairs and Maintenance	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Street and traffic light maintenance	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Flood control maintenance for ice and snow	Streets Maintenance Workers	Cross-Trained & Available Public Works & Services Staff	<input type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Alley maintenance</li> <li>• Pavement markings</li> <li>• City parking lot maintenance</li> <li>• Right-of-way vegetation program</li> <li>• Weed control program</li> <li>• Banner program</li> <li>• Parade/block party program</li> <li>• Litter pick-up program</li> <li>• Road condition survey</li> </ul>			

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Streets	Public Utility Manager- Streets/Storm	Street Supervisor
Storm	Public Utility Manager- Streets/Storm	Deputy City Supervisor - PWS

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Fuel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gravel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sand	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sand bags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand tools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

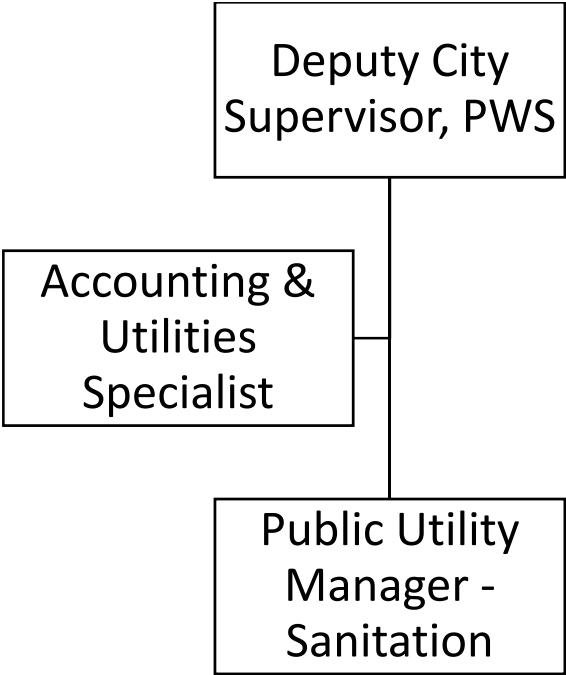
## 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Finance Department for payment of bills for power, fuel, and necessary supplies.
  
- B. Staff resources available to support others department/division essential services.
  - All employees have been cross-trained with other departments within the Public Works dept. and are fully capable of performing duties necessary to keep the City functional.

# PUBLIC UTILITY – SANITATION OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Public Utility Manager – Sanitation: Tim Davis
- B. Accounting & Utilities Specialist: Sherri Winn
- C. Deputy City Supervisor, Public Works & Services: Tyler Palmer



## 2. Operations & Staff – Department/Division List of Services & Staff to Perform

Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Contracted Solid Waste Collection through Franchisee	Public Utility Manager - Sanitation	Accounting & Utilities Specialist	<input type="checkbox"/>
Sanitation special services billing	Public Utility Manager - Sanitation	Accounting & Utilities Specialist	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Contracted Curbside Recycling Collection through Franchisee	Public Utility Manager - Sanitation	Accounting & Utilities Specialist	<input type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>• Solid waste collection</li> <li>• Curbside recycling collection</li> <li>• Review, reconcile and import daily extras files</li> <li>• Apply daily Springbrook/CORE integration updates</li> <li>• Sanitation special services billing daily updates</li> </ul>			

## 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Emergency Planning	City Supervisor	Deputy City Supervisor, CRES
Day-to-Day Affairs	City Supervisor	Deputy City Supervisor, CRES

## 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
None	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Inter-Departmental/Division Assistance

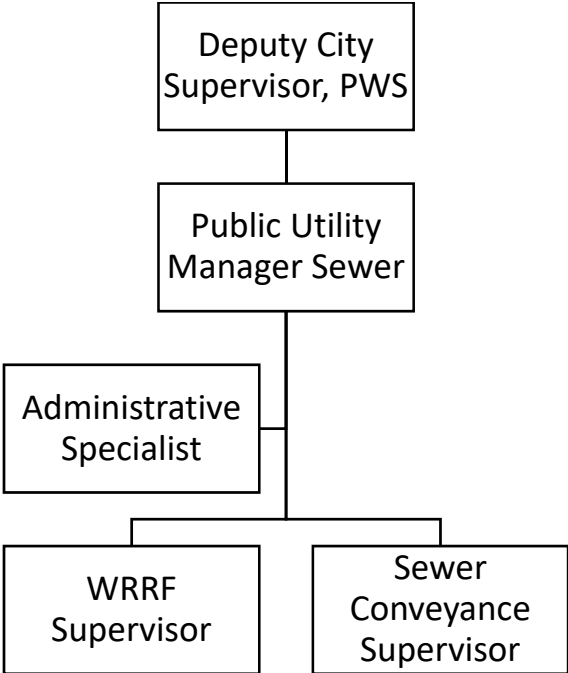
- A. Services/functions of other departments/division that are essential to department/division essential services.
  - None
  
- B. Staff resources available to support others department/division essential services.
  - No specific arrangements, but would be available anywhere we could assist.

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# PUBLIC UTILITY – SEWER OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

- A. Public Utility Manager – Sewer: Evan Timar
- B. WRRF Supervisor: Rodney Cook
- C. Sewer Conveyance Supervisor: Justin Smith
- D. Administrative Specialist: Jodi Dimmick



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Operation and critical maintenance of sanitary sewer conveyance system.	Conveyance Operators	WRRF Operators	<input checked="" type="checkbox"/>
Water Reclamation & Reuse Facility operations and critical maintenance.	WRRF Operators	Conveyance Operators	<input type="checkbox"/>
Water Reclamation & Reuse Facility laboratory analysis	Laboratory Analyst	WRRF Operators	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Routine Water Reclamation & Reuse Facility maintenance tasks	WRRF Operators	Conveyance Operators	<input type="checkbox"/>
Routine conveyance system cleaning	Conveyance Operators	WRRF Operators	<input checked="" type="checkbox"/>
Emergency response to sanitary sewer main backups including coordination of repair and cleanup activities	Conveyance Operators	WRRF Operators	<input checked="" type="checkbox"/>
Video inspection of sanitary sewer mains	Conveyance Operators	WRRF Operators	<input type="checkbox"/>
Level 3-Routine Services, may be temporarily suspended			
<ul style="list-style-type: none"> <li>Inflow and infiltration abatement program</li> </ul>			

**3. Communication**

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Water Reclamation and Reuse Facility	Public Utility Manager – Sewer	Deputy City Supervisor, PWS



#### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gravel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sand	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sand bags	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hand tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equipment kept in good working order by Fleet mechanics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chlorine	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sulfur Dioxide	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Main repair parts and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Water Reclamation and Reuse Facility chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lab supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Polymers	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
- Finance Department for payment of bills for power, fuel, and necessary supplies.
  - In the event of an insufficient number of technically qualified employees to perform the services, assistance from outside agencies would be necessary. No formal agreements for such assistance are in place, although informal assistance is provided among neighboring agencies and contractor companies on occasion as needed. For internal service to other City Departments.
- B. Staff resources available to support others department/division essential services.
- The Public Works Department has employees that would be able to perform other tasks in support of other City Department or outside agencies. The extent of assistance available would depend upon the type of need, services, and availability of staff.

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# PUBLIC UTILITY – WATER OPERATIONS OVERVIEW & CONTINUITY PLAN

## 1. Line of Succession

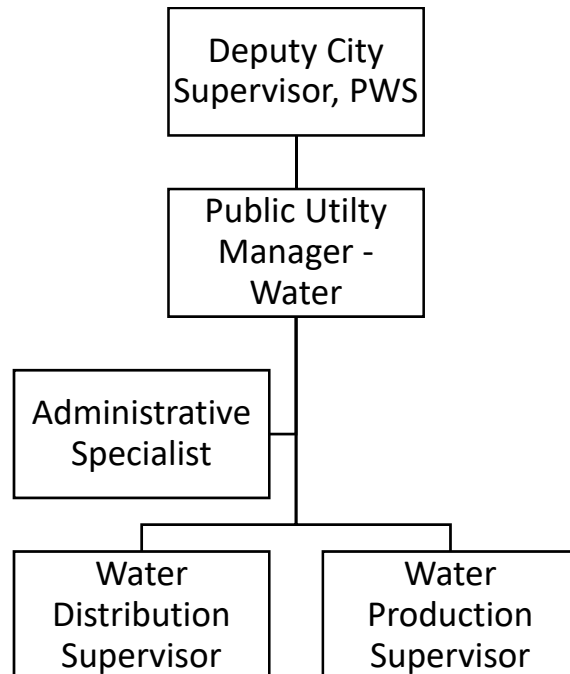
- A. Public Utility Manager: Mike Parker
- B. Water Distribution Supervisor: Justin Kilborn
- C. Water Production Supervisor: Andrew Kovisto

Division: Water Distribution

- A. Division Supervisor: Justin Kilborn
- B. Water Distribution Operator: Dan Taff
- C. Water Distribution Operator: Arin Persin
- D. Water Distribution Operator: Joe Reintjis
- E. Water Distribution Operator: Garrett Bruner

Division: Water Production

- A. Division Supervisor: Andrew Kovisto
- B. Water Production Operator: Kirby Barnhill
- C. Water Production Operator: Robert Ireland
- D. Water Production Operator: Michael Smith



**2. Operations & Staff – Department/Division List of Services & Staff to Perform**  
 Services provided to the citizens of Moscow ranked from highest priority level 1 as essential must continue, to mid-level 2 to maintain as feasible, to level 3 routine services that can be temporarily suspended.

Level 1 – Essential Services, must be maintained			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Maintain safe water supplies to customers	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Maintain water sampling as scheduled	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Level 2 – important but not Essential Services, maintained when feasible			
Services	Primary Staff	Secondary Staff	Just-In-Time Training Ready
Meter reading	Certified Water Operator	Other Public Works Staff	<input checked="" type="checkbox"/>
Delinquent account notifications	Water Staff	General Staff	<input checked="" type="checkbox"/>
Water shut offs	Water Staff	General Staff	<input checked="" type="checkbox"/>
Non-essential bulk water	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Operations and maintenance of all potable water booster stations	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Chlorination and Permanganate system maintenance	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Water meter installations, repairs, and maintenance	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Water main leak repair	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Water filtration system flushing operations	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Cross-Connection Control program	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Meter reading operations	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Inspection, pressure testing, disinfection, and bacteriological testing of new public water mains	Certified Water Operator	Other Public Works Staff	<input type="checkbox"/>
Ongoing collection of water quality samples, testing, tracking, monitoring, and reporting of findings to regulatory agencies	Water Staff	General Staff	<input type="checkbox"/>

Level 3-Routine Services, may be temporarily suspended
<ul style="list-style-type: none"> <li>• Fire Hydrant flushing and flow testing</li> <li>• Valve Program – replacement of inoperative valves and installation of additional valves</li> <li>• Fire Hydrant Replacement program</li> <li>• Meter Replacement Program – Replacement of dead or defective water meters throughout the city</li> <li>• Service line replacements in conjunction with construction projects</li> <li>• Residential Irrigation Systems Compliance Program</li> <li>• Scheduled five year well maintenance, requires about six weeks</li> <li>• Water Reservoir cleaning and inspection</li> <li>• Maintenance of Water Division structures, yards, and landscaping</li> <li>• Preparation and distribution of Annual Consumer Confidence Report</li> <li>• Water Conservation Program – Includes distribution of water conservation devices to customers, irrigation system audits, and public education</li> <li>• Management of cellular providers’ facilities located on or within Water sites</li> <li>• Industrial pretreatment program</li> <li>• Inflow and Infiltration Abatement Program</li> </ul>

### 3. Communication

Spokespersons responsible for day-to-day information regarding ability to deliver services or other mission-critical functions, may be multiple depending on units of operations with Department or Division.

Area	Main Spokesperson	Alternate
Water Production	Public Utility Manager – Water	Deputy City Supervisor, PWS
Water Distribution	Public Utility Manager – Water	Deputy City Supervisor, PWS

### 4. Resources

Goods and services (including services from external agencies) that are necessary for your unit to perform services or missions-critical functions during an emergency. (e.g. fuel, spare parts, passwords, master key sets, etc.)

Resources Needed	Stock-Piled	Just-in-Time
Facility supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Power	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fuel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excavation Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repair parts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Various hand and power tools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 5. Inter-Departmental/Division Assistance

- A. Services/functions of other departments/division that are essential to department/division essential services.
  - Traffic Control, Streets Department
  - Technology support, Information Systems
  
- B. Staff resources available to support others department/division essential services.
  - Vehicles, Excavation equipment, Staff, Disinfection supplies

## REFERENCES

- White House
  - <https://www.whitehouse.gov/>
- Centers for Disease Control and Prevention
  - <https://www.cdc.gov/flu/pandemic-resources/pdf/pan-flu-report-2017v2.pdf>
- State of Idaho
  - <https://coronavirus.idaho.gov/>
- Public Health-Idaho North Central District
  - <http://idahopublichealth.com/>
- Latah County
  - <https://www.latah.id.us/>
- University of Idaho
  - <https://www.uidaho.edu/vandal-health-clinic/coronavirus>
- Moscow School District
  - <https://www.ms281.org/>