

RESOLUTION NO. 137-99
Mason County Y2K Rollover Plan

WHEREAS, in compliance with the provisions of Mason County Ordinance Number 19-99 the Mason County Department of Emergency Management has prepared a Y2K Consequence Management Plan to address the Mason County Government response to and recovery from the consequences of a potential Year 2000 event; and

WHEREAS, the Mason County Board of Commissioners desire to provide for the safety and welfare of county employees and the general public who require the use of or need to conduct business in county facilities; and

WHEREAS, the maintenance of vital emergency services and other government functions may be jeopardized unless standard procedures for response to potential disruptions are not established; and

WHEREAS, the Governor has established a Y2K Coordination Center and procedures for monitoring and reporting jurisdictional status reports and activities during the Y2K rollover;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners, in regular session assembled, that:


1. The attached Mason County Y2K Consequence Management Plan and the Y2K Rollover Plan, be adopted, as the standard for Mason County Government response by all departments and agencies; and
2. The Mason County Emergency Operations Center (EOC) shall be activated on a twenty-four hour basis beginning 8:00 AM Friday, December 31, 1999 through 5:00 PM Monday, January 3, 2000; and
3. That each Mason County Department Head/separately elected official shall designate a Primary Point of Contact (POC) to the Director of Emergency Management for the purpose of assisting in providing departmental status reports to the EOC as required by the Governor's Y2K Coordination Center; and
4. That all Mason County offices be closed to the public Monday, January 3, 2000 for normal business in order to provide staff the opportunity to ensure that all support systems successfully transitioned and function properly.

ADOPTED this 7th day of December, 1999.


BOARD OF COUNTY COMMISSIONERS OF
MASON COUNTY, WASHINGTON



Chairperson



Commissioner



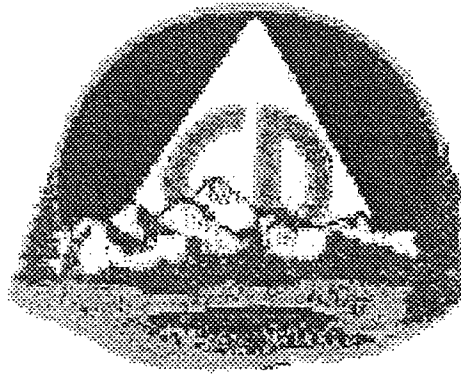
Commissioner

ATTEST:



Clerk of the Board

APPENDIX Y



MASON COUNTY

YEAR 2000 ROLLOVER PLAN

DEVELOPED BY:

**MASON COUNTY
DEPARTMENT OF EMERGENCY MANAGEMENT**

**YEAR 2000 READINESS DISCLOSURE
DECEMBER 7, 1999**

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About the Rollover Plan

A. Purpose of the Plan

This plan describes the requirements necessary to monitor and report the status of Mason County “Critical Functions” (Appendix A), to the citizens of Mason County, to manage the consequences of Y2K computer-related disruptions to those functions, and to identify the roles and responsibilities of “Mason County Critical Functions” in supporting this plan.

This Plan:

- This Plan is a supporting document to the Mason County Y2K Consequence Management Plan (short title: Y2K SOP)
- Defines “Mason County Critical Functions” (Appendix A);
- Defines how “Critical Functions” will be monitored;
- Identifies projected “key events” by time;
- Identifies what information will be collected and how often
- Describes how key information will be communicated to the County Emergency Operations Center (EOC) and how often;
- Describes how Mason County rollover efforts will support and compliment efforts at the state and federal level.

B. Principles

The following principles serve as the foundation for this plan:

1. Mason County citizens, communities and businesses will be able to act with prudence and make good decisions due to the timely receipt of consistent, credible information.
2. Wherever possible, this plan will leverage the existing emergency management networks, infrastructure and procedures for the Y2K rollover period.
3. The County EOC will be the key communicator to the citizens of Mason County about the status of key services and the response to Y2K disruptions to those services.
4. The County EOC along with City of Shelton, Fire, Law Enforcement, medical and others will be able to monitor, understand, report on, and respond to both the problems and successes related to key services.
5. Mason County designated “Critical Function Agencies” will support the County’s need for status and information about key services.
6. The communications structure will deliver information as timely as needed to support decision-making, public communication and emergency response.

7. We will share our status information with other jurisdictions, wherever possible, in order to assist them with their communication and response efforts.
8. Mason County will be able to fully meet its communication responsibilities to the state government.

C. What is the timeframe for this plan?

The rollover period is the same as that adopted by the state and federal government (unless situations arise that require EOC activation earlier than specified)

Begins: 8:00 A.M. Tuesday, December 28

Ends: 5:00 P.M. Tuesday, January 4

The County Commissioners will activate the plan or extend the rollover period as events warrant. Vital services provided only during business hours may continue to be monitored throughout the first week of January.

D. Assumptions

- While the County is prepared to respond to major emergencies, no state or nationwide catastrophic disruptions are expected.
- Smaller localized disruptions may occur.
- Y2K disruptions may occur simultaneously and may occur during unrelated natural or technological events.
- Y2K response will be coordinated as needed with any other emergency/event response.

1. Roles and Responsibilities

Emergency Management

- Staffs the County Emergency Operation Center (EOC) with selected outside agency representatives.
- Maintains County alert, notification and warning system.
- Provides coordination and support for local response agencies to emergency situations.
- Serves as a liaison with the State of Washington, and other

local jurisdictions.

- Supports the information collection and dissemination under the direction of the Emergency Management Council.
- Prepares and presents rollover training to plan participants.

Mason County Critical Functions

- Have mechanisms in place to gather status information required by this plan.
- Monitor the status of key services provided by their agencies and the status of sector information as assigned by this plan.
- Report to the County EOC on the status of key services as requested in this plan.
- Provide staff to the emergency operation center as requested by Emergency Management.
- Assist in the preparation and dissemination of information to the public and others as requested.
- Respond to disruptions in key services by implementing contingency plans and supporting the County's requests as needed.

Governor's Office

- Directs the activities of the Y2K Coordination Center
- Directs all Y2K information monitoring and reporting activities.
- Directs Y2K response activities.
- Serves as the key communicator to Washington State citizens and the media about the status of key services and the response to mitigate disruptions to those services.
- Serves as a liaison with the President's ICC.
- Serves as a liaison with the governors of other states.
- Serves as a liaison with FEMA in coordination with Emergency Management.
- Provides analysis and information to the Governor's Office, cabinet and legislature.
- Develops and implements communication strategies, including

this rollover plan, with all parties involved.

- Assumes other responsibilities outlined in the Comprehensive Emergency Management Plan for emergency situations.
- Provides staff to Y2K Coordination Center.
- Assists emergency management in preparing rollover training for plan participants.

2. Rollover Schedule

MASON COUNTY EOC OPERATIONS SCHEDULE Y2K ROLLOVER

December 28-30 8:00 A.M. – 5:00 P.M. EOC at Phase I. Staffed by Emergency Management only. Begin sending scheduled status reports to the Y2KCC. (Extended operations as needed.)

December 29 9:00 A.M. Status report to the state.

December 31 – January 3 Mason County Emergency Operations Center activated, 24 hour operation, three eight hour shifts as follows:

	8 A.M. -4 P.M.	4 P.M. - 12 P.M.	12 A.M. - 8 A.M.
Friday - Dec. 31	Phase II	<u>Phase III</u>	<u>Phase III</u>
Saturday - Jan. 1	Phase II	Phase II	Phase II
Sunday - Jan. 2	Phase II	Phase II	Phase II
Monday - Jan 3	Phase II		

During Phase II staffing will be by Emergency Management and volunteers only.

During **Phase III** staffing will include Emergency Management, volunteers and representatives from law enforcement, fire, emergency medical, Red cross, City of Shelton, Mason General Hospital, Facilities and Grounds Department and others, (Commissioner on stand-by). **Phase III** level of staffing may be extended and other staff representation may be required if the situation warrants. It is anticipated that Phase II operations will resume at 8:00 A.M., January 1.

January 4 Normal work schedule unless otherwise directed or disruptions occur. EOC back to Phase I.

4. Rollover Time Events

ROLLOVER CALENDAR “KEY EVENTS”

Friday, December 31

4:00 A.M.	<ul style="list-style-type: none">• Rollover occurs in New Zealand.• FEMA/State starts monitoring international status• Mason County EOC at Phase I
7:00 A.M.	<ul style="list-style-type: none">• Rollover occurs in Tokyo• Agencies begin reporting status on key services to Y2KCC at pre-assigned times (Federal/State/Local) report problems as they happen directly to (County/City) to County EOC, State to State Y2KCC
8:00 A.M.	<ul style="list-style-type: none">• Mason County EOC activated Phase II
2:15 P.M.	<ul style="list-style-type: none">• Submit Status Report
4:00 P.M.	<ul style="list-style-type: none">• Rollover occurs in London.• Shift change in EOC Phase III• Worldwide web rollover• Potential virus trigger
8:15 P.M.	<ul style="list-style-type: none">• Submit Status Report
9:00 P.M.	<ul style="list-style-type: none">• Eastern Seaboard Power Grid Rollover
11:00 P.M.	<ul style="list-style-type: none">• Mountain time (rollover reaches eastern boundary of western power states power grid)• Shift change briefing

SATURDAY, JANUARY 1

12:00 A.M.	<ul style="list-style-type: none">• Rollover occurs here• Shift change in EOC Phase III• Prepares for media calls• Status reports continue to be received
1:00 A.M. Submit Status Report	<ul style="list-style-type: none">• Submit Status Report• Likely initial scheduled briefing time after receiving first reports from critical sectors
3:00 A.M.	<ul style="list-style-type: none">• Likely second scheduled briefing time after receiving additional reports from critical sectors
5:00 A.M.	<ul style="list-style-type: none">• Likely third scheduled briefing time given media deadlines
8:00 A.M.	<ul style="list-style-type: none">• EOC shift change. Phase II anticipated.• Shift change briefing
2:15 P.M.	<ul style="list-style-type: none">• Submit Status Report
4:00 P.M.	<ul style="list-style-type: none">• EOC shift change
8:15 P.M.	<ul style="list-style-type: none">• Submit Status Report
12:00 P.M.	<ul style="list-style-type: none">• EOC shift change

January 2**January 3**

8:00 A.M.	<ul style="list-style-type: none">• EOC shift change	<ul style="list-style-type: none">• EOC shift change
2:15 A.M	<ul style="list-style-type: none">• Submit Status Report	<ul style="list-style-type: none">• Submit Status Report
3:00 P.M.	<ul style="list-style-type: none">• Likely scheduled briefing time	<ul style="list-style-type: none">• Likely scheduled briefing time
4:00 P.M.	<ul style="list-style-type: none">• EOC shift change	
5:00 P.M.		<ul style="list-style-type: none">• EOC closes for the evening
8:15 P.M.	<ul style="list-style-type: none">• Submit Status Report	
12:00 A.M.	<ul style="list-style-type: none">• EOC shift change	

4. How will the information on the critical functions be collected?

- Critical Functions in Mason County (Appendix A) will be expected to report all status information directly to the County EOC per the schedule defined in the Status Reporting Requirement Table (Appendix B). Significant changes to status should be reported to the EOC as they occur.
- The County EOC will also collect information from state and other local jurisdictions and disseminate back to “Key Critical Functions”.
- The telephone (360) 427-7535 will be the primary means of collecting information from within Mason County. If the telephone cannot be used for some reasons, agencies should try these alternative methods, in this order:

1. **FAX: (360) 427-7756 (Primary) 427-7757 (Secondary)**
2. **E-Mail: mcdes@co.mason.wa.us**

Utilize cellular phone system, amateur radio and if all systems fail, report by land/mobile courier to the County Emergency Operations Center with Status Report.

5. Streamline Status Reporting

We need to capture both good and not so good news about “critical functions”, while minimizing the reporting burden. Utilizing what has been established by the federal government and adopted by Washington State, a streamline status reporting system will ensure we receive regular assessments on these services in a manageable way.

The status report uses a “green/yellow/red” system to rate key components of service and provides an overall assessment. These ratings will be used by the County EOC to obtain a general picture of how “critical functions” are faring throughout the County. We ask report preparers to follow the guidelines below in making their self assessments.

Green	Indicates things are functioning normally and that there are no disruptions or significant reductions to service.
Yellow	Indicates a reduced capacity, capability or service, which may or may not be Y2K related. Could indicate that contingency plans have been implemented in order to maintain the minimum acceptable level of service.

Examples:

- Equipment failure, but normal service levels are generally being maintained through workarounds.
- Service is still offered but capacity is reduced
- Normal disruptions to services, such as temporary road closures due to slides. (These disruptions may be normal, but classifying them as yellow will help the EOC keep accurate information on service disruptions to aid in rumor control.)

Red

Not able to provide minimum acceptable level of service.

No explanation is necessary for a green status as described above. The provider should provide a brief description for the yellow or red status items. If an organization does not have information about a particular category or service at the time of reporting, they should leave the indicator green, but write "unconfirmed" in the remarks field.

A guide for selecting the assessment color is included in Appendix B. An example of the status-reporting template is presented below. See page 23 for actual form.

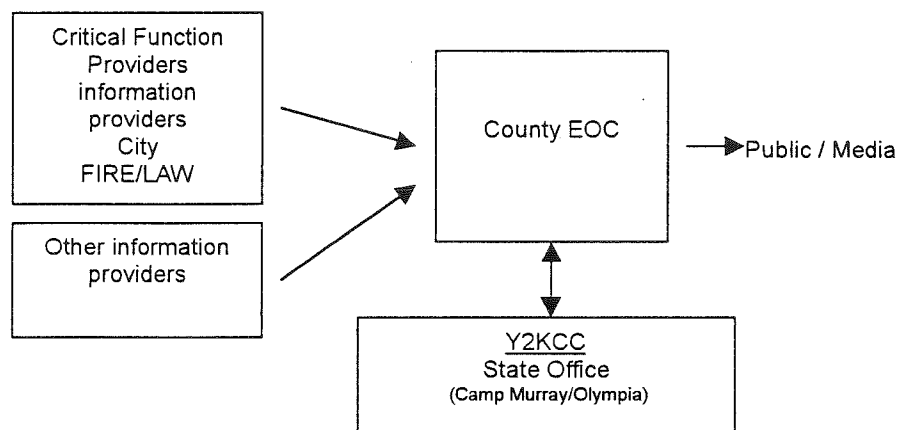
Service	Green	Yellow	Red	Y2K Related?			Please describe reason for reduced capacity
				Yes	No	Unk	

Additional remarks (please be brief)

A. The mission of the public information function

The mission of the public information function is to provide a unified, credible and consistent voice to the public on Y2K status in Mason County. This plan recognizes that normal service disruptions occurring during the rollover period may be perceived by the public as Y2K-related. It will be critical to track information about all disruptions to vital services and to take special care with all public communications during this period to be sure the public receives the most accurate information possible about vital service status and the Y2K situation.

B. How will the public information function be organized?



The County EOC serves as the point of contact for state agency and other information providers

Local governments and others will submit all Y2K status reports to the County EOC located at the 911 Center. The Information, Analysis and Planning (IAP) team will analyze and summarize the information for use by decision-makers and for those assisting with public communications.

The County EOC

The County EOC located at 410 W. Enterprise Rd., Port of Shelton Industrial Complex will:

- Direct production and distribution of news releases and other public information products;
- Coordinate news briefings and events;
- Coordinate County government's contacts with the media; Coordinate County and City joint public information activities with other public and private sector public information providers; and field media calls.

C. How and when information will flow

Goal

To make the County EOC the best source of Y2K status information by ensuring it has all the information people need all the time.

The County EOC will receive information continuously

- As noted in Appendix B key service providers will be reporting at scheduled times throughout each day. The reporting times have been staggered to ensure it's possible to manage the information received. Agencies have also been asked to report significant changes in status immediately. As a result, new information will be available continuously.
- Schedule news briefings as needed. Refer to the Rollover Calendar, pages 7-9, for tentative briefing events
- Coordinate the county's efforts to assist the news media in getting timely, reliable information from the public information updates to local/federal/tribal governments, other states, and private sector partners.
- Draft and approve materials for release.

C. Rumor control plan

Rollover monitoring and response

From early morning December 31 through January 4:

- The EOC will monitor service status and international, national and local media coverage.
- The EOC will prepare response materials to correct and supplement other media coverage.
- The EOC will announce a schedule of news and media briefings as required.
- The EOC will use multiple methods of disseminating timely public information. (See section D below.)

D. Public information plan during the rollover period

Special tools available to the public and County government

- ✓ TSI Cable TV
- ✓ Hood Canal Cable
- ✓ Falcon, Northland Cable
- ✓ KMAS Radio
- ✓ Mason DEM Web Page (<http://des.co.mason.wa.us>)
- ✓ StormWeb (www.stormweb.com)

- ❖ Copies of SITREPS issued by the EOC will be sent out to all Mason county communications facilities, Washington State Emergency Management and neighboring Emergency Management Organizations.

MASON COUNTY YEAR 2000 ROLLOVER PLAN - APPENDIX A MASON COUNTY CRITICAL FUNCTIONS

The COUNTY Y2K Planning Workshop identified the following county "critical functions":

<u>County/City Departments</u>	<u>Functions</u>
Auditor	Financial Mgmt. System
Communications/ER&R	Dispatch Function / Telecommunications and information systems
Commissioners Office	Public Policy / Continuity
Community Development	Sewer & Water
Coroner	Morgue
Correctional Center	Jail/Work Release
Courts	Arraignments
Emergency Management	Disaster Management (Response and Recovery)
Health Fire Marshal	Water quality Suppression Systems
Juvenile	Detention Center
Personnel & Human Services	Senior I&A (Case Mgmt)
Probation	Monitor High Risk Individuals
Public Works	Road Sheds, Wastewater, Traffic Signals and Devices
Sheriff	Administration Law Enforcement
Treasurer	Banking Services

Community Critical Functions

The identified community “critical functions” are considered life safety issues for the community. For each community “critical function” identified, entities will need to develop their contingency plans to remain operational during the transition into the new year.

<u>Community Critical Functions</u>	<u>Entities/Functions</u>
Health Care Systems	Mason Hospital (Emergency (24 hour operations) Services) Assisted Living Facilities Day Care Facilities Nursing Homes Retirement / Life Care Communities & Homes Senior Info. & Asst.
Food	Major Grocery Stores (Fred Meyer, Red Apple, Safeway, etc.)
Water Mason County Water Purveyors	Potable water
Utilities	Electricity, Natural Gas, Wastewater
Energy	Fuel Distributors
Protective Services	Fire, Law, EMS
Transportation	Mason County Transit Bridges, Overpasses, Traffic Lights
Communications	911 (ShelCom, FireCom), Internet Service Providers
Information Dissemination	Accurate, Timely Information
Cash Availability	Financial Institutions

MASON COUNTY YEAR 2000 ROLLOVER PLAN – APPENDIX B STATUS REPORTING REQUIREMENTS – INTRUCTIONS

PURPOSE: How will information on Mason County “critical functions” be collected?

Each identified “critical function” in Mason County will be expected to report all status information directly to the County EOC per the schedule defined in the Status Reporting Requirements Table. Significant changes to status should be reported to the County EOC via of phone (360) 427-7535. All other information is be faxed per the schedule. The County EOC will follow up with agencies to track down missing information.

All “critical functions” will be provided a copy of the Status Reporting form (please copy as needed). The form and the schedule of reporting are self-explanatory. If assistance or clarification is needed, please contact Mason County Emergency Management at (360) 427-7535.

PRIMARY REPORTING METHOD:

#1. FAX TO (360) 427-7756

#2. TELEPHONE RED ISSUES TO: (360) 427-7535

If this fails, hand deliver the information to the County Emergency Operations Center located at 410 W. Enterprise Rd. Port of Shelton Industrial Complex, Building 2.

#3. Email: mcdes@des.co.mason.wa.us

MASON COUNTY YEAR 2000 ROLLOVER PLAN – APPENDIX B
STATUS REPORTING REQUIREMENT

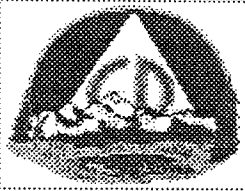
By Category

CRITICAL FUNCTION	STATUS REQUIRED In particular, keep the elements in this column in mind when making your Green, Yellow or Red assessment. Items in bold : Provide this information about the effects of a disruption to service	WHEN The status-reporting schedule is show here. <u>Report significant changes to status into the County EOC whey they occur.</u> <u>FAX: (360) 427-7756 Phone: (360) 427-7535</u>	
Mason County 911 (ShelCom & FireCom)	<ul style="list-style-type: none"> • Dispatch capability 	12/30	10:30 a.m.
Mason County Public Works	<ul style="list-style-type: none"> • Road Status • Signal and equipment status • Water/Wastewater 	12/30:	11:15 a.m.
City Public Works	<ul style="list-style-type: none"> • Road Status • Signal and equipment status • Water/Wastewater 	12/30:	11:15 a.m.
Mason County Information Services (ER&R)	<ul style="list-style-type: none"> • Status of government systems 	12/30	11:45 a.m.
City Information Services	<ul style="list-style-type: none"> • Status of government systems 	12/30	11:45 a.m.
Mason County Govt. Critical Dept.	<ul style="list-style-type: none"> • Status of systems 	12/30	2:00 p.m.
		12/31 – Jan 4	2:00 p.m.

CRITICAL FUNCTION	STATUS REQUIRED	WHEN	
	In particular, keep the elements in this column in mind when making your Green, Yellow or Red assessment. Items in bold: Provide this information about the effects of a disruption to service	The status-reporting schedule is show here. <u>Report significant changes to status into the County EOC whey they occur. FAX: (360) 427-7756 Phone: (360) 427-7535</u>	
Mason County Fire Agencies	<ul style="list-style-type: none"> • Status of Fire District • Status of Computerized equipment 	12/30	10:30 a.m.
		12/31 – Jan 4	1:00 a.m. 11:00 a.m.
Mason County Law Enforcement Agencies	<ul style="list-style-type: none"> • Status of Jail, Corrections Center, Work Release, Juvenile • Status of Communications and computerized systems • Traffic Safety • 	12/30	10:30 a.m.
		12/31 – Jan 4	1:00 a.m. 11:00 a.m.
Mason County Health Care Providers (Appendix A Critical Functions)	<ul style="list-style-type: none"> • Patient and Employee Safety • Status of facility • Status of Life Support systems (HVAC) etc. • Equipment • Any reduction in normal services 	12/30	12:00 a.m.
		12/31 – Jan 4	2:30 a.m. 12:30 p.m.
Mason County Schools Districts	<ul style="list-style-type: none"> • Any reduction in normal services 	12/30	3:00 p.m.
		1/1/ - 1/4	10:00 a.m.
Mason Co. Water Purveyors (Major)	<ul style="list-style-type: none"> • Status of Water , treatment plants and distribution systems 	12/30	11:00 a.m.
		1/1 – 1/4/	11:00 a.m.

CRITICAL FUNCTION	STATUS REQUIRED	WHEN	
	In particular, keep the elements in this column in mind when making your Green, Yellow or Red assessment. Items in bold : Provide this information about the effects of a disruption to service	The status-reporting schedule is show here. <u>Report significant changes to status into the County EOC whey they occur.</u> <u>FAX: (360) 427-7756 Phone: (360) 427-7535</u>	
Statewide Systems	<ul style="list-style-type: none"> • Status of statewide systems and programs 		
Mason County Health Dept.	<ul style="list-style-type: none"> • Environmental Health • Water Systems 	12/30	3:00 p.m.
Mason County Financial Institutions	<ul style="list-style-type: none"> • Systems • Facilities • ATM Machines 	12/30	10:00 a.m.
Food:	<ul style="list-style-type: none"> • Customer/employee Safety 	12/30	12:00 p.m.
Major Grocery Stores	<ul style="list-style-type: none"> • Systems operational, credit/debit • Food supply 	12/31 – Jan 4	12:00 p.m.
		12/30	1:00 p.m.
		12/31 – Jan 4	1:00 p.m.

MASON COUNTY YEAR 2000 ROLLOVER PLAN – APPENDIX C STATUS REPORT

Mason County – Year 2000 Rollover Manual Status Report					
Reporting Agency/Service _____					
Sender: Name _____ Phone _____					
Date: _____ Time: _____					
Service	Green	Yellow	Red	Y2K Related? Yes No Unk	Please describe reason for reduced capacity
Additional remarks (please be brief)					

Please use this form for reports to be faxed in. When reporting via phone or radio please follow this format also. Because this mirrors the state and federal reporting forms it will facilitate our sending the information on.

If the category is reported as yellow or red, the county EOC would like you to provide information in the Remarks area (if red you must also call the EOC as soon as possible (360) 427-7535). The EOC will be particularly interested in the following kinds of information:

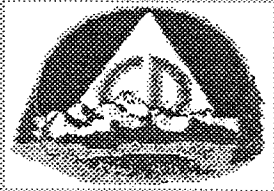
- ✓ Location: where is the problem?
- ✓ How many people are affected?
- ✓ Duration (how long is the problem expected to last?)
- ✓ What is the response?
- ✓ Advice to public?
- ✓ Who has jurisdiction?

Mason County -- Year 2000 Rollover Manual Status Report

Reporting Agency/Service _____

Sender: Name _____ Phone _____

Date: _____ Time: _____



Service	Green	Yellow	Red	Y2K Related?			Please describe reason for reduced capacity
				Yes	No	Unk	

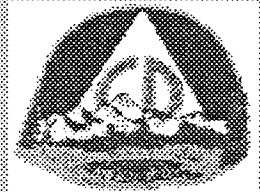
Additional remarks (please be brief)

Mason County -- Year 2000 Rollover Manual Status Report

Reporting Agency/Service _____

Sender: Name _____ Phone _____

Date: _____ Time: _____



Service	Green	Yellow	Red	Y2K Related?			Please describe reason for reduced capacity
				Yes	No	Unk	

Additional remarks (please be brief)