

# Contingency Plan Policy

**Purpose.** The purpose of this policy is to establish policies and procedures for responding to an emergency that damages Kewaunee County's information systems containing electronic protected information.

**Applicability.** All workforce employees.

**Procedure.** In the event of an emergency, incident, or occurrence that causes a disruption to Kewaunee County's Information Systems at the Administration Center the following procedure should be followed:

1. The Security Official Should be notified immediately upon any disruption to Kewaunee County's Information Systems.
2. The Security Official shall keep staff apprised of the progress on resolving any disruption to Kewaunee County's Information System at reasonable intervals (every few hours at a minimum) by any available means.
3. For immediate access to critical data within the first 48 hours of an emergency, staff can respond to the upper level of the Administration Building where the Information Systems are supported by generator.
4. When it appears likely the disruption cannot be resolved in within 48 hours, the Security Officer shall direct staff to the Emergency Operations Center which is equipped with the necessary hardware and software to continue operations until Information Systems are restored at the Administration Center.