



STATE OF WISCONSIN
Department of Employee Trust Funds

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CORRESPONDENCE MEMORANDUM

DATE: December 14, 2006
TO: Teachers Retirement Board, Wisconsin Retirement Board,
Employee Trust Funds Board
FROM: Steve Hurley, Director, Quality Assurance Services Bureau
SUBJECT: Continuity of Operations Planning

In 2005, Governor Doyle signed an Executive Order requiring state agencies to develop incident plans. In July 2006, the Department of Employee Trust Funds (ETF) submitted a written Continuity of Operations Plan (COOP) to the Department of Administration (DOA). ETF's COOP contains instructions for continuing the Department's time-sensitive business services at an alternate site if normal operations at 801 West Badger Road are disrupted due to a natural or other disaster that makes these facilities unusable. The COOP prioritizes the business functions to be recovered and identifies the personnel required to conduct recovery operations.

Under the COOP, if ETF's facilities are unusable, certain personnel must report to an alternate site to begin recovering services. ETF's primary alternate site is in another state agency in Madison. The DOA is coordinating a secondary alternate site for the Department outside of Dane County to be used if ETF cannot go to the primary site due to a regional disaster or for other reasons.

Periodic training and exercises are an essential part of maintaining emergency plans. In July and September 2006, ETF conducted training sessions for those staff with critical roles in the Department's recovery efforts. Training sessions will continue regularly each year. ETF also held a "tabletop" exercise in November in which ETF management discussed how it would respond to an emergency scenario. The information gathered from the exercise was used to update and improve the plan.

In developing the COOP, ETF created tools to aid communication with personnel during emergencies. ETF created an emergency information Web site and telephone line that will be frequently updated during an emergency with messages for employees. ETF also developed pre-planned communications to facilitate rapid updates, so that if there is an emergency, employees can quickly learn where they need to be and what they need to be doing. All employees have received an emergency checklist and cards with the emergency Web site/telephone number information.

The COOP also provides for notification to the Boards, ETF's customers, various government officials, and the general public about the agency's operational status and recovery efforts.

I will be available at the Board meeting to answer any questions you have regarding this report.

Reviewed and approved by Pam Henning, Administrator, Division of Management Services.

Signature Date

Board	Mtg Date	Item #
Jl	12/14/2006	6