

AGENCY ANNEX B3
DEPARTMENT OF INFORMATION & INNOVATION

I. MISSION

The Department of Information and Innovation was created to provide direction and oversight for all activities directly related to information technology within state government, including telecommunications services, information technology equipment, software, accessibility, and networks in state government. The CIO and Commissioner of DII has broad authority to meet the goals of the department as established by statute and policy.

II. AUTHORITY

State of Vermont, Agency of Administration Continuity of Operations Plan/ Flood Evacuation document.

III. SITUATION AND ASSUMPTIONS

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities.

II-1 Objectives

The objective of this COOP plan is to ensure that a viable capability exists to continue essential DII functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this Plan include:

- To ensure the continuous performance of essential functions/operations during an emergency.
- To protect essential facilities, equipment, records, and other assets.
- To reduce or mitigate disruptions to operations.
- To reduce loss of life, minimize damage and losses.
- To identify and designate principals and support staff to be relocated.
- To facilitate decision-making for execution of the Plan and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

II-2 Planning Considerations and Assumptions

In accordance with State guidance and emergency management principles, a viable COOP

capability:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 30 days.
- Should take maximum advantage of existing local, State or federal government infrastructures

IV. ORGANIZATION AND RESPONSIBILITIES

The following chart outlines the emergency response organization of the Agency:

The Department is a co-lead for State Support Function #2 (Communications) and a support agency for State Support Function #5 (Emergency Management, Recovery & Mitigation, #7 (Resource Support) and State Support Function #14 (Public Information) and assumes the responsibilities as outlined in those annexes.

I-6 Policy

The DII recognizes and acknowledges that the protection of its assets and business operations is a major responsibility to its employees and respective jurisdiction. Therefore, it is a policy of the DII that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the DII to protect life, information, and property, in that order. To this end, procedures have been developed to support the resumption of time-sensitive business operations and functions in the event of their disruption at the facilities identified in this plan. The DII is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the DII and its management are responsible for developing and maintaining a viable COOP plan that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other DII policy, plans, and procedures.

V. IMPLEMENTATION

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, VEM with the Commissioner and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

VI. ADMINISTRATION

The Commissioner is responsible for the overall emergency response of the Department.

VII. CONTINUITY OF GOVERNMENT

In accordance with the provisions of title 20, “agency heads will in addition to any deputy authorized pursuant to law, designate by title three emergency interim successors and specify their order of succession. These designations shall, each year, be reviewed and revised, as necessary, to ensure their current status.”

Line of succession for the Department is as follows:

- 1) Ruthann Sullivan, Interim Commissioner & CIO, Dept of Information & Innovation
- 2) Michael Morey, Enterprise Architect Director, Dept of Information & Innovation
- 3) Darwin Thompson, Enterprise Project Director, Dept of Information & Innovation