

# PANDEMIC FLU ANNEX

## Essential Positions:

### Bureau of Natural Resources

- Infrastructure personnel at parks, beaches, forestry and fresh water hatcheries.
- Public safety personnel at recreation facilities.
- Agriculture personnel to monitor safety of farm animals and food supply.
- Maintain ports and viability of commercial fisheries.

### Bureau of Environmental Protection

- All emergency response personnel (all levels including designation of additional back up personnel from OCI and/or OWM).
- Senior persons need to be on call and available to address inquiries in waste facility management (covering medical, solid and hazardous waste), air pollution permitting, web site management (with off site access to manage/maintain the site).
- Air monitoring and air quality index program
- Shellfish Area Management
- WWTF oversight
- Permit Processing

### Bureau of Administration

- Policy Group; Director, Assistant and Associate Directors, State Veterinarian, Agriculture Chief, Emergency Response Administrator, Assistants to the Director, Public information Officer and other positions as needed.
- Accounts & Control, to make sure purchases/payments are processed.
- Payroll and Human Resources.

## Critical Functions:

### Bureau of Natural Resources

- Secure facilities.
- Monitor and respond to any outbreak of avian influenza.
- Maintain the infrastructure of the fish hatcheries.
- Maintain the databases for commercial fish landings.

## **Bureau of Environmental Protection**

- Response to chemical and petroleum emergencies.
- Respond to inquiries/needs related to medical waste management and variances to permits and operating plans at solid waste facilities, hazardous waste generators and treatment facilities and major air pollution sources.
- Provide updates on limits of service through the phone system and web site.
- Provide coverage of the main DEM information phone line to answer and/or direct calls to the agency.
- Shellfish Area Management – collection of monitoring data, administering closures.
- WWTF Operations/Oversight – response to bypass events
- Processing of Permits – maintaining the administrative record, review and render decisions.

## **Vital Documents and Information:**

### **Bureau of Natural Resources**

- Law enforcement related documents.
- Commercial fisheries landings.

### **Bureau of Environmental Protection**

- Major facility operating plans for medical waste facilities, solid waste facilities, hazardous waste treatment facilities and some major, critical air pollution sources.
- Shellfish Area monitoring data.
- WWTF DMR data.
- Permit application information.

### **Bureau of Administration**

- IT/Computer hardware and software in Management Services and payroll.
- Hard-copy paperwork in Management Services.
- Employee personnel records.
- Human Resources information.