

RESOLUTION 2026-07-20-001

A RESOLUTION ADOPTING THE VILLAGE OF WAYNE LAKES BUSINESS CONTINUITY AND CONTINUITY OF OPERATIONS PLAN (COOP), AND DECLARING AN EMERGENCY

WHEREAS, the Village of Wayne Lakes is responsible for ensuring the uninterrupted delivery of essential governmental services to its residents, including public safety, fiscal operations, water and sewer services, records management, and emergency response; and

WHEREAS, the Village recognizes that emergencies such as severe weather, cyber incidents, infrastructure failures, utility disruptions, and other unforeseen events may impair normal operations; and

WHEREAS, the development and adoption of a Business Continuity and Continuity of Operations Plan (COOP) is necessary to establish clear procedures for maintaining essential functions, protecting vital records, ensuring leadership succession, and restoring services in a timely and organized manner; and

WHEREAS, the Village of Wayne Lakes has prepared a Business Continuity and Continuity of Operations Plan consistent with FEMA and Ohio Emergency Management Agency best practices, tailored to the Village's operational structure, essential functions, and available facilities; and

WHEREAS, Council finds and determines that adopting this Plan is in the best interest of the health, safety, and welfare of the residents of the Village of Wayne Lakes.

NOW, THEREFORE, BE IT RESOLVED NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Wayne Lakes, State of Ohio, three-fourths of the members elected or appointed thereto concurring, that:

Section 1. Adoption of Plan.

The Village of Wayne Lakes hereby adopts the *Village of Wayne Lakes Business Continuity and Continuity of Operations Plan (COOP)*, attached hereto as **Exhibit A** and incorporated herein by reference as if fully rewritten.

Section 2. Implementation.

The Mayor, Fiscal Officer, Maintenance Supervisor, and all department heads are authorized and directed to implement the Plan, maintain readiness, and ensure staff familiarity with assigned responsibilities.

Section 3. Updates and Review.

The Plan shall be reviewed annually each January, and updated as necessary following major incidents, organizational changes, or technological updates. Revised versions shall be submitted to Council for acknowledgment.

Section 4. Emergency Authority.

During an emergency that disrupts normal operations, the Mayor or acting executive authority is authorized to activate the Plan and take all actions necessary to maintain essential services, including temporary relocation of operations, emergency procurement, and delegation of duties as outlined in the Plan.

Section 5. Filing and Availability.

A copy of the adopted Plan shall be kept on file with the Fiscal Officer, provided to all essential personnel, and made available to the Darke County Emergency Management Agency.

Section 6. Declaration of Emergency.

This Resolution is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, and safety of the Village of Wayne Lakes. The Council therefore waives the requirement of three separate readings and this Resolution shall become effective immediately upon its passage

PASSED AND ADOPTED BY THE COUNCIL OF THE VILLAGE OF WAYNE LAKES THIS 20 DAY OF July, 2026.

Linda Clark

Mayor

John W. Warden

Fiscal Officer

APPROVED AS TO FORM:

RJ

Village Solicitor

EXHIBIT A

Village of Wayne Lakes

Business Continuity & Continuity of Operations Plan (COOP)

(Adopted by Resolution 2026-07-20-001)

1. Purpose and Scope

This Business Continuity and Continuity of Operations Plan (COOP) establishes the framework for maintaining and restoring essential Village of Wayne Lakes operations during and after emergencies that disrupt normal governmental functions. This Plan applies to all elected officials, employees, contractors, and volunteers acting on behalf of the Village.

The objectives of this Plan are to:

- Ensure the continuation of essential services.
- Protect life, property, infrastructure, and public records.
- Establish clear lines of authority and succession.
- Provide procedures for relocation, communication, and recovery.
- Minimize service disruptions to residents.

2. Essential Functions

The following functions are designated as essential and must be maintained or restored as quickly as possible:

1. **Public Safety Coordination**
 - Coordination with Darke County Sheriff, Fire/EMS, and EMA.
 - Emergency alerts and public warnings.
2. **Water and Sewer Operations**
 - Maintenance of water quality, distribution, and wastewater systems.
 - Emergency repairs and service continuity.
3. **Fiscal Operations**
 - Payroll, accounts payable/receivable, utility billing, and financial reporting.
 - Access to banking systems and financial records.
4. **Records Management**
 - Preservation of ordinances, resolutions, permits, financial records, and personnel files.
 - Access to digital and physical archives.
5. **Public Communication**
 - Website updates, social media notices, and public information releases.
 - Coordination with county and state agencies.
6. **Seasonal Recreation and Beach Operations**

- Safety oversight, water testing, and lifeguard coordination.
- Emergency closures and hazard response.

3. Orders of Succession

To ensure leadership continuity, the following succession order is established:

Mayor's Office

1. Mayor
2. Council President
3. Senior Council Member (by years of service)

Fiscal Office

1. Fiscal Officer
2. Council Finance Chair

Maintenance Department

1. Maintenance Supervisor
2. Utility Supervisor
3. Senior Maintenance Worker

Individuals assuming authority under this section shall exercise all powers and duties of the position until relieved by the appropriate official.

4. Delegations of Authority

During emergencies, the following authorities may be delegated:

- Authorization of emergency expenditures.
- Execution of emergency contracts for repairs or services.
- Access to secure systems, financial accounts, and records.
- Issuance of public notices and emergency communications.
- Activation of alternate facilities or remote operations.

Delegations must be documented in writing when feasible.

5. Continuity Facilities

If the primary Village Office becomes unusable, operations may relocate to:

1. **Primary Facility**
 - Village Office, 1052 Main Drive, Wayne Lakes.
2. **Alternate Facility 1**
 - Community Building, equipped with generator backup.
3. **Alternate Facility 2**
 - Darke County Emergency Management Agency facility (via mutual aid).

4. Virtual Operations

- Cloud-based email, financial systems, and document storage.

Each facility must maintain access to essential equipment, records, and communication tools.

6. Communications Plan

The Village shall maintain redundant communication methods to ensure continuity:

Internal Communications

- Phone tree for elected officials and staff.
- SMS alerts for urgent notifications.
- Email and cloud-based collaboration tools.

External Communications

- Village website and social media postings.
- Coordination with Darke County EMA for public alerts.
- Posted notices at Village Office and Community Building.
- Media coordination when necessary.

7. Vital Records and Data Protection

The following records are designated as vital:

- Ordinances, resolutions, and official minutes.
- Financial records, payroll, and banking information.
- Water and sewer system documentation.
- Personnel files and certifications.
- Emergency plans and mutual aid agreements.

Protection Measures

- Daily digital backups stored offsite or in secure cloud systems.
- Multi-factor authentication for all administrative accounts.
- Compliance with the Village Cybersecurity Policy (Resolution 2026-05-18-012).
- Fire-resistant storage for critical physical documents.

8. Human Capital Management

To ensure adequate staffing during emergencies:

- Cross-training shall be implemented for essential roles.
- Emergency staffing schedules may be activated.
- Volunteers and contractors may be utilized when appropriate.
- Staff shall receive annual training on COOP responsibilities.

9. Incident Response and Recovery Procedures

Activation Triggers

The Plan may be activated when:

- Facilities are damaged or inaccessible.
- Power, water, or IT systems fail.
- Severe weather or natural disasters occur.
- Cybersecurity incidents compromise systems.
- Public safety threats arise.

Response Steps

1. Assess the situation and determine activation level.
2. Notify leadership and staff.
3. Relocate to alternate facility if necessary.
4. Maintain essential functions.
5. Communicate with the public and partner agencies.
6. Document actions taken.

Recovery Steps

1. Conduct damage assessment.
2. Restore facilities and systems.
3. Resume normal operations.
4. Prepare after-action report.
5. Update the COOP as needed.

10. Training, Testing, and Exercises

To ensure readiness:

- Annual tabletop exercise with Council and staff.
- Cybersecurity drills in compliance with ORC 9.64.
- Review of communication procedures and emergency roles.
- Documentation of exercise outcomes and corrective actions.

11. Plan Maintenance

This Plan shall be reviewed annually each January by the Mayor, Fiscal Officer, and Maintenance Supervisor. Updates shall be submitted to Council for acknowledgment and inclusion in the Village's policy manual.

12. Effective Date

This Plan becomes effective upon adoption of the Resolution to which it is attached.