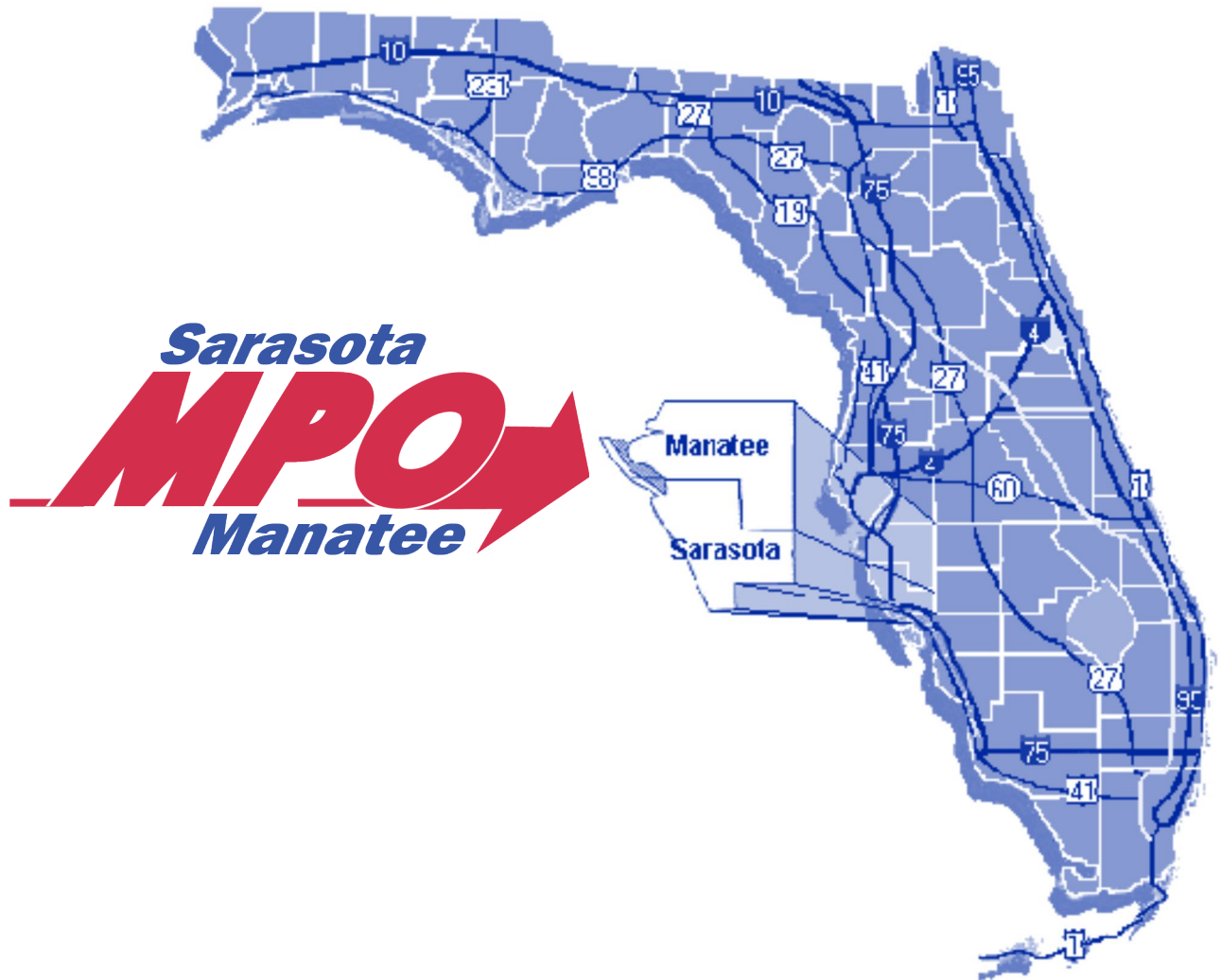


Sarasota/Manatee Metropolitan Planning Organization



“Continuity of Operations Plan” (COOP)

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SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION



**“Continuity of Operations Plan”
(COOP)**

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I *Introduction*

A - *Purpose*

This Plan is an effort by the Sarasota/Manatee Metropolitan Planning Organization (hereinafter "MPO") to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. Emergencies are any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down an organization, disrupt operations, cause physical or environmental damage, or harm the organization's public image. Emergencies may include: fire, hazmat incident, flooding, tornado, communications failure, radiological incident, civil disturbance, hurricane/tropical storm, explosion, "sick-building" syndrome or terrorist event. As provided in this Plan, continuity will be accomplished through the development of plans, procedures and provisions for alternate facilities, personnel, resources, communications, and vital records/databases.

B - Applicability and Scope

This Plan shall apply to the MPO Organization, its Executive Director, employees, and dependent upon the nature of the emergency and the time it occurs, to the MPO Board Members and the Committee Members of its Citizen and Technical Advisory Committees (CAC and TAC), and any other group, organization, person or invitee which may regularly utilize the MPO office facility or which may be present at the office facility during an emergency event.

Emergency Meetings: In case of emergencies, written notice of any meetings will be given to each MPO Board Member as far in advance of the meeting as possible and by the most direct means of communications. If county emergency operations center is activated, meeting notices will be provided through the emergency communications system. In addition, notice of emergency meeting will be distributed through social media channels and given to the public media. An emergency is considered an event that is accidental, natural and/or caused by man, which necessitates immediate action because it results or may result in substantial injury or harm to the population or the MPO or substantial damage to or loss of property or public funds.

C - Authorities

- A. Chapter 252, Florida Statutes (*Emergency Management*)
- B. Chapter No. 252.365, Florida Statutes (*Relating to Disaster Preparedness*)
- C. Governor's Executive Order 80-29 (*Disaster Preparedness*), dated April 14, 1980
- D. Governor's Executive Order 87-57 (*State Emergency Response Commission*), dated April 17, 1987; as updated by Executive Order 98-153 and 98-155
- E. Governor's Executive Order 01-262 (*Emergency Management*), dated September 11, 2001
- F. Governor's Executive Order 01-300 (*Domestic Security*), dated October 11, 2001
- G. Letter dated September 9, 2002 to State Agency Heads on Chapter No. 252.365, Florida Law (*Relating to Disaster Preparedness*) from Florida Division of Emergency Management Director.

D - References

- A. Chapter 14.055-14.056, Florida Statutes (*Governor*)
- B. Chapter 22.01-23.127, Florida Statutes (*Emergency Continuity of Government*)
- C. Chapter 23.12-23.127, Florida Statutes (*Florida Mutual Aid Act*)
- D. Chapter 163.01, Florida Statutes (*Interlocal Cooperation Act of 1969*)
- E. Chapter 250.540-250.549, Florida Statutes (*Military Affairs*)
- F. Chapter 252.31-252.62, Florida Statutes (*Emergency Management Act*)
- G. Chapter 401.015, Florida Statutes (*Medical Telecommunications and Transportation*)
- H. Chapter 870.01-870.06, Florida Statutes (*Affrays; Riots; and Unlawful Assemblies*)
- I. President's Executive Order 12656 - Federal Emergency Responsibilities
- J. U.S. DOT Order 1900.9, DOT Emergency Management Policies & Programs, April 20, 2000
- K. U.S. DOT Order 1910.8, Notifying the Office of the Secretary of Emergency Situations, August 22, 1991
- L. FHWA Order 1910.2C, FHWA Emergency Preparedness Program, January 11, 2001
- M. FHWA Order 5181.1, Emergency Notification and Reporting Procedures, July 13, 2001

II *Concept of Operations*

A - *Objectives*

The objective of this Continuity of Operations Plan is to ensure the MPO fulfills its essential functions in the event of an emergency including if applicable to the event and circumstances, relocation of MPO personnel and functions. The specific COOP planning objectives include the following:

1. Ensure the safety of personnel and visitors.
2. Provide for the ability to continue essential operations.
3. Contain provisions for the protection of critical equipment, records, and other assets.
4. Maintain efforts to minimize damage and losses.
5. Contain provisions for an orderly response and recovery from any incident.
6. Serve as a foundation for the continued survival of leadership.
7. Assure compliance with legal statutory requirements.

B - Responsibilities

1. The MPO Executive Director shall appoint an MPO COOP Coordinator whose name and contact information shall be provided to the Executive Office of the Governor, Division of Emergency Management, Department of Community Affairs; the Florida Department of Transportation, District One Secretary and the Emergency Management Agencies of both Manatee and Sarasota Counties.
2. The MPO Executive Director and as assigned the COOP Coordinator shall be responsible for developing and maintaining plans and procedures which provide the following:
 - 1) Identification of essential functions, programs, and personnel.
 - 2) Procedures to implement the plan and personnel notification and accountability.
 - 3) Delegations of authority and lines of succession.
 - 4) Provisions for alternative facilities and related infrastructure, including those for interoperable communications.
 - 5) Identification and protection of vital records and databases.
 - 6) Notifying the State Warning Point and other appropriate agencies upon activation of the agency's COOP plan.
 - 7) Coordinating intra-agency COOP efforts and initiatives with policies, plans, and activities in accordance with the State's CEMP, Florida Statutes, Chapter 252: *Emergency Management*, and all applicable authorities.
 - 8) Submitting an agency COOP Plan for approval to the State Division of Emergency Management, Department of Community Affairs; the Emergency Management Departments of Manatee and Sarasota Counties, and FDOT, District One.

III COOP Plan Provisions

A - Employee Status

1. Should there be an occurrence of an “event” which impacts the MPO’s Office and/or government-wide operations and/or involves the safety and security of government employees and/or citizens at large, the MPO’s first priority is to account for and determine the health and well being of each employee, their family/dependents, as well as, notifying employees of the status of office operations and actions to be taken.
2. An important component of this emergency plan is to make sure all employees are safe and secure, whether working in the office, at an outside meeting with MPO member jurisdictions, FDOT, or other regional agencies, on a training assignment, or on other travel status. Whenever any employee leaves the MPO office for official work, it is imperative that the person(s) in charge of the office know or be readily knowledgeable as to how to ascertain the whereabouts and to be able to reach all employees at any time. In order to assist in this employee status knowledge each MPO employee shall:
 - *Keep and maintain their workday schedule/personal itineraries of meetings, events, travel status, leave status, etc. on the MPO’s electronic calendar.*
 - *The MPO’s electronic calendar shall be made and kept fully accessible for viewing by all other office personnel.*
 - *During any status that is away from the office on official MPO business during normal business hours, calendar information must show out-of-office locations, and most importantly a ready means of contact by the MPO office (i.e. cell phone number, out of office telephone number, hotel number, etc.)*
3. If the “event” affected or has the potential to affect an employee’s family the employee needs to contact their respective MPO Manager, COOP Coordinator or Executive Director in order to let them know of their personal situation and to determine what assistance the office can provide. Each employee’s first priority, without exception, is to assure their family is safe, secure and has adequate means to deal with the nature and effects of the “event” and its aftermath.
4. If an “event” occurs on a weekend or during non-work/business hours and/or an employee is on leave or travel status, it is the employee’s responsibility to contact their Manager, COOP Coordinator or Executive Director as soon as is reasonably possible to advise of their safety, location and contact information.

A - Employee Status
Continued

5. The MPO Human Resources/Fiscal Manager is delegated the primary lead responsibility for assessing/determining the whereabouts of all employees, for obtaining information on the impact of the “event” on all employees and their families, and for reporting this information to the Executive Director and/or the COOP Coordinator. The Office Manager will assist and/or perform this duty in the absence of the HR/Fiscal Manager. Note that these individuals will take whatever steps are necessary to contact those employees who do not call in, and/or whose whereabouts cannot be readily ascertained, including asking the proper authorities for assistance.

6. It is the responsibility of each employee to have available, at home and while traveling, the official business phone numbers, as well as the home phone numbers of all other MPO office employees. These numbers are critical to accounting for the whereabouts of employees during any “event.”

B - Order of Succession and Telephone Lists

Should there be an occurrence of an “event” that impacts the MPO’s office operations such that regular office hours are altered or at the very worst the event renders the office building unusable, the following updated information lists will be utilized as a guide to contacting office personnel and their families. This information is as follows:

- ***Order of Succession*** - This documents the person in charge of the MPO’s office operations if the Executive Director is absent or unable to act in fulfilling their responsibilities. (See Attachment A)
- ***Telephone Roster of Employees*** - This is the offices complete list of employee contact numbers, including work phone extensions, home telephone numbers, cell phone/pager numbers and emergency points of contact which should be kept by all personnel at home as well as, at readily available locations in the office and while on travel status. (See Attachment B)
- ***Emergency Call List*** - This list provides a list of contacts with which to notify emergency officials and/or emergency service providers during an emergency situation (Building Manager, Sheriff, Police, FBI, etc.). (See Attachment C)
- ***Recovery/Restoration Telephone List*** - This list will contain key phone numbers needed in recovery and restoration efforts (MPO Board Members, FDOT, FHWA, and FTA). (See Attachment D)

Regardless of the nature of the “event,” if it requires evacuation of the building, the MPO Executive Director or designated alternate responsible for exercising their authorities will be responsible for notifying the MPO Board Chair as soon as practicable. This will be done during normal working hours as well as after hours.

C - Short Term Office Evacuations and/or Closures

During regular MPO office hours or during after hours evening meetings when an “event” (fire, bomb threat, chemical/biological threat/attack, etc) occurs:

- a. As applicable, it will be the responsibility of the Executive Director or designee to first contact emergency officials (911) and then contact the Building Manager (941-359-1100) about the emergency situation. This is important so that fellow tenants can be properly notified and evacuated as necessary.
- b. Orders will be given to evacuate, by verbal orders of the Executive Director or designee through the telephone PA system, and/or walking through the office announcing “The building is to be evacuated now!”. Note that there are three fire alarm pull switches located on the walls next to the front and rear (garage) doors and near the door in the Executive Director’s office which should be pulled in the event of an evacuation regardless of the reason for the evacuation. The fire alarm activation will serve as an additional notification tool alerting persons to evacuate in addition in providing notification to local fire department.
- c. All office occupants will leave the building immediately when hearing the evacuation announcement. Yell “FIRE!” if necessary in order to get people started out of the office. Walk! Don’t Run!
- d. All MPO office occupants, once outside should move clear of the building and not block the driveways or any of the entrances to the building. All office occupants are to go to northwest corner of 15th Street.
- e. If the nature of the potential event is due to a “bomb threat” and if time allows, shut off all electrical equipment, including the computers. Turn on all lights and prop the doors open. These steps will reduce electrical hazards, facilitate a search, and reduce the blast effect should an actual explosion occur.
- f. However, if the nature of the event is a “fire” or a possible “chemical/biological/radiological agent,” then keep all doors shut. Do not open doors when there is a fire until one has felt the surface of the door for heat first and only then open the door carefully and in such a manner that keeps all persons away from the entry in the event of smoke or at worse an explosive back draft. For a possible chemical/biological/radiological threat open doors carefully as to minimize drafts and close them behind you once everyone is through. Stay away from areas/rooms where agents have been found.

C - Short Term Office Evacuations and/or Closures ***Continued***

- g. If you are sure that no fire hazard to your personal safety exists, use one of the fire extinguishers to put out the fire. Fire extinguishers are located throughout the office area at the following locations:
- On the east wall of the office entrance next to the front door in the reception area
 - On the west wall next to back door (garage) area
 - Immediately inside the entrance of the kitchen on the west wall
- h. If the nature of the event is unknown, then follow the suggestions as if the “event” were a “fire”, since in terms of “events” statistics fire is still the most common cause for evacuation.
- i. Once all persons have evacuated to the north west corner of 15th street, attendance will be taken to make sure all persons are accounted for and present.
- j. It will be the responsibility of the Executive Director or designee to determine when it is safe to return to the building and/or to determine when it is appropriate to send personnel home until further notice. No one will be given permission to leave the area until:
- All occupants have reached the evacuation site
 - All employees are accounted for, and
 - The situation has been accurately evaluated
- k. It is stressed that no employee is to attempt to go home and/or take their respective personal vehicle from the parking lot! Nor is anyone to get into and move the government vehicles. No vehicles will be moved until it is determined safe to do so.

C - Short Term Office Evacuations and/or Closures

Continued

2. **Severe Weather Events:** Should the “event” be weather related the course of action will be a function of the type of weather event and the timeliness of notification. Possible action options could include the following:
 - b. If notification were sufficiently timely about a pending severe weather event (i.e. hurricane) the course of action could be to simply close the office and send employees home for the duration of the event. Provisions will be made to notify Committee Members and presenters scheduled for a meeting during the office closure or event.
 - c. If the severe weather event were more sudden in nature (Severe Thunderstorm/Tornado Warning) the course of action could include:
 - Move out and away from windows and doors in reception area
 - Seek shelter to the central core areas of the office such as the main conference room, break room area (kitchen), rest rooms and hallway.
 - Stay in these core areas until the event has passed before an assessment of the situation can be made to determine further courses of action
3. **Prolonged Power Outage:**
 1. Notify the Executive Director or person in charge of the nature of the power failure and contact the Building Manager.
 2. Because of the lack of light except emergency backup lighting and natural lighting during daylight hours in the MPO reception area, flashlights are provided in the cabinet of the work area (see Section C, 1, g).
4. **Events After Hours:** During the time frames when the “event” occurs after office hours (fire, bomb threat, severe weather, etc.) employees will be notified of the status of office operations and actions to be taken. Official closure of the office will be a decision by the Executive Director or designee. Employees personal safety is paramount and liberal leave policies will be in effect.

D - Long Term Office Closures-Temporary Office Relocation/Critical Operations

If the “event” has severely damaged or even destroyed the MPO’s office, employees need to be prepared to join co-workers in setting up a temporary office and possibly a new permanent office at an alternate location. The Executive Director or designee will contact employees and inform them where to report for duty. Until a temporary office has been established, employees should remain at home or at some other identifiable location and await receipt of official reporting instructions. If employees have not heard from someone within the first 24 hours they should start initiating calls to their Manager/COOP Coordinator/Executive Director.

When an “event” creates the situation where a short term office relocation is needed the Executive Director will coordinate with the MPO Chair and MPO Member jurisdictions and FDOT as to a suitable office relocation. The Executive Director will make necessary emergency assignments as the relocation dictates.

Telecommuting arrangements will also be considered as an alternate to a temporary office, on an as needed/case-by-case basis. Leave restrictions will remain applicable while the office is operating under a state of emergency and during the relocation period. Leave approvals will be on a case-by-case basis and limited to health and family reasons. However, it will be the Executive Director’s or designee’s commitment to minimize impacts upon employees.

Critical Operations to Perform:

The critical operations to be performed upon the initiation of emergency operations at a temporary office site include the following:

1. Ensure that each individual office member has contacted his or her family in the occurrence of an “event” to assure their safety and security.
2. Determine and/or maintain the status of the health and well being of each employee and their families. If someone cannot be contacted by phone, appropriate personnel will be assigned to determine their whereabouts.
3. Retrieve essential computer back-up disks/CDs and reestablish essential computer and telecommunications functions.
4. Notify the employees of the status of office operations and arrange a method of maintaining contact.
5. Determine the upcoming activities that require FDOT/FHWA authorization and/or coordination.
6. Develop a critical needs list and action plan to reestablish a permanent office.

E - Essential Office Functions

During any “event” that creates a long term emergency, essential office functions that must continue include but may not be limited to:

1. Processing of fund authorizations for reimbursement
2. Processing and deposit of Federal and State funds
3. Payment of eligible invoices
4. Payroll and Personnel actions

F - Essential Records

Essential records include any documentation or information associated with the preceding essential functions (Section E). Essential records, which should be taken to the temporary office location would include:

- Sarasota/Manatee MPO's Invoice Book(s)
- Essential Software
- MPO Board Members contact information
- Paper supply of "Critical" forms
- Personnel Records
- Legal documents including Interlocal Agreements, Lease Agreements, and Maintenance Contracts
- Insurance documents
- FDOT/FHWA/FTA contact information
- Petty Cash
- LapTops/Projector

Every effort will be made to locate, secure and move these essential records and all records of the MPO, but lost, destroyed and/or irretrievable records will be replaced as applicable with copies from FDOT, FHWA, FTA, MPO Member jurisdictions and other MPOs.

G - Computer System Backup and Disaster Recovery

This recovery plan section covers temporary emergency equipment, permanent replacement equipment, software replacement, restoration of important computer/data system access, and safe offsite storage and restoration of the server backup data.

- 1) ***Essential Software:*** Important software connections and data system access that are considered essential in order to maintain MPO operations, include but are not limited to the following:
 - Microsoft 365 Office Suite
 - Adobe Acrobat
 - ArcView 10.4 (2)
 - Sonic Clear 9
 - My Connect
 - IFAS
 - Sweep

- 2) ***Restoration of Temporary Computer Operations:*** If the “event” has severely damaged or even destroyed the MPO’s office, and/or in some way prevents access, the COOP plan will be activated and a temporary office must be quickly established. In order to optimize the speed and extent of recovery the following steps need to be taken regardless of the nature and time of the “event”:
 - As previously stated, for all event scenarios the status of the health and well being of each employee and their families will be determined.
 - Once employee status is determined, the next step is to determine if employees have in their possession any MPO office equipment; i.e. cell phones, laptops, computers, etc.
 - An inventory of equipment that is available outside the office will be compiled at the time of the “event” and arrangements will be made for the equipment to be delivered to the temporary office once the location has been established.
 - Report the loss of computer or office equipment or services to the Executive Director and/or COOP Coordinator.

G - Computer System Backup and Disaster Recovery

Continued

- 3) **Removal of Equipment:** If it is possible to regain access to the MPO office to remove computer equipment from the building, the following equipment should be powered down and removed:
- File Server
 - Printers
 - Laptops, Computers and/or Docking Stations
 - Copier
 - Projector
- 4) **Office Operations:** The MPO's temporary office will most likely be at a member jurisdiction's facility. It is important that any of the member jurisdiction's facilities either have designated emergency office space and/or conference room space which has sufficient telephone and internet connections to serve the MPO needs during the recovery.
- 5) **Permanent Restoration of Office Computer Equipment and Services:** The Executive Director and/or COOP Coordinator shall have the lead in the permanent restoration of office computer equipment and services. The acquisition of computer equipment to fully restore the MPO's office capabilities will be coordinated by the Executive Director, with the COOP Coordinator, HR/Fiscal Manager and Office Manager and FDOT, FHWA and FTA regarding needed funding and approvals. The following information will be kept current and provided to assist in the recovery process:
- Current office computer inventory
 - Current office software license and vendor information
 - Listing of special configurations or software on the staff computer work stations

H - Homeland Security Threat Conditions and Corresponding Protective Measures

A domestic/terrorist threat is any threat or act of violence against the U.S., its citizens, territories, and/or infrastructure. Reasonable and prudent measures to deter or prevent all foreseeable terrorist and/or other criminal acts against ourselves, our families, our infrastructure, our homeland is the overall goal. It is important that all personnel understand the MPO has a security role to play in assuring adequate security for the MPO office, as well as its role, in assuring security for the transportation system.

First and foremost, it is important for all employees to be vigilant and aware of their surroundings. Please report suspicious activities to your Manager and to law enforcement officials. Secondly, be aware of one's sources for information pertaining to homeland security and terrorist activities. The best and perhaps the quickest source of information will be the daily television and radio news broadcasts. It will be important that the MPO have a means to assure access to these broadcasts at all times. Other sources will be phone calls and e-mails pertaining to events, incidents and other emergency information from the State, Manatee and Sarasota County Emergency Operations Centers (EOCs), FDOT, FHWA, and FTA. It will be this link that will trigger any MPO involvement in transportation emergency matters and system recovery, regardless of the "event" that has created the emergency and its corresponding necessity for a response.

IV - Conclusion

Planning for an “emergency event” is not only Federal and State public policy and law, it is the smart and right thing to do. The chaotic and traumatic atmosphere following an emergency event can lead to decision paralysis which only compounds the impacts of the event and anxiety of the unknown. This Sarasota/Manatee MPO Continuity of Operations Plan is intended to provide a logical road map to the MPO Organization, its Board, Executive Director and employees following an emergency event. Because the dynamics of each emergency can vary widely, the provisions in this Plan are a guide, not a strict mandate. In that regard, sound and reasonable decisions contrary to the guidance in this Plan can and will occur. But, this Plan combined with prudent decision making will provide the best assurance of personal safety for all individuals of the MPO Organization, its customers and the public, as well as an efficient recovery and return of the Sarasota/Manatee MPO to its primary mission of transportation system planning which supports sustainable, livable communities and economic development.

ATTACHMENT "A"

Order of Succession

Executive Director

Strategic Planning Manager

Fiscal/Administrative Manager

Clerk to the Board/Benefits Coordinator

ATTACHMENT "B"

Telephone Roster of Employees

<u>MPO Staff</u>	<u>Home</u>	<u>Cell</u>
David Hutchinson Executive Director	239-573-0750	941-704-2525
Sue Clapsaddle Fiscal/Administrative Manager	941-306-5295	941-518-1945
Nanette Eubanks Clerk to the Board/Benefits Coordinator	941-729-4012	941-526-7826
Rachel McClain Planning Assistant	941-725-0525	Same
Leigh Holt Strategic Planning Manager	321-302-5848	Same
Alvimarie Corales-Cuadrado Multi Modal Transportation Planner	787-246-1921	Same
Ryan Brown Multi Modal Transportation Planner	941-345-5591	Same
Corinne Tucker Public Involvement Coordinator	941-920-8900	Same

ATTACHMENT "C"

Emergency Call List

Emergency	911
Airport Commerce Center	941-359-1100
FDOT District One (Bartow) Jesten Abraham	800-292-3368
Manatee County Sheriff	941-747-3011
Sarasota County Sheriff	941-861-5800
Manatee County Emergency Management Agency	941-748-4501 ext. 359
Sarasota County Emergency Management Agency	941-861-5300
ATF	800-283-4867
FBI	941-955-3525 or 813-273-4566
Office of Homeland Security	850-410-7233

ATTACHMENT "D"

Recovery/Restoration Telephone List

MPO Board Members:

MANATEE COUNTY

941-745-3700

Commissioner Vanessa Baugh
Commissioner Stephen Jonsson
Commissioner Betsy Benac

SARASOTA COUNTY

941-861-5344

Commissioner Nancy Detert
Commissioner Alan Maio
Commissioner Paul Caragiulo

CITY OF SARASOTA

941-954-4115

Commissioner Willie Shaw
Vice Mayor Liz Alpert

CITY OF VENICE

941-486-2626

Councilman Bob Daniels

CITY OF BRADENTON

941-708-6200

Councilman Patrick Roff, MPO Chair
Councilman Gene Brown

LONGBOAT KEY

941-316-1999

Commissioner Jack Daly

HOLMES BEACH (ITPO)

941-708-6130

Mayor Dan Murphy

CITY OF PALMETTO

941-723-4570

Mayor Shirley Groover Bryant

CITY OF NORTH PORT

1-426-8484

Mayor Linda Yates
Vice Mayor Vanessa Carusone

FDOT -Non Voting

863-519-2300

Secretary L.K. Nandam

SARASOTA-MANATEE AIRPORT AUTHORITY

941-359-5200

Commissioner Carlos Beruff

ATTACHMENT "D"
Continued

FDOT DISTRICT ONE (Bartow)	<i>863-519-2300</i>
FDOT CENTRAL OFFICE (Tallahassee)	<i>850-414-5200</i>
Federal Transit Administration (Regional-Atlanta)	<i>404-562-3500</i>
Federal Highway Administration (FHWA) Florida Division - Tallahassee	<i>850-942-9650</i>
Airport Commerce Center	<i>941-359-1100</i>
Manatee County Emergency Management Agency	<i>941-748-4501 ext. 3559</i>
Sarasota County Emergency Management Agency	<i>941-861-5300</i>
Manatee County Insurance Risk Manager	<i>941-748-4501</i>
Manatee County Employee Health Benefits	<i>941-748-4501 ext. 3575</i>
Manatee County Fleet Services	<i>941-748-4501</i>
Manatee County Finance	<i>941-749-1800</i>
Keetons Office Supplies	<i>1-800-833-4735</i>
Entech (PC Maintenance)	<i>941-721-6423</i>

Revised September 10, 2018