

# **Pinellas County MPO Continuity of Operations Plan (COOP)**

**June 1, 2007  
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## **I. EXECUTIVE SUMMARY**

This document provides a structure for formulating a Continuity of Operations (COOP) Plan according to *Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004*.

Questions concerning this document should be directed to:

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Pinellas County MPO  
310 Court Street  
Clearwater, FL 33756  
727-464-8200  
E-mail: [sward@pinellascounty.org](mailto:sward@pinellascounty.org)

In accordance with the provisions of Part 2, Section 202 (Continuity of Government) of Executive Order 12656 (dated November 18, 1988) and the Department of Homeland Security Headquarters Continuity of Operation Guidance Document dated April 2004, this document serves as the Pinellas County Metropolitan Planning Organization's Continuity of Operations Plan (COOP). Local assistance in the development of the COOP was provided by the Pinellas County Emergency Management Department and the Department of Strategic Planning and Initiatives. It was developed to ensure the continuity of essential office functions in the event of a terrorist attack, fire, emergency or natural disaster. The plan includes descriptions of the MPO's essential functions, a listing of key personnel, and the order of succession and personnel notification procedure. The plan establishes MPO procedures for the following:

- Responding to any event requiring MPO assistance;
- The continuation of MPO essential functions; and
- Office evacuation and relocation procedures.

## **II. INTRODUCTION**

The MPO is affiliated with the Pinellas County Government Board of County Commissioners (BCC). MPO staff support is provided by the Pinellas County Department of Planning and Strategic Initiatives, which has responsibility for assisting the Pinellas County Emergency Management Department in coordinating disaster response and recovery for the county. In this capacity, the Department of Planning and Strategic Initiatives staff serves as part of the county's Logistics Group (LG). The LG

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serves as the management and control agency for coordinating resource management and resource distribution efforts for relief. Although, the LG's most likely cause for activation would be a hurricane, the LG and MPO are prepared to respond to any natural or man made event that may occur.

Should an event threaten or occur in Pinellas County, all county employees, including those of the MPO, must be available to lend disaster assistance before, during and after an event. The MPO will provide for continuation of its essential functions in addition to fulfilling its disaster assistance commitments to the residents and visitors of Pinellas County.

The MPO offices are located approximately 1 block from the Gulf of Mexico at 310 Court Street in downtown Clearwater on the second floor of a two-story glass and masonry building. Though not located in a flood zone, broken windows and subsequent fresh water damage are considered to be the biggest threat to the MPO offices should a natural event such as a hurricane occur. The 310 Court Street location does not have an onsite generator to supply power. The MPO offices will be contacted by the Emergency Management Department if the building is rendered unavailable or if an evacuation has been called for the county.

**MPO Location:** Pinellas County Metropolitan Planning Organization  
310 Court Street, 2<sup>nd</sup> Floor  
Clearwater, FL 33756  
(727) 464-8200  
(727) 464-8201 (FAX)

### **III. PURPOSE, APPLICABILITY AND SCOPE**

This COOP was prepared to ensure the continued performance of the MPO's essential functions and resources during a major event, emergency or disaster. It will provide staff with instructions and expectations concerning actions to be taken in case of an event.

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## IV. ESSENTIAL FUNCTIONS

Priority	Essential Functions
1	Provide Technical Support and information to assist in planning and restoration of the county's transportation system.
2	Ensure that the integrity and compliance of the MPO's planning programs are maintained.
3	Maintain contact with the Florida Department of Transportation (FDOT) District 7 Office, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).
4	Provide compensation associated with MPO agreements and maintain MPO grant invoicing.

## V. CONCEPT OF OPERATIONS

### PHASE I: ACTIVATION AND RELOCATION

#### 1. Decision Process

The MPO Interim Executive Director, or in her absence, the next person in succession, has the authority to activate the COOP. In the event of a countywide emergency, such as a hurricane, the MPO will follow the direction from the Emergency Management Department for LG activation instructions.

#### 2. Alert, Notification, and Implementation Process

If during work hours, and if time allows due to the nature of the event, the Interim Executive Director will call a meeting and detail the COOP activation plans. Those not present will be notified by phone upon activation. If activation occurs after hours, each staff member will be notified by phone or e-mail by his immediate supervisor. If communications are down, staff members are instructed to tune in to Pinellas County Radio AM940 to receive instructions from the Emergency Management Department or if not able to receive the broadcast, report to their local fire or police department.

If an emergency alert comes during normal working hours and if time allows, each employee will execute the necessary actions immediately. All visitors will be escorted to safety and the senior MPO staff member in office will refer to the staff sign-out sheet to account for the whereabouts of each staff member. Staff not assigned to specific preparation procedures will take appropriate action to protect their family and property. Those with extenuating circumstances requiring their

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prompt attention are free to attend to them upon approval of the MPO staff member in charge. In the event of a hurricane, preparation should occur 24 to 36 hours in advance of the storm. Staff members who have LG phase assignments must make themselves available, unless ill, incapacitated or out of town and not able to return at COOP activation. MPO staff members leaving the county, without prior supervisory authorization, in anticipation of hurricane evacuation or COOP activation, may result in dismissal.

### **Initial Emergency Procedures for MPO Staff**

Assess your work area. Secure necessary files and computer equipment. Save all electronic files to the main county server or backup your files to CD ROMs or USB flash drive. Bundle and label the CDs/USB flash drives and place into the waterproof ammunition canisters located on the 2nd floor in the printer area. If you have any unprotected work considered as important to your job or task that may be needed for future reference, it should be labeled and placed in the 2nd floor printer area or interior cubicle. If it is crucial to your daily functions, take your work with you if you are ordered to report to the alternate location.

If you are in a window office, disconnect the computer and place in the 2nd floor printer area or an interior cubicle. Also, tape all openings on file cabinets to help minimize wind and water damage should the windows be blown out. Close your office door.

After you have secured your work area and moved your computer equipment into the interior printer area or interior cubicles designated for computer equipment storage, you may be needed to assist in securing other equipment and/or files, etc. Carolyn Kuntz will secure the main MPO file cabinets containing the official records and MPO operating financial account information.

## **3. Leadership**

### **a. Orders of Succession**

The department's order of succession, in terms of supervisory responsibility for the MPO office during activation of the COOP, is shown below.

<b>Successors</b>
Sarah Ward, Interim Executive Director
Al Bartolotta, Planning Manager
Gina Harvey, Planning Manager

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If the senior ranking staff member is incapacitated or out of the area at activation or during the plan implementation, the next ranking staff member shall assume responsibility for implementing and fulfilling the COOP's objectives. Ideally, all staff with COOP functions, shall be assembled at the control center (MPO offices) or, if not available, the LG, prior to full activation. The primary method of contact shall be via telephone.

#### **b. Delegations of Authority**

The MPO director shall remain in authority unless incapacitated or out of the area. She may appoint a successor, or if unable to do so, the next person in succession shall assume responsibility.

#### **c. Devolution**

The primary function of the MPO is transportation planning and is no way connected with the physical construction nor day to day operation of transportation facilities. However, should an emergency event occur requiring activation of the COOP, the MPO's planning priorities are to provide support necessary to maintain the existing transportation system and for payment to those associated with MPO agreements and contracts.

In the event of a worst-case scenario where the offices are completely destroyed and/or the entire leadership is incapacitated, MPO functions may be handled on a lower staff level. In the event of total destruction of the MPO offices, the Florida Department of Transportation and Federal Highway Administration has file copies of the MPO's major planning documents, including the Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, grant invoicing packages, consultant contracts and Joint Participation Agreements should it become necessary for reestablishment of the MPO. The MPO's bank is BB&T and the United States Treasury Department and the State of Florida Office of the Comptroller has account information on file should a situation arise where the MPO nor a county authority is no longer available to access the MPO account.

### **PHASE II: ALTERNATE FACILITY OPERATIONS**

Upon arrival at the alternative facility, the highest ranking MPO staff member should delegate shifts for available MPO staff, set up the MPO laptop computers to the main county server, establish e-mail if possible and determine if land telephone lines are operable.

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## Alternate Facility Location

Logistics Group (LG)  
Courthouse Annex Building Basement  
400 South Fort Harrison Avenue  
Clearwater, FL 33756  
Pinellas County Emergency Management (727) 464-3800  
The Emergency Operation Center is located in the Courthouse Annex basement.

The LG Emergency Operations Center (EOC) is fully self-contained in the Courthouse Annex Building, 400 South Fort Harrison Avenue, Clearwater. The facility is equipped with water, food (MREs), generator, computers, e-mail access, an 800 MHz radio system and land cell and satellite phones. MPO staff, along with other county department staff, shall carry out its logistic duties from the LG EOC after the MPO offices are secured. Each MPO staff member has been assigned a response level (see below) should a call to activation and relocation to the LG occur. If a disaster is anticipated, such as a hurricane, the Phase I staff members would be instructed by the department director to report to the LG 24 hours before the event occurs and will be required to stay at the LG until the storm has passed and winds have dropped below tropical storm strength. The Phase I staff will help organize the disaster relief effort. After the storm, Phase II staff will be contacted for activation information. The Phase II staff will serve as the countywide contact to administer the relief effort. They may be responsible for dispatching emergency road crews for debris removal, utility restoration and other work necessary to provide for public safety purposes. The Phase III staff will be activated on an as needed basis. If activated, they would provide relief support in various communities around the county as needed (e.g., food and water distribution, operating the Points of Distribution or county staging areas, directing deliveries at checkpoints).

Response Level Phase I	Response Level Phase II	Response Level Phase III
Marc Hanger	Al Bartolotta	Robert Feigel
Carolyn Kuntz	Chelsea Favero*	Sandra Knoebel
	Sarah Ward	Anne Funicello
		Gina Harvey
		Susan Miller
		Alicia Parinello
		Heather Sobush
		Rick MacAulay

\* Assigned to the Special Needs Division



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## 1. Mission Critical Systems

System Name	Current Location	Other Locations
Transportation Planning and Project Development	Primary Facility MPO Offices	Alternate Facility
Compensation Associated with MPO Contracts	Primary Facility MPO Offices	Alternate Facility

## 2. Vital Files, Records, and Databases

The MPO's vital files include hard copies of signed Interlocal Agreements, Memorandums of Agreement, Memorandums of Understanding, Joint Participation Agreements and other contracts, including those with general planning consultants. These documents are considered official records. In the event of total destruction of the MPO offices, copies of these documents should be retrievable from the offices they were received from and file copies of most of the MPO planning documents are available from the FDOT, FHWA and/or FTA. Several regional and interlocal agreements are available from the Pinellas County Clerk of the Court. The MPO's essential planning documents include the Transportation Improvement Program, Unified Planning Work Program and the Long Range Transportation Plan and are all available in hardcopy, on line, CD ROM, and are also stored electronically on the county's main computer network.

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location on Main County Computer
COOP Plan	Electronic and hard copy	X	X	X
Phone Roster	Electronic and hard copy	X	X	X
Legal Authority List	Electronic and hard copy	X	X	X
MPO Agreements/ Contracts	Hardcopy	X (copies)	X	X
Personnel Information	Hardcopy		X	X

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location on Main County Computer
Transportation Data Base Files (operations data, accident records, traffic counts, etc.)	Electronic and hardcopy			X

### PHASE III: RECONSTITUTION

#### Returning to normal operations

In the event of total destruction of the MPO offices, the MPO will be assigned a new location by the Pinellas County Real Estate Management Department. A pre-assigned location has yet to be determined, but it is anticipated MPO operations would be housed in an existing county facility. After an emergency event has passed, staff shall contact their supervisors for instructions on when and where to report to duty.

### VI. COOP PLANNING RESPONSIBILITIES

Responsibility *	Position
Review and Update the COOP Annually	Planner
Update Telephone Numbers Monthly	Planner
Review Status of Vital Files	Accountant I
Conduct Alert and Notification Tests	Planner
Plan COOP Exercises	Planner

*\*In coordination with the Pinellas County Department of Strategic Planning and Initiatives Disaster Preparedness Plan.*

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## **VII. LOGISTICS**

### **ALTERNATE LOCATION**

The LG room is a self-contained facility and can accommodate four MPO staff members for an indefinite period. Should the MPO offices be completely destroyed, the Pinellas County Real Estate Management Department will locate a suitable facility.

### **INTEROPERABLE COMMUNICATIONS**

800 MHz emergency radios and satellite phones are available for staff use if the MPO is temporarily relocated to the LG.

## **VIII. COOP TEST**

By June 1<sup>st</sup> of each year, in coordination with the Department of Planning and Strategic Initiatives Disaster Preparedness Plan, the MPO will conduct a test of the COOP Training and Exercise Plan. This is to ensure that the plan can be implemented effectively while allowing staff to make adjustments to the COOP where needed. Each staff member will identify their critical and necessary files and documents, be familiarized with their responsibilities in carrying out the plan's procedures during an emergency and equipment will be maintained in a constant state of readiness. Batteries and supplies will be checked. A test of alert and notification procedures will be conducted.

## **IX. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN**

The COOP will be examined on an annual basis. It is not anticipated that the MPO should need a multi-year strategy and program management plan.

## **X. COOP PLAN MAINTENANCE**

The COOP will be reviewed each year before June 1<sup>st</sup> in conjunction with the Department of Planning and Strategic Initiatives Disaster Preparedness Plan. The personnel and emergency telephone lists will be reviewed and updated each month. Emergency equipment such as flashlights will be checked each year by June 1.

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## **Appendix**

### **Operational Checklists**

1. Secure workstation. Place necessary computer CDs and USB flash drives in one of the four secure MPO ammunition canisters located on the 2nd floor. These four canisters will be located in the printer area. Take canister to the alternate location if an evacuation is ordered.
2. Secure the department laptop computers. Bring to the alternate location.
3. Secure personnel roster and phone list. Bring to the alternate location.
4. Secure emergency calling directory. Bring to the alternate location.
5. Secure emergency operation records. Bring to the alternate location.
6. Secure predetermined critical files necessary to carry out MPO activities. Bring to the alternate location.

### **Alternate Location/Facility Information**

Logistics Group (LG) and  
Emergency Management  
Courthouse Annex Building Basement  
400 South Fort Harrison Avenue  
Clearwater, FL 33756  
(727) 464-3800

### **Maps and Evacuation Routes**

Large Scale Evacuation maps are located at the LG

### **Definitions and Acronyms**

BCC - Pinellas County Government Board of County Commissioners  
COOP – Continuity of Operations Plan  
FDOT – Florida Department of Transportation  
FHWA – Federal Highway Administration  
FTA – Federal Transit Administration  
LG – Logistics Group (alternate location)  
LRTP – Long Range Transportation Plan – critical planning document.  
MPO – Metropolitan Planning Organization  
TIP – Transportation Improvement Program- critical planning document.  
UPWP – Unified Planning Work Program – critical planning document

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## Transportation Agency Emergency Phone List

Florida Department of Transportation District 7

Brian Beaty 813-975-6283

[Brian.beaty@dot.state.fl.us](mailto:Brian.beaty@dot.state.fl.us)

Lee Royal 813-975-6427

[Lee.royal@dot.state.fl.us](mailto:Lee.royal@dot.state.fl.us)

Federal Highway Administration

Lee Ann Jacobs

850-553-2219

[leeann.Jacobs@dot.gov](mailto:leeann.Jacobs@dot.gov)

Shakira Crandol 850-553-2220

[shakira.crandol@dot.gov](mailto:shakira.crandol@dot.gov)

Federal Transit Administration

Tajsha Lashore 404-865-5606

Tajsha.lashore@fta.dot.gov

*Note: Contact list of MPO staff members is maintained on file in the MPO offices*