

**Pinellas County MPO  
Continuity of Operations Plan  
(COOP) June 1, 2007**



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## TABLE OF CONTENTS

I.	Executive Summary.....	2
II.	Introduction .....	2
III.	Purpose, Applicability and Scope.....	3
IV.	Essential functions.....	4
V.	Concept of Operations.....	4
A.	Phase I: Activation and Relocation .....	4
3.	Decision Process.....	4
2.	Alert, Notification, and Implementation Process.....	4
3.	Leadership.....	5
B.	Phase II: Alternate Facility Operations.....	6
1.	Mission Critical Systems.....	7
2.	Vital Files, Records, and Databases.....	8
C.	Phase III: Reconstitution.....	9
VIII.	COOP Planning Responsibilities.....	10
IX.	Logistics.....	10
A.	Alternate Location.....	10
B.	Interoperable Communications.....	10
X.	Testing.....	10
XI.	Multi-Year Strategy and Program Management Plan.....	11
XII.	COOP Plan Maintenance.....	11
	Annex A: Operational Checklists.....	12
	Annex B: Alternate Location/Facility Information.....	13
	Annex C: Maps and Evacuation Routes .....	14
	Annex D: Definitions and Acronyms.....	15
	Annex E: Personnel Phone List.....	16
	Annex F: Transportation Agency Emergency Phone List.....	17

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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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727.464.8200

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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 and Planning departments. It was developed to ensure the continuity of essential office functions should an event such as terrorist attack, fire, emergency or natural disaster occur.

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 provides the MPO procedures for the following:

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

## II. INTRODUCTION

The MPO is a component unit of the Pinellas County Government Board of County Commissioners (BCC). MPO staff support is provided by the Pinellas County Planning Department, which has responsibility for assisting the Pinellas County Emergency Management Department in coordinating disaster response and recovery for the county. In this capacity, Planning Department staff serve as part of the county's Logistics Group (LG). The LG serves as the management and control agency for coordinating resource

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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 4 blocks from the Gulf of Mexico and occupy parts of the seventh and ninth floors of a high-rise glass and masonry building. An on-site 155Kv diesel fuel generator can supply power for life safety equipment and emergency lighting for up to three days. 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 MPO offices will be the COOP control center unless rendered unavailable or if an evacuation has been called for the county by the Emergency Management Department.

**MPO Location:** Pinellas County Metropolitan Planning Organization  
Bank of America Building, 7th and 9th Floors  
600 Cleveland Street, Suite 750  
Clearwater, FL 33755  
(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

Below is a description of the MPO's 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 FDOT, FHWA and FTA.
4	Provide compensation associated with MPO agreements and maintain MPO grant invoicing.

## V. CONCEPT OF OPERATIONS

### A. PHASE I: ACTIVATION AND RELOCATION

#### 1. Decision Process

The MPO Executive Director, or in his 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 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 (portable radio or automobile radio) 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, by using the staff sign-out sheet, 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 attention will be 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

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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. Bundle and label the CDs/USBs and place into the waterproof ammunition canisters located in the offices of Gina Harvey and Al Bartolotta. 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 9<sup>th</sup> floor storage area. 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 a nearby interior office, conference room or 9<sup>th</sup> floor storage area. Also, tape all openings on file cabinets to help minimize wind and water damage should the windows be blown out.

After you have secured your work area and moved your computer equipment into the interior office spaces 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 is listed below. 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>Successors</b>
Brian Smith, Director
Sarah Ward, MPO Administrator
Al Bartolotta, Planning Manager
Gina Harvey, Planning Manager

**b. Delegations of Authority**

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The MPO director shall remain in authority unless incapacitated or out of the area. He 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 event occur, the MPO's planning priorities are to provide support necessary to maintain the existing transportation system and Transportation Disadvantaged Program services and provide 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 and 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.

**B. 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.

**Alternate Facility Location:**

Logistics Group (LG)

Courthouse Annex Building, Room 130

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. The facility is equipped with water, food (MREs), generator, computers, e-mail access, land, cell and satellite phones and an 800 MHz radio system. MPO staff, along with other county department staff, shall man the LG EOC. 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 level 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, debris removal, help with utility restoration and provide for the safety of the citizens. The Phase III staff will be activated on an as needed basis. If activated they would serve in the communities in any capacity as needed, such as food and water distribution, operating the Points of Distribution (PODs) or county staging areas, directing deliveries at checkpoints.

<b>Response Level Phase I</b>	<b>Response Level Phase II</b>	<b>Response Level Phase III</b>
Brian Smith	Al Bartolotta	Harriet McKay
Marc Hanger	Karen Cunningham	Sandra Gamache
Carolyn Kuntz	Heather Sobush	Ramon Solis
	Sarah Ward	Gina Harvey
	Ron Bulen	Sharon Zhu
	Colleen Tracy	Linda Boykin
		Susan Miller
		Anne Funicello
		Arlene Davis
		Jackie Zakrzewski

### **1. Mission Critical Systems**

Below is a list of the MPO's mission critical systems:

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<b>System Name</b>	<b>Current Location</b>	<b>Other Locations</b>
Transportation Planning and Project Development	Primary Facility MPO Offices	Alternate Facility
Provide for Transportation Disadvantaged Program Participants	Alternate Facility GPTMS Call Intake Center	
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, Memorandum of Understanding, Joint Participation Agreements and assorted contracts including those with general planning consultants and Transportation Disadvantaged Program providers. These documents are considered official records. In the event of total destruction of the MPO offices, while not official, copies of these documents should be able to be recovered from the party from which the agreements were made and file copies of most of the MPO planning documents are available at the FDOT, FHWA and/or FTA. Several regional and interlocal agreements are available with the 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, 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 and Contracts	Hardcopy	X (copies)	X	
FSUTMS	Electronically stored on a non-network computer		X	
Transportation Data Base Files (operations data, accident records, traffic counts, etc.)	Electronic and hardcopy			X
Personnel Information	Hardcopy		X	X

### C. 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 General Services Department. A preassigned location has not been determined, but preference is to be located in an existing county facility.

After an event has passed, staff shall contact their supervisors for instructions on when and where to report to duty.

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## VI. COOP PLANNING RESPONSIBILITIES

Listed below are some of the COOP responsibilities for the MPO.

Responsibility *	Position
Review and Update the COOP Annually	Planning Manager
Update Telephone Numbers Monthly	Executive Director's Administrative Assistant
Review Status of Vital Files	Planning Manager
Conduct Alert and Notification Tests	Planning Manager
Plan COOP Exercises	Planning Manger

\*In coordination with the Pinellas County Planning Department Disaster Preparedness Plan.

## VII. LOGISTICS

### A. ALTERNATE LOCATION

The RMG room is a self-contained facility and can accommodate 4 MPO staff members for an indefinite period. Should the MPO offices be completely destroyed, the Pinellas County General Services Department will locate a suitable facility.

### B. INTEROPERABLE COMMUNICATIONS

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

## VIII. TEST, TRAINING, AND EXERCISES

By June 1<sup>st</sup> of each year, in coordination with the Planning Department's Disaster Preparedness Plan, the MPO will have completed the COOP Test, Training & Exercise Plan. This is to ensure that the plan will flow smoothly and will allow staff to make adjustments 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.

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**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 Planning Department's 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<sup>st</sup>.

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## **Annex A: Operational Checklists**

### Operational Checklists

Secure workstation. Place necessary computer cd's in the three secure MPO ammunition canisters located in the offices of Gina Harvey and Al Bartolotta. Move canister to the 9<sup>th</sup> floor storage area or the break room/kitchen area. Take canister to the alternate location if an evacuation is ordered.

Secure the department laptop computers and four cell phones. Bring to the alternate location.

Secure personnel roster and phone list. Bring to the alternate location.

Secure emergency calling directory. Bring to the alternate location.

Secure emergency operation records. Bring to the alternate location.

Secure predetermined critical files necessary to carry out MPO activities. Bring to the alternate location.

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**Annex B: Alternate Location/Facility Information**

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

(727) 464-3800

Should the MPO offices be completely destroyed, the Pinellas County General Services Department will locate a suitable facility. A pre-assigned location has not been determined, but preference is to be located in an existing county facility.

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## **Annex C: Maps and Evacuation Routes**

Large Scale Evacuation maps are located at the LG

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## **Annex D: 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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**Annex F**

**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)**

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