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# Continuity of Operations Plan for the Kalamazoo Area Transportation Study



***Kalamazoo Area Transportation Study  
Primary Contact: Jonathan R. Start  
Executive Director***

5220 Lovers Lane, Suite 110  
Portage, MI 49002  
(269) 343-0766  
[www.KATSmpo.org](http://www.KATSmpo.org)



# **Continuity of Operations Plan (COOP) for the Kalamazoo Area Transportation Study**

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## **I. Executive Summary**

This document provides a structure for formulating a Continuity of Operations (COOP) Plan, according to the Department of Homeland Security (DHS) Federal Emergency Management Agency Continuity of Operations Guidance Document.

Questions regarding this document should be directed to:

Jonathan R. Start  
Executive Director  
Kalamazoo Area Transportation Study  
5220 Lovers Lane, Suite 110  
Portage, MI 49002  
Phone: (269) 343-0766  
jrstart@katsmpo.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 Kalamazoo Area Transportation Study's (KATS) COOP Plan. KATS is the Metropolitan Planning Organization (MPO) for the Kalamazoo area. The COOP Plan was developed to ensure the continuity of essential office functions should an event such as a 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:

- The continuation of MPO essential functions, and
- Office evacuation and relocation procedures.

## **II. Introduction**

The Kalamazoo area has the potential for severe weather, including blizzards, thunder storms, and tornadoes. Further, in the wake of the September 2001 terrorist attacks, subsequent biological weapon incidents, and occasional warnings of potential terrorist incursions, policymakers have given renewed attention to continuity of operations issues.

In order to ensure the continued operations of the KATS in the event of such an emergency, it is vital that the MPO have a plan in place. The COOP serves that function. As structured, the plan guarantees the continuous operations of the MPO in the event of an emergency and ensures that the MPO's resources can be efficiently deployed to supplement wider emergency planning efforts.

The COOP outlines roles and responsibilities of MPO staff with respect to the MPO **Board Policy Committee** and its advisory committees; and addresses emergency management of projects and recurring activities. For each of these areas, the COOP provides strategies that will lead to the continuity of MPO operations.

The Kalamazoo Area Transportation Study is currently located at the following location:

**KATS Office Location**

5220 Lovers Lane, Suite 110  
Portage MI, 49002

**KATS Policy Committee Meeting Location**

Kalamazoo Metro Transit  
530 N. Rose St.  
Kalamazoo, MI 49007

**III. Purpose**

The purpose of this COOP is to ensure that the essential functions of the Kalamazoo Area Transportation Study will continue in the event of a major event, emergency or disaster. The plan outlines procedures for alerting, notifying, activating and deploying employees, and outlines the basic procedures to restore MPO operations.

**IV. Applicability and Scope**

The COOP is applicable to situations determined by the Executive Director of the Kalamazoo Area Transportation Study to require relocation/re-establishment of essential functions of the MPO. It will provide staff with instructions and expectations concerning actions to be taken in such situations.

The plan addresses the full spectrum of potential threats, crises and emergencies, but does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short term ***timeframe***. The Executive Director will determine situations that require implementation of the COOP.

**V. Essential Functions**

Below is a description of the MPO's essential functions, listed in order of priority:

1. Provide technical support and information to assist in planning and restoration of the region's transportation system.
2. Ensure that the integrity and compliance of the MPO's planning programs are maintained.

3. Continuity of MPO and committee meetings.
4. Continuity of MPO projects and recurring activities.
5. Maintain contact with the Michigan Department of Transportation (MDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
6. Provide compensation associated with MPO agreements and maintain MPO invoicing.

## VI. 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.

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

If during work hours, and if time allows due to the nature of the event, the 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. 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 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.

**Upon the decision to activate the COOP and relocate operations to the alternative facilities following an event, the Executive Director will notify the alternative facilities with information regarding relocation status and the anticipated duration of relocation.**

**The Executive Director will notify all affected entities with information regarding relocation, operational and communication status, and the anticipated duration of relocation. These entities include:**

- **KATS Policy Committee Members**
- **KATS Technical Committee Members**
- **Michigan Department of Transportation**
- **Federal Highway Administration**
- **Federal Transit Administration**
- **Southcentral Michigan Planning Council**

#### 3. Initial Emergency Procedures for MPO Staff

Assess your work area. Secure necessary files and computer equipment. Save all electronic files to the main Google Drive folder or backup your files to external media. 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. 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. The Office Manager will secure the main MPO file cabinets containing the official records and MPO operating financial account information.

#### 4. Leadership

##### a. Orders of Succession

The MPO'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) prior to full activation. The primary method of contact shall be via telephone.

Successors:

Jonathan R. Start, Executive Director  
Steven L. Stepek, AICP, Senior Planner  
**Monica Zehner, Office Manager**  
~~Kathy Schultz, Associate Planner~~

##### b. Delegations of Authority

The MPO Executive Director shall remain in authority, unless incapacitated or out of the area. The Executive Director 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 regional 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.

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 Michigan Department of Transportation and Federal Highway Administration have file copies of the MPO's major planning documents, including the Metropolitan Transportation Plan, Transportation

Improvement Program, Unified Planning Work Program, grant invoicing packages, contracts and operating agreements, should it become necessary for reestablishment of the MPO.

## **B. Phase II: Alternative Facility Operations**

The City of Kalamazoo's Metro Transit would accommodate the Kalamazoo Area Transportation Study with an alternative facility for a temporary period of 30 days or more. Upon arrival at the alternative facility, the highest ranking MPO staff member should delegate shifts for available MPO staff, set up the MPO computers to the main internet, establish e-mail, if possible, and determine if telephone lines are operable.

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

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

System	Current Location	Other Locations
Transportation Planning and Project Development	MPO Offices	Alternative Facility
Provide Assistance to Transportation Program Participants	MPO Offices	Alternative Facility
Compensation Associated with MPO Activities	MPO Offices	Alternative 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 assorted historical records. 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 MDOT, FHWA and/or FTA. The MPO's essential planning documents include the Transportation Improvement Program, Unified Planning Work Program and the Metropolitan Transportation Plan, and are all available in hardcopy and/or via cloud storage (Google and Website), and are also stored electronically on the KATS main computer network.

## **C. Phase III: Reconstitution**

In the event of total destruction of the MPO offices, the MPO will be assigned a new location by the Executive Director and KATS Policy Committee. After an event has passed, staff shall contact their supervisors for instructions on when and where to report for duty.

## **VII. Logistics**

**A. Alternative Location**

Determining a suitable alternative location for the MPO for use after a major event is vital towards allowing the MPO to continue performing its essential functions within 12 hours. The City of Kalamazoo's Metro Transit would be able to provide the MPO with a facility that can readily accommodate five (5) MPO staff members for a period of at least 30 days. Should the MPO offices be completely destroyed, the MPO Executive Director will locate a suitable facility.

**B. Interoperable Communications**

KATS and Metro Transit have a standard phone system available for use. All MPO staff members utilize cellular phones. The facility offers access to the internet, where MPO files are currently stored and/or backed-up.

**VIII. Multiyear 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.

**IX. COOP Maintenance**

The COOP will be reviewed each year before June 1st. The personnel and emergency telephone lists will be reviewed and updated as needed.

**X. Appendix A:**

**Operational Checklists**

1. Secure workstation. Place necessary computer files on Google Drive or removable media.
2. Secure the MPO's desktop and laptop computers. Bring to the alternative location.
3. Secure personnel records and phone list. Bring to the alternative location.
4. Secure emergency calling directory. Bring to the alternative location.
5. Secure emergency operation records. Bring to the alternative location.
6. Secure predetermined critical files necessary to carry out MPO activities. Bring to the alternative location.

**XI. Appendix B:**

Alternative Location  
Kalamazoo Metro Transit  
530 N. Rose St.  
Kalamazoo, MI 49007