

Approved: September 29, 2021

Continuity of Operations Plan for the Kalamazoo Area Transportation Study



Kalamazoo Area Transportation Study

Primary Contact:

Executive Director

5220 Lovers Lane, Suite 110

Portage, MI 49002

(269) 343-0766

info@katsmpo.org

www.KATSmpo.org

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

Table of Contents

I.	Executive Summary.....	1
II.	Introduction	1
III.	Purpose	2
IV.	Applicability and Scope.....	2
V.	Essential Functions.....	2
VI.	Concept of Operations.....	3
VII.	Logistics	5
VIII.	Multiyear Strategy and Program Management Plan.....	6
IX.	COOP Maintenance.....	6
X.	Appendix A: Operational Checklist.....	7
XI.	Appendix B: Alternative Locations	7

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:

Executive Director
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
Phone: (269) 343-0766
info@katsmpo.org

In accordance with the provisions of Part 2, Section 202 (Continuity of Government) of Executive Order (EO) 12656 and as amended by EO 13074 (dated February 9, 1998) and the related EO 12472 amended by EO13286 and 13407 (dated June 26, 2006) 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 pandemic, 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

This Continuity Plan is based on the assumption an emergency condition requires KATS relocation or virtual work arrangement. The Kalamazoo area has the potential for severe weather, including blizzards, thunderstorms, and tornadoes. Further potential hazards including global pandemic, terrorist attacks, and biological weapon incidents, prove the importance of continuity of operations plans.

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 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.

In addition to an available virtual office and Committee Meeting environment, the KATS is currently located at the following physical 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 KATS will continue in the event of a major event, emergency or disaster. The plan outlines procedures for alerting, notifying, and guiding employees, and outlines the basic procedures to fulfill MPO operations.

IV. Applicability and Scope

The COOP is applicable to situations determined by the Executive Director of the KATS to require relocation, telework, or 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 hazards, 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 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

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.

A. Phase I: Activation and Relocation

1. Decision Process

The MPO Executive Director, or in their 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. Staff 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 the office will account for the whereabouts of each staff member. Staff will take appropriate action to support their family and protect 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 a virtual environment, or 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. In order to continue to perform your work duties, 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 it in a nearby interior office. Tape all openings on file cabinets to help minimize wind and water damage, should the windows be blown out. Each staff member will be responsible for securing file cabinets and records in his/her possession.

After you have secured your work area, moved your computer equipment into an interior space, and taped your filing cabinets, assist in securing other equipment and/or files, etc.

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 cellphone.

Successors:

Executive Director
Senior Planner
Office Manager

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

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 by lower staff level.

In the event of total destruction of the MPO offices, the MDOT and FHWA have file copies of the MPO's major planning documents, including the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), grant invoicing packages, contracts and operating authorizations and agreements, should it become

necessary for reestablishment of the MPO.

B. Phase II: Alternative Facility Operations

Full consideration will be given to support telework and other virtual offices.

The City of Kalamazoo's Metro Transit would accommodate the KATS 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 or Virtual Environment
Provide Assistance to Transportation Program Participants	MPO Offices	Alternative Facility or Virtual Environment
Compensation Associated with MPO Activities	MPO Offices	Alternative Facility or Virtual Environment

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 TIP, UPWP, and the MTP, 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 with consideration of a virtual option, 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 within 12 hours after a major event is vital towards allowing the MPO to continue performing its essential functions. Remote working arrangements will be considered. 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 consider a virtual office environment or locate a suitable facility.

B. Interoperable Communications

KATS and Metro Transit have a standard phone system available for use. All MPO staff members utilize cell 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

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 regularly and updated as needed based on the continually changing number and type of potential hazards and threats.

X. Appendix A:

Operational Checklist

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 Locations

1. Metro Transit
530 N. Rose St.
Kalamazoo, MI 49007
2. Virtual Office