

Continuity of Operations Plan

Huntsville Area Metropolitan
Planning Organization

October, 2005

Purpose

The purpose of this plan is to ensure that the functions of the Huntsville Area Metropolitan Planning Organization (MPO) will continue in the event of a natural or man-made disaster. The plan outlines the basic procedures to restore MPO operations in the event of a disaster.

Plan Distribution

As designated by the Governor of Alabama, the City of Huntsville Planning Division is the agency responsible for transportation planning in the Metropolitan Planning Organization study area. Therefore, the Continuity of Operations Plan will be maintained by the City of Huntsville Planning Division staff. The staff will maintain a digital as well as paper copy of the plan. A paper copy of the Continuity of Operations Plan will also be distributed to the newly elected president and vice president of the Huntsville Metropolitan Planning Organization every two years. A digital copy of the plan will be stored (backed up) in City of Huntsville ITS Department on the ITS server. A digital copy of the plan will be placed in a fire proof safe on the Third floor of the City of Huntsville Municipal Building.

Plan Initiation

The City of Huntsville Planning Director or his/her successor (see Order of Succession) will determine when and to what degree to implement the Continuity of Operations Plan for the City of Huntsville Metropolitan Planning Organization.

Order of Succession

The following City of Huntsville Planning Division employees, in the order indicated, shall act in the absence of the Planning Director.

Assistant Planning Director of the City of
Huntsville
City of Huntsville Planning Staff

In the event that the Planning Director and all others listed above are unavailable, the President or Vice President of the Metropolitan Planning Organization will serve as the Acting Director of the MPO until the Planning Director or one of the City of Huntsville Planning Division employees in the Order of Succession becomes available.

Continuity Procedures

Event Type 1 - Loss of Building / Office Space

Building / Office Space

Should the current building or office space of the City of Huntsville Planning Division become inaccessible or uninhabitable, the Planning Director of the City of Huntsville or his/her successor is responsible for locating temporary office space for the Huntsville Area Metropolitan Planning Organization.

Personnel Notification Procedures

Should the current building or office space of the City of Huntsville Planning Division become inaccessible or uninhabitable, the Huntsville Planning Department Director will call the Assistant Director of Planning. The Assistant Director of the Planning Division will call all City of Huntsville Planning Division employees under their supervision. If the Assistant Planning Director is unavailable the Planning Director will determine who is responsible for making the telephone calls. If the Planning Director is unable to make the initial call the task will become the responsibility of the next employee in the Order of Succession.

Digital Data

Digital data will be regularly backed-up by the City of Huntsville ITS Department's on the U: Drive. In the event that revisions are ever made, the digital data will replace the previous version in a fire proof safe located on the third floor (City of Huntsville Clerk Treasurer Office) of the City of Huntsville Municipal Building.

The City of Huntsville Planning staff has the necessary information to retrieve the back-up media. If these employees are not available the employees in the Order of Succession will make arrangements with the City of Huntsville ITS Department and City Clerk Treasurer to access the backup-media. If the employees in the Order of Succession are not available then the president and the vice president of the Metropolitan Planning Organization will make arrangements with the City of Huntsville ITS Department and City Clerk Treasurer to retrieve the back-up media.

Documents

Hard copies of all Huntsville Area Metropolitan Planning Organization (MPO) documents will be stored in the City of Huntsville City Clerk Treasurer Office and each City of Huntsville Planning Division employee will have a hard copy of each document. Also, a hard copy of each document will be sent to the Alabama Department of Transportation.

Equipment

A digital copy of inventory of computer equipment valued at \$7,800 or more will be maintained and saved, with regular back-ups, by the City of Huntsville Planning Division staff. The City of Huntsville Planning Division Assistant Director (or replacement staff) and the City of Huntsville Planning Division Director (or his/her replacement) will be responsible for determining all replacement equipment needs.

Event Type 2 - Loss of Staff and Loss of Building / Office Space

Personnel

The City of Huntsville Planning Division Director or his/her successor will be responsible for hiring replacement staff. If the City of Huntsville Planning Director or a successor is not available the City of Huntsville Mayor will be responsible for hiring or appointing a City of Huntsville Planning Division Director. Minimum employment requirements for each City of Huntsville Planning Division staff position are maintained in the City of Huntsville Human Resources Department and on the City of Huntsville's web page on the intranet. These requirements are maintained on the back-up media (U: Drive) located in the City of Huntsville's ITS Department.

Building / Office Space

Should the current building or office space become inaccessible or uninhabitable, the City of Huntsville Planning Division Director or his/her successor is responsible for locating temporary office space for the City of Huntsville Planning Division staff.

Personnel Notification Procedures

Should the current building or office space become inaccessible or uninhabitable, the City of Huntsville Mayor will call the City of Huntsville department heads. The department heads will then call the employees under their

supervision. If a department head is unavailable the City of Huntsville Planning Division Assistant Director will determine who is responsible for making the telephone calls. If the Assistant Director is unable to make the initial call the task will become the responsibility of the next City of Huntsville Planning Division employee in the Order of Succession.

Digital Data

Digital data will be regularly backed-up. Back-up media will be stored on-site in a fireproof storage unit on the third floor of the City of Huntsville Municipal Building in the City Clerk Treasurer Office. The City of Huntsville Planning Director and Assistant Planning Director have the necessary information to retrieve the back-up media. If these employees are not available the employees in the Order of Succession will make arrangements to access the backup-media. If the employees in the Order of Succession are not available, the Huntsville Metropolitan Planning Organization President and Vice President will make arrangements to retrieve the back-up media.

Documents

Digital copies of all Huntsville Metropolitan Planning Organization documents will be stored on an off-site computer. This computer will be located in the City of Huntsville ITS Department located at 300 Madison St. Huntsville, AL. 35801. Hard copies of all Huntsville Metropolitan Planning Organization documents will be sent to the Alabama Department of Transportation.

Equipment

A digital copy of inventory of computer equipment valued at \$7,800 or more will be maintained and saved, with regular back-ups, by the City of Huntsville Planning Division staff. The City of Huntsville Planning Division Assistant Director (or replacement staff) and the City of Huntsville Planning Division Director (or his/her replacement) will be responsible for determining all replacement equipment needs.

Event Type 3 - Evacuations

Routine Evacuations

Routine evacuations are typically less than 2 hours and pose no threat to employees standing near the office building. Examples of routine evacuations include minor

fires or smoke inside or outside the building that can be extinguished quickly with minimum disturbance to regular business activities. During a routine evacuation the City of Huntsville Planning Division employees will assemble in the east parking garage located across the street from the City of Huntsville Municipal Building.

Short-Term Evacuations

Short-term evacuations are expected to be longer than 2 hours or pose a danger to persons standing outside of the office building. Examples of short-term evacuations include bomb threats or a fire that would result in moderate or significant damage to the building. The City of Huntsville Mayor or his/her successor will determine when or if the City of Huntsville employees can return to the office building. The City of Huntsville Planning Division employees will wait for an okay from the Director and Assistant Director of the Planning Division before returning to the office building.

In the event of a short-term evacuation all City of Huntsville Planning Division employees will assemble at the City of Huntsville Building Inspections/ Engineering Building located at 320 Fountain Circle, Huntsville, AL. 35801. The City of Huntsville Planning Division Director and Assistant Director will determine if all employees are present. After a short-term evacuation the City of Huntsville Mayor or his/her successor will determine when or if the City of Huntsville employees can return to the office building. The City of Huntsville Planning Division employees will wait for an okay from the Director and Assistant Director of the Planning Division before returning to the office building.

Long-Term Evacuations

Long-term evacuations are required when the City of Huntsville Municipal buildings are inaccessible or uninhabitable for periods longer than a day. Long-term evacuations require an offsite facility for the City of Huntsville Planning Division staff. In the event of a long-term evacuation the City of Huntsville Planning Division staff will assemble at the City of Huntsville Jaycees Building located at 2180 Airport Road, Huntsville, AL. 35801. The City of Huntsville Planning Director or his/her successor and the Assistant Director will assess the situation, determine the office space requirements, and provide further instructions.

Personnel Notification Procedures

Should the current building or office space become inaccessible or uninhabitable, the City of Huntsville Mayor will call the City of Huntsville department heads. The City of Huntsville Planning Director will then call the employees under his/her supervision. If a department head is unavailable the Assistant Director will be responsible for making the telephone calls. If the Assistant Director is unable to make the initial call the task will become the responsibility of the next employee in the Order of Succession.

Evacuation of Office Equipment and Files

The safety of the City of Huntsville Planning Division staff will not be jeopardized to retrieve office equipment or files. However, if during an evacuation, time permits, and when safe access to the current office space is available office equipment and files should be retrieved. The following is an evacuation-priority list of equipment and files.

The following computers, equipment and files located on the second floor of the City of Huntsville Planning Division.

1. Computer in Assistant Director Office (Steve Dinges)
2. Computer in Planner III Office (Connie Graham)
3. Computer in Planner III Office (Tanjie Kling)
4. Computer in Planner III Office (James Moore)
5. Computer in Planner II Office (Shundreka Givan)
6. Computer in Planner II Office (Valerie Sellers)

At the time of evacuation the City of Huntsville Planning Director or his/her successor will determine who will be responsible for removal of office equipment and files. The Planning Director or his/her successor will also be responsible for determining what resources will be used to remove the office equipment and files.