



Continuity of Operations Plan

Huntsville-Area Metropolitan Planning Organization

October 2022



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 fireproof 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 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. The City of Huntsville Planning staff has the ability to access files on the U: drive remotely via a VPN. In the event that revisions are ever made, the digital data will replace the previous version in a fireproof 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 cloud storage capabilities. Staff utilize several services to store documents on the cloud, including Microsoft OneDrive, Dropbox, and Adobe Creative Cloud.

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 chairman and the vice chairman 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 electronic equipment used by the MPO staff will be placed on the shared U: drive, and a paper copy will be accessible as well. The Cyber Representative (as designated by the Planning Director) will be responsible for updating this inventory annually or as needed. 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 is now located at 101 Church St. 2nd Floor, 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 electronic equipment used by the MPO staff will be placed on the shared U: drive, and a paper copy will be accessible as well. The Cyber Representative (as designated by the Planning Director) will be responsible for updating this inventory annually or as needed. 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 Big Spring Park located across Church 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. For Long-term evacuations, staff now have the ability to work remotely instead of the required offsite facility that was designated in the early 2000s.

The City of Huntsville Planning Director or his/hersuccessor and the Assistant Director will assess the situation, determine 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 laptops, computers, equipment and files located on the second floor of the City of Huntsville Planning Division.

1. Computer in Long Range Planning Manager Office (Dennis Madsen or successor)
2. Computer in Planner II Office (Jo Beth Gleason or successor)
3. Computer in Planner II Office (Ken Newberry or successor)
4. Computer in Planner III Office (Shontrill Lowe or successor)
5. Computer in Planner III (James Moore or successor)
6. Computer in Planner III (James Vandiver or successor)

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.

Event Type 4 - Epidemics/Pandemics

Personnel

The City of Huntsville Planning Division Director or his/her successor will be responsible for contacting the Health and Wellness Center Team by email.

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.

In the event an employee tests positive or has come in contact with an individual that is positive, the Health and Wellness Center Team will be contacted by email. These protocols are for guidance only, the decision to quarantine an employee will be made by Health and Wellness Center team along with medical personnel.

The Health & Wellness Center Staff may be reached at 256-883-3730. These recommendations are subject to change with new CDC guidelines and medical recommendations for each specific epidemic/pandemic.

- If an employee has pending test result or if employee feels sick, they will stay home.
- If an Employee Test Positive for a specific virus of a epidemic/pandemic
- Regardless of vaccination status
 - The department must contact the Health & Wellness Center Team. Please provide employee include employee name, dept, and a phone number.
 - The employee must stay home (quarantine) for a minimum of 5 days.
 - If the employee has no symptoms after 5 days without the aid of medication, the employee can return to work.
 - Upon returning to work, the employee must wear a well-fitted mask around others for 5 additional days.
 - If the employee has a fever, or other major symptoms (headache, nausea, vomiting, severe cough, etc.) continue to stay home (quarantine) until the employee's symptoms resolve themselves without medication. The employee must contact the Health and Wellness Center team before returning to work.
- If an Employee has Contact with a Person with a virus of a specific epidemic/pandemic Outside of His/Her Home:
 - The department must contact the Health & Wellness Center Team. Please include employee name, dept, and a phone number.
 - o Special note: Critical infrastructure workers as determined by the Department Head or designee, may be permitted to continue to work following an exposure to a person with suspected or confirmed virus from epidemic/pandemic provided the employee remains asymptomatic

and has not tested positive. This option should be used as a last resort and only in limited circumstances and only at the request of the Department Head or designee and must be approved by the Health & Wellness Center Team and medical personnel, i.e. Having the entire unit quarantined would create a hardship on the department and risk to public safety.

- If an Employee has Contact with a Person with the epidemic/pandemic virus Inside of the Home:
 - The department must contact the Health & Wellness Center Team. Please include employee name, dept, and a phone number.
 - Regardless of vaccination status the employee must stay home (quarantine) for at least 10 days. (Multiple cases of a specific epidemic/pandemic virus within the home may prolong his/her quarantine time).
- If the employee develops symptoms, the employee should get a test if possible and contact the Health & Wellness Center team and continue to stay home (quarantine).
- The employee's return to work status will be determined by the Health & Wellness Center team and medical personnel.

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**The Health & Wellness Center Team will conduct contact tracing for the events listed above to insure that HIPPA guidelines are followed.

**Those employees without enough paid leave to cover their quarantine time may apply for leave donation.