



# MARTIN METROPOLITAN PLANNING ORGANIZATION



## CONTINUITY OF OPERATIONS PLAN (COOP)



**MARTIN  
METROPOLITAN PLANNING ORGANIZATION  
CONTINUITY OF OPERATIONS PLAN**

**Prepared for**



**Prepared by**

**Martin Metropolitan Planning Organization in cooperation with Martin County Board of  
County Commissioners**

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## I. INTRODUCTION AND VISION

To ensure the continued operations of the Martin MPO in the event of an emergency, it is vital that the MPO have a plan in place. The Martin Metropolitan Planning Organization (MPO) Continuity of Operations Plan (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 MPO's COOP provides a process that is applicable to all MPO functions and activities, including the Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, the Congestion Management Process, and other plans and updates.

Because Martin County is the host agency of the Martin MPO through a staff services agreement, the MPO COOP was developed in a manner consistent with the policies and procedures of the Martin County Board of County Commissioners. As such, the MPO's COOP outlines roles and responsibilities of MPO staff with respect to the MPO Board and its advisory committees; addresses emergency management of projects and recurring activities; and describes potential MPO involvement in emergency planning tasks, also known as Mission Essential Functions (MEFs). For each of these areas, the COOP provides strategies that will lead to the continuity of MPO operations.

### Vision

A vision statement is a brief description of what an organization hopes to achieve through planning. By implementing all strategies contained within the MPO COOP and by satisfying all objectives, the MPO hopes to achieve:

**Timely completion of all MPO tasks throughout the duration of an emergency, regardless of the nature and duration of that emergency.**



## II. ORGANIZATION OF THE MPO COOP

The MPO COOP was developed by MPO staff to ensure that the MPO could continue operations in the event of an emergency. This Plan contains measurable objectives and is consistent with other relevant planning documents, including the Martin County Engineering Department's COOP to provide guidance and be an additional resource. Also consistent with the MPO COOP is the Martin County Comprehensive Emergency Management Plan (CEMP). Chapter 252, of the Florida Statutes, and the State Emergency Management Act, requires each County in the State of Florida to prepare a CEMP. The Martin County CEMP establishes the operational framework through which the County prepares for, responds to, recovers from, and mitigates the impacts of disasters, ensuring the continuation of essential functions during an emergency situation. The CEMP defines responsibilities for County departments, including the Martin County Engineering Department in which the Martin MPO is housed.

The plan component of the COOP appears in Part III of this document. Part III is organized into several sections, each addressing a different dimension of emergency planning. The **first section** contains strategies for **activating the COOP**, including pre-emergency preparedness (in the event that advanced notice of the emergency is available) and post-emergency logistical planning. The **second section** contains strategies for continuing **MPO Board and advisory committee** functions. The **third section** addresses the completion of MPO **projects and recurring activities**. The **fourth section** contains strategies and activities that support wider emergency



planning efforts (known as **Mission Essential Functions**). To better enhance and improve the Continuity of Operations Plan, the MPO shall conduct an After-Action Review of its COOP at the conclusion of an activation. This will serve to improve any areas and make the required changes, if needed.

A summary of the contents of each section is as follows:

### Section 1. Concept of Operations

The MPO COOP describes logistical planning in the event of an emergency, including general preparedness measures, immediate pre-event planning (where advanced notification is available), activation of the COOP, and post-event logistics under the heading *Concept of Operations*. The Concept of Operations section of the MPO COOP is consistent with the County's policies, procedures and addresses planning scenarios generally applicable to all County departments. The MPO COOP details the responsibilities of MPO staff, the MPO Administrator, with respect to general preparedness, and logistics. Later Sections of the MPO COOP address specific policies and measures applicable to individual MPO activities.

## **Section 2. Continuity of MPO and Advisory Committee Meetings**

The MPO is a statutorily authorized Board composed of representatives of local governments and is the primary agency responsible for transportation planning in Martin County. Three advisory committees have been established to assist the MPO. They are the Technical Advisory Committee (TAC), composed of local government officials and other technically qualified agency representatives; the Citizens Advisory Committee (CAC), composed of members of the general public or public interest groups; and the Bicycle/Pedestrian Advisory Committee (BPAC), composed of bicycle and pedestrian advocates.

The strategies contained in the COOP with respect to the MPO Board and advisory committees include evaluating the status of committee meeting schedules, potential challenges to the normal notification, agenda preparation, and meeting conduct processes.

## **Section 3. Continuity of MPO Projects and Recurring Activities**

The MPO undertakes a number of short and long term projects. Many of these projects, such as the Long Range Transportation Plan (LRTP) and the Transit Development Plan (TDP) – Major Update, are statutorily required and include deadlines for MPO action. Other projects, such as the MPO’s Bicycle and Pedestrian Action Plan, are performed to promote sound planning practices and represent an investment of MPO resources. As such, the COOP contains several strategies for fulfilling MPO obligations and continuing ongoing projects throughout the duration of an emergency.

In addition, many MPO projects are performed by consultants. These projects typically have deadlines contained in the contract or work order. For these projects, some action by the MPO or by MPO staff might be required to keep the project moving efficiently and to comply with contractual obligations.

## **Section 4. MPO Mission Essential Functions (MEFs)**

Although MPO work tasks are identified in the annual Unified Planning Work Program (UPWP), interim emergency transportation planning tasks may occur (known as Mission Essential Functions or MEFs) that take advantage of the MPO’s resources and abilities.



### III. CONCEPT OF OPERATIONS

In accordance to the Martin County CEMP, which covers all phases of an emergency, the MPO COOP provides guidance for an internal program within the County to ensure the continuation of essential component functions across a wide range of potential emergencies. As a division of the County's Engineering Services Department, responsible for the local infrastructure and public works, the MPO is one of the first divisions operational after an emergency. With the benefit of the County's resources, the MPO is able to ensure the safety and continued operation of its programs, meeting schedule, product deliverability and public involvement. The County however does not specify strategies that apply to individual sections within County departments, such as the MPO. Therefore, the Concept of Operations section of the MPO COOP provides specific direction for MPO staff.



#### **Objectives for this Section**

**Objective 1.1** For each emergency event, MPO staff will be fully operational with telephone and computer access within 24 hours of the activation of the MPO COOP.

**Measure of Effectiveness:** Number of hours needed to become fully operational upon activation of the MPO COOP.

#### **Strategies for this Section**

##### **1.A. Communications and Activation of the COOP**

Throughout the duration of any emergency, the Martin County Engineering Services Director, who is the Infrastructure and Public Works (Engineering) Team Leader, will be the primary source of information for the MPO Administrator and will announce the activation of the MPO COOP. Activation of the MPO COOP can be a result of wide range of emergencies and is not exclusive to natural disasters, but also includes terrorist attacks and technological disruptions. As stated in the CEMP, the Engineering Team Leader will communicate with the Operations Section Chief who will provide information from Incident Command that receives direction from Unified Command. The MPO Administrator will notify all MPO staff and be their primary source of information. Consistent with Martin County procedures, MPO staff will participate in the Department's call list and list order of succession process as identified in Appendix A.

**1.B. Preparedness items.** Depending on the nature of the impending emergency and/or the duration of pre-event warning, the MPO Administrator will prepare or coordinate preparedness items. A summary of preparedness items that are the responsibility of MPO staff are as follows:

1. MPO call team/list order of succession. This appears in Appendix A of this plan.
2. Electronic Storage of Documents. This appears in Appendix B of this plan.

3. Computer equipment care (in accordance to Martin County Employee Handbook for Emergency Activations).
4. Hardcopies of Maps. This appears in Appendix C of this plan.
5. Original MPO agreements and signed contracts.



**1.C. Alternative Facilities.** In the event that the County Administration Building should become incapacitated during an emergency, the MPO Administrator will then coordinate with the Engineering Team to identify a secure work area for MPO staff within an appropriate Alternate Relocation Point (ARP). Information on these procedures will be communicated to the MPO Administrator by the Engineering Team Leader at the time of the event; the MPO

Administrator will then notify MPO staff of the ARP. All other rules pertaining to the employee work place, including accessing the workplace with proper identification, will be in accordance with Martin County emergency procedures.



**1.D Support Infrastructure.** At either the MPO's regular workplace or the ARP, the MPO Administrator will assess the condition of the MPO's support infrastructure. The MPO Administrator will coordinate with the Engineering Team to ensure that the work place meets the following conditions:

- i. Immediate capability to perform essential functions under various threat conditions;
- ii. Sufficient space and Equip-ment to sustain the MPO;
- iii. Interoperable communications;
- iv. Reliable logistical support, services, and infrastructure systems, including water, power, heating, air conditioning etc.;
- v. Ability to sustain operations for a period of up to 30 days;
- vi. Consideration for the health, safety, and emotional well-being of relocated employees; and
- vii. Appropriate physical security and access controls.

Depending upon the condition of the support infrastructure, the MPO Administrator will coordinate with the Engineering Team to repair, install or procure new systems, or utilize alternative systems. Pending the approval of the Engineering Team Leader, the MPO Administrator will contact FDOT, other MPO's, or local agencies about sharing or acquiring through emergency purchase authority, any equipment necessary for the MPO to quickly resume its basic staff functions.

#### **IV. CONTINUITY OF MPO AND ADVISORY**

## **COMMITTEE MEETINGS**

The Martin MPO works to coordinate the improvement of all facets of the transportation network in Martin County. This effort includes the monitoring and evaluation of existing conditions, the development of improvement strategies, the facilitation of meaningful public input, and the implementation of evaluated and funded strategies.

All MPO's are designated and funded through Federal legislation mandating the coordination of plans and improvements in areas with a population of 50,000 or more. The intent of the Federal-Aid Highway Act of 1962 related to the authorization of MPOs was to ensure projects were developed with local input according to "continuing, comprehensive, and cooperative" transportation planning – the "3C" planning approach. To help make decisions, the MPO uses recommendations from advisory committee members. These committees offer input from citizens, bicycle/pedestrian interests, and local technical experts.

### **Technical Advisory Committee**

The MPO Technical Advisory Committee is composed of technically qualified representatives of agencies responsible for controlling, developing and improving the transportation system in Martin County. The TAC has a total of fourteen (14) voting members. In addition to local government staff, TAC members include representatives from Martin County, School Board, public transit provider, FDOT, and other staff members. Committee duties include the coordination of transportation planning and programming activities; review of all transportation technical studies and reports; and review of work programs and transportation improvement programs. The principal responsibility of the TAC is to provide technical recommendations to the MPO on transportation matters.

### **Citizens Advisory Committee**

The Citizens Advisory Committee (CAC) consists of eleven (11) members. The CAC strives to represent the citizens of Martin County and is responsible for providing continuous public input for the MPO decision-making process. In this capacity, the Committee reviews and comments on transportation planning documents and relevant issues to be brought before the MPO Board.

The makeup of the CAC is geographically representative of the MPO area. Five (5) CAC members are appointed by the Board of County Commissioners, one (1) by the City of Stuart, one (1) by the Town of Sewall's Point, one (1) by the Town of Jupiter Island and three (3) are citizens-at-large.



### **Bicycle/Pedestrian Advisory Committee**

The Bicycle/Pedestrian Advisory Committee (BPAC) consists of fifteen (15) members. Members have interests in bicycle and pedestrian matters. While the BPAC's major task is the development and update of the Martin County Bicycle/Pedestrian Action Plan, the BPAC also provides the MPO with input on enhancement projects and MPO planning activities. Five (5) BPAC members are appointed by the Board of County Commissioners, two (2) by the City of

Stuart, one (1) from the Town of Sewall's Point. Other voting members represent individuals with disabilities, neighborhood and homeowners associations, local business merchants, bicycle community, Parks & Recreation and parents of school aged children. Ex-officio members of the BPAC represent FDOT and local law enforcement

### **Transportation Disadvantaged Local Coordinating Board**

The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) consists of fifteen (15) members. This Board functions as the interface between the County's transportation disadvantaged program and the users of the program. The transportation disadvantaged program assists in providing mobility to the elderly, children-at-risk, the disabled, and other individuals who cannot provide their own transportation. The purpose of the Board is to identify local service needs and to provide information, advice, direction, and support to the community transportation coordinator. Each Board member is from a user group or specific agency that represents the County's transportation disadvantaged population.

To ensure that the public is afforded adequate opportunity for public input into MPO matters, the advisory committees represent the fundamental means for the public to become involved. In addition to citizens, others interested in or affected by, transportation planning may become involved through attendance at committee meetings and review of committee activities

### **Objectives for this Section**

**Objective 2.1** A quorum will be present for each MPO and advisory committee meeting, effective the first meeting after activation of the COOP.

**Measure of Effectiveness:** Number of Board and advisory committee members in attendance at the first meeting after activation of the COOP.

## **Strategies for this section**

1. **Meeting Facilities.** Immediately after an emergency event, the MPO Administrator will coordinate with the Engineering Team to assess damages to or reassignment of regular conference room facilities. In the event that regular meeting room facilities are inaccessible or reassigned for emergency purposes, the MPO Administrator will coordinate



with the Engineering Team Leader and Emergency Operations Center to determine the availability of conference rooms at alternative relocation points (ARPs). Due to the multi-jurisdictional nature of the MPO Board, a partial list of ARPs for conducting MPO and advisory committee meetings include municipal facilities. ARPs include:

- a. Martin County Blake Library Conference Room;
  - b. Martin County Utilities Department Conference Room;
  - c. Martin County Building Department Conference Room;
  - d. Martin County Airport Maintenance Building Conference Room;
  - e. Indian River State College-Chastain Campus, Morgade Center Conference Room;
  - f. Field Operations Compound.
2. **Meeting Schedules and Notification.** The MPO Administrator will coordinate with the Engineering Team Leader and the Emergency Operations Center to determine if emergency conditions warrant a full or partial rescheduling of regularly scheduled meetings during the emergency period.
    1. Upon a determination that it is unsafe or inappropriate to conduct regularly scheduled meetings (for example, due to unsafe travel conditions, interruption in communications, or general public safety and welfare), the MPO Administrator will notify the MPO and its advisory committees via all of the following methods:
      - i. The MPO Administrator will inform the Emergency Operations Center of meeting status. He/she will, in turn, post the announcement through a variety of forums, including notifying the County switchboard operators, Local Government Access television, Martin County Website, and WSTU-102.3FM/1450AM.
      - ii. The MPO Administrator will draft a meeting cancellation memo, and staff will attempt direct mail to the committee members;
      - iii. MPO staff will attempt direct e-mail to the affected committee members and local governments;
      - iv. MPO staff will attempt phone calls to this same group; and
      - v. The MPO Administrator will draft and post an announcement on the MPO Website.

2. In the event that emergency conditions create doubt concerning any scheduled MPO or advisory committee meeting, MPO staff will attempt to contact members by phone in addition to the regular meeting announcements.
3. The MPO will continue to utilize multiple meeting notification techniques until such time as the state of emergency is lifted or normal communications have resumed as determined by the MPO Administrator.

### **3. Meeting Preparation and Conduct.**

1. All normal MPO meeting preparation and agenda item preparation procedures will apply in the event of an emergency (see Section 3.0, Martin MPO Public Involvement Plan) with the exception being that the MPO Administrator will provide an additional week over and above the normal notification and distribution period to account for disruptions in communications.
2. The MPO Administrator will evaluate conference facilities in the ARP to ensure adequate seating and recordation capabilities

## **V. CONTINUITY OF MPO PROJECTS & RECURRING ACTIVITIES**

The MPO undertakes many short-term and long-term projects. Examples of such projects include the Long Range Transportation Plan, Bicycle and Pedestrian Action Plan, and major updates of the Transit Development Plan. In addition, the MPO engages in many activities on a recurring basis, including coordinating with FDOT on the status of transportation projects and developing an annual budget and work program. Many of the MPO's projects and activities are requirements of state and federal law. The MPO may, however, also undertake a project, such as a corridor study, as a sound planning practice.

Whether or not an MPO project or activity is required by statute, it represents an investment of MPO resources. As such, compliance with deadlines and continuing ongoing projects is a top priority.

### **Objectives for this Section**

**Objective 3.1** MPO staff will meet 100% of Federal and State deadlines for completion of required work tasks.

**Measure of Effectiveness:** Percent of required tasks completed in compliance with required deadlines.

**Objective 3.2** MPO staff will complete consultant contracts within 10% of the original contract date after activation of the COOP.

**Measure of Effectiveness:** Number of consultant contracts completed within 10% of the original contract date.

### **Strategies for this Section**

### **A. Assessment Activities**

1. Immediately after an event, the MPO Administrator will consult the Martin MPO Unified Planning Work Program (UPWP) and inventory all ongoing and upcoming MPO projects and activities and identify deadlines for completion.
2. In consultation with the Engineering Team Leader, the MPO Administrator will determine the severity and duration of the disruption caused by the event and assess the earliest possibility for resumption of operations.

### **B. Strategies for Statutorily Required Projects and Activities**

1. In light of the above, the MPO Administrator will assess the feasibility of meeting required deadlines.
2. If a deadline cannot be met due to a mandatory cancellation of an MPO Board Meeting, the MPO Administrator will contact the appropriate review agency and determine:
  - If the MPO Administrator has the discretion or authority to take action on an interim basis; or
  - If the deadline can be postponed until the Board can resume its regular meeting schedule; or
  - If an emergency meeting of the MPO should be scheduled on an interim basis prior to the next regularly scheduled Board meeting.
3. If a deadline cannot be met due to a lack of sufficient staff time to complete required tasks, the MPO Administrator will contact the appropriate review agency and determine:
  - a. If the deadline can be postponed in light of the current emergency; or
  - b. If a supplement to staff resources can be obtained either through contractual services or inter-agency cooperation.

### **C. Strategies for Other MPO Projects and Activities**

1. The MPO Administrator shall review the contracts for all outstanding projects and activities being performed with the assistance of consultant services and determine scheduled completion dates.
2. The MPO Administrator will contact the Project Manager to determine if local emergency conditions will impact timely completion of the project.
  - a. If it is determined that local conditions will affect scheduled project completion, due to inability of MPO to fulfill its contractual obligations, inability of consultant to access information, or inability of consultant to perform work tasks, then the MPO Administrator will seek an extension of the period of performance of the contract, not to exceed thirty days, subject to Board approval.



## **VI. MISSION ESSENTIAL FUNCTION (MEF) PLANNING**

The MPO performs a vital role in transportation funding, planning, system oversight and coordination. If requested, MPO staff will coordinate local emergency needs with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or Florida's Department of Transportation (FDOT). Potential coordination activities may include:

- 1) Providing information on local transportation conditions and operating status;
- 2) Coordinating meetings between local jurisdictions and Federal or State transportation agencies; and
- 3) Relating County transit, traffic operations or engineering needs to appropriate federal and state agencies.

If necessary, MPO staff should be prepared to conduct emergency meetings to amend the Transportation Improvement Program or accept grant funding or assistance necessary to restore the transportation system to its pre-emergency operating conditions. Any emergency TIP amendment or prioritization task will be performed in accordance with Section II (MPO Boards and Committees) and Section III (MPO Projects and Recurring Activities) of this document.

### **Objectives for this Section**

**Objective 4.1** MPO staff will complete 100% of the Mission Essential Functions (MEFs) assigned to it by the Engineering Team Leader by the deadline imposed.

**Measure of Effectiveness:** Percent of MEFs completed in compliance with deadlines.

**APPENDIX A**

**MPO Administrator.....(772) 288-5484**  
**Administrative Specialist II.....(772) 221-1498**  
**Senior Planner .....(772) 223-7983**  
**Planner II.....(772) 320-3015**  
**Senior Assoc. Planner .....(772) 288-5412**

## APPENDIX B

### Electronic Storage of Documents

1. MPO Original Contracts and Agreements. These include:
  - a. Joint Participation Agreement (JPA) for PL Funds
  - b. MPO Interlocal Agreement
  - c. MPO Apportionment Plan
  - d. Agreement for Mass Transit Service provision
  - e. Agreement for MPO Staff Services
  - f. Section 5303 Public Transportation JPA
  - g. Intergovernmental Coordination and Review Agreement
  - h. General Planning Consultant Agreements
  
2. Originals of each of the MPO's major plans and projects, including:
  - a. LRTP (2025, 2030, 2035)
  - b. TDP
  - c. TIP
  - d. UPWP
  - e. TDSP
  
3. Copies of all signed Work Orders and Work Order Scopes of Services

MPO staff shall work to electronically store original documents on the County's network in addition to storing them via handheld USB devices. The MPO will also work with the Director of Information Technology Services for the purpose of maintaining an I.T. Disaster Recovery Plan to restore documents.

## **APPENDIX C**

### **MISSION ESSENTIAL MAPS AND LISTS**

- 1. ROADWAY FUNCTIONAL CLASSIFICATION MAP**
- 2. COST FEASIBLE MAP**
- 3. MPO ADOPTED LIST OF PRIORITY PROJECTS**
- 4. COMMUNITY OUTREACH/COMMUNITY PROFILE MAPS**
- 5. TRANSIT ROUTES AND USERS GUIDE**
- 6. BICYCLE/PEDESTRIAN PLAN MAP**

**APPENDIX D EMERGENCY  
INFORMATION CONTACTS**

**ALL EMERGENCIES**

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**911**

<b>MARTIN COUNTY EMERGENCY OPERATIONS CENTER</b>	<b>(772) 287-1652</b>
<b>STATE OF FLORIDA EMERGENCY INFORMATION LINE</b>	<b>(800) 342-3557</b>
<b>FLORIDA HIGHWAY PATROL</b>	<b>(772) 468-3967</b>
<b>FEDERAL EMERGENCY MANAGEMENT ADMIN. (FEMA)</b>	<b>(800) 621-3362</b>

**NON-EMERGENCY CONTACTS**

**MUNICIPAL POLICE DEPARTMENTS**

<b>MARTIN COUNTY SHERIFF'S OFFICE</b>	<b>(772) 220-7000</b>
<b>CITY OF STUART POLICE DEPARTMENT</b>	<b>(772) 287-1122</b>
<b>JUPITER ISLAND POLICE DEPARTMENT</b>	<b>(772) 545-0112</b>
<b>TOWN OF SEWALL'S POINT POLICE DEPARTMENT</b>	<b>(772) 781-3378</b>

<b>MARTIN COUNTY FIRE RESCUE</b>	<b>(772) 288-5710</b>
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**MUNICIPALITIES**

<b>CITY OF STUART</b>	<b>(772) 288-5312</b>
<b>TOWN OF JUPITER ISLAND</b>	<b>(772) 545-0100</b>
<b>TOWN OF SEWALL'S POINT</b>	<b>(772) 287-2455</b>