

**SOUTH ALABAMA REGIONAL PLANNING  
COMMISSION**

**Mobile Area Transportation Study**

**Continuity of Operations Plan (COOP)**

March, 2006

## **Purpose:**

In case of a local emergency or catastrophic disaster that will physically deny employees of the Mobile Area Transportation Study (MATS) access to the Commission, this plan details the actions to be taken in case of such event. The employees of the MATS program are housed at the South Alabama Regional Planning Commission and therefore fall under the umbrella of the Commission and its policies and procedures. However, the South Alabama Regional Planning Commission currently does not have a Continuity of Operations Plan for the entire Commission, so this document only pertains to the employees of the MATS program.

Executive Order 12656 and FHWA Order 1910.2C, requires that each FHWA office formulate a Continuity of Operations Plan (COOP). In compliance with the above Order, the Alabama Department of Transportation requested the Mobile Area Transportation Study housed at the South Alabama Regional Planning Commission devise a local COOP for their program. This plan is included as a line item in the current Unified Planning Work Program under Task 3.1.

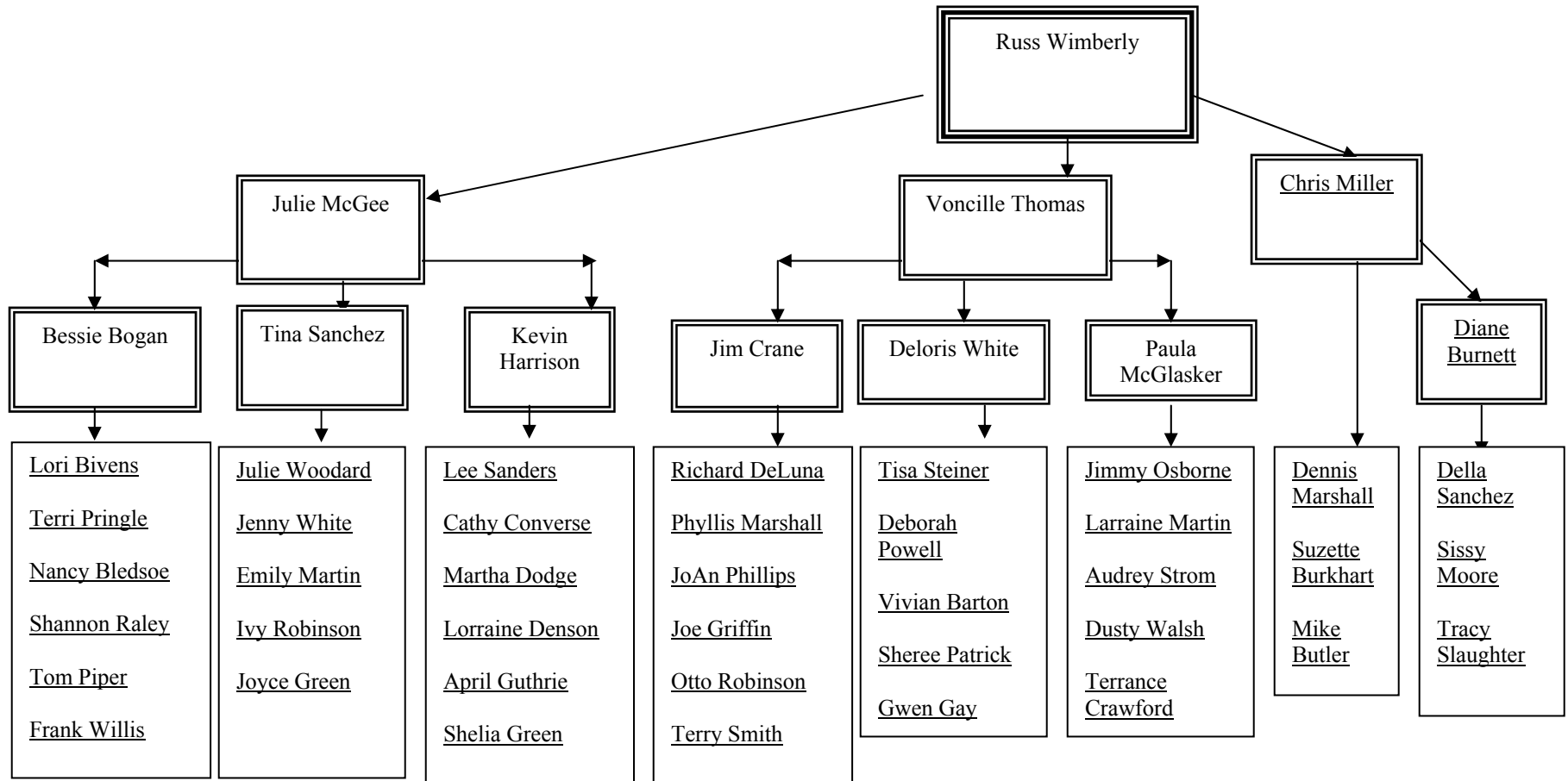
## **Equipment and Communication:**

The equipment of the South Alabama Regional Planning Commission is inventoried through the Commission's accounting department. Each piece of equipment is labeled with a bar code that coincides with a master inventory list kept with the Accounting department. The master inventory list is stored in a fire proof filing cabinet on the premises of the Commission.

If the Commission is forewarned of a situation, and its Executive Director directs the employees to a temporary alternative work site, the Program Director must decide if the employees should bring the equipment necessary to continuing working and who will be responsible for the equipment (computers, printers, plotters, etc.) once off the premises of the Commission. If the Commission does not have an alternative work site and access is denied to the Commission, each employee has a personal computer at their residence that is capable of performing the duties of their job description, if so directed.

If the situation arises, and the Executive Director must make the decision for the employees to report to the Commission, go to an alternative work site or stay at home, a telephone tree is set up (Fig.1) for all SARPC employees to be communicated with. This list is set up so all of the Baldwin County residents are informed by the same person in case there is a situation that only involves employees that live in Baldwin County.

**SOUTH ALABAMA REGIONAL PLANNING COMMISSION TELEPHONE TREE EFFECTIVE 8-26-05**



The Executive Director will activate the Telephone Tree by making the first contacts. It is the responsibility of each person to contact his/her designated individuals. As an example Russ Wimberly calls Julie McGee, who in turn calls Bessie, Tina and Kevin; Bessie Bogan then calls her six contacts in the designated order. If a person is not available, contact the next person on the list. As an example, if Bessie Bogan is not available, Julie McGee contacts Lori Bivens, who in turn contacts the remaining five people on her portion of the tree. **Please make note of who was not contacted and notify the Executive Director.**

### **Evacuations:**

If an evacuation of the staff is required that poses no threat to the employees standing near the Commission building (fire drills, bomb threat drills, etc.), MATS employees are directed to evacuate the building and report to the parking lot in back of the GM&O building. It is the Program Director's responsibility that all employees of the MATS program are present and accounted for.

If there is a bomb threat or a danger to persons standing next to the building, and the evacuation must be immediate, employees are directed to report at the northern most point of the GM&O parking lot. This should be ample distance from any destructive force threatening the Commission. It is the Program Director's responsibility that all employees of the MATS program are present and accounted for.

If a long term evacuation is required, the Executive Director and the Program Directors will assess the situation and communicate through the telephone tree the instructions on where all employees should report, as well as TCC and MPO meetings shall be held.

### **Backup Procedures:**

To ensure that all files and documents of the Mobile Area Transportation Study are safe not only from computer viruses but from being physically damaged, a monthly back up must occur with a three (3) month cycle. Every three months an entire backup of each employees "work files" will be completed and burned onto CD. At the beginning of each month, all employees of the MATS program will transfer newly modified files to CD. These CD's will be kept at an off-site location.

### **Voting Procedures:**

The Metropolitan Planning Organization members (or their proxy) are the only individuals that can vote when decisions are made regarding the TIP, UPWP, LRTP, etc. The following is a list of the FY 2005 MPO members and contact information:

Mayor, City of Mobile - Hon. Sam Jones (MPO Chairman)	208-7800
Commissioner, Mobile County- Hon. Mike Dean	574-3000
Councilman, City of Mobile - Hon. Reggie Copeland	208-7441
Councilman, City of Mobile - Hon. William Carroll	208-7441
Mayor, City of Prichard - Hon. Ron Davis	452-7800
Mayor, City of Chickasaw - Hon. Jim Trout	452-6463
Mayor, City of Saraland - Hon. Ken Williams	675-5103
Mayor, City of Satsuma - Hon. William Bush	675-1440
Mayor, Town of Creola - Hon. Don Nelson	675-8142
Mayor, City of Bayou La Batre - Hon. Stan Wright	824-2171
General Manager, Wave Transit - Mr. Bob Williams	338-0101
Ninth Division Engineer, ALDOT - Mr. Ron Poiroux	470-8204
Member, SARPC - Mr. Norman Walton	344-0282

FHWA Division Administrator  
Dave Harris - FHWA  
Bob Jilla - ALDOT  
Bill Couch - ALDOT

334-223-7370  
334-223-7830  
334-242-6438  
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