

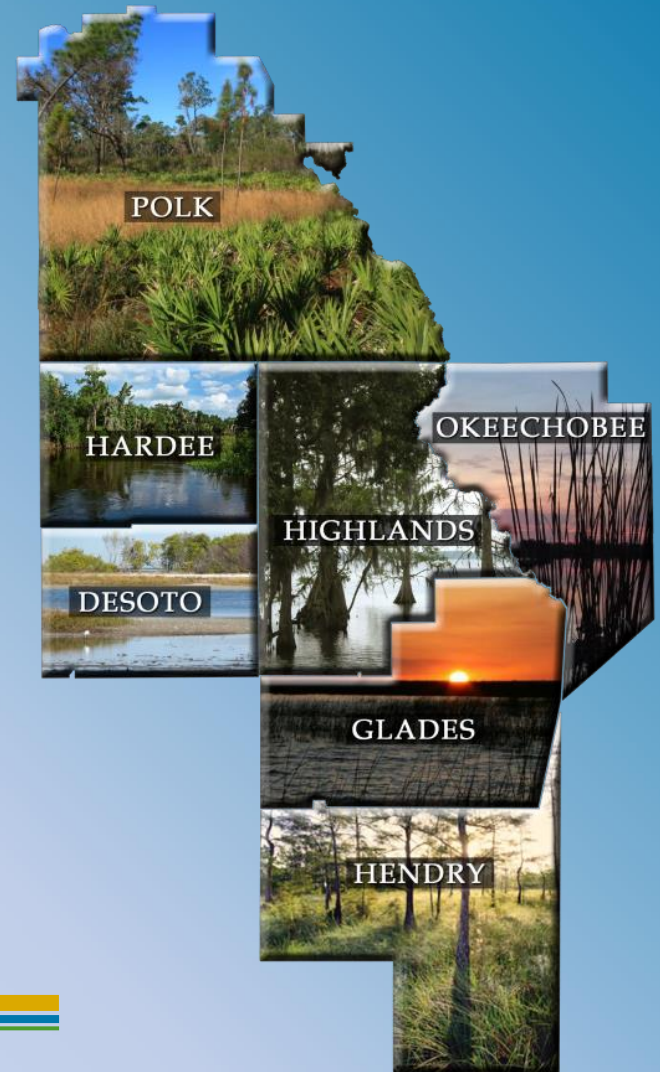
Continuity of Operations

Why **COOP**?

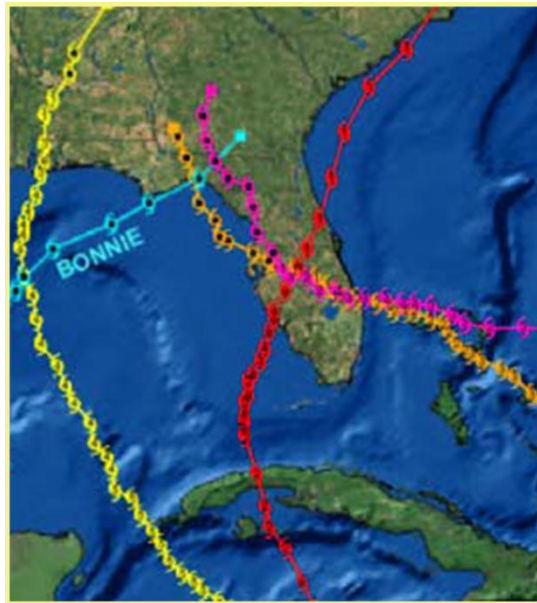
Pat Steed

Executive Director

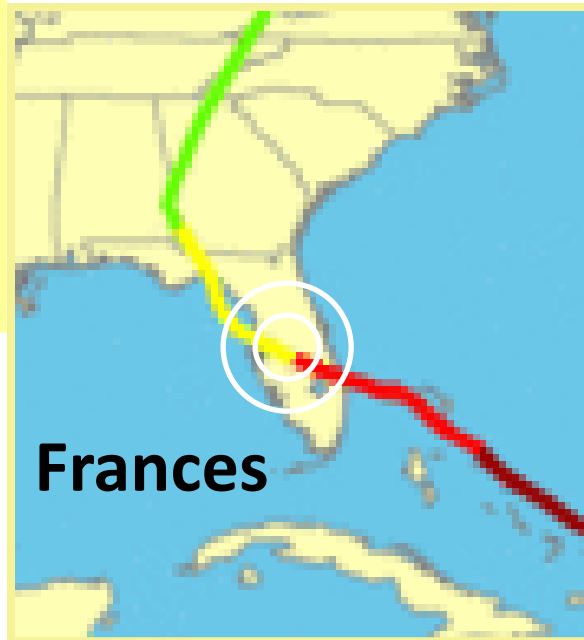
Central Florida Regional
Planning Council



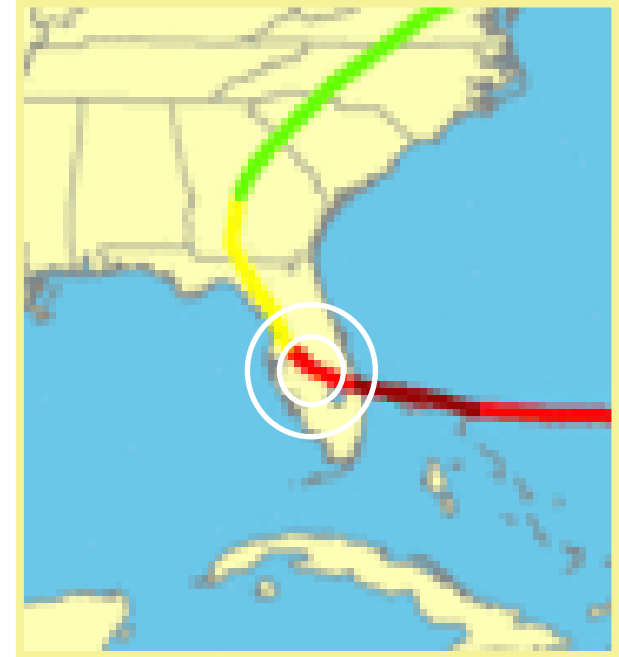
Six Weeks that Changed Inland Florida



Charlie

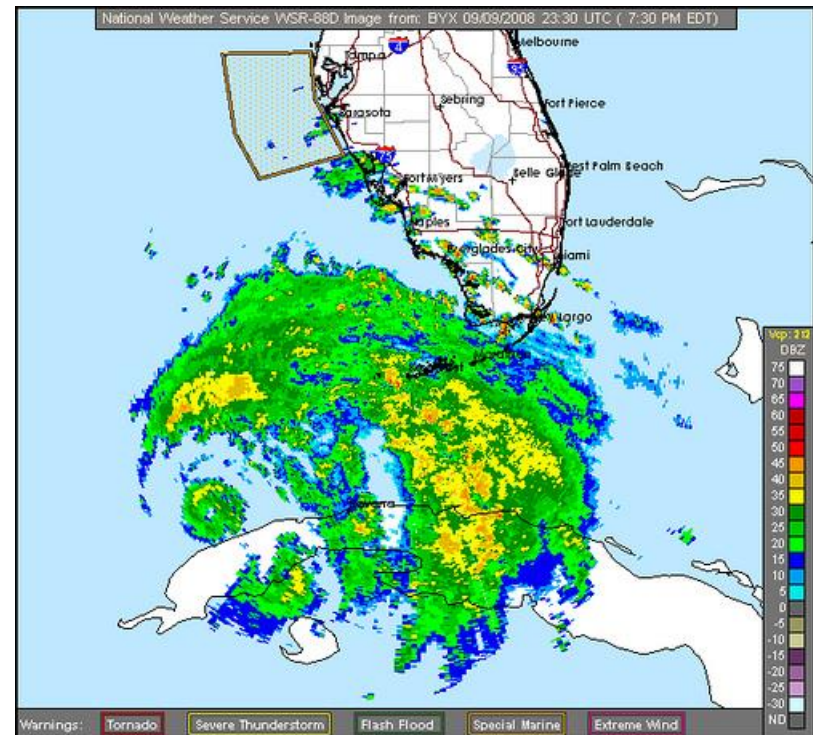
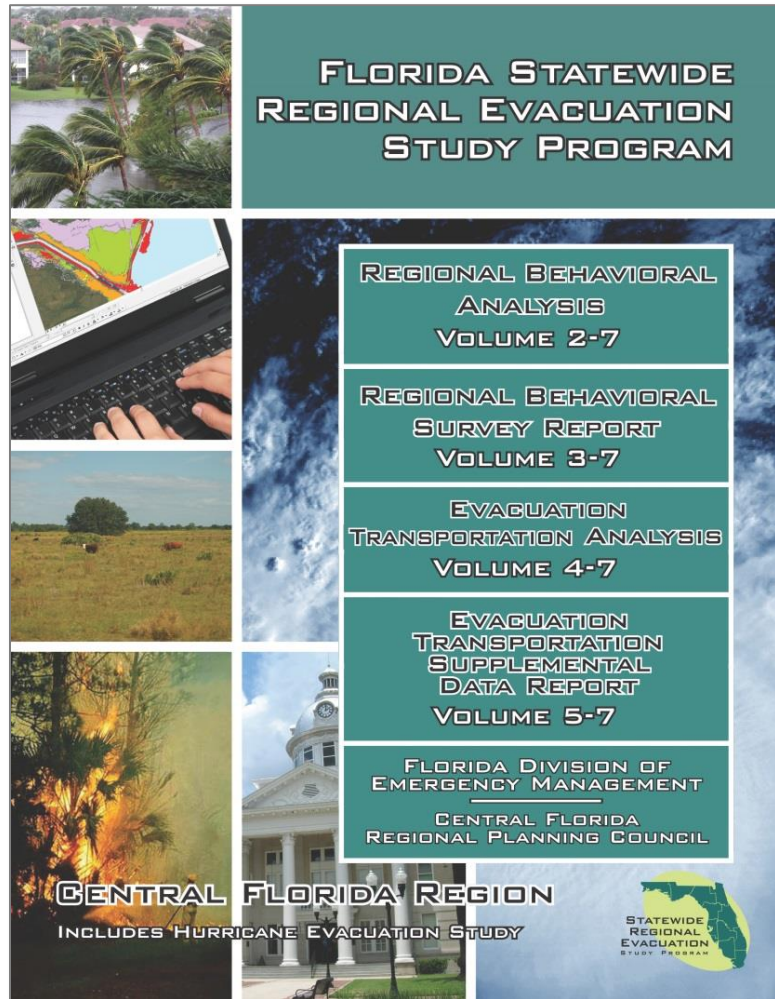


Frances



Jeanne

Florida Statewide Regional Evacuation Study Program



- The first statewide plan on same data, same models, same platform, same format

Economic Analysis & Disaster Resiliency Study



ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)
SECOND SUPPLEMENTAL APPROPRIATIONS DISASTER RELIEF OPPORTUNITY GRANT

Prepared By:
The Central Florida Regional Planning Council
for the Economic Development Administration

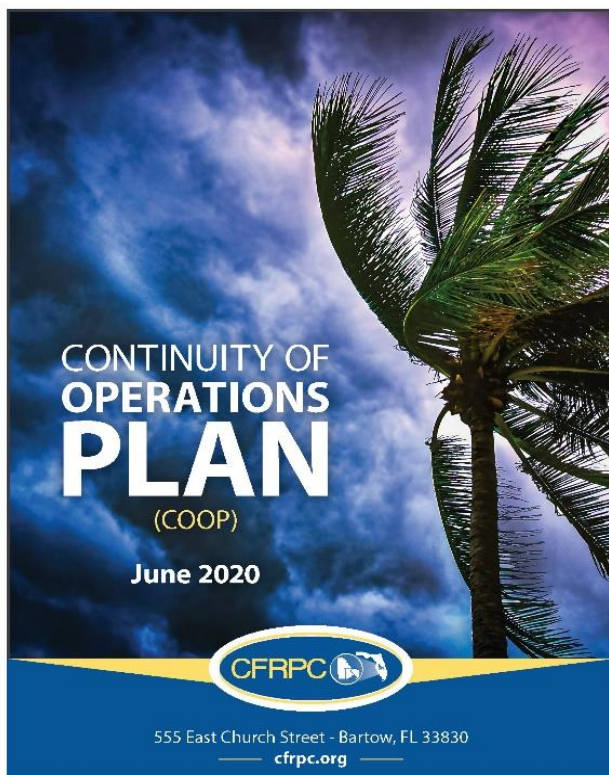


Economic Analysis and Disaster Resiliency Study

HURRICANE



COOP



- Continuity of Operations Plan
- Timely completion of all tasks throughout the duration of an emergency, regardless of the nature and duration of that emergency.

Continuity of Operations Plan (COOP)

- Ensures the ability to continue and support essential functions during a wide range of potential emergencies or events
- Respond to emergencies of all types
- Reviewed annually and updated for improved effectiveness and situational/personnel changes

Sections of the COOP

1. Introduction and Purpose:
Organization of the Plan
2. Concept of Operations
3. Continuity of Meetings
4. Continuity of Projects and
Reoccurring Activities
5. Mission Essential Functions
 - **Each Section has an Objective**
 - **Each Section has a Measure of Effectiveness**



Appendices

- A. Staff Phone Numbers and Order of Succession
- B. Electronic Storage of Documents
- C. Mission Essential Maps and Lists
- D. Emergency Information Contacts:
 - Sheriff's Offices
 - Police Departments
 - Emergency Operation Centers
 - County Fire Rescue
 - City Fire Rescue



Electronic Storage of Documents

APPENDIX :

1. TPO Original Contracts and Agreements. These include:
2. Originals of each of the TPO's major plans and projects, including:
3. Copies of all signed Work Orders and Work Order Scopes of Services:

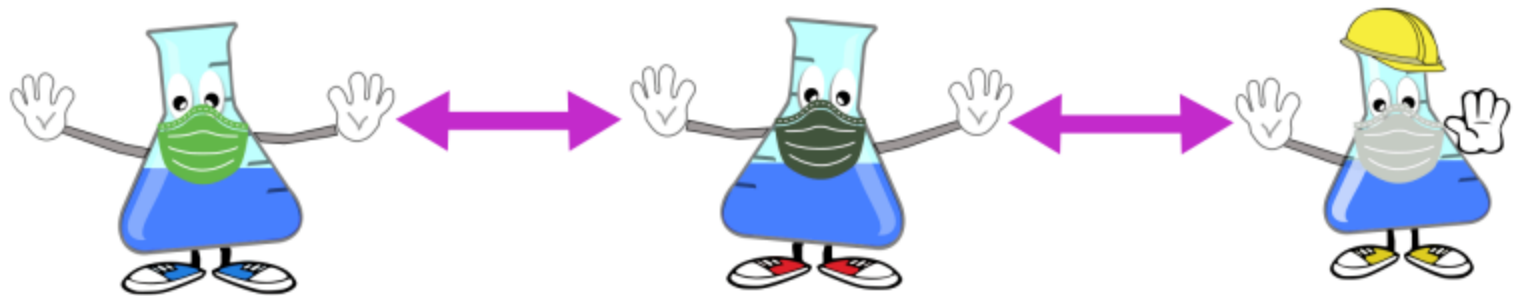
CFRPC ELECTRONIC STORAGE POLICY

- The CFRPC complies with the State of Florida Electronic Records and Records Management Practices consistent with Rule 1B-26.003, Florida Administrative Code
- In addition, the CFRPC backs up all electronic files off-site. The HRTPO implements the following electronic storage policies:
 - **Email:** HRTPO staff uses cloud-based Microsoft Office 365 for email which is internet-based and not physically located on-site. This allows all staff to have access to email as long as they have access to a computer or smart device and have an internet connection.
 - **Website:** HRTPO staff uses WordPress to host its website. WordPress is internet-based and not physically located on-site. This allows staff to access and update the HRTPO website as long as they have access to a computer or smart device and have an internet connection.



Then came Covid.....

Social distance, please



Covid Inspired Updates

II.C - When possible, TPO staff may telecommute from home until full office operations are restored.

III. A - If regular meeting rooms are unavailable or unsafe, or an emergency exists that prohibits multiple people from physically meeting together, then the TPO Staff Services Director shall confer with the Chair and with the HRTPO Legal Counsel and determine if a virtual or teleconference meeting may be held in lieu of an in-person meeting.

III. C - Should a virtual or teleconference meeting be determined to satisfy all meeting requirements during a declared emergency, the TPO Staff will provide notification and full instructions on how the Board, or Committee members, and the public may participate.

TEMPORARILY

CLOSED

DUE TO

COVID-19

PANDEMIC

Amend Bylaws of Council:

Establish Regional Emergency

Clarify the non-emergency duties of
Executive Director

Establish emergency duties of
Executive Director



Everyone should COOP!

cfrpc.org

heartlandregionaltpo.org

heartland2060.com

