

Indianapolis Metropolitan Planning Organization



Continuity of Operations Plan (COOP)

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If information is needed in another language, contact 317-327-5136. Si se necesita información en otro idioma, comuníquese con 317-327-5136

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2 EXECUTIVE SUMMARY

This document outlines the Indianapolis Metropolitan Planning Organization (IMPO) Continuity of Operations Plan (COOP). The purpose of the plan is to guide Indianapolis MPO staff regarding policies and procedures to be implemented in the event of an interruption of facilities/services due to a natural disaster, terrorist attack, or other emergencies. The primary goal is to allow the Indianapolis MPO to resume normal operations as quickly and efficiently as possible after an interruption.

The plan includes descriptions of the MPO's essential functions, a listing of key personnel, the order of succession, and notification procedures. It includes procedures for the continuation of essential functions and evacuation/relocation.

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3 INTRODUCTION TO THE MPO

The IMPO is the regional entity that plans and programs federal transportation funds for highways, transit, non-motorized transportation, and other means of moving people and goods. The IMPO works within federal transportation requirements to guide the development of a multi-modal transportation system within the Metropolitan Planning Area (MPA) - an area that includes the urbanized area plus areas expected to urbanize over the next 20 years. The MPA currently includes Marion County and parts of Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, and Shelby Counties serving 11 cities and 22 towns.

IMPO Vision

Central Indiana will thrive when we continuously improve our built environment and expand economic opportunities for all residents.

IMPO Mission

The Indianapolis MPO develops smart solutions to long-term regional challenges through strong leadership, responsible stewardship, innovation, and effective collaboration.

IMPO Core Values

We commit to uncompromised moral integrity, transparency, and honesty in all that we do. We also commit to:

- Excellent Customer Service
- Equity and Inclusivity

- Fact-Based Decision-Making
- Effective and Efficient Stewardship of our Resources
- Embracing an Openness for Creating Solutions
- Giving Easy Access to Data for Others to Use

Our Pillars

Convene: Bring experts and community members together

Inform: Provide reliable data to support planning and policy-making

Plan: Create and adopt infrastructure plans and track their implementation

Fund: Fund regionally-significant projects

The IMPO office is located at 200 East Washington Street, Suite 2322, Indianapolis, IN 46204.

4 APPLICABILITY AND SCOPE OF THE COOP

The purpose of this COOP is to ensure that the essential functions of the IMPO will continue in the event of a major event, emergency or disaster. The plan outlines procedures for alerting, notifying, activating, and deploying employees, and outlines the basic procedures to restore IMPO operations. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the IMPO's missions, personnel, and facilities.

The COOP applies to situations determined by the Executive Director of the IMPO to require relocation/re-establishment of essential functions of the IMPO. It will provide staff with instructions and expectations concerning actions to be taken in such situations. The plan addresses the full spectrum of potential threats, crises, and emergencies, but does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short-term timeframe.

When an emergency or crisis is declared, the Executive Director or designee shall notify the IMPO Executive Committee and will begin implementation of the COOP. Once the COOP is implemented in response to an incident, it will immediately affect all IMPO staff and will involve notification of the following authorities:

- IMPO Executive Committee
- IMPO Transportation Policy Committee
- IMPO Transportation Technical Committee
- Indiana Department of Transportation (INDOT)
- U.S. Federal Highway Administration (FHWA)
- U.S. Federal Transit Administration (FTA)

5 IMPO ESSENTIAL FUNCTIONS

The primary function of the IMPO is transportation planning, not the physical construction nor day to day operation of transportation facilities. However, should an emergency event occur requiring activation of the COOP, the MPO's planning priorities are to provide support necessary to maintain the existing transportation system and for payment to those associated with IMPO agreements and contracts. Actions that require emergency meetings with the IMPO Executive, Technical, or Policy Committees will take place following the existing IMPO Emergency Meeting Policy.

The essential ongoing functions of the MPO, listed by priority are:

- Execution of the IMPO's Unified Planning Work Program
- Maintenance of the IMPO's relationships with U.S. Federal and Indiana State departments and agencies
- Compliance with all U.S. Federal and Indiana State laws and regulations
- Compliance with all federal and state grant requirements
- Maintenance of the IMPO's relationships with its local government member agencies
- Holding regularly scheduled IMPO committee meetings
- Providing outreach to and provision of opportunities for meaningful participation in the IMPO's planning programs by citizens living in the Indianapolis-area designated Metropolitan Planning Area (MPA) and non-governmental bodies representing their interests.
- Monitoring the execution of IMPO-funded projects
- Maintaining invoicing and payments associated with IMPO-funded projects
- Maintenance of the integrity of data and records relating to internal and external mandates, responsibilities, and administrative operations including coordination with IMPO's information technology providers (e.g., ISA, NetSuite, NeoGov, MatchBook, Econinteractive, ESRI, et al.)

In addition to its ongoing functions, in the case of an emergency, the IMPO may be tasked by its oversight bodies to provide technical support and information to assist in planning, emergency grants management, and other activities appropriate for the purpose of the restoration of the region's transportation system.

6 RISKS ASSESSMENT

The Federal Emergency Management Agency (FEMA) maintains data on risks through the National Risk Index. The National Risk Index is a dataset and online tool to help illustrate the United States communities most at risk for 18 natural hazards. It was designed and built by FEMA in close collaboration with various stakeholders and partners in academia; local, state, and federal government; and private industry.

The Risk Index rating for Marion County, where the IMPO offices are located, is considered relatively moderate when compared to the rest of the United States. Expected annual loss, social vulnerability, and community resilience are also all rated as relatively moderate.

Marion County has the following hazard type risk ratings:

Risk Type	Rating	Score
Avalanche	Not Applicable	-
Coastal Flooding	Not Applicable	-
Cold Wave	Relatively High	37.80
Drought	Relatively Low	6.20
Earthquake	Relatively Moderate	12.74
Hail	Very Low	5.67
Heat Wave	Relatively Moderate	17.44
Hurricane	Relatively Low	5.36
Ice Storm	Relatively High	30.68
Landslide	Relatively Low	7.96
Lightning	Relatively High	39.68
Riverine Flooding	Relatively Moderate	13.69
Strong Wind	Relatively High	40.56
Tornado	Very High	44.81
Tsunami	Not Applicable	-
Volcanic Activity	Not Applicable	-
Wildfire	Very Low	0.93
Winter Weather	Relatively High	39.52

7 CONCEPT OF OPERATIONS AND COOP IMPLEMENTATION

7.1 DECISION MAKING

In the event of an emergency or disaster, the Continuity of Operations Plan (COOP) will be activated by the IMPO Executive Director or IMPO Deputy Director. In the event the Executive Director or the Deputy Director is not available, responsibility for initiating and implementing the COOP will devolve onto the next IMPO staff member in the chain of command.

7.2 ALERT AND IMPLEMENTATION

If during work hours, and if time allows due to the nature of the event, the Executive Director will call a meeting and detail the COOP activation plans. Those not present will be notified by phone upon activation. If activation occurs after hours, each staff member will be notified by phone or e-mail. If other communication systems are down staff members are instructed to listen to radio for updates from emergency services.

If an emergency alert comes during normal working hours and if time allows, each employee will execute the necessary actions immediately. All visitors will be escorted to safety and the senior IMPO staff member in the office will account for the whereabouts of each staff member and report this information to the Executive Director.

Upon implementation of the COOP, staff members are instructed to take the following actions.

1. Assess your work area. Secure necessary files and computer equipment. Save all electronic files to the main server and backup your files to external media if possible.
2. If it is crucial to your daily functions, take your work with you so you can continue operations remotely or at an alternative location. Secure your work area and move take your laptop and hardware with you.
3. Secure the office to the extent possible (lock doors, move furniture away from windows, tape down cabinets, etc.). You may be needed to assist in securing other equipment and/or files, etc.
4. Secure IMPO contacts list, copy of the COOP, and prepare to work remotely until told otherwise by the Executive Director

7.3 LEADERSHIP AND DEVOLUTION

The order of succession, in terms of supervisory responsibility for the IMPO office during activation of the COOP, is shown below.

- Executive Director
- Deputy Director
- Section Heads (Planning, Data, Programming)
- Senior-level staff

The IMPO director shall remain in authority unless incapacitated or out of the area. They may appoint a successor, or if unable to do so, the next person in succession shall assume responsibility. If the senior ranking staff member is incapacitated or out of the area at activation or during the plan implementation, the next ranking staff member shall assume responsibility for implementing and fulfilling the COOP's objectives. In the event of a worst-case scenario where the offices are completely destroyed and/or the entire leadership is incapacitated, IMPO functions may be handled by lower-level staff. Ideally, all staff with COOP functions shall be assembled at the IMPO offices or virtually via online communication. If not available, staff should continue operations remotely or at a designated alternate facility. I

In the event of total destruction of the IMPO offices, the Indiana Department of Transportation, Federal Highway Administration, and Federal Transit Administration have copies of the IMPO's major planning documents, including the Metropolitan Transportation Plan and Unified Planning Work Program should it become necessary for the reestablishment of the IMPO. A copy of the Transportation Improvement Program is stored online through MiTIP and could be accessed by any member of the public if needed for the reestablishment of the IMPO.

7.4 ALTERNATIVE FACILITY OPERATIONS

Should the IMPO offices become unusable IMPO staff should attempt to continue operations virtually using existing remote-work procedures. If needed, IMPO staff are capable of working entirely remotely indefinitely. If virtual remote work becomes infeasible staff should convene at an alternative facility as determined by the Executive Director. Should the need for an alternative facility arise the Executive Director will contact partner agencies (local public agencies, state agencies, federal agencies) to determine feasible locations for IMPO staff to locate based on operational capacity at available locations.

Once it has been determined safe and feasible by the Executive Director (or highest in command individual), supervisors will contact their staff members and notify them to continue remote work or meet at the alternative office facility. Upon arrival at the alternative facility, the highest-ranking IMPO staff member should delegate shifts for available IMPO staff and assign staff to set up the IMPO computers, connect to the internet, establish e-mail, if possible, and determine if telephone lines are operable.

The Executive Director, when determining an alternate location from the above locations, should take into account the following parameters:

- Sufficient space and equipment
- Capability to perform essential functions within 12 hours, up to 30 days
- Reliable logistical support, services, and infrastructure systems
- Consideration for health, safety, and emotional well-being of personnel
- Interoperable communications (landline telephones, ability to use cell phones from a sheltered position, internet connectivity, fiber optic cable connection to relevant offsite servers and databases, etc.)
- Computer equipment and software

7.5 VITAL FILES, RECORDS, AND DATABASES

The IMPO's essential planning documents include the Metropolitan Transportation Plan and the Unified Planning Work Program. These documents, and other important documents and data, are stored on an electronic server which is backed up regularly. Another essential document, the Transportation Improvement Program, is stored online via a publicly accessible program called MiTIP. Staff will attempt to gather important documents and data from the server or back-up when it is safe and feasible to do so. A paper copy of the COOP shall be kept in the IMPO offices so it can be used if server access is not feasible.

7.6 COMMUNICATIONS

All IMPO staff members possess cellular phones. Telephone will be the primary form of contact in the event of an emergency or major disaster.

8 STAFF READINESS AND PREPAREDNESS

IMPO personnel must also prepare for a continuity event. IMPO personnel should plan in advance what to do in an emergency and should develop a Family Support Plan to increase personal and family preparedness. To develop your Family Support Plan, use the templates available at www.ready.gov. This site includes a "Get Ready Now" pamphlet, which explains the importance of planning and provides a template that you and your family can use to develop your specific plan.

9 COOP MAINTENANCE

The COOP will be reviewed annually by the Executive Director and updated as needed.