Broward Metropolitan Planning Organization

Continuity of Operations Plan (COOP)

May 2020
Broward County, Florida

_____

Bryan Caletka

MPO Chair

This Continuity of Operations Plan (COOP) was prepared by the Broward Metropolitan Planning Organization (MPO) to develop, implement and maintain a viable COOP capability. This COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65. This COOP has been distributed internally within the Broward MPO and with external agencies that may be affected by its implementation.

For complaints, questions or concerns about civil rights or nondiscrimination, or for special requests under the Americans with Disabilities Act, please contact: Erica Lychak, Communications Manager/Title VI Coordinator at (954) 876-0058 or lychake@browardmpo.org.

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I. EXECUTIVE SUMMARY

This document describes and specifies the Broward Metropolitan Planning Organization (MPO) Continuity of Operations Plan (COOP). The purpose of this Plan is to provide guidance to Broward MPO staff on the policies and procedures to follow in the event of an interruption of services due to a pandemic, public health emergency, natural disaster or other emergency. The primary goal is to allow the Broward MPO to continue its operations and/or to resume its normal operations and functions as quickly and completely as possible after an interruption.

The COOP includes descriptions of the Broward MPO's mandated principal activities and the individuals and organizations for which they are provided. A listing of key personnel, tools and facilities required to perform these functions is also part of this document. The COOP, also referred to as the Plan, will allow one to quickly identify what is provided by the organization and to assemble the staff and resources necessary to continue operations in the event of a pandemic/health emergency, disaster/emergency (natural or otherwise), or other interruption of normal services. Included are procedures for the order of succession and personnel notification.

The Plan describes response to events requiring Broward MPO assistance, continuation of Broward MPO essential functions, office evacuation, relocation, and restoration procedures.

Questions concerning this Plan should be directed to:

Greg Stuart, Executive Director
Broward Metropolitan Planning Organization
100 West Cypress Creek Rd, Suite 650
Fort Lauderdale, FL 33309

(954) 876-0035
stuartg@browardmpo.org

II. DEFINITIONS AND ACRONYMS

ArcMap -   GIS software program

BERT -   Broward Emergency Response Team

CAC -   Citizens' Advisory Committee

CDC -   Centers for Disease Control and Prevention

COOP -   Continuity of Operations Plan

DHS -   Department of Homeland Security

EOC -   Emergency Operations Center (state, county, municipal)

FEMA-   Federal Emergency Management Agency

FDOT -   Florida Department of Transportation

FHWA -   Federal Highway Administration

FTA -   Federal Transit Administration

GIS -   Geographic Information Systems

HCS -   Highway Capacity Software

ITE -   Institute of Transportation Engineers

LCB -   Local Coordinating Board for the Transportation Disadvantaged

LRTP -   Long Range Transportation Plan

MPO -   Metropolitan Planning Organization

MYSPMP -   Multi-Year Strategy and Program Management Plan

SDE -   Spatial Database Engine (Data for ArcView software)

SERPM -   SE Florida Regional Planning Model

TAC -   Technical Advisory Committee

IT -   Information Technology

LCB-TD -   Transportation Disadvantaged

TTE -   Test, Training and Exercise

UPS -   Uninterruptible Power Supply

III. INTRODUCTION AND PURPOSE

The primary mission of the Broward Metropolitan Planning Organization (Broward MPO) is to collaboratively plan, prioritize and fund the delivery of diverse transportation options. Broward MPO staff members, under the direction of the Broward MPO Board, develop transportation plans and programs for the urbanized area of Broward County. These activities include long and short-range planning and coordination of multimodal transportation services such as transit, roadway, pedestrian, bicycle, greenways, seaport, airport, rail and the movement of freight and goods.

The Broward MPO Board is composed of elected officials charged with transportation decision-making responsibilities. The Board is assisted by three federally mandated advisory committees: the Technical Advisory Committee (TAC), which offers technical expertise and advice; the Citizens' Advisory Committee (CAC), which provides public input and direction; and the Transportation Disadvantaged (TD) Local Coordinating Board (LCB). Using the COOP as a reference manual, communication and coordination is facilitated with these four key groups (MPO, TAC, CAC and LCB), as well as other committees as needed, following a crisis or disaster.

The COOP will serve as a guide to staff as they continue to support these organizations in response to an emergency or public health crisis, as well as provide the usual products and services that the Broward MPO provides to the residents and visitors of Broward County. The MPO office is located at: Trade Centre South, 100 West Cypress Creek Road, 6th Floor, Suite 650, Fort Lauderdale, FL 33309.

The Broward MPO office will be the COOP Control Center unless rendered unavailable or if an evacuation has been ordered by the Broward Emergency Response Team (BERT), located at the Emergency Operations Center (EOC), Plantation, Florida. If the offices are not available due to damage or hazard, refer to Appendix C for alternative sites for staff activities, including meetings of the MPO and advisory committees. In the event of a health emergency in which a stay-at-home order is in place, the MPO will implement virtual office and meeting procedures as spelled out in Section VI.B.

The purpose of this COOP is to provide the conditions for continuous performance of essential operations during a health or emergency crisis, disaster, or other debilitating loss of resources; ensure the safety of the staff; protect essential equipment, records, and other assets; reduce disruption of operations; minimize damage and losses; achieve an orderly recovery from emergency operations; identify relocation requirements; and ensure operational and managerial requirements are met before an emergency occurs. This Plan outlines activities before, during and after a pandemic/health emergency, crisis, disaster, or debilitating loss of resources, which is termed "incident" in this Plan. It also outlines contingencies to mitigate, prepare for, respond to, and recover from an incident.

IV. LEVELS

Throughout this document, activation levels are referenced. The Broward MPO follows the Florida State Emergency Operations Center (EOC) Activation Levels which are defined as follows:

https://www.floridadisaster.org/sert/eoc-activation-levels/

LEVEL III: Monitoring & Assessment

Level III is typically a monitoring and assessment phase where a specific threat, unusual event, or situation, is actively monitored by the EOC. A Level III activation is an internal process and involves little, if any, inter-agency direction or coordination. The threat, unusual event, or situation simply warrants observation, verification of appropriate action, and follow-up by staff.

LEVEL II: Partial Activation

Level II partial activation is typically limited agency activation. The COOP Leader lead agencies with a role in the incident response are activated and required to report to the EOC. All other emergency support functions are alerted of the event and are on standby. The purpose of Level II activation is to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster.

LEVEL I: Full Activation

All primary and support agencies are notified. The COOP is in full effect and all necessary Operations Phases will be conducted. In a full-scale activation, the COOP is activated on a 24-hour schedule due to an imminent threat or occurrence of a disaster.

OTHER TYPES OF ACTIVATION:

In addition to the above Levels, and depending on the emergency, such as a health crisis, the MPO will follow Federal, State and Local guidance and emergency orders, including but not limited to stay-at-home/shelter-in-place orders at which point the COOP will be in full effect.

V. NOTIFICATIONS AND ESSENTIAL FUNCTIONS

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

A. Broward MPO Board	Chair and members
B. Technical Advisory Committee (TAC)	Chair and members
C. Citizens' Advisory Committee (CAC)	Chair and members
D. Transportation Disadvantaged (TD) Local Coordinating Board (LCB)	Chair and members
E. Florida Department of Transportation (FDOT)	Secretary
F. Federal Highway Administration (FHWA)	Division Administrator
H. Federal Transit Administration (FTA)	Regional Administrator

The Executive Director or designee shall also notify all MPO staff. MPO staff contact information (including personal phone numbers and email accounts, if available) is updated by the MPO's Human Resources Administrator or designee and the latest information is provided to all staff in a Level II activation or emergency event or health crisis.

In addition to the above notifications, the following are those essential functions, in priority order, that should be performed by the Broward MPO, to the maximum extent feasible:

1. Ensure the integrity of data and records relating to internal and external mandates, responsibilities and administrative operations. Maintain access to data and other resources during an event and restore any lost access as quickly as possible.
2. Maintain and/or restore communication with MPO, TAC, CAC, and LCB members; arranging, advertising, and holding regularly scheduled or emergency meetings (in person or virtual) as soon as feasible.
3. Maintain or reestablish contact with appropriate internal and external authorities and agencies, including the MPO IT, Accounting, Agenda and capital float-funding host agencies.
4. Provide technical support to assist in planning and restoration of Broward's transportation systems.
5. Ensure that the integrity and compliance of the Broward MPO's planning programs are maintained and products and services are delivered.
6. Provide servicing of MPO agreements, maintain grant invoicing and payroll.

VI. CONCEPT OF OPERATIONS

A. Phase I: Activation and Relocation

1. Decision Process

The COOP will be activated by the Broward MPO Executive Director or Chief of Staff, at their discretion, as a response to a Level II activation of the Broward Emergency Operations Center or an emergency event, such as a terrorist attack, natural disaster, health crisis, stay-at-home order or other incident. The purpose of Level II activation or other federal/state/local health emergency declaration is to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster or longer-term pandemic/health crisis.

In the event the Executive Director or the Chief of Staff is not available, responsibility for initiating and implementing the COOP will devolve onto the next Broward MPO staff member in the chain of command **(see page 11, Section 4a).** The person assuming the Broward MPO staff's lead role in executing the COOP will be known as the "COOP Leader." It is expected that the COOP Leader's action will either be an obvious response to external circumstances (for example, a nearby industrial accident affecting day-to-day operations), or a command or directive from a higher authority such as a Broward MPO Board Member; Federal, State or Local authorities such as Florida Gov. Ron DeSantis; or a Broward Emergency Response Team (BERT) mobilization.

2. Alert, Notification and Implementation Process

At the time of a Level II activation or other appropriate notifications from higher authorities, staff with working files located on their local C: drive will copy the files to their folders on the appropriate network drive (M:\GroupShared).

If the possibility exists that Level II activation or health crisis notification may occur during non-working hours, the Executive Director or designee will determine if Level II activation should occur prior to an official activation. At a minimum, staff will take laptops home and, depending upon the emergency (hurricane or other event which may cause MPO office damage) move monitors/ CPUs to designated "protected" areas such as the Administrative Conference Room, Server Room, inside offices, or Storage Rooms located in the MPO Office or MPO Board Room. Upon leaving the office, all office doors must be closed.

Upon Level II activation for weather/hurricane related emergency or health crisis emergencies, the COOP Leader will call a meeting and set in motion the COOP.

- Staff not present will be notified by telephone and email by the COOP Leader or designee (i.e. Executive Director or Chief of Staff). In the event the activation occurs after working hours, the COOP Leader or designee will initiate telephone contact or send email that will reach all employees through their pre-recorded contact information on the Master Employee Contact List, which is maintained by the Human Resources Administrator or designee.

- It will be the responsibility of those who are not reachable to establish contact with the COOP Leader, Executive Director or Chief of Staff, within 24 hours of the Level II activation.
- The Trade Centre South Hurricane Preparation and Building Shut-down Procedures in Appendix D will be followed.

3. Staff Responsibilities

The following procedures will be initiated by staff members at the primary work facility if they are present at that facility when the emergency is declared:

- Secure all necessary files and computer equipment and back up or record all essential data on a USB flash drive, the MPO server, or backup files to Microsoft OneDrive using Office 365 account. Each staff member can access their OneDrive Folder by logging into https://login.microsoftonline.com using their domain logon credentials. Files left on your PC may not be available. By going to the link below, staff can log into the web version of Outlook to view their emails. Web Outlook can be accessed through any web browser using domain logon credentials: https://outlook.office365.com
  In the event of a storm, minimize water and wind damage by:
    - Covering or closing/locking all desks, cabinets and storage areas.
    - Close office doors
    - Disconnect computer hardware and electrical equipment, and bag delicate equipment and paper files. Store in internal meeting rooms or offices as designated in Appendix D.
    - Follow established building procedures as described in the Appendix I.
- Verizon MiFi devices will be issued to the Executive Director, Chief of Staff and the Chief Financial Officer, or others as deemed necessary, prior to leaving the office. These devices will provide a secured wireless internet network to staff while away from the office.
- Receptionist to record a brief, generic message on the main switchboard line (954-876-0033) like this (see phone access instructions in Appendix F):
  "Thank you for calling the Broward Metropolitan Planning Organization. Our offices are currently closed due to (choose one) Tropical Storm/Hurricane _____. We will return your call when the office reopens."
  Or
  Thank you for calling the Broward Metropolitan Planning Organization. Our offices are currently closed in response to the current -------------- situation. We will remain closed through _____ (or until further notice) however staff is still available remotely through phone and email. Please visit Browardmpo.org for more information and updates."
- Everyone should record or update the outgoing messages on their phone before being sent home like this (see phone access instructions in Appendix G):
  "You have reached the voice mail box for _____. Our office is currently closed due to Tropical Storm/Hurricane _____. I will return your call when our office reopens."
  Or

"You have reached the voice mail box for _____. Our office is currently closed in response to the current _____ situation. I will continue to remain available remotely through email and phone. Please leave a message……"

- Everyone should activate a brief out-of-office message on their email account like this:
"Our office is currently closed due to Tropical Storm/Hurricane _____. I will reply to your email when our office reopens."
Or
Email Message (along with signature or placed before and for out-of-office):
Our physical offices are closed in response to the _____ situation in order to allow social distancing. All meetings will be conducted virtually and our team will continue planning and funding Broward's transportation remotely as we monitor the current situation.

- A message should be placed on the website calendar and under What's New stating:
Office closed due to Tropical Storm/Hurricane _____.
Or
Our office is currently closed in response to the current _____situation. We will continue to remain available remotely through email and phone.

4. Leadership

a. Order of Succession
The table below lists the chain of command for the Broward MPO staff's COOP Leader. If the senior ranking staff member is incapacitated or out of the area at the time of activation the next ranking staff member will assume his or her duties.

Successors: "Chain of Command"	
Greg Stuart	Executive Director
Mike Ronskavitz	Chief of Staff
James Cromar	Mobility Initiatives Deputy Executive Director
William Cross	Planning & Programing Deputy Executive Director
John Robertson	Chief Financial Officer

b. Delegation of Authority
The Broward MPO Executive Director or their immediate successor in the list above if the Executive Director is not available, will be in authority and will be known as the COOP Leader. The Executive Director may appoint a successor outside of the chain of command, or change the order of the chain of command in the event of special circumstances, to succeed him/her.

c. Devolution
The primary function of the MPO is transportation planning, not the physical construction nor the day-to-day operation of transportation facilities. However, should an

event occur, the MPO's planning priorities are to provide financial support necessary to maintain the existing transportation system and provide for payment to those associated with MPO agreements and contracts. In the event of a worst-case scenario, in which the Broward MPO offices are completely destroyed and/or leadership is incapacitated, the organization should be prepared to transfer all of their essential functions and responsibilities to personnel at a different office or location (virtual or otherwise) and MPO functions may be handled at a lower staff level.

The Florida Department of Transportation and Federal Highway Administration have file copies of the Broward MPO's major planning documents, including the Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, grant invoicing packages, consultant contracts and Joint Participation Agreements should it become necessary for the MPO to reestablish itself. Other documents, including but not limited to the ILA to establish the MPO and the Florida Commission for the Transportation Disadvantaged Planning Grant Agreement should reside on the MPO server.

B. Phase II: Remote Working/Virtual Meetings or Alternate Facility Operations

1. Remote Working and Virtual Meetings
Given the MPO latest technology and IT system, it is possible for MPO staff to work remotely from home or other locations and have access to all files and programs as they would at the MPO offices. A telework option will be considered for emergency and unique situations such as a pandemic or health crisis. While teleworking during the event, the Broward MPO's established telework policies and procedures will apply. In addition, virtual meeting options can be utilized as appropriate. MPO established procedures and guidelines, spelled out in Appendix G and H, and referenced in the MPO's Public Participation Plan, will be utilized for virtual meetings to ensure full participation by Board and committee members and members of the public.

The Broward MPO has outsourced its IT functions to All Covered Care which handles all of the organizations shared file hosting, servers, and workstations. All hosted e-mail and Microsoft functionality is handled through Office 365 – a fully hosted solution by Microsoft, managed by All Covered for the Broward MPO. Broward MPO staff operates in a hosted workstation environment that utilizes provisioned servers in an off-site location to act as remote workstations. This solution allows staff to access their workstations from any Windows-based machine using remote desktop connection. This includes access to the Broward MPO shared files. The Broward MPO shared drives are hosted and backed up in two locations, Virginia and Texas, utilizing All Covered's hosted server solution. Each location contains a redundant backup of the Broward MPO shared files and files are maintained in a RAID configuration in the event of hard drive failure. These files are accessible through the hosted workstation environment using remote desktop connection. In addition, the MPO's website is hosted and managed by Daruma Tech. The following table provides the contact information for the MPO's hosted services:

TECHNICAL OFFICE SUPPORT CONTACT INFORMATION

Business	Contact	Phone/Email
All Covered	Nelson Roque 305-438-7550	866-715-0726 Chat.allcovered.com nroque@allcovered.com
Mitel	Customer Service	1-888-322-3822, option 2 MASS@mitel.com
Daruma Tech	Susan Erickson	561-206-6291 susan@darumatech.com
Intent Digital	Bob Ginger	602-404-0100 Ext: 21 bginger@intentdigital.com

2. Potential Alternate Facility Locations:

Based on the event, circumstances and judgement of the COOP Leader, an alternate facility may be needed to perform the essential functions of the MPO. If an alternate facility is needed, upon arrival at that facility, the COOP Leader will delegate shifts for available staff, and assign staff to test the facility's internet connection, set up computers, establish email, and test telephone land lines. Teleworking may also be an option once a base of operations is established. MPO established teleworking policies and procedures will apply.

The District 4 FDOT at 3400 West Commercial Boulevard, Fort Lauderdale has indicated that "In a disaster situation that renders the Broward MPO offices inoperable, FDOT is willing to offer space to the Broward MPO providing there is sufficient space available. If space is not available, FDOT will assist the MPO in locating a suitable location." Refer to Appendix C for additional alternate locations.

The COOP Leader, when determining an alternate location from the locations listed in Appendix C, 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 (land line 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

Various Municipal Government Locations will be investigated to conduct MPO Board, TAC, CAC, LCB, and other meetings as the need arises or, as noted above, virtual meeting options can be utilized as appropriate. MPO established procedures and guidelines, spelled out in Appendix G and H and referenced in the MPO's Public Participation Plan, will be utilized for virtual meetings to ensure full participation by Board and committee members and members of the public.

3. Hardware

At Level II activation by the Broward EOC or at the direction of the Executive Director or Chief of Staff, the MPO's IT staff will begin preparing the portable hard drives/USB Drives/servers for removal and relocation. In the event of a storm or other incident which could cause damage to the MPO offices, monitors/CPUs should be moved to designated "protected" areas such as the Administrative Conference Room, Server Room, or Storage Room located in the MPO Offices or MPO Board Room. Plastic bags will be placed over the computers, monitors, and large displays for added protection. Staff will take laptops home and the remaining laptops will be stored in lockers located in the IT Server room.

For emergency situations in which power may be impacted, IT administrative staff will also be responsible for shutting down all local servers and network devices (network switches, modems, battery backup devices, etc.) in order to ensure the hardware is protected from any power surges or failures. IT administrative staff must also notify the All Covered Help Desk of the network shutdown in order to avoid triggering alerts in the IT monitoring system. IT administrative staff must also notify Intent Digital to take voting system offline, and that UPS battery backup will be taken out of service. Before departing the MPO offices, IT administrative staff will be responsible for ensuring all other sensitive IT equipment is properly disconnected and stored.

4. General Specifications for Laptops

Thirty (39) laptops will be needed. All staff members have been assigned a laptop and will utilize these devices for the COOP activation. All of these devices have been configured with remote session access through All Covered's hosted workstation environment. Alternatively, staff will have a copy of the remote desktop connection shortcut on a flash drive for use on any Windows-based machine in the event there is an issue with laptop provisioning.

From the available laptops, four (4) will be needed for running GIS applications. For users that need to access graphic design software and the 3D modeling applications, they will be given access to remote into the shared desktops located in the IT Server room. The remaining laptops would be standard business grade laptops.

All the laptops have a built-in web camera to enable video conferencing. All laptops have built-in WIFI connections.

5. Software

Since most the of the MPO's software is cloud based and accessible remotely from available laptops, only a limited number of software systems need to be installed at, or made portable so they can be transferred to, the alternative location. The following lists those systems which must be transferred.

System Name	Current Location	Other Locations
ArtPlan	MPO	Net-downloadable
Traffic Count HCS	MPO	Commercial Software
ArcGIS Pro/ArcMap 10.7	MPO	Commercial Software

6. Vital Files, Records and Databases

Like most of the MPO's software, most vital files, records and databases are cloud based and accessible remotely from available laptops. Only a limited number of files, records and databases need to be installed at, or made portable so they can be transferred to the alternative location. The following lists those files records and databases which must be transferred.

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Hand Carried to Alternate Facility	Backed up at Third Location
Truck Traffic Counts	Electronic		FDOT
Validated Model Input	Electronic		FDOT
ITE TRIP Generation	Hard Copy	X	
ITE Handbook	Hard Copy	X	
Hwy Capacity Manual	Electronic		FDOT

C. Phase III: Disaster Recovery and/or Office Restoration Procedures

Once disaster recovery is underway and the MPO offices are suitable for occupancy, the following procedures are to be followed to bring the office and staff back to a normal working environment.

- MPO staff should report to work at the MPO offices as directed by the Executive Director and/or COOP Leader
- IT administrative staff will be responsible for reestablishing and testing network services at the MPO offices including internet connectivity, IP phone connectivity, local server connectivity, and print/scan devices. The All Covered Help Desk must also be notified in order to resume active monitoring of the MPO's network and devices.
- IT administrative staff will be responsible for reestablishing back up power to MPO Board Room technology. Intent Digital must also be notified in order to bring all equipment back online.
- MPO staff will be responsible for reconnecting their respective laptops, telephones and other office equipment which was disengaged prior to the event. The IT administrative staff may provide assistance if needed.

VII. COOP PLANNING RESPONSIBILITIES AND MAINTENANCE

Maintaining the COOP is an ongoing endeavor which should be conducted by the COOP Leader under the direction, supervision and support of the MPO Executive Director. The COOP will be formally reviewed each year prior to June 1. The personnel and emergency telephone lists will be reviewed and updated quarterly. The following identifies those responsible for COOP activities.

Responsibility	Position
Annual update of the COOP Plan	COOP Leader
Update staff contact list quarterly	Human Resources Administrator or designee
Review file, record and data status	Information Technology
Conduct periodic alerts and tests	COOP Leader
Conduct periodic exercises	COOP Leader
Plan and evaluate periodic exercises	COOP Leader

VIII. TEST, TRAINING AND EXERCISES (TTE)

An exercise should be conducted annually prior to the start of hurricane season on June 1. COOP plans should include:
- Individual and team training of agency personnel
- Periodic internal agency testing and exercising of COOP plans and procedures
- Testing of alert and notification procedures
- Refresher orientation for COOP personnel
- Joint interagency exercising of COOP plans, if appropriate

IX. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN (MYSPMP)

The COOP will be formally reviewed each year prior to June 1. It is not anticipated that the MPO will require a MYSPMP.

X. APPENDICES

Appendix A. Contact Lists and Information

Appendix B. Operational Checklist

Appendix C. Alternate Location/Facility Information

Appendix D. Hurricane Checklist and Office Equipment Storage

Appendix E. Generator Ready Businesses in Broward

Appendix F. Instructions for Accessing Telephone Communications and Retrieving Messages

Appendix G. Instructions for Virtual Meetings

Appendix H. Pandemic/Health Crisis Guidelines and Procedures

Appendix I. Emergency Evacuation Procedures (Evacuation Drill)

Appendix J. Fire Extinguisher and First Aid Kits

Appendix A. Contact Lists and Information

Name	Phone Number	Email	Position
Greg Stuart	(954) 876-0035	stuartg@browardmpo.org	Executive Director
Mike Ronskavitz	(954) 876-0041	ronskavitzm@browardmpo.org	Chief of Staff
James Cromar	(954) 876-0038	cromarj@browardmpo.org	Mobility Initiatives Deputy Executive Director
William Cross	(954) 876-0056	crossw@browardmpo.org	Planning & Programming Deputy Executive Director
John Robertson	(954) 876-0042	robertsonj@browardmpo.org	Chief Financial Officer

Additional staff emergency contact information is updated and provided prior to a Level II activation or other federal, state or local emergency declaration.

The MPO Boards (MPO, TAC, CAC, LCB) contact lists are to be updated and produced by the MPO Board Coordination Manager upon request. The latest information should be collected and distributed to staff upon activation of Level II or other federal, state or local emergency declaration.

Florida Municipal Insurance Trust (FMIT) – Florida League Of Cities Contacts

To report a loss contact: (Authorized Personnel Only)	1-800-445-6248 (Phone) 407-425-9378 (Fax) https://insurance.flcities.com/ (Online Claims) Account Executive: Michael J. Morrill 954-270-7296 (Phone) mmorrill@flcities.com (Email)
Underwriter:	Sean Fahey 407-367-1810 sfahey@flcities.com

Appendix B. Operational Checklist

Topics	Yes	No	Comments
Has someone been identified as a COOP leader?	x		
Have all key elements of the agency been involved in the planning process such as, IT, public affairs, security, etc.?	x		
Are emergency evacuation procedures included?	x		
Have the agency's essential functions been identified?	x		
Are personnel, equipment, and policies in place to support essential functions?	x		
Has sufficient delegation of authority and chain of command been identified and documented to ensure continuance of agency operations?	x		
Have all personnel designated as successors of emergency responsibilities been briefed or trained on their responsibilities?	x		
Is there sufficient capability to maintain important documents and records to support administrative functions?	x		
Is there a staff communications plan?	x		
Are there predetermined alternate work sites that are ensured with appropriate contracts, agreements, or understandings?	x		
Is there a plan for returning to the primary location?	x		
Is there a system for testing and training personnel on how to implement the COOP plan?	x		
Is there a schedule for review and revision of the COOP plan?	x		

Appendix C. Alternate Location/Facility Information

Florida Department of Transportation, D4
3400 West Commercial Blvd., Fort Lauderdale, FL 33309

Gerry O'Reilly, District Four Secretary - Ft. Lauderdale
(954) 777-4411 work
gerry.oreilly@dot.state.fl.us

Steve Braun, Director of Transportation Development
(954) 777-4429 work
Steve.Braun@dot.state.fl.us

City of Sunrise EOC:
10440 West Oakland Park Blvd., 4th Floor – Fire -Sunrise, Florida 33351
Fire Chief John McNamara oversees the City of Sunrise, Emergency Operations Center
(EOC) and emergency response efforts.
(954) 746-3400
jmcnamara@sunrisefl.gov

Palm Beach TPA
301 Datura Street, West Palm Beach, FL 33401
Nick Uhren, Executive Director
(561) 725-0800 work
NUhren@PalmBeachTPA.org

St. Lucie TPO
466 SW Port St. Lucie Blvd., Suite 111 Port St. Lucie, FL 34953.
Peter Buchwald, Executive Director
(772) 462-1593 work
buchwaldp@stlucieco.org

These locations in particular were selected because of their locations in the region or
outside the County if severely impacted.

MEMORANDUM

TO: All Tenants

FROM: Alicia Litchfield

DATE: May 23, 2020

RE: Atlantic Hurricane Season

Please be advised that the 2020 Atlantic hurricane season begins on June 1st. Cardinal Point has developed a contingency plan in the event the Broward County Area should be threatened by a hurricane. The plan consists of many phases based on the status of the alerts being issued by our local county and city emergency management teams. We have step by step procedures to notify each tenant in the event we determine one or more of our buildings will be impacted by inclement weather. If the area is threatened by a storm, and a hurricane watch is issued, you will receive further specific instructions from this office concerning any potential shutdown procedures and the schedule for implementation.

An emergency contact form is attached for your convenience. Please provide us with current names, titles, phone numbers and email addresses to facilitate the communication process in the event the area is threatened by a storm that requires advance preparation and coordination.

Also, the following link is for your use. It is a Broward County Hurricane Link. This guide will provide you general information and recommended actions to take in the event of a storm. You can also receive additional information from both the city and county emergency management offices.

https://www.broward.org/Hurricane/Documents/HurricanePreparednessGuide.pdf

Please do not hesitate to contact me if you have any questions.

Alicia Litchfield
Cardinal Point Management, LLC
Trade Centre South
Property Manager
100 West Cypress Creek Rd, Suite 1055
Fort Lauderdale, FL 33309
(P) 954.493.7746
E-mail: ALitchfield@CRDPT.com

Hurricane Preparation and Building Shut-down Procedures
Cardinal Point Management, LLC
PLEASE READ CAREFULLY!

There are generally three scenarios or conditions that would initiate an emergency shut-down of a Cardinal Point property. They are listed below.

Emergency Operations Center ("EOC") Evacuation Order - Issued at County level
This order is due to an expected Hurricane making landfall close enough to the South Florida area that residents/occupants in flood zones are asked to evacuate. Mandatory evacuation orders are normally issued by the EOC at least 14 hours in advance and often preceded by voluntary evacuation requests.

Cardinal Point initiates a building shut down
Cardinal Point senior management may make a decision to initiate a building shut down due to the potential of extreme weather conditions in an area where a mandatory evacuation issued by the EOC would not take place. The primary purpose for such actions is to minimize the risk of flood and or wind damage to the building's mechanical and electrical systems and components. Through proactive intervention, Cardinal Point can minimize the potential for storm related damage and the accompanying delay in the ability of a tenant to operate its businesses once the storm passes.

FPL initiates power outage
FPL has been known to shut off power to selected areas in order to prevent underground equipment damage due to flooding. In most cases FPL will use the media to disseminate this information. In some extremely adverse conditions, where life safety becomes a critical issue, FPL will cut the power and announce its actions later. Should FPL announce a power grid shutdown, Cardinal Point will initiate building shutdown procedures to safeguard building systems.

Please Note: In the event of an impending hurricane, once the winds reach a sustained 39 mph all emergency medical services and rescue operations will be suspended by the local authorities. This is one of several reasons why Cardinal Point may elect to close a building prior to receiving an EOC Mandatory Evacuation Order.

A **Hurricane Watch** will be issued by the National Weather Service if predictions indicate the possibility of hurricane conditions **within 36 hours**. All tenants should activate their individual emergency preparedness plans and be prepared for subsequent issuance of a Hurricane Warning and potential evacuation.

A **Hurricane Warning** will be issued when hurricane conditions are expected **within 24 hours**. By this time, your preparations for the storm's arrival should be completed and evacuations will commence as directed by local authorities. Please review the attached building evacuation zone chart and identify your building's evacuation zone.

HURRICANE PREPARATIONS:

As part of the pre-season and pre-storm preparations, Cardinal Point personnel will inspect each building for hurricane preparedness, but each tenant should also make their own emergency preparedness or business continuity plan. Excellent resources for preparing these plans may be found at the following sources.

- floridadisaster.org
- ready.gov/business

Your business will be asked to assist with basic building preparations within your specific suite prior to a storm:

- Any items stored outside of the premises should be secured or moved to an interior location.
- Prior to vacating the premises, confirm that all electronic appliances and computers have been turned off and unplugged, and any critical business resources secured or removed.
- Ensure all employees are out of the building, all doors are shut to offices with exterior windows and your main entrance doors are locked.

EVACUATION ORDER:

Once local authorities have issued mandatory evacuations instructions, or one of the scenarios above exist, Cardinal Point personnel will initiate building shutdown procedures. At such time, tenants will have a 4-6-hour window to carry out and complete their internal shut down procedures within their own suite. **TIME IS OF THE ESSENCE**. The sooner each tenant can complete their shutdown, the sooner Cardinal Point can complete the closure of the entire building, secure the structure, and join their families in a safe location. If the directive to shut down the building was given during non-business hours, we would contact you via the emergency contact information provided.

> **Once the decision is made to shut down the building, no management or tenant staff will be allowed to remain inside. We appreciate your understanding and compliance with this policy.**

AFTER THE STORM

Tenants should continue to monitor radio or television broadcasts for additional instructions and re-entry orders from the EOC. **Once the EOC issues a Phase Three or Unlimited Re-entry policy for your area, we request that no tenant or employee attempt to access the building without first establishing contact with a Cardinal Point representative to confirm the building is safe for Re-entry.** This coordination will allow our staff to properly and safely reactivate the building services. In general, following an announcement that a geographic area is safe for re-entry, we request a four-hour window to safely reactivate the building services. **Only KEY tenant personnel responsible for your business operations and systems should return to the building to commence start-up procedures in your suite.** Cardinal Point will reach out to the KEY personnel identified via the emergency contact information provided. If you have not already done so, please provide or confirm your information as soon as possible using the attached form.

Thank you in advance for your assistance and cooperation in these matters. Should you require any additional information, please feel free to contact the Property Manager.

Cardinal Point Management, LLC – Fort Lauderdale/Broward County Properties
Building Evacuation Zones: http://www.broward.org/Hurricane/Pages/EvacuationRoutes.aspx

TENANT INFORMATION AND EMERGENCY CONTACTS

TENANT: Broward Metropolitan Planning Organization (BMPO)_____

SUITE: 650_____

ADDRESS: 100 West Cypress Creek Road, 6th Floor, Fort Lauderdale, FL 33309_____

OFFICE MANAGER/AUTHORIZATION REPRESENTATIVE: Michael Ronskavitz_____

PHONE: (954) 876-0041_____   FAX: (954) 876-0062_____

EMERGENCY CONTACTS:

1.   Name: Greg Stuart_____
      Title: Executive Director_____
      Home Phone: (954) 990-8865_____
      Cell Phone: (954) 551-0276_____
      E-Mail Address: stuartg@browardmpo.org____

2.   Name: Michael Ronskavitz_____
      Title: Chief of Staff_____
      Home Phone: _____
      Cell Phone: (954) 643-9663_____
      E-Mail Address: ronskavitzm@browardmpo.org_

3.   Name: Juan Canez_____
      Title: Data Services Associate Planner_
      Home Phone: _____
      Cell Phone: (509) 795-6896_____
      E-Mail Address: canezj@browardmpo.org_____

Submitted by: _____
Signature: _____
Date: 5/18/2020_____

PLEASE RETURN IMMEDIATELY TO:
Alicia Litchfield
Cardinal Point Management, LLC
Trade Centre South
Property Manager
100 West Cypress Creek Rd, Suite 1055
Fort Lauderdale, FL 33308
(P) 954.493-7746   E-mail: ALITCHFIELD@CRDPT.COM

Appendix D: Hurricane Checklist and Office Equipment Storage

Check Supplies on hand: garbage bags, boxes, packing tape

Storage of Office Equipment:

Tag your office equipment with your business cards: computer, phones, keyboards, extension cords, printers and personal items. Office equipment to be placed on top of table in the Executive and Metro Conference Rooms (**see below diagram of conference room table for placement and storage for each Zone (team).** If more storage space needed, the MPO 3 room will be also be used.

Zone # 2 - 5 (see page 38 – Team Leader/Team)   Executive Conference Room

Zone # 1 & 6 (see page 38 – Team Leader/Team)   Metro Conference Room

(below representing conference room table top area)

Executive Room Table		**Metro Room Table**	
Zone 2	Zone 3	Zone 1	
Zone 4	Zone 5	Zone 6	

Appendix E. Generator Ready Businesses in Broward

Broward County businesses that are generator-equipped and therefore may be open for business after a storm, natural disaster or other emergency resulting in a prolonged power outage. The inclusion of a business on this list is not a guarantee that the business will be open.

http://www.broward.org/Hurricane/Pages/GeneratorReadyBusinesses.aspx
Emergency Management Division
Mr. Tracy Jackson
Director of Regional Emergency Services & Communication Management Division
954-831-3908
tjackson@broward.org
201 NW 84th Avenue
Plantation, Florida 33324
Ph. 954-831-3901
Director: 954-357-7140

http://www.broward.org/Emergency

State of Florida Division of Emergency Management: https://www.floridadisaster.org

Appendix F. Instructions for Accessing Telephone Communications and Retrieving Messages

Everyone should record or update the outgoing messages on their phone before being sent home for an approaching storm or pandemic health crisis.

From inside the system, the process for accessing your voicemail:

1. Press the programmed "Voice Mail" key or dial 6000
2. Press * until the system asks you to "Please enter your mailbox number"
3. Mailbox number is **9999**
4. Passcode is ----
    - The system will play" To begin a new installation and erase the current one, press 1" (**Do not select this option. Move on to the next step)**
5. Press **4** for Greetings
6. Press **1** for Primary Greetings
7. Press **3** to record a temporary system Greeting (the existing greeting will play)
8. Enter the number of days to use the temporary greeting
    a. To enable the greeting for same day only, enter one
    b. Include the day that the greeting is enabled when specifying how long the greeting is to be used (i.e. If you want to the holiday greeting to play on Saturday, Sunday, and Monday, but you enable on Friday, enter 4 days)
    c. At the end of the specified time period, the standard greetings will go back into place
    d. If you wish to disable the temporary greeting prior to the end of the scheduled time, follow steps 1 – 8 and enter zero when prompted for days to use temporary system greeting
9. Record new greeting, press any key when finished
10. Follow prompts to review, re-record, etc.
11. When complete press 1 to save the message
12. Press the * key until you get disconnected from system

From outside of the system, the process for accessing your voicemail remotely:

- Dial your 10-digit phone number (954-876-_ _ _ _)
- When you hear your voicemail greeting, press * (star)
- You will be transferred to the auto attendant for the main 954-876-0033 number, when you hear the automated message, press * (star) again
- You will be asked to enter your extension. *This is your four-digit internal extension* (10_ _)
- You will be prompted to enter your voicemail password (enter your voicemail password)

The above steps will grant you access to your individual mailbox. You will also be able to manage your voicemail from this voice menu, including mailbox greetings.

Call Forwarding

You can enable Call Forwarding from your office phone to another phone such as your mobile phone or your home phone. See details below.

Below link will provide you short, easy steps along with visuals to enable call forwarding from your office phone to your mobile phone or home phone. This is an online tutorial from Mitel training.

http://training.mitel.com/cw/WebSite/techTraining/OnlineTutorials/Feature%20Teacher/5360/player.html

Appendix G. Instructions for Virtual Meetings

Directions for Zoom
Functions and features for Committee/Board members & MPO Staff

Important first steps

- • For all MPO meetings, registration is required.
- • For seamless interaction in the meeting, download Zoom program https://zoom.us/download
- • Please sign in using your full name (first and last) so that members can be accounted for.

Meeting attendees will see the following functions at the bottom of their viewing screen:

A	B	C	D	E	F
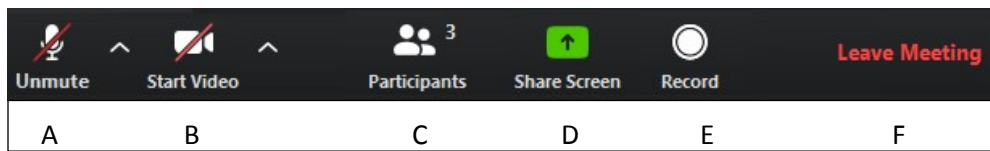
A. Microphone

When you join the meeting, your microphone will be automatically muted. When you are called on to speak you can unmute your microphone by clicking the **mute/unmute function**. You can also use the following keyboard shortcuts:
○ Hold down the spacebar
○ Windows users: Alt + A
○ Mac users: Shift + Command + A
○ Phone users: dial *6

Using your phone instead of your computer for microphone/audio

Click up arrow next to microphone icon.
select 'Switch to Phone Audio'

This will pop up on your screen. ❼

1. Dial one of the numbers
2. When asked, type in Meeting ID and #
3. Then type Participant ID and #
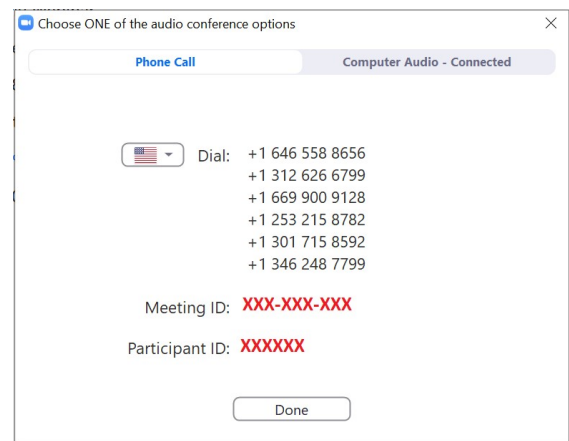
**Note: if you do not add your Participant ID, you will be automatically set as an attendee and will not be able to speak. If you have forgotten to add your Participant ID, hang up and try again.

To Mute/Unmute: Dial *6 To Raise Hand: Dial *9

B. Camera

The **start video / stop video function** allows you to turn your webcam on or off. If possible, please leave your webcam on so that we can better simulate the feeling of an in-person meeting.
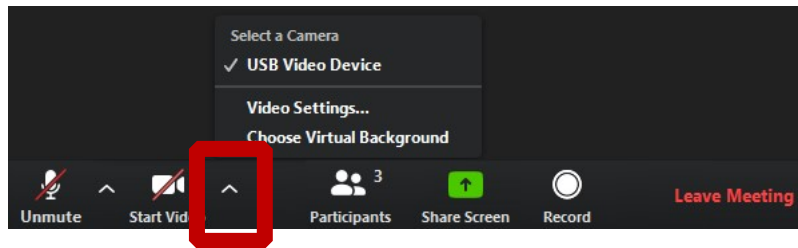
Video Controls: Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

C. Participants

The **participants function** allows you to see who is currently in the meeting. The participants list also gives you access to these options:
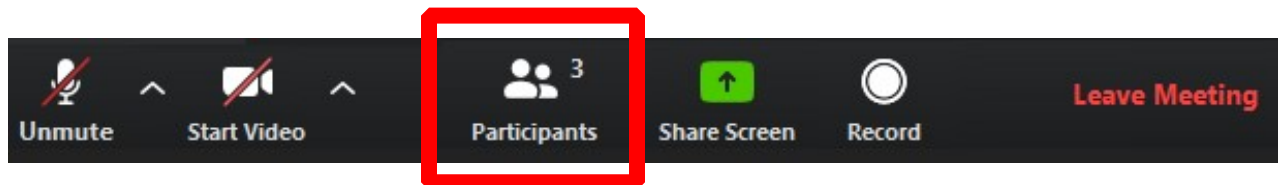
Raise Hand

Raise Hand places the raise hand icon beside your name and simulates a hand raise. **Use the raise hand function when you have a _question_ or _comment_ or would like to _make a motion/second a motion_. When you are recognized by the Chair, unmute your microphone to speak.**

See below for phone users when raising hand.

Phone users : dial *9
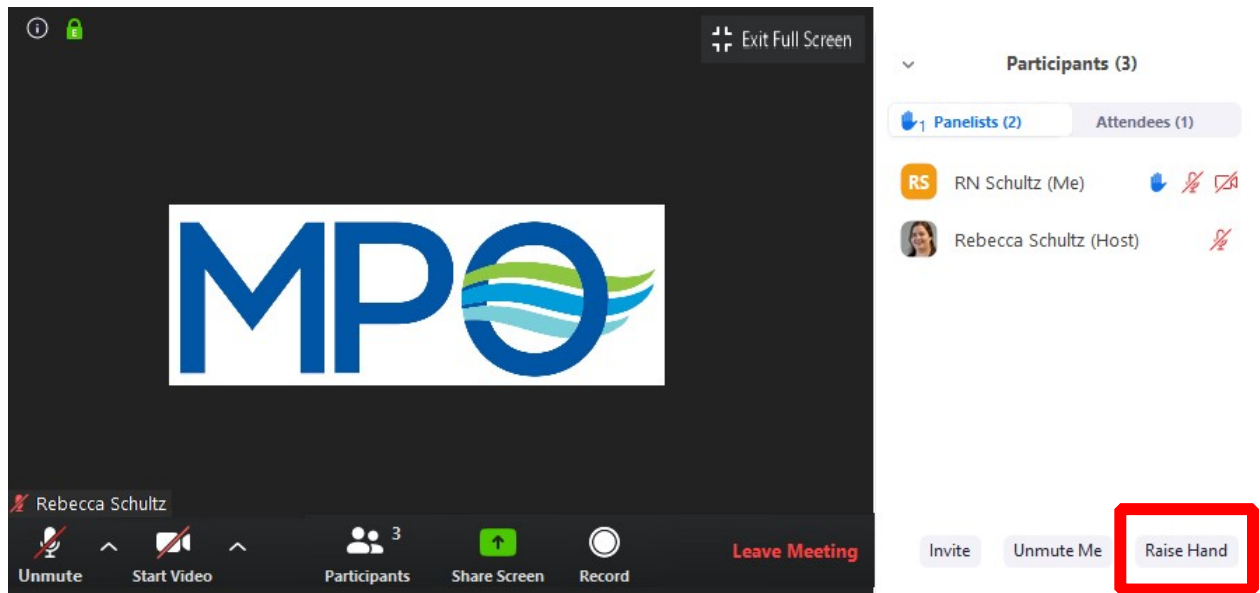
D. Share Screen

The **share screen function** allows you to share your desktop with the other participants. You will be able to select the desktop or application you want to share.

Note: this function will be reserved for presenters but made available just in case members need it as well.

E. Record

The record function allows the MPO staff to start or stop the recording of the meeting.

Note: 24 hours after the conclusion of the meeting, you can find the recording on the MPO website at http://www.browardmpo.org/index.php/agendas-minutes.

F. Leave Meeting

The **leave meeting** function allows you to leave the meeting while it continues for the other participants.

Appendix H: Pandemic/Health Crisis Guidelines and Procedures

Once the Executive Director or designee notifies the Deputy Executives to implement the work from home order for all employees, the Deputy Executive Directors will notify their team members. At that time, employees will be told to take home their laptops and essential work-related items. In a health crisis, prior to a need to issue a work from home order, the following Center for Disease Control guidance will be followed at a minimum, with further restrictions by the Executive Director or designee provided as needed:

Centers for Disease Control and Prevention (CDC) Interim Guidance for Businesses and Employers

Recommended Strategies for Employers

- **Actively encourage sick employees to stay home:**
    - o Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using a thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
    - o Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
    - o Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
    - o Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
    - o Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

- **Separate sick employees:**
    - o CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
  - Visit the coughing and sneezing etiquette and clean hands webpage for more information.

- **Perform routine environmental cleaning:**
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

- **Advise employees before traveling to take certain steps:**
  - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information can be found at on the CDC website. (Note: The MPO may suspend work related travel.)
  - Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
  - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
  - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

- **Additional Measures in Response to health crisis/pandemic:**
  - o Employees who are well but who have a sick family member at home should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
  - o If an employee is confirmed to have been infected, employers should inform fellow employees of their possible exposure in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed infection should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Recommended Strategies for Employees

1. Practice proper personal hygiene.
   a. Cover mouth and nose while coughing and sneezing and turn away from others while in the act.
   b. Wash hands frequently.
   c. Dispose of tissues properly and do not reuse them.
   d. Wear personal protective equipment when it is issued.

2. Do not go to your workplace if you are ill or show symptoms of influenza. Work out a leave or alternate work schedule with your supervisor. Similarly, take the same action if you become sick at work.

3. Take the annual influenza vaccine if your health allows you to do so.
4. Be prepared to comply with social separation and social distancing instructions.

Appendix I. Emergency Evacuation Procedures (Evacuation Drill)

Safety Committee Team Leaders /Alternates:

ZONE 1

James Cromar/Paul Calvaresi

Team Members: Anthea Thomas, Erica Lychak, James Cromar, Paul Calvaresi, Buffy Sanders, Ricardo Gutierrez, Renee Cross

ZONE 2

Peter Gies/Paul Flavien

Team Members: Khyra Everette, Hannah Bourgeois, Roger Miranda, Amanda Christon, Stephanie Garcia Martinez, Paul Flavien, Peter Gies, William Cross

ZONE 3

David Clark/Charlene Burke

Team Members: Greg Stuart, David Clark, Chadwick Blue, Fazal Qureshi, Charlene Burke, Juan Canez, Conor Campobasso

ZONE 4

Lydia Waring/Christopher Restrepo

Team Members: Kerrie MacNeil, Darci Mayer, Mark Brown, Jihong Chen, Christopher Restrepo, Marcus Richards

ZONE 5

Carl Ema/Rebecca Schultz

Team Members: Carl Ema, Michael Ronskavitz, Veleta Williams, John Robertson, Tracy Flavien, Levi Stewart, Rebecca Schultz, Michele Danza

ZONE 6

Monica Diaz/James Cromar

Responsible for notifying Guests using the MPO Board Room, Metro Room and MPO 1, 2, 3

Team Leader Duties in the Event of a Fire

- Upon hearing a fire alarm, do not wait for more information or to ascertain the cause of the evacuation, actively encourage staff / visitors / vendors within your

area to PROCEED IMMEDIATELY TO THE NEAREST EMERGENCY EXIT! Alert others to the danger as you leave.

- Check those areas that you would pass on your way towards fire exits. If possible, if you are the last person out close doors as you head toward the exit.
- Use the nearest staircase and walk down quickly. Always <u>keep to the right</u> when walking down the staircase.
- ***Do Not Use Elevators****!*
- Note: For persons unable to use exit stairs; those with limited mobility, etc.. Staff may attempt to assist person(s) but if they are unable to, then escort them to the fire stairwell landing, and instruct them to wait until emergency response arrives. Use phone to call 911 to alert and inform emergency services of person(s) that have remained on the floor or in the stairwell, Staff will continue to exit the building.
- Evacuate the building and proceed immediately to the <u>Designated Meeting Place</u> where everyone will meet up to be accounted for. The designated place at the Trade Centre is at the Tri-Rail Station on the *Northern* side of the platform nearest to our building. Once we have accounted for everyone, we will wait until the building has been deemed safe to return.

Do not re-enter the building until the building security or emergency services gives clearance.

TRADE CENTRE SOUTH MESSAGE:

The fire exit stairwell doors are tied into the fire alarm panel and are for exit only unless in case of emergency. Once the fire alarm goes off the doors release.

There are three (3) emergency stairwells in the building. One on the North side is where the Aflac office is located, South side is where the rear entry to MPO offices, and Center of the building where the freight elevator is located. ***The evacuation floor plans are posted in the elevator lobby*** also.

Our stairwells have a smoke evac system to prevent smoke from filling the stairwells.

The doors are locked during normal business hours as they are for emergency use exit only. This is also a safety precaution so that people can't just walk into your space from the stairwell.

Tips for Using Fire Extinguishers:
A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority for residents is to get out safely.

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke. To operate a fire extinguisher, remember the word **PASS**:
  - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
  - **A**im low. Point the extinguisher at the base of the fire.
  - **S**queeze the lever slowly and evenly.
  - **S**weep the nozzle from side-to-side.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out
- Keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.
-

MPO SUITE 650 FLOOR PLAN

Offices	01 Monica Diaz	10A Stephanie Garcia	14 Storage	23 Charlene Burke	32A Mark Brown	36 Jihong Chen	45 Michele Danza
Conference Rooms	02 Anthea Thomas	10B OPEN	15 Storage	24 Finance Storage	32B Darci Mayer	37 Lydia Waring	46 Board Room
	03 Mail Room	11 Renee Cross	16 Kitchen	25 David Clark	33 OPEN	38 Carl Ema	47 BR Hall and Kitchen
Common Areas	04 Erica Lychak	12A Khyra Everette	17 Paul Flavien	26 Juan Canez	34A OPEN	39 Mike Ronskavitz	48 Pantry
	05 Metro Conference	12B Hannah Bourgeois	18 Conference 2	27 Conor Campobasso	34B Rebecca Schultz	40 Veleta Williams	49 BR Storage
Storage	06 James Cromar	F1 Amanda Christon	19 Peter Gies	28 Andrew Riddle	34C Marcus Richards II	41 John Robertson	50 Breakout Room 1
	07 Main Conference	F2 Work station	20 William Cross	29 Kerrie MacNeil	34D Levi Stewart-	42 Tracy Flavien	51 Breakout Room 2
	08 Paul Calvaresi	F3 Roger Miranda	21 Greg Stuart	30 Plotter Nook	Figueroa	43 Printer Nook	52 Breakout Room 3
	09 Buffy Sanders	13 Ricardo Gutierrez	22 C. Blue/F. Qureshi	31 IT Room	35 Christopher Restrepo	44 Control Room	

Appendix J: Fire Extinguisher and First Aid Kits

Fire Extinguisher Locations:	Qty
Front Receptionist Office	1
Kitchen Hall by David's office	1
Board Room	2
MPO Room #1	1
MPO Room #2	1
MPO Room #3	1
Hallway by Electrical Room	1
Back side of wall by Google printer	1
Cubical wall across from Paul C. office	1

First Aid Kits	Qty
Beside credenza in front of Amanda's cubicle	1
Kitchen by David's office	1
Outside of Board Room kitchen	1
Smaller First Aid Kits in credenza next to Monica	2

Automated External Defibrillator	Qty
In the vending room area right before the restrooms	1