Hurricane Emergency Action Plan
(HEAP)

Rev 3 - 2009
This page is intentionally left blank
Plan Distribution and Maintenance

This document serves as a guideline for the Operations and Transportation Departments. However, information for each department will be disseminated through the respective department chiefs to employees within the LYNX organization.

The LYNX Hurricane Emergency Action Plan will be distributed and maintained by the Safety & Security Division.

LYNX Emergency Coordinator

BILL ZIELONKA (407) 399-5990 (H)
Manager Safety & Security (407) 254-6210 (W)
(321) 436-4582 (M)
# Internal Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Point of Contact</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>Chief Operating Officer (Primary Contact)</td>
<td>Lisa Darnall</td>
<td>(407) 380-5922 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6036 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-4560 (M)</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Deputy Chief of Operations/Maintenance (Primary Contact)</td>
<td>Joe Cheney</td>
<td>(407) 846-6967 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6216 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-6664 (M)</td>
</tr>
<tr>
<td></td>
<td>Facilities Manager (Secondary Contact)</td>
<td>Steve Robinson</td>
<td>(352) 669-5635 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6010 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-6668 (M)</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Maintenance Manager</td>
<td>Greg Barowski</td>
<td>(919) 607-2841 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6231 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 949-4493 (M)</td>
</tr>
<tr>
<td>Transportation</td>
<td>Deputy Director Transportation</td>
<td>David Burnett</td>
<td>(407) 469-9008 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6193 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-6594 (M)</td>
</tr>
<tr>
<td></td>
<td>Transportation Superintendent</td>
<td>Rey Quinones</td>
<td>(407) 275-7671 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6223 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-4554 (M)</td>
</tr>
<tr>
<td></td>
<td>Transportation Manager</td>
<td>Dennis Brown</td>
<td>(407) 432-5210 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6183 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-6600 (M)</td>
</tr>
<tr>
<td></td>
<td>Assistant Superintendent</td>
<td>Keith Tillet</td>
<td>(407) 298-7190 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6207 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-6598 (M)</td>
</tr>
<tr>
<td>Dispatch (LOC)</td>
<td>Dispatch (South Street)</td>
<td></td>
<td>(407) 316-8136</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 841-2279x3604</td>
</tr>
<tr>
<td>Dispatch (LOC)</td>
<td>Dispatch (South Street)</td>
<td></td>
<td>(407) 487-1750</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 841-2279x6105</td>
</tr>
<tr>
<td>Dispatch (LCS)</td>
<td>Dispatch (LCS)</td>
<td></td>
<td>(407) 254-6073</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6068</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 841-2279x6075</td>
</tr>
<tr>
<td>Department</td>
<td>Title</td>
<td>Point of Contact</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------</td>
<td>------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Paratransit</td>
<td>Manager of Paratransit (Primary Contact)</td>
<td>Bill Hearndon</td>
<td>(321) 436-6640 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6092 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-6640 (M)</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Manager of Risk (Primary Contact)</td>
<td>Linda Connell</td>
<td>(407) 296-7340 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6101 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 760-0016 (M)</td>
</tr>
<tr>
<td>Media Relations</td>
<td>Manager of Media Relations (Primary Contact)</td>
<td>Matt Friedman</td>
<td>(407) 877-2542 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6206 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 832-4193 (M)</td>
</tr>
<tr>
<td>Material Control</td>
<td>Supervisor of Material Control</td>
<td>Ken Nath</td>
<td>(407) 895-1290 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6215 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 709-5012 (M)</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>Manager of Safety &amp; Security (Primary Contact)</td>
<td>Bill Zielonka</td>
<td>(407) 399-5990 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6210 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 436-4582 (M)</td>
</tr>
<tr>
<td></td>
<td>Safety &amp; Security Officer</td>
<td>Rodney Walls</td>
<td>(407) 656-8882 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6154 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 466-1207 (M)</td>
</tr>
<tr>
<td></td>
<td>Safety &amp; Security Officer</td>
<td>Lorna Hall</td>
<td>(407) 371-1296 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(407) 254-6032 (W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(321) 287-6089 (M)</td>
</tr>
</tbody>
</table>
# Table of Contents

Plan Distribution and Maintenance ................................................................. 3  
LYNX Emergency Coordinator .................................................................... 3  

Internal Emergency Phone Numbers .......................................................... 4

Hurricane Emergency Action Plan ............................................................... 8

Hurricane Emergency Action Communications Plan ..................................... 8

Levels of Activation ..................................................................................... 9
  LEVEL 1 ACTIVATION .................................................................................. 9
  LEVEL 2 ACTIVATION .................................................................................. 10
  LEVEL 3 ACTIVATION .................................................................................. 11
  LEVEL 4 ACTIVATION .................................................................................. 12
  LEVEL 5 ACTIVATION .................................................................................. 13
  LEVEL 6 ACTIVATION .................................................................................. 13

Hurricane Emergency Action Checklists ...................................................... 14
  LEVEL 1 ACTIVATION - HURRICANE WATCH .......................................... 15
  LEVEL 2 ACTIVATION - HURRICANE WARNING (24 - 36 Hours) .......... 17
  LEVEL 3 ACTIVATION - HURRICANE WARNING (12 - 24 Hours) ........... 19
  LEVEL 4 ACTIVATION - HURRICANE WARNING (Imminent) ............... 21
  LEVEL 5 ACTIVATION - POST DISASTER PHASE .................................... 23
  LEVEL 6 ACTIVATION - RETURN TO FULL OPERATION ....................... 25

Facilities Preparation Plan .......................................................................... 27
  General ......................................................................................................... 27

Maintenance Buildings ................................................................................. 28
  Areas of Concern ......................................................................................... 28
  Offices ......................................................................................................... 28
  Parts & Tool Inventories ............................................................................. 28
  Maintenance Logbooks & Vehicle Records ............................................... 28
  Other Areas of Concern ............................................................................. 28
Administration Buildings

Areas of Concern
Central Station Terminal and Loading Areas
Offices & Support/Supply Areas
Computer/Server Room
Classrooms
Break Rooms / Lounges
Fuel Farms & Wash Racks

Facility Maintenance

Areas of Responsibility
Staffing
Grounds Preparation
Buildings Windows and Doors
Hurricane Equipment and Supplies
Hurricane Emergency Action Plan

This Plan is designed to prepare the major departments, divisions, and locations of LYNX prior to the arrival of a natural disaster. Individual facility and department/division managers are responsible for all of the activities under their control. Major divisions of LYNX (Transportation, Maintenance, Safety & Security, Administration, IT, etc.) are responsible for executing their various portions of the plan. Each department/division will be notified of a pending event as outlined in the Hurricane Emergency Action Communications Plan. The portions of the plan each department/division will be responsible for are detailed in the plan and that group will be expected to execute the plan for those areas.

The LYNX Emergency Coordinator shall be notified when a department, division, or location is fully prepared or when it requires assistance.

Hurricane Emergency Action Communications Plan

A successful natural disaster action plan is dependent on effective decision-making, clear communications, and a skilled execution. These elements are critical to any disaster plan, but are particularly important to LYNX due to the risks presented to employees by operating ahead of, or in some cases during, hazardous weather. Also, the preservation of assets is dependent on timely decision making.

Command and control refers to having clearly defined authority, an established chain of command, and clearly communicated roles and responsibilities. The following duties and responsibilities outlined in this plan will, to the greatest extent possible, ensure our organizational goals in the event of a natural disaster.

The Chief Operating Officer (COO) is responsible for the overall direction and control of LYNX internal information handling between executive management and all other departments/divisions of LYNX. Disaster preparation should follow the prescribed chronological event sequence that has been established in the Plan and shall be administered by the LYNX Emergency Coordinator.
Levels of Activation

During a hurricane event, five levels of activation are used in determining the procedures and actions in which LYNX, as an organization, will perform. The Safety & Security, Maintenance, and Transportation Divisions will perform the most critical functions for preparation and recovery. LYNX is also the Orange County Emergency Coordinator for Transportation, which is referred to as Emergency Support Function – 1 (ESF-1). Detailed Department activities to be performed are listed in the Hurricane Emergency Action Checklists. The actions to take place are based upon the following Activation Levels:

LEVEL 1 ACTIVATION

HURRICANE WATCH

This is based on notification from Orange County’s Emergency Operations Center as part of the statewide Emergency Management Plan.

SAFETY & SECURITY

The Emergency Coordinator will notify all major department/divisions and assist in preparations. The Emergency Coordinator will be responsible to notify and coordinate with all other departments. The Emergency Coordinator will assign representatives to the Orange County Emergency Management Center and, if needed, to the City of Orlando to support ESF-1. These representatives will review emergency procedures and update information to reflect changes. The ESF-1 Coordinator will contact the various Transportation support agencies and the LYNX Emergency Coordinator and keep them informed of the latest updates and the needs of the County/City.

MAINTENANCE DIVISION

The Deputy Chief of Operations/Maintenance will notify the Maintenance Division managers of the status of Level 1. Emergency Maintenance procedures will be reviewed and updated to reflect changes.

TRANSPORTATION DIVISION

The Deputy Chief of Transportation will notify the Transportation Managers of the status of Level 1. Emergency transportation procedures will be reviewed and updated to reflect changes.
LEVEL 2 ACTIVATION

HURRICANE WARNING (Within 24 - 36 Hours)

This is based on notification from Orange County’s Emergency Operations Center as part of the statewide Emergency Management Plan.

When requested, designated Emergency Coordinators for ESF-1 will report to the Orange County Emergency Operations Center (EOC). The ESF-1 Coordinator will contact LYNX Emergency Coordinator with situation updates and the LYNX Emergency Coordinator will disseminate information to the necessary Deputy Chiefs. A Safety & Security Officer or the LYNX Emergency Coordinator will be responsible for disseminating the information to Divisions outside Transportation and Maintenance.

SAFETY & SECURITY

The Emergency Coordinator will notify divisions of Level 2 status. The Emergency Coordinator will work with Maintenance and Transportation to ensure that emergency preparations have begun and are proceeding as necessary.

MAINTENANCE DIVISION

The Deputy Chief of Operations/Maintenance will notify the Maintenance managers of the status of the Level 2 activation. The Deputy Chief of Operations/Maintenance will determine the minimum staffing level required to support emergency transportation. If required, managers will begin contacting Maintenance employees to be on standby and ready to report for work. This will be based upon transportation requests from the Emergency Coordinator. When required to report for duty, the Maintenance supervisors and employees should be prepared to work 12-hour shifts. The Deputy Chief of Operations/Maintenance will direct the Facility Manager to prepare the facility for emergency operation.

TRANSPORTATION DIVISION

The Deputy Chief of Transportation will notify the Transportation managers and Transportation Superintendent of the status of Level 2 activation. The Deputy Chief of Transportation will contact the Transportation Superintendent/Assistant Transportation Superintendent to begin placing the Street Supervisors, Dispatchers, and Bus Operators on standby or to report for work. The Deputy Chief of Transportation will determine the minimum staffing level required to support emergency transportation. This will be based upon transportation requests from the Emergency Coordinator. When required to report for duty, the Street Supervisors, Dispatchers, and Bus Operators should be prepared to work 12-hour shifts.
LEVEL 3 ACTIVATION

HURRICANE WARNING (Within 12 - 24 Hours)

This is based on notification from Orange County’s Emergency Operations Center as part of the statewide Emergency Management Plan.

The Emergency Coordinator will be on duty at the LYNX LOC. ESF-1 Coordinator will contact the Emergency Coordinator with updates. This information will be disseminated as needed.

SAFETY & SECURITY

The Emergency Coordinator will notify divisions of Level 3 status. The Emergency Coordinator will ensure that Maintenance and Transportations’ emergency preparations are proceeding as necessary.

MAINTENANCE DIVISION

The Deputy Chief of Operations/Maintenance will notify the Maintenance managers of the status of Level 3 activation. Maintenance employees will be at their workstations.

TRANSPORTATION DIVISION

The Deputy Chief of Transportation will notify the Transportation managers and the Transportation Superintendent of the status of Level 3 activation. Street Supervisors, Dispatchers, and Bus Operators will report to their workstations. The Deputy Chief of Transportation will keep apprised as to the effect the storm is having on transit system operations in each county. The Deputy Chief of Transportation will make the recommendation where and when to pull buses from service.
LEVEL 4 ACTIVATION

HURRICANE WARNING (Imminent)

The Emergency Coordinator will be on continuous duty. ESF-1 Coordinator will contact the various Transportation Support Agencies and the LYNX Emergency Coordinator in order to report the status of Level 4 activation.

SAFETY & SECURITY

The Emergency Coordinator will notify Divisions of Level 4 status. The Emergency Coordinator will work with the Maintenance and Transportation Divisions to ensure that emergency preparations are complete.

MAINTENANCE DIVISION

The Deputy Chief of Operations/Maintenance will notify the Maintenance managers of the status of Level 4 activation. As the Hurricane approaches, the Deputy Chief of Operations/Maintenance will give the order to evacuate to a safe area/facility.

TRANSPORTATION DIVISION

The Deputy Chief of Transportation will notify Transportation managers and the Transportation Superintendent of the status of Level 4 activation. The Deputy Chief of Transportation will monitor storm wind speed and weather conditions as the storm approaches. As the storm intensifies, the recommendation to cut or eliminate transportation services will be based upon field observations. The Deputy Chief of Transportation will then notify the Emergency Coordinator as to the recommendation to curtail transportation services in all or part of the service areas. The final decision to curtail services rests with the Chief Executive Officer (CEO).
LEVEL 5 ACTIVATION

POST DISASTER PHASE

This phase addresses two issues:

- How much damage did LYNX equipment and facilities suffer?
- How much damage did the communities we serve suffer?
- What traffic flow issues might affect operations?

Immediately following the storm, the Deputy Chiefs of Operations/Maintenance and Transportation will determine the status of the LYNX resources through a damage assessment. Based on the results of the assessment, a determination will be made regarding fleet and facility status and, if possible, this information will be communicated to the ESF-1 Coordinator. The request from ESF-1 for emergency assistance will be given top priority as the fleet becomes available. LYNX Maintenance and Transportation personnel will begin to report back to work, in order to perform damage assessment to the vehicles and resources and begin emergency transportation operations. The Deputy Chief of Transportation will develop a plan to return to regular service based on the communities’ needs. The Deputy Chief of Operations/Maintenance will develop a plan for repair of facilities and other essential support services to return to normal service. LYNX will continue to support the ESF-1 function until the Orange County/City of Orlando no longer requests service.

LEVEL 6 ACTIVATION

RETURN TO FULL OPERATION

The Emergency Coordinator will recommend deactivation of emergency status based on information provided from each Division, Orange County, City of Orlando and the State of Florida’s Emergency Operation Centers when the conditions have returned to normal status.

The Emergency Coordinator will conduct a post deactivation-debriefing meeting.

The Emergency Coordinator will collect and develop a report covering the Plan activation, the emergency situation, and any recommendations for improvements.
Hurricane Emergency Action Checklists

When notified by the Emergency Coordinator, the Maintenance and Transportation Divisions are required to ensure that the following tasks are completed:

Checklists may be updated as appropriate.
LEVEL 1 ACTIVATION - HURRICANE WATCH

MAINTENANCE DIVISION

_____ 1. The Deputy Chief of Operations/Maintenance will notify the Maintenance Emergency Coordinators of Hurricane Level 1 activation status.

_____ 2. Emergency Maintenance procedures will be reviewed and updated to reflect changes.

_____ 3. Maintenance will ensure all emergency power generators for all facilities are tested and operational. Status of these systems will be reported to the Emergency Coordinator.

TRANSPORTATION DIVISION

_____ 1. The Deputy Chief of Transportation will notify the Transportation Managers and the Transportation Superintendent of the status of Level 1 activation.

_____ 2. Emergency Transportation procedures will be reviewed and updated to reflect changes.

_____ 3. Operations or Street Supervisors, and Dispatchers will ensure that emergency backup communications are prepared (i.e., hand-held radios are available and the batteries are charged).
This page is intentionally left blank
LEVEL 2 ACTIVATION - HURRICANE WARNING (24 - 36 Hours)

MAINTENANCE DIVISION

1. The Deputy Chief of Operations/Maintenance will notify the Maintenance managers and working employees of the status of Level 2 activation.

2. Emergency Coordinators will begin contacting Maintenance employees to be on standby and ready to report for work.

3. Per the Deputy Chief’s direction, Emergency Coordinators and Maintenance employees will begin Hurricane preparation, which includes:
   - A. Remove and secure loose items, equipment, tools, etc., which could become a debris hazard, during high winds. These items should be physically secured down or placed inside a building.
   - B. Contact Material Control to make sure the fueling tanks are full. If needed, Material Control will request an emergency delivery of fuel to ensure the tanks are full. Fuel supply will be monitored by the Deputy Chief of Operations/Maintenance and reported on a regular bases to the Emergency Coordinator.
   - C. Service and fuel all buses, maintenance vehicles, and cars in the system.
   - D. When warranted by the Emergency Coordinator, park buses front-to-front in order to minimize front windshield damage, due to flying debris.
   - E. Plan to board-up windows and doors as necessary at all facilities.
   - F. Ensure that emergency tools and equipment are fueled and operational (i.e., chain saws, small portable generators, flashlights, etc.).
   - G. Ensure that drains, swells, and culverts are free of debris that could reduce drainage.

4. The Deputy Chief of Operations/Maintenance will determine the minimum staffing level required to support Emergency Transportation based upon transportation requests from the ESF-1 Emergency Coordinator.

5. When required to report for duty, the Maintenance supervisors and employees should be prepared to work 12-hour shifts.
LEVEL 2 ACTIVATION - HURRICANE WARNING (Within 24 - 36 Hours) (cont.)

TRANSPORTATION DIVISION

1. Primary, secondary, or designated Emergency Coordinator will ensure the Orange County and City of Orlando’s Emergency Operations Center (EOC) are staffed appropriately.

2. The ESF-1 Coordinator will update the Deputy Chief of Transportation, as to when the County decides to dismiss employees from work and when not to report to work.

3. The Deputy Chief of Transportation will notify the Emergency Coordinator of the status of Level 2 activation.

4. Under the Deputy Chief’s direction, managers will contact the Transportation Superintendent and the Assistant Transportation Superintendent to begin placing Street Supervisors and Bus Operators on standby or report to work.

5. The Deputy Chief of Transportation will determine the minimum staffing level required to support Emergency Transportation based upon transportation requests from the ESF-1 Emergency Coordinator located in the EOC. When required to report for duty, the Street Supervisors and Bus Operators should be prepared to work 12-hour shifts.

6. When warranted by the ESF-1 Emergency Point-of-Contact, Dispatch is to begin calling Bus Operators to report for duty.

7. If requested by the Emergency Coordinator, Dispatch will begin conducting emergency transportation Operations.
LEVEL 3 ACTIVATION - HURRICANE WARNING (12 - 24 Hours)

MAINTENANCE DIVISION

1. The Deputy Chief of Operations/Maintenance will notify the Maintenance Emergency Coordinators and working employees of the status of Level 3 activation.

2. Emergency Coordinators and Maintenance employees will remain at their workstations until advised by Maintenance Emergency Coordinators.

3. If necessary, perform the required steps listed for Level 2 activation.

TRANSPORTATION DIVISION

1. The Deputy Chief of Transportation will notify the Transportation Division managers and Transportation Superintendent of the status of the Level 3 activation.

2. Emergency Coordinators, Street Supervisors, Dispatchers, and Bus Operators will remain at their workstations until advised by Transportation Emergency Coordinators.

3. The Deputy Chief of Transportation will recommend to the Chief Operating Officer and the Chief Executive Officer when to cease transit operations. The Chief Executive Officer, or designee, will make the final determination of when the buses will be pulled off the regular routes. As a general rule, bus operations will not continue when sustained wind speeds exceed 35 mph. The weather information for this decision should be relayed from the EOC to ensure accuracy.
LEVEL 4 ACTIVATION - HURRICANE WARNING (Imminent)

SAFETY & SECURITY

1. The Emergency Coordinator will work with the Chief Operating Officer regarding the decision to shelter all employees in the designated building on property. All employees will remain on site until released by the Emergency Coordinator.

MAINTENANCE DIVISION

1. The Deputy Chief of Operations/Maintenance will notify the Maintenance Emergency Coordinators of the status of Level 4 activation. The Deputy Chief of Operations/Maintenance will ensure that all emergency supplies and building preparations are organized.

2. The Deputy Chief of Operations/Maintenance, through the Maintenance Emergency Coordinator and managers, will determine when maintenance operations will cease and all maintenance employees will seek shelter in the designated areas.

3. The Deputy Chief of Maintenance will notify the Maintenance employees to return to work.

4. When the buses are pulled off the roads and parked, maintenance is responsible for making sure all hatches are secured.

TRANSPORTATION DIVISION

1. The Deputy Chief of Transportation will notify the Transportation Coordinators of Level 4 activation.

2. The ESF-1 Emergency Coordinator will remain on duty at the Orange County Emergency Operations Center (EOC).

3. The Deputy Chief of Transportation will recommend to the Chief Operating Officer and the Chief Executive Officer when to cease transportation services based upon field observations.

4. ESF-1 Coordinator will contact the various transportation support agencies and the LYNX Emergency Coordinator to report the status of Level 4 activation.

5. The Deputy Chief of Transportation will direct the Transportation Superintendent and the Assistant Transportation Superintendent to inform Dispatch, Street Supervisors, and Bus Operators to remain within the confines of the Administration Building (Dispatch Office or Operator’s Lounge) until safe to leave.
This page is intentionally left blank
LEVEL 5 ACTIVATION - POST DISASTER PHASE

SAFETY & SECURITY

_____1. The Primary, Secondary, or designated ESF-1 Emergency Coordinator will remain on duty at the Orange County Emergency Operations Center (EOC).

_____2. ESF-1 Coordinator will contact the various transportation support agencies and the LYNX Emergency Coordinator to report the status of Level 5 activation.

_____3. The Emergency Coordinator will contact all division Emergency Coordinators and collect information related to operational status and disseminate this information as necessary.

MAINTENANCE DIVISION

_____1. The Deputy Chief of Operations/Maintenance will notify the Maintenance Emergency Coordinators of the status of Level 5 activation.

_____2. Immediately following the notification of level 5 activation, the Deputy Chief of Operations/Maintenance shall access all facilities to determine the suitability for occupation and determine any damage.

_____3. The Deputy Chief of Operations/Maintenance, or designee, shall assess all vehicles to determine damage and operational status.

_____4. The Deputy Chief of Operations/Maintenance shall instruct staff to begin any necessary repairs to ensure safe occupation of the facilities and vehicles.

_____5. The Deputy Chief of Operations/Maintenance will report to the Emergency Coordinator the facility status and damage assessments.

_____6. The Deputy Chief of Operations/Maintenance shall define and set the priorities for the return to normal operational status.

TRANSPORTATION DIVISION

_____1. The Deputy Chief of Transportation will notify Supervisors, Dispatchers, and Bus Operators to return to work as necessary.

_____2. The Deputy Chief of Transportation will notify the Transportation Division managers and the Transportation Superintendent of the status of Level 5 activation.

_____3. The Deputy Chief of Transportation will report the operational readiness of the Transportation Department to the Emergency Coordinator.

_____4. The Deputy Chief of Transportation will develop and implement a plan to return to full operational readiness based on the information from the Deputy Chief of Operations/Maintenance.
LEVEL 6 ACTIVATION - RETURN TO FULL OPERATION

SAFETY & SECURITY

_____ A. The Emergency Coordinator will recommend deactivation of emergency status based on information provided from each division, Orange County, City of Orlando, and the State of Florida’s Emergency Operation Centers when the conditions have returned to normal status.

_____ B. The Emergency Coordinator will conduct a post deactivation-debriefing meeting.

_____ C. The Emergency Coordinator will collect and develop a report on the activation, the emergency situation, and recommendations for improvements.
This page is intentionally left blank
Facilities Preparation Plan

General

This section outlines the basic facility preparation requirements for each LYNX building. These guidelines are basic in nature and should only be considered a guide for asset protection. Managers are encouraged to protect additional assets as determined by actual conditions at the time of the approaching hurricane.
Maintenance Buildings
(LOC Building A, South Street)

Areas of Concern

- Offices
- Parts & Tool Inventories
- Tools and Related Equipment
- Maintenance Logbooks & Vehicle Records
- Other areas of concern

Offices

- All occupants of the office area will be responsible for the preparation of their offices.
- All electrical/electronic equipment must be unplugged, elevated, and covered with plastic. Specific computer equipment in the maintenance offices may require specific procedures for securing, please consult IT protocols.

Parts & Tool Inventories

- Items stored on walls may need to be removed and covered.
- Company tools, gauges, and instruments will be removed from floors and walls. These items are to be covered.
- Special consideration shall be given to protect all electronic equipment.
- Drivetrain components awaiting installation will be elevated and moved to safe locations away from doors and windows.
- Individual employee tools will be the responsibility of the employee owner.

Maintenance Logbooks & Vehicle Records

- All records will be elevated and covered in plastic.
- All electrical/electronic equipment will be unplugged, elevated and covered in plastic.

Other Areas of Concern

Because of the various items utilized during day-to-day operations, the items listed below should be reviewed for further preparations.

- Battery chargers should be elevated and disconnected.
- All acids, solvents, oil, and other liquids and powders should be elevated and sealed.
- Drums should be secured and all ports or openings sealed.
- Where possible all non-essential circuit breakers should be turned off.
- Welding equipment should be shut off, unplugged, elevated and covered.
- Ensure that out of service vehicles are secured for severe weather.
Administration Buildings
(LCS, LOC Building B)

Areas of Concern

- Central Station Passenger Terminal and Loading Areas
- Offices & Support/Supply Areas
- Computer/Server Rooms (IT)
- Classrooms
- Break Rooms/Lounges
- Fuel Farms & Wash Racks

Central Station Terminal and Loading Areas

- All loose exterior items will be secured at the Level 4 activation level.

Offices & Support/Supply Areas

- The occupants of the particular offices will prepare all offices for severe weather. Assistance will be provided by other administration staff or by assignment through the Emergency Coordinator responsible for those individuals. Leadership responsible for each area will report readiness to the Manager of Safety & Security.
- All Office equipment must be prepared to prevent water damage by placing the equipment on desks and covering it with plastic.
- All equipment that is not essential to management during a storm will receive protection.
- All support and supply areas must have all items and equipment elevated and covered with plastic.
- It is the responsibility of the Chief Financial Officer, or designee, to coordinate the preparation of all finance offices and prepare the department in accordance with protocols outlined in the LYNX Finance Department Continuity of Operations Plan (FDCOOP).

Computer/Server Room

- All assets of the IT Division will be prepared in accordance with the protocols outlined in the Information Technology (IT) Continuity of Operations Plan (ITCOOP).
- Telephone forwarding to the LYNX Emergency Operations Center (EOC) shall follow call center management practices.
Classrooms

- All computers must be unplugged from UPS units.
- All UPS units must be unplugged from power outlets and placed on counters with computer screens.
- All computers, monitors and UPS units must be covered with plastic to protect against water damage.
- All audio/visual equipment will be unplugged from the power sources and covered with plastic to protect from water damage.

Break Rooms / Lounges

- All non-vending electrical/electronic equipment will be unplugged from power sources.
- Vending equipment will remain plugged into power sources.

Fuel Farms & Wash Racks

- All loose items surrounding these areas shall be secured indoors.
Facility Maintenance

Areas of Responsibility

- Staffing
- Grounds Preparation
- Building Windows and Doors
- Hurricane Equipment and Supplies

Staffing

- In the event of implementation of this Plan, the Facility Maintenance staff may be required to report early to work and/or work later than normal. It may also be necessary to call this staff in on days off.

Grounds Preparation

- Remove and store inside all umbrellas, trash receptacles and any other loose objects at all LYNX buildings.

Buildings Windows and Doors

- LYNX facilities utilize many glass doors and windows, and it may be necessary to tape windows and doors to reduce glass hazards. Facilities Maintenance will complete all taping as necessary.

Hurricane Equipment and Supplies

The following list is an example of necessary supplies:

- Packages of large plastic bags (30 gallon)
- Rolls of plastic sheeting (4 mil. thickness)
- Duct Tape 3”
- Batteries

THE BALANCE OF ITEMS REQUIRED ARE IN NORMAL INVENTORY
This page is intentionally left blank