

 <b>PA TURNPIKE COMMISSION POLICY</b> <i>This is a statement of official Pennsylvania Turnpike Policy</i>		<b>NUMBER:</b> 1.02  <b>APPROVAL DATE:</b> 10-17-2017  <b>EFFECTIVE DATE:</b> 10-17-2017  <b>REVISED DATE:</b> 00-00-0000
<b>POLICY SUBJECT:</b>  Continuity of Operations Plan (COOP) Committee	<b>RESPONSIBLE DEPARTMENT:</b>  Compliance	

**A. PURPOSE:**

To establish the Pennsylvania Turnpike Commission (“PTC”) Continuity of Operations Committee (“Committee”) for purposes of establishing guidelines, oversight, responsibilities and procedures for the management of the PTC’s Continuity of Operations Plan (“COOP”).

**B. SCOPE:**

This policy outlines the membership and authority of the Committee and grants to the Committee the ability to establish and maintain administrative and operating guidelines.

**C. GENERAL POLICY:**

Continuity of Operations (COOP), as defined in the National Continuity Policy Implementation Plan (NCPIP) and the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

The Commonwealth of Pennsylvania, through *Executive Order Number 2012-05*, encourages all commonwealth agencies, boards and commissions to work together to coordinate and maintain commonwealth operations during emergencies and disruptions and to have an integrated approach for emergencies, including prevention, preparation, response and recovery.

The Committee will maintain an effective and viable COOP that will ensure the continuation of PTC PMEFs. The PTC’s COOP should be compliant with all state and federal requirements and be integrated, to the maximum extent possible with PTC’s federal, state and nongovernmental partners’ continuity plans.

The overarching goal of the PTC's COOP is to ensure that the PTC can continue its PMEfs under any emergency regardless of location, adequacy of warning, or time of day.

**D. DEFINITIONS:**

Continuity of Operation Plan (COOP)- is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEfs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

Primary Mission Essential Functions (PMEfs)- The critical activities performed by organizations, especially after a disruption of normal activities.

**E. PROCEDURES:**

In furtherance of both the National and Commonwealth COOP initiatives, this Policy recognizes that similar COOP planning is necessary to ensure the ability of the PTC to continue to provide essential services during an emergency. Recognizing the need for an integrated approach for emergencies, including prevention, preparation, response, and recovery, the PTC hereby establishes a COOP Plan Committee.

The Committee shall be led by a Chair and Co-Chair. Committee Chair, Co-Chair and Members shall be appointed at the discretion of the Chief Executive Officer ("CEO") in consultation with the Chief Operating Officer ("COO"). Appointed members may select an alternate/designee within their department with approval by the CEO.

The Committee shall include at least one Member from the following PTC Departments:

- Communications
- Compliance
- Engineering
- Executive Office
- Facilities & Energy Management Operations
- Finance
- Information Technology
- Legal
- Maintenance
- Traffic Engineering and Operations
- The Pennsylvania Turnpike General Consulting Engineer ("GCE"). The GCE shall serve as an ex officio member of the Committee.

The Committee Chair and Co-Chair are responsible for the Committee's scheduling and agenda. Meetings shall be scheduled bi-annually or as needed.

The Committee is responsible for, but not limited to, the following:

- Development of administrative and operating guidelines for Committee operations which include support of the PTC Strategic Mission, Vision and Values.
- Providing guidelines, oversight and policy direction to the PTC for improving continuity of government and operations.
- Development of the PTC COOP and required updates. The Committee shall work with PTC departments to annually review and update the COOP and work to ensure that the PTC's COOP is developed, maintained and implemented, to include annual training, testing and exercises.
- Establishment of a COOP team whose primary objectives are to coordinate and maintain PTC operations during emergencies and disruptions, by providing enterprise-wide guidelines, oversight and policy direction. Each PTC department shall designate a COOP liaison and an alternate COOP liaison.
- Development of and maintaining a roster of trained personnel to support the PTC's COOP implementation.

The Committee shall work to meet the following objectives:

- Restoration of PTC's essential functions/operations following an emergency;
- Protect the PTC's essential facilities, equipment, records, and other assets;
- Reduce or mitigate disruptions to PTC operations;
- Reduce loss of life, minimize damage and losses; and,
- Achieve a timely and orderly recovery from an emergency and resumption of full service to customers.

Committee members may receive reimbursement for travel and actual expenses incurred because of their official duties and shall provide documentation for reimbursement in accordance with PTC travel policies and procedures.

*This Policy Letter supersedes all previous Policy Letters on this subject.*