

# **ANNEX S**

# **TRANSPORTATION**

REVISED: NOVEMBER 2010

# APPROVAL & IMPLEMENTATION

## Annex S

### Transportation

National Response Framework: ESF-1  
State Comprehensive Emergency Management Plan: ESF-1

PRIMARY AGENCIES: County Road Division  
County School District

Support Agencies: County Sheriff's Office  
County Emergency Management  
County Human Services

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County Road Division

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Date

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County School District

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County Sheriff's Office

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County Emergency Management

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County Human Services

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# ANNEX S

## TRANSPORTATION

### I. AUTHORITY

See Basic Plan, Section I.

### II. PURPOSE

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

### III. EXPLANATION OF TERMS

EOC	Emergency Operations Center
ICP	Incident Command Post
MHE	Materials Handling Equipment
SOP	Standard Operating Procedures

### IV. SITUATION & ASSUMPTIONS

#### A. Situation

1. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. During emergency situations, rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.
3. Specialized transportation may be needed to transport some special needs groups, such as medical patients and prisoners.
4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.

6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
7. Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
9. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

## **B. Assumptions**

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
2. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
4. As school buses are the primary local passenger transportation resource, we assume that the County School District will respond to requests for transportation assistance from local government during emergency situations.
5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
7. Transportation may be requested from the State Emergency Operations Center when the assets within the jurisdiction are not sufficient.



## V. CONCEPT OF OPERATIONS

### A. General

1. **Transportation Requirement.** When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
2. **Passenger Transportation.** Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
  - a. Voluntary use of personal vehicles
  - b. County owned vehicles
  - c. School buses
  - d. Leased or rented buses
  - e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
  - f. Donated transportation equipment or services
  - g. Municipal or rural transit system buses
  - h. State-owned or contracted vehicles
3. **Cargo Transportation.** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
  - a. County owned vehicles
  - b. Commercial freight carriers
  - c. Leased or contract equipment
  - d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
  - e. Donated transportation equipment or services
4. **Special Facilities.**
  - a. **Schools & Day Care Centers**

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.
  - b. **Hospitals, Nursing Homes, & Correctional Facilities**

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

5. Individuals with Special Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
6. Requesting Transportation Support.
  - a. Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Transportation Officer using the Cargo Transportation Request in Appendix 1 or the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.
  - b. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
7. External Support. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible. Consistent with priority of need, attempts to provide assistance is outlined in Section IX, paragraph E.

## **B. Activities by Phases of Emergency Management**

1. Prevention
  - a. Identify and maintain a current list of local public and private transportation resources. See Annex M, Resource Management, for a list of transportation resources.
  - b. Identify possible transportation needs that could result from various disasters.
  - c. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.
2. Preparedness
  - a. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
  - b. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
  - c. Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points or routes for those who may require public transportation.
  - d. Review special facility evacuation plans to ensure they include realistic transportation arrangements.

- e. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.

3. Response

- a. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
- b. Respond to transportation requests within limits of available resources.
- c. Monitor transportation resource status and identify requirements for additional resources to the EMC.
- d. Maintain records on use of transportation resources (See Appendix 3).

4. Recovery

- a. Continue to coordinate transportation of equipment, supplies and passengers as needed.
- b. Assess further transportation needs of citizens and provide transportation as needed.
- c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
2. The Board of County Commissioners shall provide policy guidance with respect to emergency transportation operations.
3. The County Road Department Manager shall serve as Transportation Officer and coordinate emergency transportation operations.

### **B. Task Assignments**

1. Transportation Officer will:
  - a. Identify available transportation resources (see Annex M, Resource Management) and maintain a transportation resource contact list.
  - b. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.

- c. Coordinate with commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
  - d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
  - e. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
  - f. Coordinate public transportation support for mass evacuations.
  - g. Coordinate with the Sheriff's Office on evacuation routes and the location of transportation pickup points and staging areas.
  - h. Coordinate with local public transportation authorities' pickup points and times for citizens requiring public transportation.
  - i. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
  - j. Coordinate with the Shelter Officer for passenger and cargo transportation to support for shelter and mass care operations.
2. All Departments and Agencies having transportation assets will:
- a. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
  - b. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.
3. All Departments and Agencies will:
- Forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Appendices 1 and 2 will be used.
4. Sheriff's Office will:
- a. Determine evacuation routes and provide traffic control for large-scale evacuations.
  - b. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.
5. The Shelter Officer will:
- Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

6. The Pershing County\_School District will:

Upon request by Pershing County Emergency Management or the Incident Commander, provide buses and drivers to assist in emergency operations.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Board of County Commissioners will establish priorities for and provide policy guidance for transportation activities.
2. The County Manager &/or EOC Manager will provide general direction to the Transportation Officer regarding transportation operations.
3. The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

### **B. Line of Succession**

The line of succession for the Transportation Officer is:

1. County Road Division Manager/ County School District Transportation Supervisor
2. County Road Division Forman

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

See mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

### **B. Readiness Level III – Increased Readiness**

1. Monitor situation.
2. Alert key personnel and transportation provider points of contact.
3. Check readiness of all equipment and facilities and correct any deficiencies.
4. Update transportation resource status information.
5. Review agreements for use of transportation resources owned by others.
6. Review plans and procedures and update them, if needed.

### **C. Readiness Level II – High Readiness**

1. Monitor situation.

2. Update transportation personnel and equipment status.
3. Alert and brief transportation providers for possible emergency operations.
4. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
5. Update transportation resource status information.

#### **D. Readiness Level I – Maximum Readiness**

1. Monitor situation and update transportation resource status information.
2. Staff EOC positions if EOC is activated.
3. Consider protective actions for transportation resources.
4. Make tentative transportation resource allocations to probable emergency tasks
5. Pre-stage transportation assets, where appropriate.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Resources**

Local transportation resources are described in Annex M, Resource Management.

### **B. Maintenance of Records**

Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Appendix 3. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Officer will retain records of equipment usage until a final decision is made concerning claims for cost recovery or reimbursement.

### **C. Preservation of Records**

Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### **D. Training & Exercises**

1. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities, which should be arranged by the Transportation Officer.

2. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

**E. External Support**

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.
2. If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the State. Request for state assistance will be made to NDEM.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Transportation Officer, in coordination with the EMC is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.

**XI. REFERENCES**

**APPENDICES**

Appendix 1 ..... Cargo Transportation Request  
Appendix 2 ..... Passenger Transportation Request  
Appendix 3 ..... Vehicle/Equipment Record & Use Log

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# Cargo Transportation Request

<b>Date:</b>	<b>Time:</b>	<b>Priority: 1 2 3</b>
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<b>Requested by:</b>	<b>Organization:</b>
----------------------	----------------------

**Request transport of (describe the cargo):**


Loose     Boxed # \_\_\_\_\_     Pallets # \_\_\_\_\_    **Total weight: \_\_\_\_\_ lbs.**

**Receive from:**  
Date/Time \_\_\_\_\_  
Place/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People available to load the truck?  Yes     No    If no, how many people are needed? \_\_\_\_\_  
Equipment available to load the truck?  Yes     No    Type: \_\_\_\_\_

**Contact at pick-up**  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Deliver to:**  
Date/Time: \_\_\_\_\_  
Place/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People available to unload truck?  Yes     No  
Equipment available to unload the truck?  Yes     No    Type: \_\_\_\_\_

**Contact at delivery**  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Resources committed:**


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# Passenger Transportation Request

<b>Date:</b>	<b>Time:</b>	<b>Priority:</b> 1 2 3
<b>Requested by:</b>		<b>Organization:</b>
<b>Number of people needing transportation:</b> # of Adults _____ # of Children _____		
<b>Ambulatory:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>No</b> , list any special vehicles or equipment needed: _____ _____ _____ _____		
<b>Pick up from:</b> Date/Time _____ Place/Address: _____ _____ _____		
People available to assist non-ambulatory passengers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed to assist? _____		
<b>Contact at pick-up:</b> Name: _____ Phone #: _____		
<b>Drop off:</b> Date/Time: _____ Place/Address: _____ _____ _____		
<b>Contact at drop off:</b> Name: _____ Phone #: _____		
<b>Resources committed:</b> _____ _____ _____ _____		

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## VEHICLE/EQUIPMENT RECORD & USE LOG

Vehicle/Equipment Type: \_\_\_\_\_

Identification or License #: \_\_\_\_\_ Odometer/hour meter reading: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> County Asset  | <input type="checkbox"/> School District Asset |
| <input type="checkbox"/> Leased/Rented | <input type="checkbox"/> Borrowed/Loaned       |
| <input type="checkbox"/> Other: _____  |  |

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Operational Status:     Good     Fair     Poor

Operator Provided:     Yes     No

Maintenance performed (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle/Equipment Returned:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Odometer/hour meter reading: \_\_\_\_\_

Remarks:


**USE LOG ON REVERSE**

