

OKANOGAN COUNTY Comprehensive Emergency Management Plan

EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

RESPONSIBILITY SUMMARY:

Primary Response

Transportation Coordinator - (Assigned by DEM at the time of incident.)

Supporting

Emergency Medical Services

Fire Services

Law Enforcement

Public Works Departments

Transportation Providers = Okanogan County Transportation & Nutrition, School Districts, and
Public and Private Providers

Department of Emergency Management

Washington State Department of Transportation

Plan Preparation & Maintenance

Okanogan County Department of Emergency Management

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to ensure effective utilization of all available transportation resources and systems during an emergency or disaster. The Comprehensive Emergency Management Plan (CEMP) has four ESFs that need transportation resources. These ESFs have different transportation needs and will require the Transportation Coordinator (TC) to have available a full range of options for the transportation needs that might arise. The ESFs identified in the CEMP are:

- Mass Care, Housing, and Human Services (ESF-6)
- Resource Support (ESF-7)
- Public Health and Medical Services (ESF-8)
- Public Safety, Law Enforcement, and Security (Evacuation and Movement) (ESF-13)

- B. Scope
 - 1. To coordinate emergency mass transportation requirements that might occur after a disaster or emergency condition within or affecting the county under the authority of the Department of Emergency Management (DEM) and/or county Emergency Operation Center (EOC) Manager.
 - 2. Establish the allocation of available transportation resources.
 - 3. To provide emergency transportation for persons, livestock, and materials.

II. POLICIES

The chief elected official of the county and/or cities/towns involved have the authority to declare an emergency. This ESF is applicable when a disaster has been declared or when an Incident Commander (IC) determines that movement of individuals or material is required or anticipated.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazard

A need to evacuate or move persons, livestock, and materials from jurisdictions or areas within the county due to a hazardous material spill, loss of power, fire, earthquake or other hazards may be required. These persons may not have personal transportation available to them. Responders may need transportation to or from a base or staging area. And, transportation of materials and Special Needs residences may be needed.
- B. Planning Assumptions
 - 1. It will be assumed that the primary movement of people and materials will be over the highway networks with private vehicles and buses. Air transportation will only be used for the extremely urgent need of personnel and supplies.
 - 2. Transportation systems into and within the county could be disrupted making movement of personnel, supplies, and equipment difficult.
 - 3. Rapid damage assessment of impacted area will assist in the determination of response priorities and transportation demands. Local jurisdictions and agencies will be working to restore the transportation system in their area of responsibility and reporting status to the county EOC, as applicable.
 - 4. Local resources will be utilized first. Mutual aid or regional agreements will be utilized. If additional resources are needed, the county EOC will submit requests to State of Washington Military Department, Emergency Management Division/Washington State Emergency Operations Center.
 - 5. If needed, a portion of the Strategic National Pharmaceutical Stockpile would be delivered to Omak Airport. Transportation and materials

handling equipment may be required to move the stockpile to staging or storage areas.

6. If the State's transportation network is severely damaged, the Governor may activate the Emergency Highway Traffic Regulation Plan. Under that plan, an immediate post-disaster survey of the total highway system will be initiated by the Washington State Department of Transportation and restrictions may be placed on specific routes.
7. RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. During a declared emergency mass transportation activities will be coordinated from the county EOC.
2. Transportation to move a large number of persons from or within the county will be coordinated by the TC. Transportation providers may include Okanogan County Transportation & Nutrition, school district school buses and other public and private transportation resources.
3. The TC may also coordinate cargo transportation. Miscellaneous transportation providers may include city/town and county public works and other public and private transportation providers. If cargo transportation is required, other transportation providers may be called.

B. MITIGATION

DEM will advise transportation providers of any training or education opportunities that become available regarding mass transportation in disasters.

C. PREPAREDNESS

1. DEM will coordinate with the TC to ensure that the procedures outlined in this ESF are reasonable and appropriate.
2. DEM will maintain a current catalog of transportation providers with contact information and general capabilities.

D. RESPONSE ACTIVITIES

1. The priority of transportation resources will be assigned based on protection of:
 - a. Life and safety.
 - b. Property.
 - c. The environment.
2. The TC will be appointed by the EOC Manager and will help coordinate mass transportation activities when required.

3. Public works and law enforcement representatives in the county EOC will assist the TC to determine usable roads and routes.
4. The Emergency Public Information Officer (PIO) will work with the TC in order to get transportation instructions to the public through the media.
5. Transportation providers will be given specific instructions for each transportation requirement. These instructions will include routes to be used, safety and limitations to prevent injury or damage. Each transportation mission will be prepared by the TC and approved by the EOC Manager.

E. RECOVERY ACTIVITIES

1. Agencies and departments will return to normal activities when no longer needed or when normal systems and facilities are restored. Demobilization of resources will be coordinated through the EOC.
2. All agencies and departments must accurately record expenses for response and recovery activities. Should the disaster be declared as a Federal Disaster, reimbursement of expenses for response and recovery may be provided.

IV. RESPONSIBILITIES

A. DEM will be responsible for coordinating transportation services and

1. Appointing a TC.
2. Ensure that all transportation activities are coordinated through the county EOC during a declared emergency. .
3. Advise and inform the County Commissioners and the Director of Emergency Management on transportation training and readiness within the county.
4. Prepares and coordinates ESF 1.
5. Obtain training and test this ESF with drills and exercises.
6. Approve emergency commercial transportation.

B. TC

1. Serves as the chief advisor to DEM/EOC Manager on mass transportation issues during an emergency.
2. Maintain a liaison contact with all transportation providers to maintain knowledge of their capabilities and general equipment availability.
3. Responsible to assist DEM with the development, maintenance, and testing of this plan.
5. Participates in emergency preparedness discussions on transportation issues when appropriate.
6. Participate in exercises where emergency transportation is being practiced.

- C. Public Works Departments/Washington State DOT
 - 1. Determine which streets and roads within their jurisdiction are unusable and report information to the county EOC.
 - 2. Block off streets and roads and establish detours as appropriate and directed by EOC or law enforcement agencies.
 - 3. Initiate road and street repairs, where possible.

- D. Law Enforcement Agencies
 - 1. Assist Public Works in diverting traffic.
 - 2. See ESF 13 – Public Safety, Law Enforcement, and Security.

V. APPENDICES

- A. TC Checklist
- B. Transportation Request and Order Form
- C. Guidelines for Companies Providing Transportation Resources
- D. Checklist for Activated Resources
- E. Evacuation Roster

VI. REFERENCES

- ESF 13 – Public Safety, Law Enforcement, and Security
- ESF 15 – Public Affairs
- Washington State Comprehensive Emergency Management Plan, ESF 1

APPENDIX A
Transportation Coordinator Checklist

I. The Scope of this position is to:

- Coordinate emergency mass transportation requirements that might occur after a disaster or emergency condition within or affecting Okanogan County.
- To establish the allocation of transportation resources
- Provide emergency material and personnel transportation as a coordinated effort under the authority of DEM/EOC.

II. Responsibilities, Transportation Coordinator:

- Serves as the chief advisor to the DEM/EOC Manager on mass transportation issues during an emergency.
- Maintains a liaison contact with all transportation providers to maintain knowledge of their capabilities and general equipment availability.
- Responsible to assist DEM for the development, maintenance, and testing of this plan.
- Participates in emergency preparedness discussions on transportation issues.
- Participates in exercises where emergency transportation is being practiced.

III. Position Function

- Coordinate transportation assets/agencies that are fulfilling the transportation needs/requirements that may arise during and following a major disaster event.

IV. Reports to: DEM/EOC Manager**V. Response:**

- Respond to the county EOC.
 - Primary: 123 5th Avenue N., Okanogan (Sheriff's Office)
 - Secondary: 1234 2nd Avenue S. Okanogan (Public Health)
- Obtain a situation briefing from the EOC Manager or designee, to include any immediate transportation needs.
- Set up working position, manuals, (call lists, current resource inventory, forms, communication, and Appendix A, etc).
- If it is going to be a protracted incident/disaster, coordinate with DEM/EOC Manager to arrange for back up and set up a staffing plan to cover around the clock operations.
- Maintain a position log of all actions taken.
- Establish communication with transportation resources. Brief them on situation, potential requirements, and direct them to standby for requests. (See Appendix C & D)
- Brief the EOC Manager on transportation assets availability to support operations, types of equipment, capabilities, personnel, etc. Provide updates every two hours or as new information becomes available.

- Coordinate with PW & LE to assess damage to transportation routes, and identify emergency transportation routes in the county.
- Coordinate with Public Information Officer (PIO) to get transportation instructions to the public through the media.
- Receive requests for transportation, determine number and type of assets required and task respective organizations.
- Record all transportation requests using the "Transportation Request Order Form". (See Appendix B)
- The priority of transportation resources will be assigned based on protection of;
 - Life & safety
 - Property
 - The environment
- Provide each responding resource with an Evacuation Roster for tracking the people they are transporting. (See Appendix E)
- If possible, provide the situation display unit with all transportation resources deployed, number and type, destination and tasking.
- Obtain status reports, at regular intervals, from transportation agencies w/units deployed, and track all deployed units.

V. Recovery Activities:

- Develop a plan to stand down transportation operations and return personnel and equipment to parent organizations.
- Assist the EOC Manager in putting together the after-action report. Document participating transportation agencies, equipment & personnel dispatched, costs such as equipment operational expense, personnel time, fuel, special equipment needs, etc.
- Close down operations of your position; notify all participating transportation agencies that the operation has concluded.

APPENDIX B – Transportation Request and Order Form

Date:	Trip Date:	Day: _____
Departure Point:	Report to:	

Destination:	Report to:
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Route:

Departure Time: Arrival Time: _____ Pick-up Point: _____

Departure Time: Return Time: _____ Return Point: _____

Vehicle Type:	Wheelchair Accessible: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Number of Passengers:	Adults:	Children:
Materials:	Weight:	Cu. Feet:
Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Special Instructions:		
Safety Instructions:		

APPROVAL MISSION SENT TO: _____ AT: TRANSPORTATION COORDINATOR SIGNATURE: _____

DRIVER'S TRIP REPORT

Vehicle No. _____ Type: _____

Time Log: Start Time: _____ a.m./p.m. Mileage: End Trip: _____

 Arrival Time: _____ a.m./p.m. Start Trip: _____

 Departure Time: _____ a.m./p.m. Total Mileage: _____

 Return Time: _____ a.m./p.m. Driver: _____

ACTUAL CHARGES

Driver: _____ Hours @ \$ _____ \$ _____

Vehicle: _____ Hours @ \$ _____ \$ _____

Mileage: _____ @ \$ _____ \$ _____

Additional Charges (food, tolls, hotel, etc.) \$ _____

Total: \$ _____

APPENDIX C

Guidelines for Companies Providing Transportation Resources

The Transportation Coordinator (TC) is the Transportation representative for the Okanogan County Emergency Operation Center (EOC). The TC is charged with oversight and coordination of all Transportation Resources needed during a disaster.

The TC will be the person contacting you requesting your specific resources. When the TC calls he/she will provide you with the following information.

- Type of disaster
- Location of disaster (Staging Area)
- Specific resources needed
- Person at emergency scene to report to
- Type of Transportation needs
- Phone number to contact TC
- Location where transporting to

The TC will be expecting the following information from you.

- Numbers and Types of resources you can provide
- Length of time for activation of your resources
- Way to contact your resources while in the field

When your agency is called for an activation of resources it is very important to keep track of all expenses including employee costs. Following the disaster the Okanogan County Local Emergency Management Organization will evaluate all expenses submitted and reimburse accordingly.

Prepare your employees for assisting in a disaster. It is important to understand what they might experience. Depending on the type of disaster, they might be exposed to many things like death and destruction, not to mention bad weather conditions.

Items employees should have on hand when activated:

- Appropriate clothing for the weather
- Some water and food
- Paper and Pencils
- Maps of the area
- Sun Glasses
- Two way radio and/or cell phone
- Small First Aid Kit

APPENDIX D**Checklist for Activated Resources**

(This form may be used by responding Transportation Resources)

Operator: _____

Company: _____

Date: _____

Transporting People: _____

Transporting Equipment: _____

Location to report: _____
(*Staging Area*)

Beginning Miles: _____

Ending Miles: _____

Time began: _____

Time: Returned: _____

Recommended items to take with you:

- Appropriate clothing for the weather.
- Some water and food
- Paper and Pencils
- Maps of the area
- Sun Glasses
- Two way radio and/or cell phone
- Small First Aid Kit

APPENDIX E

Evacuation Roster

From: _____
To: _____

Date: _____
Date: _____

Time: _____
Time: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

Operator: _____

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