

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, Okanogan County Transit Authority (TransGO), 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)
- Agriculture and Natural Resources (ESF-11)

- Public Safety, Law Enforcement, and Security (Evacuation and Movement) (ESF-13)

B. Scope

1. To coordinate emergency mass transportation requirements that might occur during/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 coordinate/provide emergency transportation for persons, animals, 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, animals, 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 - 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. 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 Transportation Coordinator (TC). Transportation providers may include Okanogan County Transportation & Nutrition, TransGO, 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.

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/TC will coordinate with appropriate response agencies 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.
3. Conduct damage assessment of jurisdictional transportation system.
4. Coordinate repairs and reconstruction of jurisdictional transportation system.

IV. RESPONSIBILITIES**A. DEM will be responsible for coordinating transportation services and**

1. Appointing a TC.
2. Coordinate all transportation activities through the county EOC during a declared emergency.
3. Advise and inform the County Commissioners on transportation training and readiness within the county.
4. Prepares and coordinates ESF 1.

B. Transportation Coordinator

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.

C. Transportation Providers

1. Provide current contact information.
2. Provide driver and vehicle as requested BY DEM/EOC.
3. Report to the Transportation Coordinator at the County EOC and complete required paperwork.

D. 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

See ESF 13 – Public Safety, Law Enforcement, and Security.

V. APPENDICES

- A. TC Checklist
- B. Transportation Request and Order Form
- C. Driver’s Trip Report and Evacuation Roster
- D. Guidelines for companies providing transportation resources

VI. REFERENCES

- ESF 6 - Mass Care, Housing, and Human Services
- ESF 7 - Resource Support
- ESF 8 - Public Health and Medical Services
- ESF 11 - Agriculture and Natural Resources
- 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

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.

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.

Position Function

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

Reports to: DEM/EOC Manager

Response:

- 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, 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.
- Brief the EOC Manager on transportation assets availability to support operations, types of equipment, capabilities, personnel, etc. Provide updates as necessary.
- 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 C)
- 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.

Demobilization 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

Request For Assistance or Resources

Date Time

Originating Agency

County City

Generate Originating Jurisdiction/Agency Tracking Number

Subject/Need: (Example: Need a 42 seat passenger bus that is wheelchair accessible.)

Detailed Description of Mission (What do you want to accomplish?)

Request Specific Resources

Description/Kind Size/Type Quantity

Delivery Location Name

On-site Point of Contact Phone Number

Date/Time Needed (Priority)

Duration Needed

Delivery needed Yes No

Address (street, city, zip)

Latitude Longitude

Description using Landmark

FOR EOC USE ONLY

Transportation Coordinator: _____
Signature/Date
EOC Manager Approval: _____
Signature/Date
Request Forwarded to State: _____
Contact Name/Date/Time

APPENDIX C - DRIVER'S TRIP REPORT

Agency/Company: _____

Phone Number: _____

Driver Name: _____

Vehicle No _____ Type: _____

Trip Instructions:

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.		

Note: If evacuating people. Complete and attach the Evacuation Roster Form.

Transportation Provider Signature/Date
(I verify this information is correct.)

Received by EOC: Signature/Date

This form will be returned to the EOC/Transportation Coordination who will forward completed form to the Finance Section Chief at the end of day/mission.

Evacuation Roster

From: _____
To: _____

Date: _____
Date: _____

Time: _____
Time: _____

Operator will need to record the name of each bus occupant. Ensure the information is clear and readable.

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

Operator: _____
(Name/Printed and Signature)

APPENDIX D

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
- Available activation period
- 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.

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