

ANNEX S

TRANSPORTATION

City of Conroe

APPROVAL & IMPLEMENTATION

Annex S

Transportation

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Emergency Management Coordinator

8/31/11

Date

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
DDC	Disaster District Committee
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 local school districts 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. The Friendship Center buses will be diverted from their normal routes and schedules as needed to support emergency operations.
8. Transportation may be requested from the Disaster District Committee DDC in Conroe 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. City-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. City-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
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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 Mayor shall provide policy guidance with respect to emergency transportation operations.

3. The Assistant Fire Chief or his designee 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 local public transportation authorities and 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 Police Chief on evacuation routes and the location of transportation pickup points and staging areas.
 - h. Coordinate with local public transportation authority's 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. Law Enforcement 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 Conroe Independent School District will:

Upon request by the Mayor, provide buses and drivers to assist in emergency operations.

VII. DIRECTION & CONTROL

A. General

1. The Mayor will establish priorities for and provide policy guidance for transportation activities.
2. The EMC 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. Assistant Fire Chief
2. Battalion Chief - Fire
3. Lieutenant - Fire

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 by the Mayor 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 the DDC Chairman in Conroe by the Mayor or a person authorized to act for him/her.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Transportation Officer 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

Annex S (Transportation) to the *State of Texas Emergency Management Plan*

APPENDICES

Appendix 1 Cargo Transportation Request

Appendix 2 Passenger Transportation Request

Appendix 3 Vehicle/Equipment Record & Use Log

Cargo Transportation Request

Date: _____	Time: _____	Priority: 1 2 3
Requested by: _____		Organization: _____
Request transport of (describe the cargo):		
<input type="checkbox"/> Loose <input type="checkbox"/> Boxed # _____ <input type="checkbox"/> Pallets # _____ Total weight: _____ lbs.		
Receive from:		
Date/Time _____		
Place/Address: _____		
People available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed? _____		
Equipment available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____		
Contact at pick-up		
Name: _____		Phone #: _____
Deliver to:		
Date/Time: _____		
Place/Address: _____		
People available to unload truck? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Equipment available to unload the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____		
Contact at delivery		
Name: _____		Phone #: _____
Resources committed:		

Passenger Transportation Request

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

VEHICLE/EQUIPMENT RECORD & USE LOG	
Vehicle/Equipment Type: _____	
Identification or License #: _____ Odometer/hour meter reading: _____	
Date Received: _____ Time Received: _____	
<input type="checkbox"/> City/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: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Operator Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance performed (if any): _____ _____ _____ _____ _____ _____	
Vehicle/Equipment Returned: Date: _____ Time: _____ Odometer/hour meter reading: _____	
Remarks: _____ _____ _____ _____ _____	

USE LOG ON REVERSE

Planning Standards Checklist for Annex S, Transportation

Jurisdiction(s): City of Conroe _____

Annex Date: 8/31/11 _____ **Date of most recent change, if any:** _____

(The date which appears on the signature page)

Note: The annex will be considered DEFICIENT if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
S-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I.
II. Purpose	
S-2. Include a purpose statement that describes the reason for development of the annex.	II.
III. Explanation of Terms	
S-3. Explain and/or define terms and acronyms used in the annex.	III.
IV. Situation & Assumptions	
S-4. <i>Include a situation statement related to the subject of the annex.</i>	IV.A
S-5. <i>Include a list of assumptions used in planning for transportation services during emergency situations.</i>	IV.B
V. Concept of Operations	
S-6. <i>Describe the local concept of operations for transportation management during emergency situations.</i>	V.A
S-7. <i>Include a list of actions by phases of emergency management to be taken to ensure adequate transportation services during emergency situations.</i>	V.B
VI. Organization & Assignment of Responsibilities	
S-8. <i>Describe the organization that will be used to provide transportation services during emergency situations.</i>	VI.A
S-9. <i>Include a listing by organization and/or position of the transportation tasks to be performed during emergency situations.</i>	VI.B
VII. Direction & Control	
S-10. <i>Identify by position/title the individuals who will provide policy guidance for and oversee the provision of transportation services during emergency situations.</i>	VII.A
VIII. Readiness Levels	
S-11. <i>Describe actions to be taken at various readiness levels.</i>	VIII.A-D
IX. Administration & Support	
S-12. Include policies on resources, maintenance and preservation of records, training & exercise, and external support.	IX.A-E
X. Annex Development & Maintenance	
S-13. <i>Specify the individual(s) by position responsible for developing and maintaining the annex.</i>	X.A
S-14. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	X.B

XI. References	
S-15. Identify references pertinent to the content of the annex not listed in the Basic Plan.	XI.
Other	
S-16. <i>Include a sample cargo transportation request.</i>	Appendix 1
S-17. <i>Include a sample passenger transportation request.</i>	Appendix 2
S-18. <i>Include a sample form to record source and use of transportation resources during emergency operations.</i>	Appendix 3

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By		<i>Ken Kruger</i>	<i>8/31/11</i>

FOR GDEM USE	Initials	Date
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		