

EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

PRIMARY AGENCY:

Department of Public Works

SUPPORT AGENCIES:

Sequim City Council
Emergency Management
Clallam County Road Department
Washington State Dept. of Transportation
Sequim Police Department
School transportation services

I. INTRODUCTION

- A. Purpose:** To ensure effective coordination of all available transportation resources.
- B. Scope:** This support function is to assist in the coordination of vehicles, equipment, and the transportation facilities necessary for support of long term response and recovery operations.

II. POLICIES

Transportation planning will be directed to coordinate and provide transportation assistance necessary to respond to an emergency or disaster. All responses will follow all applicable laws of the State of Washington and local ordinances.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards:** The ability to move the population could be affected by the following hazards disrupting the ability to use city streets and roads:
1. Major structure fire
 2. Wildfire
 3. Flooding
 4. Severe weather - major snowfall
 5. Earthquake
 6. Hazardous materials incident

B. Other factors: Not only can these hazards interrupt transportation by damage to the road system, the facilities that house the equipment could be damaged. The personnel used to provide the transportation could be killed or injured by a hazard, which would affect the community's transportation ability.

C. Planning Assumptions:

1. Most of the population will utilize private transportation methods to leave a disaster area.
2. Limited number of resources will be available at the onset of an emergency or disaster.
3. Increases in population will create a strain on the road systems which will affect emergency transportation.
4. In a gubernatorial proclaimed disaster, state resources may become available to assist local governments in disaster response.

IV. CONCEPT OF OPERATIONS

A. General

1. In a severe emergency or disaster, emergency responders may require the use of local vehicles, equipment and other assistance for moving heavy equipment, supplies, or people. Utilization of available ground transportation for local emergency operation will be on a first priority basis. Depending upon the circumstances, air or water transportation services may also be required. These are normally considered as second priority carriers for most localized operations, but may be necessary for isolated incidents.
2. In the event of a severe disaster damaging the ground transportation system in the region, an immediate survey of city streets and the county and state highway system will be undertaken by law enforcement and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Emergency Management for public information purposes as soon as possible.
3. When requested by the EM Director, the state Emergency Management Division (EMD) and the state Utilities and Transportation Commission may assist in the procurement and delivery of outside transportation resources as possible.
4. In a Presidential declared disaster the regional FEMA director may assist in further provision of emergency transportation resources within the disaster area as required.
5. During an emergency, services provided will operate within the concepts of the Incident Command System, becoming part of the system, yet maintaining their own internal structure.

B. Organization

1. Department of Public Works:
 - a. The Director of Emergency Management (Director of Public Works) is responsible for coordination of transportation support. The Public Works Dept. is responsible for developing procedures on how to coordinate transportation-related needs and for

ensuring that personnel receive training in order to carry out their responsibilities.

- b. The Department of Public Works will work with support agencies to develop and maintain a working relationship and procedures to activate needed transportation resources.
2. City Council: As the legislative authority, the Sequim City Council is responsible for ensuring that the Department of Public Works carries out its responsibilities in transportation coordination, as the primary agency. The Council is also responsible for ensuring that the necessary funding for transportation support is made available, as appropriate.
3. Emergency Management: Will develop and maintain a resource list of all available transportation resources. This includes rolling stock and locations of potential fueling points.
4. Support agencies: All support agencies will work with the primary agency to develop and maintain a workable transportation function. Support agencies will also develop and maintain their own Suggested Procedures (SP) and checklist for response to request for transportation support.

C. Procedures

1. Upon the need for transportation coordination, the Department of Public Works will activate its transportation SP and checklist.
2. As appropriate, the Department of Public Works will assign personnel to the Emergency Operations Center, or appropriate command post location. This personnel will be responsible for coordinating transportation requests from the command agencies and coordinating with the support agencies representatives at the Emergency Operations Center.
3. Transportation requests will be made through the Dept of Public Works personnel at the EOC or other command location.

D. Mitigation Activities

1. Department of Public Works:
 - a. Regularly inspect public roadways/right-of-ways for deterioration and make necessary repairs to keep city streets, roadways and right-of-ways in good condition.
 - b. Ensure, to the extent possible, that potential slide areas and areas of slippage do not interfere with safe passage.
 - c. Keep equipment in operating condition.
2. All agencies:
 - a. Keep equipment in operating condition.

E. Preparedness Activities

1. Department of Public Works:
 - a. Develop and maintain Suggested Procedures (SP) and checklist dealing with transportation response.
 - b. Assure that all personnel are trained in their responsibilities according the departmental SP and checklist.
 - c. Develop and maintain a chain of command to ensure continuity within the department.
 - d. Assign and train personnel to function at the City EOC, to assist in coordination of transportation issues.
2. All agencies:
 - a. Develop and maintain Suggested Procedures and checklist dealing with transportation response.
 - b. Assure that all personnel are trained in their responsibilities.
 - c. Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the EM Director.
3. Vital infrastructure - The EM Director will establish a list of vital locations that if damaged, could affect transportation. All agencies should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable.
4. Evacuation: Evacuation cannot be realistically predetermined. Evacuation must be dealt with on a case-by-case basis. However, local law enforcement and road/highway department should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation.

F. Response Activities

1. All agencies and departments affected by this Emergency Support Function shall:
 - a. Development and maintain Suggested Procedures that should, at a minimum address:
 1. Lines of authority during a response phase.
 2. Individual responsibilities, by position, to undertake during an emergency or disaster.
 3. Coordination with the Dept. of Public Works
 4. Communications between agencies.
 - b. Assure representation at the EOC or command post, as appropriate.
 - c. Report any known or suspected damage to infrastructure to the primary agency or agency responsible for the maintenance of damaged infrastructure.

G. Recovery Activities

1. Dept. of Public Works will, after an emergency or disaster, make sure that inspection of infrastructure is completed. The appropriate agency for the repair of damaged infrastructure or facilities will prioritize the repair so that essential service will be given first priority.
2. All agencies involved in recovery efforts will ensure that detailed cost accounting is done in the event of a declared disaster and there is a potential for federal and state assistance.

V. RESPONSIBILITIES

A. Primary Agency - Department of Public Works

1. Developing and implementing Suggested Procedures for its personnel.
2. Documenting all emergency related costs and expenditures for auditing purposes.
3. Providing specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.
4. Reporting to designated staging areas as directed for assignments.
5. Designating a transportation coordinator who will coordinate equipment in conjunction with Emergency Management.
6. Designate personnel to coordinate transportation efforts in conjunction with the overall operation from a point, such as the EOC.

B. Support Agencies

1. Legislative authority is responsible for authorization for use of the jurisdictions transportation capabilities.
2. Emergency Management responsibilities:
 - a. Maintaining and updating an inventory of local transportation resources which identifies transportation capabilities and fuel sources.
 - b. Assisting with the coordination of local transportation resources to support emergency transportation efforts.
 - c. Initiating requests for additional transportation resources, if required.
 - d. Updating local emergency resource guidebook, which shows all available transportation capabilities available
3. All agencies are responsible for:
 - a. Developing and maintaining departmental Suggested Procedures.
 - b. Coordinating transportation activities with the Dept. of Public Works.

- c. Working within the concepts of the Incident Command System (ICS) during an incident.

VI. RESOURCE REQUIREMENTS

- A. In order to accomplish the purpose of this annex, equipment suitable for transportation and keeping vital routes open is necessary.
- B. Refer to the Peninsula Regional Emergency Planning resource inventory book for a listing of available resources and fueling locations, which include both private and public locations.