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**(Name of Jurisdiction)**

**Emergency Operations Plan (EOP)**

**ESF 1 Annex**

**CPG 101 Template 2019**

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2019

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# ESF Coordinator and Support Agencies

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| **ESF Coordinator**  | **Support Agencies**  |
| (County Transportation Officer)**Primary Agency**(County Transportation Agency)  | (Sheriff’s Office)(Municipal Police Department)(Other Law Enforcement Agency)(County School Districts)(Municipal School Districts)(County Public Works)(County Disability Agency) |

# Introduction

## Purpose

1. To provide for the coordination and use of all county, public, private, and volunteer transportation resources within (Name of Jurisdiction) during an emergency or a disaster situation.
2. To provide for transportation assets and infrastructure essential to support emergency response and to provide transportation to temporarily replace or augment transportation services affected in a disaster area.
3. To provide a well-organized transportation service organization within the county capable of supplying the necessary transportation requirements needed for the evacuation of people during a disaster or impending disaster.

## Scope

ESF 1 Transportation operations encompasses ground-based, maritime, and aviation-based transportation infrastructure support in an emergency or a disaster. The (Primary Agency Name) assumes primary responsibility for the coordination of maritime and ground-based multi-modal transportation resources.

# Concept of Operations

## General Concept

During an emergency or disaster, the ESF 1 Transportation Coordinator will serve as the principle point of contact for operations associated with ESF 1 Transportation. The ESF Coordinator will oversee all ESF 1 Transportation operations and reports to the Emergency Management Agency (EMA). If a disaster warrants EOC activation, some or all of ESF 1 Transportation personnel may be activated. The scope, scale, and magnitude of the threat/incident will dictate which support agencies that will be requested for support of ESF 1 Transportation operations in the EOC.

## ESF Responsibilities

### General

1. Maintain liaison with the County EOC.
2. Coordinate emergency information for public release through ESF 15.
3. Participate in planning meetings and exercises.
4. Ensure that all team members or support agencies maintain appropriate records of costs incurred during the event.

### Pre-Event Phase

1. Maintain normal day-to-day operations.
2. Develop a plan for manpower to sustain operations for multiple operational periods.
3. In coordination with the EMA, develop plans and procedures, organize personnel, and maintain a readiness posture.
4. Develop and maintain a transportation resources list by type and availability for your agency.

### Response Phase

1. Activate the Transportation Service upon the request of the EMA Director or designee.
2. Deploy personnel and equipment to pre-assigned areas upon request of the EMA Director or designee.
3. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to ESF 5.
4. Determine the most viable, available transportation networks to, from, and within the disaster area, and regulate the use of such networks as appropriate.
5. Plan for transportation support of mobilization sites, staging areas, and distribution points.
6. Report damage to vehicles and equipment to the County EOC.
7. Maintain liaison with law enforcement personnel regarding traffic flow into and out of the disaster area.
8. Coordinate and maintain liaison with all organizations in the Transportation Service.
9. Maintain liaison with organizations requiring transportation support.
10. Keep all transportation organizations informed on the current situation.

### Recovery Phase

1. Provide transportation support for movement of personnel, supplies, and equipment.
2. Coordinate the repair and restoration of transportation infrastructure with the assistance of ESF 3.
3. Maintain coordination with the EMA and all organizations of the Transportation Service.
4. Report damage to vehicles and equipment to the EMA.
5. Keep all transportation organizations informed on the current situation.

### Plan Activation

When an ESF 1 Transportation or a support agency is made aware of a threat or incident requiring the activation of this Annex, they will contact the Emergency Operations Center with all pertinent information.

When activated, the (Primary Agency Name) with assistance from supporting departments and agencies, assesses and responds to requests for assistance with management, maintenance, planning and technical support of transportation infrastructure and networks.

During activation, the ESF 1 Transportation Coordinator serves as the point of contact for requests for ESF 1 Transportation-related assistance that’s received by the County EOC. The ESF 1 Transportation Coordinator then ensures mission assignment completion through direct support or by delegation to the appropriate support agency.

# Organization and Assignment of Responsibilities

The ESF 1 Transportation Coordinator is the (Primary Agency Position).

Within the County EOC, the ESF 1 Transportation Coordinator will serve a dual role as the ESF 1 Transportation Coordinator and the Primary Agency Emergency Coordinator for maritime and ground-based transportation operations.

## ESF Coordinator

ESF 1 Transportation Coordinator will ensure the following:

* Designate Primary and Alternate Emergency Coordinators. The designees shall represent the agency in an emergency or disaster and provide operational support in the EOC when requested.
* Sustain operational readiness through regular contact with primary and support agencies.
* Lead planning meetings and participate in exercises.
* Develop Standard Operating Guides (SOGs) to support emergency and disaster operations.
* Develop, maintain, and distribute this Annex.
* Coordinate with EMA Director, or designee, for training of staff that support ESF 1 Transportation.
* Coordinate operational support for ESF 1 Transportation support agencies.
* Monitor the transportation infrastructure and act as the principle source of information for threats or incidents to the infrastructure.
* Coordinate the movement and flow of maritime and ground traffic into and out of impacted areas for effective transport of relief supplies, personnel, and equipment.
* Identify, procure, prioritize, and track transportation resources that are requested to support or are utilized for emergency or disaster operations.
* Conduct impact assessments within impacted areas.
* Coordinate with ESF 3 Public Works to ensure that transportation infrastructure is adequate to meet transport needs.
* Coordinate with ESF 3 Public Works on restoration operations for transportation infrastructure.
* Coordinate with ESF 7 Resource Support in the provision of transportation resources to support commodities transport into impacted areas.

## Primary Agency Assignment of Responsibilities

* Prepares Transportation Plans and coordinates preparedness, response, recovery, and mitigation activities pertaining to transportation.
* Conducts regular ESF 1 Transportation meetings and conference calls.
* Maintains ongoing contact with ESF 1 Transportation primary and support agencies.
* Ensures that ESF 1 Transportation Primary and Support Emergency Coordinators maintain operational readiness by taking required training courses.
* Acts as a liaison between ESF 1 Transportation and ESF 15 External Affairs.
* Directs requests for assistance to the appropriate ESF 1 Transportation support agencies.
* Directs unmet requests for assistance to ESF 5 Emergency Management.
* Provides information on status, threats, impacts, and restoration of transportation infrastructure and services in conjunction with ESF 3 Public Works.
* Provides updates on the status of ESF 1 Transportation mission assignments to ESF 5 Emergency Management, Planning Section, and other entities external to ESF 1 Transportation.
* Generates information to be used in briefings, situation reports, and incident action plans.
* Oversees the provision of transportation assets in coordination with ESF 7 Resource Support to support the movement of evacuees in accordance evacuation support plans.
* Coordinates all requests for assistance for multi-modal transportation resources.
* Monitors the transportation infrastructure during evacuations and provides regular reports on traffic volumes.
* Enacts one-way lane operations to support mass evacuations, in conjunction with ESF 13 Public Safety.
* Coordinates the abatement of construction and maintenance projects for transportation infrastructure during an emergency or disaster.
* Coordinates the issuance of regulatory waivers and exemptions for oversized and overweight vehicles.
* Enacts effective traffic demand management by a variety of methods, including variable message signs and the deployment of Highway Emergency Response Operator units.
* Coordinates the closure of federal and state routes and bridges during hazardous conditions or upon the threat of hazardous conditions.
* Identifies, procures, prioritizes, and tracks transportation resources that are requested to support or are utilized for emergency and disaster operations.
* Assists local jurisdictions and volunteer organizations with evacuation and transport of supplies and equipment.

## Support Agency Assignment of Responsibilities

**(Support Agency)**

* List associated duties.

**(Support Agency)**

* List associated duties.

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* List associated duties.

# Direction, Control, and Coordination

## Information Collection and Dissemination

ESF 1 Transportation will report all activities to the ESF 5 Emergency Management Situation Unit for inclusion in the development of incident action plans and situational reports. All public information reports regarding ESF 1 Transportation activity will be coordinated with ESF 15 External Affairs.

In addition to the EOC, ESF 1 Transportation may provide personnel to field operations established in (Name of Jurisdiction), including but not limited to: Joint Field Offices (JFO), Joint Information Centers (JIC), Disaster Recovery Centers and any other incident facility established to meet operational demands for each particular incident requiring the activation of the EOP.

## Communications

The ESF 5 Emergency Management Planning Section will provide planning assistance to all ESFs listed in the EOP. All ESFs will strive to develop operationally ready SOGs for inclusion in the EOP. ESF 1 Transportation will meet as necessary to develop, review and refine SOGs that discuss specific operational processes and procedures.

## Administration, Finance, and Logistics

In conjunction with ESF 7 Resource Support, ESF 1 Transportation will develop, review, refine and maintain lists of all resources currently available and under the control of the primary or support agencies listed in this plan. The development of these lists may be completed by several organizations and professional groups, which currently operate within this ESF. These resource lists should be compliant with the resource typing standards outlined in the National Incident Management System (NIMS).

Resource requirements will be primarily determined by Incident Commanders, working with the Emergency Operations Center. Resource requests flow from the Incident Commander to the EOC, and may be forwarded to the State Operations Center (or through the GEMA/HS Field Coordinator) as required. Existing local resources, intrastate mutual aid, donations, Voluntary Organizations Active in Disasters (VOAD) and Non-Governmental Organizations (NGO) provide the initial source of personnel, vehicles, equipment, supplies and services to fulfill resource requests.

# Plan Development and Maintenance

## Development and Maintenance

ESF Annexes will be updated as required and when events or exercises identify a needed change. All other maintenance will be conducted in accordance with the base plan.

# Authorities and References

(This section should describe the legal basis for emergency operations and contain references to important documents the plan supports, such as the jurisdiction-level emergency operations plan. The following is sample language.)

## Legal Authority

### Refer to Base Plan for Federal and State Authorities.

### Local

1. Insert applicable local ordinances.

## References

### Refer to Base Plan for Federal and State References.

### Local

1. Insert applicable local references.

### Volunteer

1. Insert applicable local volunteer references and agreements.