

# Emergency Support Function (ESF) 1 Transportation

**Lead Coordinating Agency:** Escambia County Area Transit (ECAT)

**Support Agencies:** Escambia County School District  
Department of Public Safety, Emergency Medical Services (EMS)  
Escambia County Road Department  
Pensacola Bay Transportation

## I. Purpose

The purpose of Emergency Support Function 1 (ESF-1) is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency or disaster in Escambia County. ESF-1 can provide personnel and resources to support the coordinated response to event throughout Escambia County. ESF-1 resources are used when individual agencies are overwhelmed and the County Emergency Response Team requests additional transportation services.

The priorities for allocation of these assets will be:

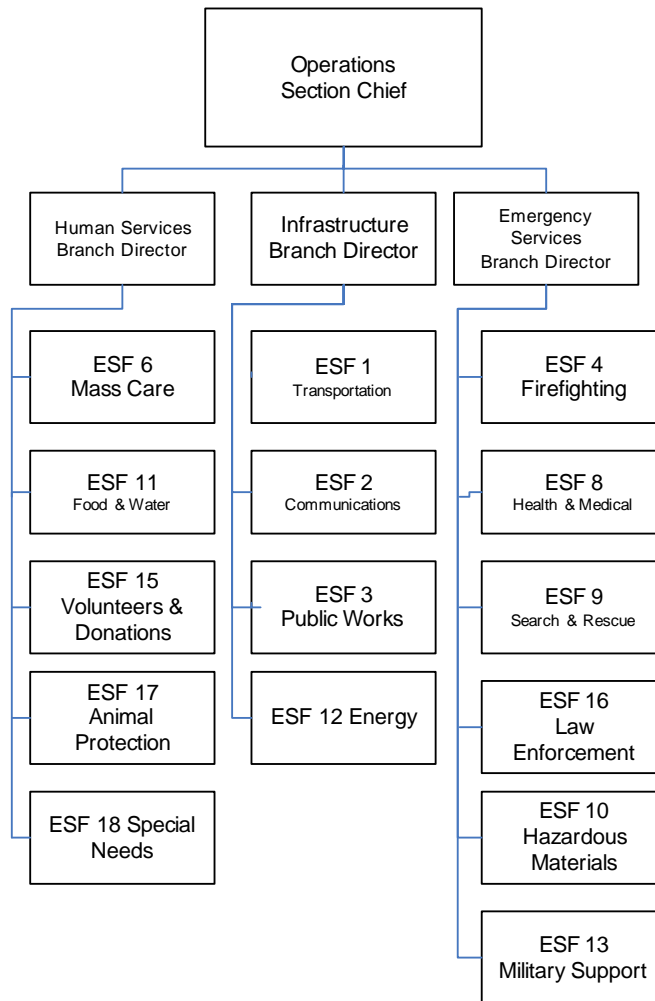
- Evacuating persons from immediate peril.
- Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Escambia County EOC and its member agencies.
- Transporting relief supplies necessary for recovery from the emergency.
- Coordinating activities with assistance from support agencies, and prioritize the allocation of available resources.

## II. Concept of Operations

### A. GENERAL

1. ESF-1 is organized consistent with State Emergency Operations Center, the requirements of the National Response Plan, and the Incident Command System. This structure supports incident assessment, planning, procurement, deployment, coordination, and support operations to Escambia County through the Escambia County Emergency Response Team to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed by specific agencies to govern staff operations at the Escambia Emergency Operations Center and in the field. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF-1 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.

4. Throughout the response and recovery periods, ESF-1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.



**Incident Command System Structure: ESF 1 – Transportation**

## **B. ORGANIZATION**

### **1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff are integrated with the Escambia County Area Transit (ECAT) staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will oversee ESF-1 functions through the Infrastructure Branch Director.
- c. During the response phase, ESF-1 will evaluate and analyze information regarding transportation services requests. Also, Emergency Support Function 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.
- d. Escambia County Area Transit (ECAT) will develop and maintain the overall Emergency Support Function 1 Standard Operating Procedures as well as Appendices, and Annexes in support of the CEMP. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. ESF-1 shall ensure protocols are established to support ESF-5/Planning Section functions within the EOC.

## **C. ALERTS/NOTIFICATIONS**

1. Upon activation of the CEMP, the Department of Public Safety will notify the point of contact for Emergency Support Function 1 through multiple methods.
2. The Lead ESF 1 Coordinating Agency representative or designee will coordinate all activities of Emergency Support Function 1.
3. Upon instructions to activate Emergency Support Function 1, The Lead Coordinating Agency will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance in coordination with the other support agencies.

## **D. ACTIONS**

Actions carried out by ESF-1 are normally grouped into phases: preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-1 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of potential impacts to transportation systems.

- Continuous inventory of transportation assets, including transit buses, trolleys, passenger vans, wheelchair equipped buses, School District school buses, and private vendors.
- Coordination of transportation of ambulatory and wheelchair bound persons.
- Coordination of transportation of resources and ESF-1 assets, including buses, vans, equipment and supplies.
- Coordinate transportation public information with the PIO.
- Transportation management, command and control of assets to meet local needs.
- Evacuation and re-entry support.
- Maintenance of list of essential employees who because of their expertise and nature of assigned responsibilities are “on call” throughout all phases of a major disaster operation.

## **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Transportation response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- b. Coordination with Emergency Support Function 5 (Information and Planning)/Planning Section to identify essential elements of information.
- c. Coordinate planning with Emergency Support Function 1 support agencies, and other emergency support functions to refine Transportation operations.
- d. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Coordinate the development and presentation of training courses for Emergency Support Function 1 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- f. Participate in all hazards exercises involving Emergency Support Function 1.
- g. Assess vulnerability of evacuation routes.
- h. Assign and schedule sufficient personnel to implement Emergency Support Function 1 tasks for an extended period of time.
- i. Coordinate the maintenance of lists of Emergency Support Function 1 assets that that can be deployed during an emergency.
- j. Coordinate inventories of wheelchair lift-equipped buses and other pre-designated assets that are essential to meeting the transportation needs of special needs groups.
- k. Coordinate the development, test, and maintain an automated or manual listing of emergency contacts, agency transportation resources, and points of contact for assets that can be attained through vendors or other sources.
- l. Coordinate communications with all deployed transportation assets.

## **2. RESPONSE ACTIONS**

- a. Coordinate Emergency Support Function 1 operations at the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC and Logistics Section.
- c. Pre-position response resources when it is apparent that transportation resources will be necessary. Relocate transportation resources when it is apparent that they are endangered by the anticipated impacts of the emergency situation.
- d. Monitor and direct transportation resources and response activities.
- e. Participate in EOC briefings, and provide input to prepare Incident Action Plans and Situation Reports through the Planning Section.
- f. Coordinate/Obtain State resources through the Logistics Section when local resources are no longer available; coordinate, track, and monitor, all transportations resources (state and local) in the affected areas.
- g. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- h. Notify drivers of the potential threat and put drivers on stand-by alert status, updating as conditions change. In the event drivers are off duty when a potential threat arises, those designated will report by telephone or in person to the dispatch office at ECAT for further instructions.
- i. Evaluate and task the transportation support requests for threatened and/or impacted areas.
- j. Establish communications with appropriate field personnel and ensure that they are ready for timely response.
- k. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests.
- l. Utilize pre-determined evacuation routes to the extent possible. These routes are based on the designated general and special need shelters and are reviewed annually. Updates will be provided by the various EOC agencies as to the conditions of existing routes and any additional routes available by existing and changing conditions.
- m. Relay all emergency traffic regulations to all affected personnel.
- n. Provide information to the EOC Citizen Information Center.

## **3. RECOVERY ACTIONS**

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Initiate financial reimbursement process for recovery activities when such support is available.
- c. After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

#### **4. MITIGATION ACTIONS**

- a. Coordinate with the LMS Steering Committee and the Emergency Management Division to identify potential hazards and their impacts, and determine how these impacts may impede the Emergency Support Function 1 operation.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

#### **E. DIRECTION AND CONTROL**

1. Emergency Support Function 1 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Public Safety, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Escambia County.
2. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 1 liaisons.
3. A staffing directory and the Emergency Support Function 1 Standard Operating Procedures, its accompanying Appendices, Annexes and Standard Operating Procedures are maintained by the Lead Coordinating Agency and updated as required.
4. All ECAT field personnel support operational activities of Emergency Support Function 1 at the County Emergency Operations Center.
5. A decision will be made to cease transportation operations before winds reach tropical storm force winds arrive 39 mph or before.
6. In accordance with a mission assignment from Emergency Support Function 1, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 1 assignment will retain administrative control over its own resources and personnel, but will be under the operational control of Emergency Support Function 1.

#### **F. RESPONSIBILITIES**

##### **1. LEAD COORDINATING AGENCY – ESCAMBIA COUNTY AREA TRANSIT**

- a. Provide leadership in coordinating and integrating overall County efforts to provide Transportation evacuation assistance to affected areas and populations.
- b. Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate the activation and deployment of support agencies under Emergency Support Function 1 in carrying out specified missions to evacuate personnel from vulnerable areas.
- d. In coordination with ESF support agencies, evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

- e. Coordinate supplemental assistance in identifying and meeting the Transportation needs of disaster victims.
- f. Assume the lead in the organization, assignment and staffing at the facilities at which Emergency Support Function 1 is required to be located.
- g. Coordinate the use of transportation resources to support the emergency response, including the movement of evacuees in need to designated shelters.
- h. Maintain a current inventory of transportation assets and disaster contact information from participating agencies, including their location and condition.
- i. Pre-position transportation resources as needed.
- j. Maintain a list of available resources at the ECAT "L" Street office. This list will be updated at least once each year, and contains the following:
  - Contact information for essential employees who have a role and responsibility in Emergency Support Function 1;
  - Inventory of resources that can be deployed for Emergency Support Function 1 support, including vehicles (trolleys, passenger vans, busses).

## **2. SUPPORT AGENCIES**

- a. Maintain lists of current resources to support transportation needs within the county.
- b. Maintain appropriate rosters to support EOC and field operations.
- c. Coordinate with ESF-1 lead on supporting agency activity in meeting the needs of the community, before, during, and after a disaster event.

## **G. FINANCIAL MANAGEMENT**

- 1. Emergency Support Function 1 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
- 2. Expenditures by support entities will be documented by those entities and submitted for reporting purposes, directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

## **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 1 Annex
- Statement of Understanding Between Escambia County Area Transit and Pensacola Bay Transportation (April 2005)