

Annex 1 (ESF-1 -Transportation) to the Darlington County Emergency Operations Plan

Primary: School District Transportation Coordinator

Support: School District Bus Maintenance Supervisor, School District Operations, Director, Roads and Bridges, PDRTA

I. Introduction:

- A. The Darlington County School District Transportation Coordinator is designated as Coordinator of the County Transportation Service. He is responsible for coordinating all transportation activities and operations in the county, including public, private and volunteer transportation organizations during a disaster situation, with the exception of designated official vehicles.
- B. Darlington County is subject to disasters, natural and man-made that could result in a need for emergency transportation. Priority will be given to students, if school is in session, in accordance with the emergency plans of the County School District until all students have been transported to their destination. The Transportation Service will provide for the timely evacuation of persons from any area of the county that has been affected by a disaster or that is considered a threat to life. Available resources will be used to provide transportation for non-ambulatory patients, institutionalized persons and those persons who do not have private means of transportation. Ambulance requirements for hospitals and nursing homes will be coordinated through the Emergency Medical Service (ESF-8). Vehicles of the county, public, and private and volunteer organizations will be used to the maximum extent possible with the exception of designated official vehicles.

II. Mission: To provide a well-organized transportation organization within the county capable of supplying the necessary transportation requirements needed for the evacuation of people before and during a disaster.

III. Concept of Operations:

- A. General: Transportation operations will be controlled from the County Emergency Operations Center (EOC). The Transportation Service Coordinator will coordinate all transportation requirements during the disaster period. Requests additional transportation resources will be made through the EOC. All county, public, private and volunteer transportation organizations will be activated by the Transportation Coordinator as needed during a disaster.
- B. The Transportation Service will coordinate with the Emergency Welfare Service (EWS) and Health and Medical Service to determine if vehicles should be routed and scheduled to transport ambulatory evacuees who need to be examined or treated at medical facilities. Seriously ill and non-ambulatory evacuees will be

transported by the Emergency Medical Service. In the event that the order is given to move evacuees into upgraded congregate care facilities, the Transportation Coordinator will coordinate with the EWS Coordinator to determine where transportation assets may be required. Individuals that do not have transportation and require evacuation, will be transported by the Transportation Service on a case-by-case basis.

- C. Transportation of Food and Supplies: The Transportation Service will coordinate with the County Food Service Coordinator, Emergency Welfare Service, and Resource Support to provide transportation for the movement of relief supplies (such as, food, ice, medical supplies, clothing and other essential goods) from central supply points to the various facilities established for evacuees.

IV. Responsibilities:

A. Preparedness Phase:

1. Transportation Service Coordinator

- (a) Maintains normal day-to-day operations.
- (b) In coordination with the Director of Emergency Services develops plans and procedures, organizes personnel and maintains a readiness posture.
- (c) Maintains current inventories of available transportation facilities, supplies and equipment by type.
- (d) Maintains current resource directories of all commercial and industrial transportation assets, facilities and supplies within the county to include points of contact, their locations and operating areas.
- (e) Develops and maintains a master list of drivers, their status and availability.
- (f) In coordination with the Director of Emergency Services, Sheriff's Office and SCHP, assists in determining evacuation routes, including reversal of evacuation routes if necessary, to be used during disaster operations.
- (g) Estimates logistical requirements (e.g., personnel, supplies, equipment, facilities and communications) during the planning process and through annual exercises, to include developing appropriate transportation packages to support likely scenarios.
- (h) Annually reviews the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
- (i) Ensure all Transportation personnel integrate NIMS principles in all

planning. All Transportation personnel will complete FEMA's NIMS Awareness course or an equivalent course.

- (j) Conducts or participates in an annual exercise to validate this annex/ESF and supporting SOPs.

2. Local Government, Public, Private and Volunteer Organizations

- (a) Maintains liaison with the Transportation Service Coordinator.
- (b) Develop SOP's for use during disaster operations.
- (c) Maintain resource lists of personnel and resources for the Transportation Service Coordinator.

B. Response Phase:

NOTE: All incidents in Darlington County will be managed using the National Incident Management System (NIMS) Incident Command System/Unified Command System.

1. Transportation Service Coordinator

- (a) Activates the Transportation Service upon the request of the Emergency Services Director.
- (b) Deploys personnel and equipment to pre-assigned areas upon request of the Emergency Services Director.
- (c) Staffs the Transportation Service Coordinators (ESF) desk in the EOC.
- (d) Coordinates and maintains liaison with all organizations of the Transportation Service.
- (e) Maintains liaison with law enforcement personnel regarding traffic flow into and out of the disaster area.
- (f) Maintains liaison with organizations requiring transportation support.
- (g) Requests the School Bus Transportation Office along with other vehicle repair facilities, equipment and personnel provide maintenance for the state owned buses and county vehicles when required.
- (h) Reports damage to vehicles and equipment to the EOC.
- (i) Identify transportation assets, including school buses, passenger and utility

vans of various sizes, cars, trucks with or without trailers, boats of various types, (to include SC Central Railroad) to respond to the emergency.

- (j) Identify, obtain, prioritize and allocate available transportation resources necessary to support mobilization sites, staging area and distribution points.
 - (k) Report the locations of damage to the transportation infrastructure, degree of damage and other available information to Damage Assessment (ESF-14) and to the Information and Planning Cell (ESF-5).
 - (l) Determine the most viable and available transportation routes to, from and within the disaster area and regulate the use of such routes as appropriate.
 - (m) Coordinate emergency information for public release through the PIO.
2. Local Government, Public, Private and Volunteer Organizations
- (a) Maintain liaison with the Transportation Service Coordinator.
 - (b) Keep personnel of their organizations informed on the current situation.
 - (c) Dispatch personnel and equipment to designated areas at the request of the Transportation Coordinator.
 - (d) Maintain liaison with law enforcement personnel for current information on the traffic control situation.

C. Recovery Phase:

1. Transportation Service Coordinator:
- (a) Provides transportation support for movement of personnel, supplies and equipment.
 - (b) Maintains coordination with all organizations of the Transportation Service.
 - (c) Reports damage to vehicles and equipment to the Emergency Services Director.
 - (d) Keeps all transportation organizations informed on current situation.
 - (e) Ensure that appropriate records of costs incurred during the event are maintained.
2. Local Government, Public, Private and Volunteer Organizations:
- (a) Maintain liaison with the Transportation Service Coordinator.

- (b) Inform all personnel of the current situation.
- (c) Move personnel, supplies and equipment, as required.
- (d) Report damage to vehicles and equipment to the Transportation Service Coordinator.

D. Mitigation Phase:

- 1. Support and plan for mitigation measures.
- 2. Documents matters that may be needed for inclusion in briefings, situation reports and emergency plans.

V. Administration and Logistics:

A. Administration

- 1. Initial Situation Reports: As soon as communications are established, the Coordinator of the Transportation Service will secure reports from all school districts, public and volunteer transportation organizations and submit a report to the Darlington County EOC that will include the following:
 - a. Status of mobilization of the County Transportation Services.
 - b. Available communications.
 - c. Emergency tasks or operations that require immediate initiation.
 - d. Immediate support required from the EOC.
- 2. Special Reports: Any significant change in the status of the Transportation Service's capability to accomplish its mission will be reported immediately to the EOC.
- 3. After Action Reports: After action reports will be made following termination of any emergency, or other action in which the Transportation Service elements were involved. The Coordinator of the Transportation Service will submit a report to the County Emergency Services that will include the following:
 - a. Type and scope of action completed.
 - b. Elements of the Transportation Service that were involved.
 - c. Nature and extent of any further public assistance required.

B. Logistics: Organic supplies, operational aids, and all available transportation resources will be used by all organizations of the Transportation Service. Additional supplies, transportation and manpower will be requested through the Darlington County Emergency Operations Center (EOC).

C. Provide a laptop computer for use in the ESF for WEBEOC access.

VI. Annex review and maintenance: This annex (ESF) will be reviewed annually by the primary action agency, department or individual with changes submitted to the Emergency Services Department by November 30th of each year for inclusion into the EOP. Following exercises or actual events the annex will be reviewed to determine if changes are required. If no changes are required, the primary action agency, department or individual will certify to the Emergency Services Director that the annex has been reviewed and changes are not required.

VII. Coordinating Instructions: This annex is effective for planning upon receipt and execution upon order.

Appendices:

Appendix 1. Transportation Resource List (Each agency or department tasked with a responsibility in this annex is responsible for maintaining a list of qualified, available drivers in support of this annex.)

(The remainder of this page left intentionally blank)