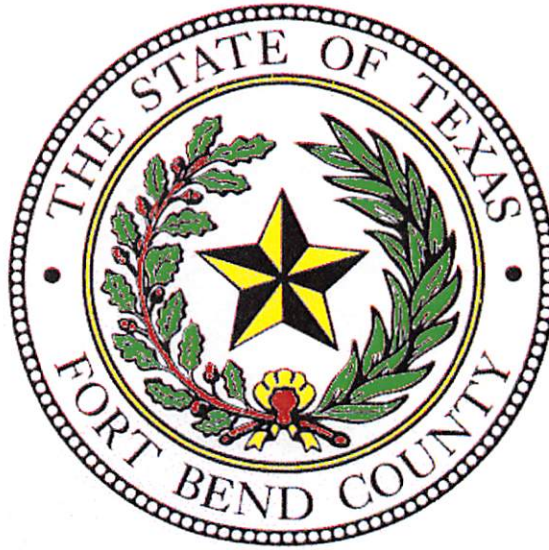


ANNEX S



TRANSPORTATION

Fort Bend County

APPROVAL & IMPLEMENTATION

Annex S

Transportation

This annex is hereby accepted for implementation and supersedes all previous editions.

Robert Hebert
County Judge
Fort Bend County

Date

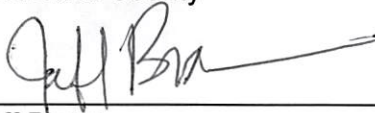
Reviewed by:



Paulette Shelton
Transit Director
Fort Bend County

3-8-16

Date



Jeff Braun
Emergency Management Coordinator
Fort Bend County

3/9/16

Date

RECORD OF CHANGES

Annex S

Transportation

[illegible]

ANNEX S

TRANSPORTATION

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex outlines the Fort Bend County and Joint Resolution Jurisdictions 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, people may have to be transported from areas at risk, and equipment and supplies may have to be transported to support response and recovery activities. Fort Bend County and its Joint Resolution Jurisdictions have the ultimate responsibility for arranging or providing the transportation needed to support emergency operations.
2. During emergency situations, it may be necessary to rapidly evacuate the general public, school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners from areas at risk.
3. Specialized transportation may be needed to transport some groups, such as medical patients and prisoners.
4. County 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, 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. Drivers with commercial driver licenses must operate many cargo trucks and buses. In coordinating for use of these resources, it is desirable to arrange not only for the use of vehicles, but also for qualified drivers.
9. Special consideration facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of their clients, patients, and inmates. 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 may be provided for people who do not have vehicles.
2. During emergency situations, Fort Bend County will use County 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 are normally dealt with are capable of supporting emergency needs, services will continue to be contracted with those companies during emergency situations.
4. As school buses comprise the majority of local passenger transportation resources, interlocal agreements will be entered into with local school districts to coordinate and respond to requests for transportation assistance from other local governments and agencies during emergency situations.
5. If transportation services from commercial providers are unobtainable, rented or leased transportation equipment may be utilized to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
7. Municipal or rural transit system 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 Pierce, Texas when assets within the jurisdiction are insufficient.

V. CONCEPT OF OPERATIONS

A. General

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 from risk areas, including residents of special consideration facilities, and delivery of supplies and materials for certain emergencies. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations, shuttles between sheltering facilities and/or service agencies and ultimately return of evacuees to their home county as applicable. For the purposes of this Annex, activities related to public transportation and activities related to movement of goods and materials are handled separately.

1. Public Transportation Requirement.

Where possible, emergency passenger transportation requirements will be satisfied with the following resources

- a. Voluntary evacuation by individuals - use of personal vehicles
- b. Fort Bend County and/or Joint Resolution Jurisdiction owned vehicles
- c. School buses
- d. Leased or rented buses, vans, or cars
- 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

Transportation of household pets will be accommodated on-board vehicles when possible or in separate vehicles. Transportation of service animals will be accommodated on-board vehicles. Transportation and/or movement of livestock is addressed in Appendix 4 to Annex N (Direction & Control).

2. Cargo Transportation.

Where possible, emergency cargo transportation requirements will be satisfied with the following resources:

- a. Fort Bend County and/or Joint Resolution Jurisdiction 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

3. Special Consideration 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 government transportation assistance during emergencies. Assistance will be provided as set out above for public transportation.

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 government may need to assist. Correctional institutions will be asked to provide appropriate security and/or supervisory needs on evacuation vehicles. Hospitals and nursing homes will be asked to determine and place patients who can be transported on normal transportation vehicles on them and to place patients who need medical assistance during transport on medical vehicles. As a general rule, evacuations for these types of facilities will be conducted considering security and risk to the general population.

4. Individuals with Functional Needs.

Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings and/or medical equipment. They may be unable to walk to transportation pickup points for the general public. Boarding assistance as well as door to door service will be provided whenever possible.

5. Requesting Transportation Support – Separate Passenger and Goods Requests

- a. Requests for public transportation support may be generated by the 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 at the Emergency Operations Center using the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.
- b. Requests for cargo transportation support may be generated by the Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities in this plan. Requests for cargo transportation support should be made to the Logistics Desk at the Emergency Operations Center using the Cargo Transportation Request in Appendix 1. Requesters must assign a priority to their requests.
- c. For Public Transportation requests, the Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.

- d. For Cargo Transportation requests, the Logistics desk shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.

6. External Support.

If local transportation resources and those available pursuant to inter-local agreements are insufficient to support emergency requirements, transportation resource support may be requested from the State through the Disaster District Committee (DDC) in Pierce, Texas.

B. Activities by Phases of Emergency Management

1. Prevention

- a. Identify possible transportation needs that could result from various disasters.
- b. 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 consideration 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. Register evacuees and provide service to evacuation hubs.

c. Monitor transportation resource status and identify requirements for additional resources to the EMC, EOC Supervisor, and EMCs or Mayors/City Managers of the Joint Resolution Jurisdictions.

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. When applicable, conduct the public transportation activities necessary to return passengers to their homes from shelters.

d. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. General

1. The 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 Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors or City Managers shall provide policy guidance with respect to emergency transportation operations.

3. The Director of Transportation (or designated staff) 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 local public transportation authorities, 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 other emergency services to identify and prioritize requirements for transportation of passengers necessary for response and recovery operations.

- d. Coordinate with special consideration facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
 - e. Coordinate public transportation support for mass evacuations.
 - f. Coordinate with the Fort Bend County Sheriffs Office and/or the Joint Resolution Jurisdiction Police Chiefs on evacuation routes and the location of transportation pickup points and staging areas.
 - g. Coordinate with local public transportation authorities pickup points and times for citizens requiring public transportation.
 - h. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
 - i. Coordinate with the Shelter Officer for passenger transportation to support shelter and mass care operations.
2. The Logistics Officer will:
- a. Coordinate with local commercial transportation providers to establish procedures for providing cargo transportation resources during emergency situations.
 - b. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, for response and recovery operations.
 - c. Coordinate with the Shelter Officer for cargo transportation to support shelter and mass care operations.
3. All Departments and Agencies having transportation assets will:
- a. Provide current information on available transportation equipment and staffing to the Transportation Officer and logistics desk 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 and to the extent possible.
3. All Departments and Agencies will:
- Forward prioritized emergency transportation requests to the Transportation Officer or logistics desk 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. Facilitate and/or provide transportation shelter pickup point and/or staging area crowd control and vehicle circulation assistance, in conjunction with the Transportation Officer, Logistics Desk and/or the Incident Commander.
5. The Shelter Officer will:
- a. Receive and track evacuees delivered to shelters.
 - b. Identify transportation requirements to support shelter and mass care operations and communicate same to the Transportation Officer.
 - c. Coordinate with the Transportation Officer the return of evacuees to their homes.
 - d. Coordinate with the Logistics Desk any requirements for cargo transport and/or delivery.
6. School Districts in Fort Bend County will:
- a. Upon request by the Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors or City managers, provide buses and drivers to assist in emergency operations.
 - b. Provide and maintain updated lists of drivers and bus capacity and equipment.

VII. DIRECTION & CONTROL

A. General

- 1. The Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors or City managers will establish priorities for and provide policy guidance for transportation activities.
- 2. The Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors or City Managers/EMCs 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. Transportation Officer
- 2. Transit Operations Manager
- 3. Reservationist/Scheduler

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 area 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. Take 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 a 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 County Judge concerning claims for cost recovery or reimbursement.

C. Preservation of Records

Vital records will 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 will periodically include a scenario that provides for the demonstration of emergency transportation.

E. External Support

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 Chair in Pierce, Texas by the Fort Bend County Judge 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 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

Appendix 4 FEMA Force Account Equipment/Labor Summary Record

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: ☐ Good ☐ Fair ☐ Poor

Operator Provided: ☐ Yes ☐ No

Maintenance performed (if any): _____

Vehicle/Equipment Returned:

Date: _____ Time: _____ Odometer/hour meter reading: _____

Remarks:

USE LOG ON REVERSE

VEHICLE USE LOG

[illegible]

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY								PAGE ____ OF ____		O.M.B. No. 1660-0017 Expires April 30, 2013		
APPLICANT			PA ID NO.	PROJECT NO.	DISASTER							
LOCATION/SITE			CATEGORY		PERIOD COVERING							
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT			OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS	
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER			DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
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			HOURS									
			HOURS									
			HOURS									
			GRAND TOTAL									

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE
	DATE

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE _____ OF _____ O.M.B. No. 1680-0017 Expires December 31, 2011		
APPLICANT			PAID NO.		PROJECT NO.		DISASTER					
LOCATION/SITE					CATEGORY		PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED												
NAME			DATES AND HOURS WORKED EACH WEEK				COSTS					
JOB TITLE			DATE					TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME			REG.									
JOB TITLE			O.T.									
NAME			REG.									
JOB TITLE			O.T.									
NAME			REG.									
JOB TITLE			O.T.									
NAME			REG.									
JOB TITLE			O.T.									
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME										\$ _____		
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME										\$ _____		
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED			TITLE				DATE					