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Fort Bend County, Texas

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**REVIEW FORM**

On May 3, 2021, the County Attorney's Office reviewed the enclosed document:

Fort Bend County Emergency Management Annex S Transportation.

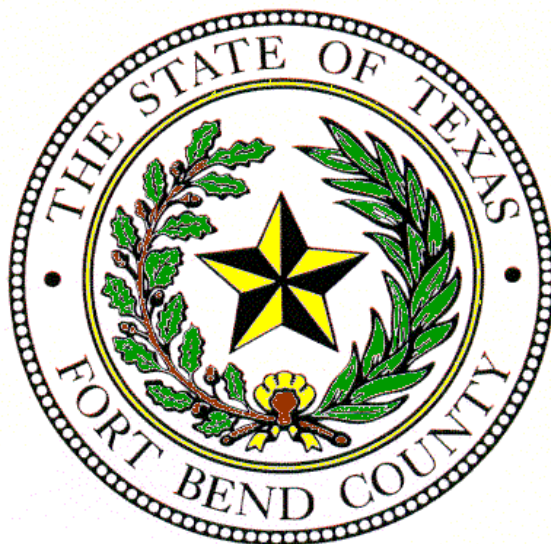
**Comments:    Approved as to legal form.**

A handwritten signature in blue ink that reads "Andrew Wipke".

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Andrew Wipke  
Assistant County Attorney

# **Fort Bend County Emergency Management**



## **Annex S Transportation**

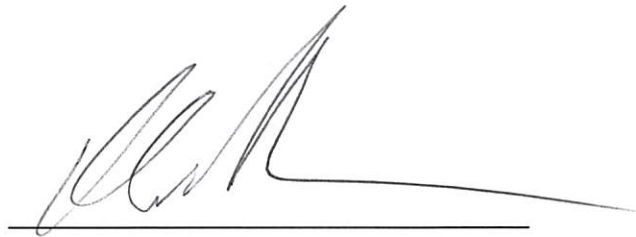
## Approval & Implementation

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K.P. George  
County Judge  
Fort Bend County

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Date



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Mark Flathouse  
EMC/ Fire Marshal  
Fort Bend County

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4/27/2021  
Date



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Perri D'Armond  
Transit Director  
Fort Bend County

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4/27/2021  
Date

# Record of Changes

Change #	Location of Change	Description	Date of Change	Recorded By
1			6/2006	Jill Boehm
2			6/2011	Paulette Shelton
3			7/2011	Judy Lefevers
4			1/2016	Alan Spears
5			2/2021	Tom Kuczynski

## 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 emergencies, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

## III. Explanation of Terms

Acronym	Term
EOC	Emergency Operations Center
DDC	Disaster District Committee
ICP	Incident Command Post
MHE	Materials Handling Equipment
SOP	Standard Operating Procedures

## IV. Situations & Assumptions

### A. Situations

1. In an emergency, 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 emergencies, 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 emergencies, 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 emergencies, making it difficult to use some of the available transportation assets.

6. Major emergencies may disrupt normal transportation systems, leaving many people, such as school children, the elderly, the 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, daycare 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 emergencies, Fort Bend County will use County transportation resources and those available according 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 emergencies.
4. As school buses comprise the majority of local passenger transportation resources, inter-local 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 emergencies.
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 emergencies.
7. Urban 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) Rosenberg, 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 the 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. Urban or rural transit system buses
- h. State-owned or contracted vehicles

Transportation of service animals and household pets will be accommodated onboard 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 service.

### 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 daycare centers, including adult daycare 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 the 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 pick-up points for the general public. Boarding assistance, as well as door-to-door service, will be provided whenever possible using assigned Ambassadors or Operators.

### 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 procedure 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 concerning 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 emergencies.
- 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 the 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 & Assignments 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 concerning 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 or regional 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 Sheriff's 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 authority's 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.
- 4. All Departments and Agencies will:
  - a. 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.
- 5. 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.
- 6. 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 the 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.

7. 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. Assistant Director

## 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- Increase 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. Notify funding partners (FTA, TXDoT) of activation.
4. Take protective actions for transportation resources.
5. Make tentative transportation resource allocations to probable emergency tasks.
6. 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 the 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, 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**

1. 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.
2. This annex will be reviewed and updated in accordance with the schedule outlined in Section X of the Basic Plan.

3. 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				
<b>Shipping</b>				
Date:	Time:	Priority 1 High 2 Medium 3 Low ( Circle One)		
Requested By:		Organization:		
Name:		Phone Number		
Request Transport of Cargo ( Describe Cargo)				
Cargo Type:	Loose	# of Boxes	# of Pallets	Total weight: LBS
<b>Received From</b>				
Date:	Time:	AM	PM	
Address:				
People to load the Truck: 1. Yes 2. No			If No, How many people are needed?	
Equipment to load the truck: 1. Yes 2. No			Type of Equipment Needed:	
<b>Deliver To:</b>				
Name:				
Address:				Time:
City	Zip Code	Phone Number:		
People to unload the truck? 1. Yes 2. No		If no, How many do you need?		
Equipment to load the truck: 1. Yes 2. No		Type of Equipment Needed:		
Resources committed:				
Signature:				Date:

PASSENGER TRANSPORTATION REQUEST		
Date:	Time:	Priority 1 High 2 Medium 3 Low ( Circle One)
Requested By:		Organization:
Number of people needing transportation: # of Adults _____ # of Children _____		
Ambulatory: Yes _____ No _____ If No, list any special vehicles or equipment needed:		
PICK UP FROM		
Date:	Time: AM PM	
Address:		
People available to assist non-ambulatory passengers? 1. Yes 2. No		If no, how many people are needed to assist?
Contact at Pick-up		
Name:		Phone #:
Contact AT Drop Off & Location		
Address:		Time:
City	Zip Code	Phone Number:
Resources committed:		
Signature:		Date:

VEHICLE/EQUIPMENT RECORD & USE LOG		
Vehicle/Equipment Type:		
Identification or License #: _____		Odometer/Hour reading:
Date Received:		Time Received:
County Asset:	School District Asset:	Leased/Rented:
<b>Borrowed/Loaned</b>		
Owner:		
Address:		
Operational Status: 1. Good 2. Fair 3. Poor ( Circle one)		
Operator Provided: 1. Yes 2. No ( Circle one)		
Maintenance Performed (if any)		
<b>Vehicle/Equipment Returned</b>		
Date Time:	Time:	Odometer/Hour Reading
Remarks:		

## VEHICLE USE LOG

[illegible]

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FORCE ACCOUNT EQUIPMENT SUMMARY RECORD</b>						PAGE ____ OF ____		<i>O.M.B. No. 1660-0017 Expires April 30, 2013</i>						
APPLICANT			PA ID NO.		PROJECT NO.		DISASTER							
LOCATION/SITE					CATEGORY		PERIOD COVERING							
DESCRIPTION OF WORK PERFORMED														
<b>TYPE OF EQUIPMENT</b>				<b>OPERATOR'S NAME</b>		<b>DATES AND HOURS USED EACH DAY</b>				<b>COSTS</b>				
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE			EQUIPMENT CODE NUMBER			DATE							TOTAL HOURS	EQUIPMENT RATE
					HOURS									
					HOURS									
					HOURS									
					HOURS									
					HOURS									
					HOURS									
					HOURS									
					HOURS									
<b>GRAND TOTAL</b>														
<b>I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.</b>														
CERTIFIED					TITLE					DATE				

FEMA Form 90-127, AUG 10

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FORCE ACCOUNT LABOR SUMMARY RECORD</b>								PAGE _____ OF _____		O.M.B. No. 1000-0017 Expires December 31, 2011			
APPLICANT				PA ID 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.											
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			

FEMA Form 90-123, FEB 09