**Emergency Support Function #1:**

**TRANSPORTATION**

**Lead Agency:**

* N.H. Dept. of Transportation (DOT)

**Support Agencies:**

* N.H.Dept. of Safety, State Police (SP)

# Introduction

## Purpose

The purpose of Emergency Support Function #1 – Transportation (ESF #1) is to provide the resources (i.e., human, technical, equipment, facility, materials, supplies) of member agencies to support emergency transportation needs during an emergency/disaster situation.

## Scope

ESF #1 resources will be provided through requests directly to the State Emergency Operations Center (SEOC). Resources may be obtained from state agencies, contractors, vendors, suppliers, and agency-related local, State, regional, national, public and private associations or groups. Resources obtainable by ESF #1 will be used to assist the following:

1. Monitoring, controlling and assessment of the transportation infrastructure.
2. Identifying and repair and restoration of damaged state transportation systems.
3. Coordinating vehicular traffic flow during an emergency situation.
4. Developing, maintaining and coordinating transportation routes for evacuation and surge including access to incident-specific critical sites, such as reception centers, shelter facilities, supply and medical distribution points.
5. Developing emergency refueling and maintenance facilities.
6. Evacuating persons from threatened areas or immediate danger, including those with access and functional needs, livestock, and household pets.
7. Logistical transporting of personnel, equipment, materials and supplies, including the management of transportation staging areas and assets.
8. Prioritizing and initiating emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the transportation infrastructure.
9. Assisting in the design and implementation, as requested, of alternate transportation services (mass transit, etc.) to temporarily replace system capacity lost to incident damage. This may occur through use of bus company contracts, emergency medical services ambulances, agreements with air and rail, or other vendor provided support.

# Situation and Planning Assumptions

## Situation

Local jurisdictions are responsible for the management of transportation needs within their jurisdictions and will coordinate transportation requirements in their areas, excluding state and federal road systems that are not within their authority. The need for immediate restoration of the transportation system for response and recovery activities may exceed local capabilities and State and federal governmental assistance may be required to supplement their efforts.

## Planning Assumptions

1. Most localized systems and activities will be hampered by damaged transportation infrastructure and disrupted communications systems. There may be a shortage of fuel, DOT maintains fuel sites throughout the state.
2. Alternate routes may need to be established to bypass damaged infrastructure.
3. Large number of evacuees may need to be moved out of the impacted area. Specialized transportation/assistance may be needed to evacuate some of the individuals.
4. Evacuation of livestock and household pets may be required and will be coordinated with ESF #6 – Mass Care, Housing and Human Services and ESF #11 – Agriculture, Natural & Cultural Resources. This effort may require specialized transportation assets.
5. Large numbers of evacuees from an impacted area may need to be accommodated (surge).
6. Area/regional transportation infrastructure/resources may be impacted. The damage may diminish the effectiveness and efficiency of the response and recovery efforts.
7. Large number of relief workers may need to be moved into the area or the State.
8. Temporary routes may need to be established for residents who are allowed to return to an evacuated area for a finite period of time.
9. Fixed or mobile maintenance may be needed for response vehicles.
10. Large equipment may be required to be moved into the impacted area requiring special routing.
11. Vehicles, equipment, etc. may need to be towed from evacuation routes.

# Concept of Operations

## General

1. DOT, as the Lead Agency, must ensure that through coordinated annual planning, all ESF #1 agencies are:
   1. Participating in reviews and revisions of ESF #1;
   2. ESF #1 Support Agencies are sufficiently trained and capable of fulfilling responsibilities of ESF #1 in the SEOC;
   3. Coordinating, attending, and participating in ESF #1 meetings, training sessions, conferences and exercises.
2. Developing, testing, and maintaining manual or automated listings of the following:
   1. DOT and Support Agency emergency points of contact that may need to be contacted by ESF #1 representatives, and;
   2. Available transportation resources (i.e., state, local, contract).
3. Coordinating ESF #1 activities in the SEOC during periods of activation by developing and maintaining the ESF #1 duty schedule.
4. Coordinating evaluation and performance of mission/task requests.
5. Equipment requests and inventories will be made by using the National Incident Management System (NIMS) Resource Typing, whenever possible. Status of committed and uncommitted resources is tracked during activation of the SEOC.
6. Unified Command is used to manage assets in the field due to the number and variety of government and private sector organizations that may be involved.
7. All intrastate transportation available for emergency management purposes will be subject to the control of ESF #1 with the following exceptions:
   1. Transportation required for military and other federal personnel or supplies;
   2. Federally controlled or operated vessels, trains, vehicles or aircraft and bridges, unless specifically made available;
   3. Commercial or scheduled air carriers; and,
   4. Local emergency vehicles actively responding to provide emergency service.
8. Functional Needs Population - This group includes persons who do not have access to or cannot operate a motor vehicle due, but not limited to: disabilities, age, addictions, and legal restrictions. This group also includes, but is not limited to; individuals with developmental, medical, physical, or sensory disabilities, durable medical equipment and service animals. Most non-drivers and people from zero vehicle households can function independently once evacuated to safety.

Transportation is a well-established component of emergency response plans, however, the lack of details regarding transportation dependent people may cause some to be put in potentially dangerous situations. In general, close collaboration and the development of unique strategies to meet the needs of these individuals will occur.

## Organization

1. **Organizational Chart (Command & Control)**

ESF #1 shall function under the direction and control of the SEOC Operations Chief **(*See Organizational Chart in SEOP Base Plan. Chapter IV.4.b).***

1. **Operational Facilities/Sites**

ESF #1 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously (in-state or in another state through mutual aid). A listing of the teams and facilities through which ESF #1 may have to function follows:

* 1. **Evacuation, Staging, Reception, Sheltering Areas –** In coordination with other ESFs and local entities, developing and maintaining transportation routes for evacuation and surge of populations. Identifying and maintaining routing from staging areas, reception areas, and shelters (human and animal). Identifying and maintaining special routing for special equipment, removal of human and/or animal remains or other special needs that may occur prior to, during or after an incident.
  2. **Agencies’ Emergency Operations Centers -** In addition to receiving ESF #1 missions, agencies may receive additional missions serving in a Lead or Support role to other emergency support functions. Agencies may use a "central" Emergency Operations Center (EOC) concept to manage the different roles and accomplish all mission assignments. The “central” EOC is a "clearinghouse" that is used by the agencies to "track" assigned missions, resources committed, resources available, needed support for resources committed, needed contracts and contractors, and many other matters necessary for an effective emergency operation. In addition, some agencies may develop an “inter-agency” emergency operation center that is below the “central” emergency operation center or clearinghouse.
  3. **State Emergency Operations Center Mission Tasking -** The ESF #1 representative will assign request for assistance to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency should be tasked more than another to ensure a balance in "mission" tasking and to maximize the use of all available resources. Mission Tasks will be posted to WebEOC.
  4. **Field Operations –** ESF #1 may serve in Field Operations (i.e., the Forward State Emergency Response Team, Impact Assessment Teams: Rapid Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance). Since activation of these activities usually occurs early in an event, its activation sequence should be prepared for in the first hours of an event.

# Phased Activities

## Prevention/Preparedness Activities

1. **General**
   1. Supporting the Emergency Management Assistance Compact (EMAC) and International Emergency Management Assistance Compact (IEMAC) including training of ESF on EMAC/IEMAC responsibilities, and pre-identification of assets, needs and resources that may be allocated to support other states/provinces.
   2. Annually reviewing the Department of Homeland Security Core Capabilities and integrating tasks as appropriate.
   3. ESF #1 personnel should be integrating NIMS principles in all planning.
2. **Pre-Event**
   1. Activating the Notification Tree. Reviewing each support agency’s automated or manual listings of emergency contacts.
   2. Supporting mutual aide, the NH Public Works Association, and other local efforts as requested and available. (note: there may be limitations to the support ESF #1 can provide to local efforts.)

## Response Activities

1. Assigning and scheduling sufficient personnel to cover an activation of the SEOC for an extended period of time. Providing updates and briefings for any new personnel reporting for ESF #1 duty.Maintaining and updating WebEOC as appropriate for all ESF #1 agencies.
2. Facilitating the first push of debris and debris management related activities.
3. Evaluating probability and time period of the recovery phase for the event. Continue development of an “After-Action Report” for ESF #1.

## Recovery Activities

* + - 1. Assigning and scheduling sufficient personnel to cover an activation of the SEOC for an extended period of time.

## Mitigation

1. Providing updates and briefings for any new personnel reporting for ESF #1 duty.
2. Evaluating the probability and time period of the mitigation and/or redevelopment phase for the event. Collaborating with other ESF agencies regarding mitigation and/or redevelopment activities that may need ESF #1 support. Beginning to plan for and provide support for mitigation and/or redevelopment activities that may begin before SEOC deactivation and continue for several months.

# Roles & Responsibilities

## Activities Associated with Function:

ESF #1 Lead and Support Agencies activities will include:

1. All ESF #1 Lead and Support agencies will provide available, trained personnel to serve as ESF #1 representatives in the SEOC. Maintaining and updating WebEOC as needed.
2. All personnel have access to their agency’s available and obtainable transportation resources. The committed and uncommitted status of such resources is continuously tracked during an activation of the SEOC. All personnel have access to appropriate records and data that may be needed for a transportation response (i.e., mutual aid compacts, transportation-related facilities listings, maps).

## Equipment and Facilities

The following is the transportation equipment and facilities pool from which certain and specific resources from the ESF #1 associated agencies are referenced and assigned:

1. Buses of various types and sizes, with drivers.
2. Passenger and utility vans, with and without drivers.
3. Trucks and/or trailers with drivers/operators. Vehicles to transport both light and complicated/heavy equipment/cargo.
4. ……

## Coordination with Other Emergency Support Functions

All ESFs will coordinate, as appropriate, with other ESFs by:

1. Notifying organizations of available resources.
2. Providing availability of subject matter experts for specialized requirements.
3. Providing available resources including specialized transportation and personnel, vehicular traffic management and control devices and signage, motor vehicles of all types, repair/service, refueling, parking, storage and staging facilities, mapping and communication capabilities, equipment and personnel for fulfilling ESF missions.
4. Notifying organizations of any pertinent information that may impact the ability of the appropriate ESF to carry out their missions/tasks including traffic flow information, highway/road closure or obstruction information and availability of engineering and fuel availability.

## SEOP Hazard-Specific Incident Annexes with ESF#1 Responsibilities

* Terrorism
* Radiological Incident at Nuclear Power Plant
* Hazardous Materials

# Administration and Logistics

## Policies

1. All agency and ESF Plans provide for administrative and logistical support necessary to maintain a 24-hour, 7 day a week sustained operation.
2. Administrative and logistical support of operational field elements is the responsibility of each participating agency.
3. Provision is made by each participating agency to record all resources used in support of the emergency operation and provide such information to the Finance and Administration Section for consolidation and recording.
4. Participating agencies will be notified when threshold levels are reached for implementation of any federal assistance programs or requests from mutual aid compacts.

## Notification and Reporting

1. **Notification**
2. The N.H. State Police, a municipality or State Agency will notify HSEM that an incident has occurred, or has the potential to occur, that threatens or impacts an area of New Hampshire. HSEM will gather information for on-going situational awareness and notify ESFs, as appropriate.
3. HSEM personnel will make the decision to activate the SEOC and determine level of activation.
4. If SEOC activation is determined to be necessary, the HSEM Agency Liaison will notify the ESF Lead Agency of the activation and request designated personnel to report to the SEOC or to remain on stand-by.
5. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF desk in the SEOC. WebEOC will be utilized to provide continuous situational awareness.
6. All ESF agencies will make appropriate notifications to their appropriate regions, districts or local offices.
7. The above notification process will be utilized for all phases of activation and activities in which the ESF will be involved.
8. **Event Reporting**
9. Event and position logs should be maintained by each ESF agency in sufficient detail to provide historical data on activities taken during the event.
10. Agencies are also expected to keep their Lead Agency updated upon all activities and actions.
11. The Lead Agency will be responsible for making periodic reports to their Sections on activities taken by the ESF, in total, during the event and assure they are properly documented.
12. All financial reporting will be done through the ESF Lead Agency on behalf of their support agencies. All financial management documents must comply with standard accounting procedures and applicable agency, State and Federal guidelines, rules, standards and laws.
13. **Agreements/MOUs, etc.**

Lead and Support Agencies will maintain up-to-date agreements and Memorandums of Understanding, Letters of Agreement (MOU/LOA) with various other agencies, regions, states or countries, as appropriate. Each agency is responsible for keeping these documents updated and with appropriate points of contact. Support Agencies should keep the Lead Agency informed of any such agreements which may impact resources or capabilities during an emergency incident. The State of New Hampshire also maintains agreements and mutual aid compacts on behalf of various organizations. These may be activated as the situation warrants.

# Development, Maintenance and Implementation of Transportation Appendix

## Responsibilities

Developing, maintaining and implementing this Appendix rests with the Lead Agency in consultation and collaboration with the Support Agencies.

## Corrective Actions

Following each activation, exercise, etc. in which this ESF has been activated, an After-Action Report should be conducted by the Lead Agency with the appropriate Support Agencies. A Corrective Action/Improvement Plan should be developed and incorporated into the ESF response activities when updated.

## Updating & Revision Procedures

The primary responsibility for the development and overall maintenance of the State Emergency Operations Plan belongs to HSEM. Assistance and input will be sought from all ESF Agencies.

Updating and maintaining this ESF Appendix rests with the Lead Agency. Coordination, input and assistance should be sought from all the agencies involved in the ESF activities. An annual review of the Appendix should be conducted with information provided to HSEM for incorporation into the next SEOP scheduled update. This does not preclude the incorporation of any changes immediately into the ESF Appendix. If information collected is of serious enough nature to require immediate revision, HSEM will produce such a revision of the SEOP ahead of schedule.

# Attachments

## Plans/Procedures, Etc.

## Listings/Maps

## MOUs/LOAs

Maintained by Lead & Support Agencies or Incident Specific Annexes

## National Response Framework – ESF #1 Transportation