

ESF 1: Transportation

TABLE OF CONTENTS

Topic:	Page
Emergency Support Function 1 - Transportation	1
Transportation Coordinator Activation Checklist	6
Transportation Categories	9
Definitions for Modes of Transportation	11
Specific ESF Needing Transportation	11
Mass Care, Housing, and Human Services (ESF 6)	15
Resource Support (ESF 7)	17
Public Health and Medical Services (ESF 8)	18
Public Safety, Law Enforcement, and Security, Evacuation and Movement, (ESF 13)	21
Guidelines for Transportation Resources	23
Letter for Transportation Resources	25
Addendums	
1. Liability Exemption	1-1
2. Check List for Activated Resources	2-1
3. Evacuation Roster	3-1
4. Transportation Request and Order Form	4-1

THIS PAGE INTENTIONALLY LEFT BLANK

ESF 1: Transportation

PRIMARY AGENCIES

Valley Transit/Transportation Coordinator
Walla Walla County Emergency Management

SUPPORT AGENCIES

Blue Mountain Humane Society
Emergency Medical Services
Fire Services
Law Enforcement
Public Works Departments
Transportation Providers

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to ensure effective utilization of all available transportation resources and systems during an emergency or disaster.

B. Scope

1. To coordinate emergency mass transportation requirements that might occur after a disaster or emergency condition within or affecting Walla Walla County.
2. To establish the allocation of transportation resources.
3. An Emergency Transportation Coordinator (TC) in the Walla Walla County Emergency Operations Center (EOC) will provide emergency cargo and personnel transportation as a coordinated effort under the authority of one or more members of the Emergency Management Executive Board (EMEB).

II. POLICIES

The chief elected official of the county and/or cities involved have the authority to declare an emergency. This ESF is applicable when a disaster has been declared or when the Emergency Operations Center (EOC) determines that movement of passengers or cargo is required or anticipated.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A need to evacuate or move citizens or visitors from jurisdictions or areas within the county due to a hazardous material spill, loss of power, fire, earthquake or other hazards may be required. These persons may not have personal transportation available to them. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

B. Planning Assumptions

1. It will be assumed that the primary movement of people and supplies will be over the highway networks with private vehicles and buses. Air transportation will only be used for the extremely urgent need of personnel and supplies.
2. Transportation systems into and within the county could be disrupted making movement of personnel, supplies, and equipment difficult.
3. Local jurisdictions and agencies will be working to restore the transportation system in their area of responsibility.
4. Local resources will be utilized first. If additional resources are needed they will be requested through the State of Washington Military Department, Emergency Management Division (WAEMD)/Washington State Emergency Operations Center (WAEOC) or coordinated as part of a Mutual Aid Agreement.
5. If needed, a portion of the Strategic National Pharmaceutical Stockpile would be delivered to Walla Walla Regional Airport. Transportation and cargo handling equipment may be required to move the stockpile to staging or storage areas.
6. If the state's transportation network is severely damaged, the Governor may activate the Emergency Highway Traffic Regulation Plan. Under that plan, an immediate post-disaster survey of the total highway system will be initiated by the Washington State Department of Transportation and restrictions may be placed on specific routes.
7. Chapter 38.52.195 RCW provides emergency workers exemption from liability while providing construction, equipment or work.

IV. CONCEPT OF OPERATIONS

A. General

1. During a declared emergency, mass transportation activities will be coordinated from the Walla Walla County EOC.
2. Transportation to move a large number of persons from or within the county will be coordinated by the Transportation Coordinator (TC). Transportation providers may include Valley Transit, school buses and other public and private transportation resources. If buses are needed to transport large numbers of people from, or within, the cities in Walla Walla County, transportation providers may be called. Providers will be selected based upon their capability and availability to the emergency. Potential passenger transportation providers are:
 - a. Valley Transit.
 - b. Public schools' buses. Walla Walla, College Place and Columbia (Burbank) school districts may provide emergency transportation.
 - c. Commercial passenger services such as taxi, bus services and air services.
3. The Transportation Coordinator (TC) may also coordinate cargo transportation. Cargo transportation providers may include city and county

public works departments and other public and private transportation providers. If cargo transportation is required, other transportation providers may be called. Potential cargo transportation providers are:

- a. Valley Transit, private taxi and city/county small transportation resources may move small and light cargo.
- b. City and County Public Works may provide medium and heavy cargo transportation.
- c. Commercial transportation may provide medium and heavy cargo transportation.

B. Mitigation Activities

1. The Walla Walla County Emergency Management Department (EMD) will advise transportation providers of any training or educational opportunities that become available regarding mass transportation in disasters.
2. Valley Transit will participate in the Local Emergency Planning Committee (LEPC), and will provide members of their organization with general updates regarding their transportation role in an emergency, as well as emergency responder roles and their capabilities.
3. Walla Walla County EMD will also coordinate with other potential transportation providers as to their role in an event requiring mass transportation. These providers will be given the opportunity to participate in the LEPC.

C. Preparedness Activities

1. The Emergency Management Executive Board (EMEB) will appoint a Transportation Coordinator.
2. Walla Walla County EMD will coordinate with the TC to ensure that the procedures outlined in this ESF are reasonable and appropriate.
3. The Transportation Coordinator will maintain a current catalog of transportation providers, contact information and general capabilities.
4. The LEPC will examine emergency transportation issues. The Transportation Coordinator is a member of the LEPC.

D. Response Activities

1. The priority of transportation resources will be assigned based on protection of:
 - a. Life and safety.
 - b. Property.
 - c. The environment.
 - d. Economic vitality.
2. The TC will report to the Walla Walla County EOC and help coordinate mass transportation activities when required.
3. Public works and law enforcement representatives in the EOC will assist the TC to determine usable roads and routes.

4. The Emergency Public Information Officer (EPIO) will work with the TC in order to get transportation instructions to the public through the media.
 5. Transportation providers will be given specific instructions for each transportation requirement. These instructions will include routes to be used, safety and limitations to prevent injury or damage. Each transportation mission will be outlined and approved by the TC on the attached transportation form.
- E. Recovery Activities
1. Agencies and departments will return to normal activities when no longer needed or when normal systems and facilities are restored. Demobilization of resources will be coordinated through the Walla Walla County EOC.
 2. All agencies and departments must accurately record expenses for response and recovery activities. Should the disaster be declared as a Federal Disaster, reimbursement of expenses for response and recovery may be provided.

V. RESPONSIBILITIES

- A. Emergency Management Executive Board (EMEB)
1. During a declared emergency, the EMEB has the ultimate responsibility for direction, control, and coordination of emergency operation within Walla Walla County, to include that of transportation.
 2. Ensure deployed personnel are briefed on the known hazards and mission assignments. Reasonable and prudent steps will be taken to ensure the safety of transportation providers.
 3. Appoint a Transportation Coordinator. Generally, this will be the Valley Transit Manager, but may be a representative from another public transportation provider.
 4. Approve emergency commercial transportation.
- B. Emergency Transportation Coordinator (TC)
1. Serve as the chief advisor to the EMEB on mass transportation issues during an emergency.
 2. Maintain a liaison contact with all transportation providers to maintain knowledge of their capabilities and general equipment availability.
 3. Designate an alternate person to serve in his absence.
 4. Responsible to assist Walla Walla County EMD for the development, maintenance, and testing of this plan.
 5. Participate in emergency preparedness discussions on transportation issues as a member of the Local Emergency Planning Committee (LEPC).
 6. Participate in exercises where emergency transportation is being practiced.
- C. Public Works Departments
1. Determine which streets and roads within their jurisdiction are unusable and report information to the Walla Walla County EOC.
 2. Block off streets and roads and establish detours as appropriate.

3. Initiate road and street repairs where possible.
- D. Law Enforcement Agencies
 1. Assist Public Works in diverting traffic.
 2. See ESF 13 – Public Safety, Law Enforcement, and Security.
- E. Emergency Management Department (EMD)
 1. Advise the EMEB on transportation training and readiness within the county and recommends potential TCs.
 2. Prepare and coordinates ESF 1 with the assistance of the TC.
 3. Assist the TC in coordinating this ESF, obtaining training, and testing this ESF with drills and exercises.
 4. See Emergency Support Function (ESF) 5 – Emergency Management
- F. Emergency Public Information Officer (EPIO)
 1. Provide information regarding evacuations, shelters, and street and road closure information to the public, through the media.
 2. See Emergency Support Function (ESF) 15 – Public Affairs.

VI. ADDENDUMS

- A. Addendum 1 – Liability Exemption
- B. Addendum 2 – Check List for Activated Resources
- C. Addendum 3 – Evacuation Roster
- D. Addendum 4 – Transportation Request and Order Form

I. REFERENCES

- E. ESF 13 – Public Safety, Law Enforcement, and Security
- F. ESF 15 – Public Affairs
- G. Washington State Military Department, Emergency Management Division, Comprehensive Emergency Management Plan (CEMP)

Transportation Coordinator (TC)¹
(Activation Checklist)

I. EOC Activation

1. The Transportation Coordinator will need to report to the Walla Walla County EOC to receive a briefing. Following the briefing the TC may be placed on call or stay at the Walla Walla County EOC, coordinating all transportation needs that may arise.
2. Refer to Emergency Support Function (ESF) 5 – Emergency Management, Appendix B, for Emergency Operations Center Activation Levels.

II. Scope of Position

1. Coordinate emergency mass transportation requirements that might occur after a disaster or emergency condition within or affecting Walla Walla County.
2. To establish the allocation of transportation resources.
3. An Emergency Transportation Coordinator (TC) in the Walla Walla County Emergency Operations Center (EOC) will provide emergency cargo and personnel transportation as a coordinated effort under the authority of one or more members of the Emergency Management Executive Board (EMEB).
4. Reports to Logistics/Public Works Officer

III. Responsibilities

1. Serve as the chief advisor to the EMEB on mass transportation issues during an emergency.
2. Maintain a liaison contact with all transportation providers to maintain knowledge of their capabilities and general equipment availability.
3. Designate an alternate person to serve in his absence.
4. Responsible to assist Walla Walla County EMD for the development, maintenance, and testing of this plan.
5. Participate in emergency preparedness discussions on transportation issues as a member of the Local Emergency Planning Committee.
6. Participate in exercises where emergency transportation is being practiced.

IV. Function

Coordinate transportation assets/agencies that are fulfilling the transportation needs/requirements that may arise during and following a major disaster event.

V. Response

1. Respond to the Walla Walla’s Emergency Operations Center (EOC).
2. Primary: 27 N. 2nd Ave. (WESCOM/9-1-1 Center)
3. Secondary: 200 S. 12th (Walla Walla Fire Department Station 1) or 314 West Main (Walla Walla County Legislative Building, 2nd Floor Training Room).
4. Obtain a situation briefing from the Logistics/Public Works Officer, to include any immediate transportation needs.

¹ Refer to Emergency Support Function (ESF) 5 – Emergency Management, Appendix A – EOC Organizational Chart

5. Set up working position, Manuals, Call Lists, Transportation Resource Inventory, Forms, Communication (chargers, laptop, Cell phone, radios, interface cables etc).
6. If it is going to be a protracted incident/disaster, arrange for back up and set up a staffing plan to cover around the clock operations.
7. Conduct comm. checks to ensure that all communications assets are working.
8. Maintain a Position Log and enter all actions taken:
 - a. Nature of the disaster
 - b. Transportation needs
 - c. All agencies tasked for transportation assets
 - d. Type & numbers of equipment deployed
 - e. Numbers of personnel assigned
 - f. Special requirements
 - g. Record times on all actions
9. Establish communication with transportation resources identified to provide resources. Brief them on situation, potential requirements, and direct them to standby for requests.
10. Brief the Logistics/PW Officer on transportation assets available to support operations, types of equipment, capabilities personnel, etc. Provide updates every two hours or as new information becomes available.
11. Coordinate with Public Works & Law Enforcement to assess damage to transportation routes, and identify emergency transportation routes in the county.
12. Coordinate with Public Works & Law Enforcement to assess damage to transportation routes, and identify emergency transportation routes in the county.
13. Coordinate with Emergency Public Information Officer (EPIO) to get transportation instructions to the public through the media.
14. Receive requests for transportation, determine number and type of assets required and task respective organizations.
15. All transportation requests are to be made using the “Transportation Request Order Form”
 - a. This form is the tracking device utilized in the Walla Walla County EOC (See Addendum 4)
16. The priority of transportation resources will be assigned based on protection of:
 - a. Life & safety
 - b. Property
 - c. The environment
 - d. Economic vitality
17. For tracking and reporting purposes, transportation resources will be broken down into seven (7) categories:
 - a. Fixed Route Transportation (Buses)
 - b. Para-transit Services
 - c. Small Vehicle Services (Taxis)
 - d. Equipment Transports (PUD)

- e. Air Transport
 - f. Rail Transport
 - g. Animal Control vehicles
18. Provide each responding resource information on;
- a. Type of Disaster and tasking
 - b. Type of equipment required
 - c. Destination
 - d. Reporting location (staging area)
 - e. Person to report to
 - f. Location of where to transport to
 - g. Accountability, pick up & delivery
 - h. Unique requirements
 - i. Hazards, (personal protection equipment if required)
19. Provide each responding resource with an Evacuation Roster for tracking the people they are transporting. (See Addendum 3)
20. Provide the situation display unit with all transportation resources deployed, number and type, destination and tasking.
21. Obtain status reports, at regular intervals, from transportation agencies w/units deployed, and track all deployed units.

VI. Recovery Activities

- 1. Develop retrograde plan to stand down transportation operations and return personnel and equipment to parent organizations.
- 2. Assist the Logistics/PW Officer in putting together the after-action report. Document participating transportation agencies, equipment & personnel dispatched, costs such as equipment operational expense, personnel time, fuel, special equipment needs, etc.
 - a. Summarize information from the Transportation Request Order Form for after-action report
 - b. Make several copies of the Summary and Transportation Request & Order Forms, for re-imbursement and file
- 3. Close down operations of your position; notify all participating transportation agencies that the operation has concluded.

Transportation Categories

	Air Trans	Animal Control Veh.	Buses	Flat Bed	Fork Lifts	Mortuary Veh.	Moving Vans	Para- tran	Rail Trans	Refrigerated Trailers	Taxis	Vans
Evacuation and Movement (Animals)												
General Evacuation		X		X			X					X
Specific assignment movements		X		X			X					X
Feeding		X		X	X		X		X			X
Other Needs		X		X	X		X		X			X
Evacuation and Movement (People)												
General Evacuation	X		X					X			X	X
Specific assignment movements			X					X			X	X
Health & Medical Serv.												
Walk and wounded	X		X					X			X	
Serious ill & Injured	X		X					X			X	
Deceased				X		X	X			X		X
Medical Equipment	X			X	X		X		X			X
Temporary Shelter			X									
Mass Care (People)												
Shelter			X					X			X	X
Feeding				X	X		X			X		X
First Aid Equip	X			X	X		X					X
Bulk Distribution	X			X	X		X		X	X		X
Resource Support												
Small Equipment	X			X	X		X		X			X
Large Equipment	X			X	X		X		X			X
Support Equipment	X			X	X		X		X			X

THIS PAGE INTENTIONALLY LEFT BLANK

Definitions for Modes of Transportation²

A. Air Transport

Description:

Used to transport People, equipment and supplies.

B. Animal Control Vehicle

Description:

These vehicles are usually small enclosed pick ups that have cages used for transporting small and medium size animals like dogs and cats. These type vehicles will not be used for large animals like horses and cows, etc.

Amount:

These type vehicles can transport up to 5 animals at a time.

C. Buses

Description:

These vehicles can transport the largest amount of people per trip.

Sizes:

These vehicles are categorized by size. Large buses range in seating capacity from 24 -72 passengers. The smallest bus will be the Mini bus which seats 12 people.

D. Flatbed truck

Description:

Vehicles of this type can carry small equipment and supplies as long as the goods are covered with tarps due to possible bad weather.

These types of vehicles are either flatbed trucks or flatbed trailers. Examples of flatbed trucks are:

24', 40', 44'.

Examples of trailers are:

24,' 40'.

E. Fork Lift

F. Mortuary Vehicle

These types of vehicles will be obtained through the Health District/County Corners office which will be represented in the Walla Walla County EOC.

G. Moving Van

H. Paratransit Vehicle

Description:

These type vehicles can be used to transport individuals that have special physical needs. Usually, either navigates with the use of wheel chairs and scooters. Most of these vehicles can transport 3 – 4 units at a time.

² Refer to *Walla Walla County Multi-Passenger Vehicle Inventory Matrix* which is maintained by Walla Walla County Emergency Management and available at their location.

I. Rail Road Train

Description:

This mode of transportation is primary used for shipping of goods and at times animals. The main advantage of using the train is having the ability to transport large numbers of goods.

J. Refrigerated Trailer

Description:

If a temporary morgue is needed near the disaster, a refrigerated vehicle may be used to hold a large number of deceased people. When selecting a refrigerated trailer, the following parameters need to be considered:

- Has a Metal floor
- Unit is not used for transporting food
- Etc.

K. Taxis

Description:

Taxi Service uses automobiles and Vans to transport small numbers of people. Automobiles usually can transport up to 4 people.

Vans usually can transport up to 12-15 people, depending on the size of the van.

L. Van

Description:

Vans can be used to carry up to 12-15 people, depending on the size of the van.

Specific Emergency Support Functions (ESF) Needing Transportation

In the Comprehensive Emergency Management Plan, there are four Emergency Support Functions (ESF) that have identified the need for Transportation resources be used either moving or evacuating people, and moving equipment.

These Emergency Support Functions ESFs have different transportation needs and will require the Transportation Coordinator (TC) to have available a full range of options for the transportation needs that might arise.

Each of the Emergency Support Function's (ESF) has been broken down specific modes of transportation that may be needed. The Transportation Coordinator will be able to identify information from matrix for selecting specific transportation resources.

The Emergency Support Functions identified in the Comprehensive Emergency Management Plan are:

- Mass Care, Housing, and Human Services for Transportation (ESF 6)
- Resource Support for Transportation (ESF 7)
- Public Health and Medical Services for Transportation (ESF 8)
- Public Safety, Law Enforcement, and Security (Evacuation and Movement) for Transportation (ESF 13)

THIS PAGE INTENTIONALLY LEFT BLANK

Transportation for ESF 6 – Mass Care, Housing, and Human Services

I. OVERVIEW

- A. Mass Care assistance may be needed for relocating and sheltering large amounts of persons that may be displaced. In the event of a major disaster all, or any part, of Walla Walla County could be impacted in such a way that residents might have to evacuate from their homes. If such a situation arises, ways will be needed to evacuate, feed, and shelter a large number of citizens.
- B. Disaster Welfare Information (DWI) can be used to assist the Operator in creating the manifests for people and equipment to be used in the shelter, feeding and housing evacuees.

II. SHELTER

- A. The provision transporting victims to emergency shelters may include the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary.
- B. Type of transportation that may be utilized are:
 - 1. Buses
 - 2. Paratransit
 - 3. Taxis
 - 4. Vans

III. FEEDING

- A. The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of victims with special dietary needs.
- B. Types of transportation necessary are:
 - 1. Flatbeds
 - 2. Fork Lifts
 - 3. Moving Vans
 - 4. Refrigeration Trucks
 - 5. Vans

IV. EMERGENCY FIRST AID SUPPLIES

- A. Shipping the emergency first aid equipment will be provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid equipment will be supplemental to emergency health and medical services established to meet the needs of the victims.
- B. Type of transportation that may be utilized are:
 - 1. Flatbeds
 - 2. Fork Lifts
 - 3. Moving Vans

4. Refrigeration Trucks
5. Vans

V. BULK DISTRIBUTION OF EMERGENCY SUPPLIES

- A. Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items. (Also see ESF 11, Agriculture and Natural Resources)
- B. Type of transportation that may be utilized are:
 1. Air Transportation
 2. Flatbeds
 3. Fork Lifts
 4. Moving Vans
 5. Rail Transportation
 6. Refrigeration Trucks
 7. Vans

Transportation for ESF 7 – Resource Support

I. OVERVIEW

- A. Transportation needs during a major disaster event could have a widespread and complex impact on the County and its citizens. Transportation resources are a necessity for moving people and equipment. Resource support includes the provision of services, personnel, commodities, and facilities to the County and cities within the County during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, transportation services, and personnel as needed to support emergency activities.
- B. Transportation Resources are categorized in three types, small equipment and goods, large equipment and goods, and Support Vehicles.

II. SMALL EQUIPMENT AND GOODS

- A. Examples: Small amounts of Medications, Pharmaceuticals, Food, Small tools, etc.
- B. Type of transportation that may be utilized are (see WW Co Multi passenger vehicle inventory Matrix):
 - 1. Flatbed
 - 2. Moving Van
 - 3. Vans

III. LARGE EQUIPMENT

- A. Examples: Large pallets of food, large fans, Large pumps, etc.
- B. Type of transportation that may be utilized is (see WW Co Multi passenger vehicle inventory Matrix):
 - 1. Flatbed
 - 2. Vans
 - 3. Moving Vans
 - 4. Air Transportation
 - 5. Rail Transportation

IV. SUPPORT VEHICLES

- A. Examples: Evacuating people away from the disaster area to public shelters. Moving animals to a shelter.
- B. Type of transportation that may be utilized are:
 - 1. Air Transportation
 - 2. Buses
 - 3. Paratransit Vehicle
 - 4. Vans

Transportation for ESF 8 – Public Health and Medical Services

I. OVERVIEW

- A. During a disaster resources within the affected area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area, and then transport them to the appropriate hospital or health care facility. Additionally, medical re-supply will be needed throughout the disaster area. It may be necessary to arrange for air transportation to areas that have sufficient available hospital beds and where patients will receive necessary definitive medical care.
- B. Transportation Support (provided resources are available)
 - 1. Aircraft for transporting incoming medical personnel, supplies and equipment;
 - 2. Rail transportation for deployment of incoming assets, within the affected area; and
 - 3. Ground transportation, fixed and rotary-wing aircraft for movement of casualties within, and out of the affected area.

II. AIRCRAFT

- A. To provide transportation to and from the airport for moving resources (medical personnel, supplies and equipment), there will need to be a coordinated effort with the airport to identify the following items:
 - 1. The contact person on site
 - 2. Entrance into airport
 - 3. Security issues
 - 4. Safety concerns working around planes
 - 5. Other

III. RAIL

- A. To provide transportation by rail for moving resources (medical personnel, supplies and equipment), there will need to be a coordinated effort with the airport to identify the following items:
 - 1. The contact person on site
 - 2. Location of rail pick up
 - 3. Security issues
 - 4. Safety concerns working around rail cars
 - 5. Other

IV. GROUND

- A. To provide transportation by ground for moving resources (medical personnel, supplies and equipment), there will need to be a coordinated effort with the airport to identify the following items:
 - 6. The contact person on site

7. Location of ground vehicle
8. Security issues
9. Safety concerns working around Ground vehicles
10. Other

THIS PAGE INTENTIONALLY LEFT BLANK

Transportation for ESF 13 – Public Safety, Law Enforcement, and Security (Evacuation and Movement)

I. OVERVIEW

- A. Emergency or disaster situations could require the need for evacuation. Specific local hazards that may require evacuation activities include: wildfires, urban fires, dam failures, flooding, and hazardous materials transportation and facility incident spills or release or a major accident at the nuclear power plant in Benton County.
- B. An emergency or disaster could require the evacuation of a large number of people in or near a threatened or stricken area. The operation of a major evacuation may be difficult, especially in rural areas, due to compromising factors like the isolation of an area, the difficulty of providing adequate and timely warning and limited transportation routes and capabilities. Operations could be further complicated for those individuals who are at risk medically, the elderly and the handicapped.
- C. An evacuation could involve the movement of citizens from one part of the county to a safer portion of the county or, out of the county.

II. TRAINING

- A. There needs to be established a training session providing information that will equip the operator with information that will help him understand what is expected during a call out for a disaster.

III. RESPONSE

- A. The process that will be followed when transit personnel are called for response to evacuation and movement of large amounts of people are as follows:
 - 1. TC will call the responsible party for activating their agency
 - 2. The responsible party will activate their Agency with the parameter given.
 - 3. The Agency follows their protocols sending equipment and personnel to the designated areas for evacuations.
 - 4. Agencies need to identify resources that can be allocated regarding their schedule.
 - 5. Logistical items need to be identified, like food, fuel, maintenance, etc.
 - 6. Provide information and instructions for the driver
 - a. Disaster description
 - b. Staging area to report to
 - c. Contact
 - d. Frequency
 - e. Primary & Alternate routes
 - f. Possible hazard and safety issues
 - g. Accountability Loading, en-route, unloading
 - h. Location evacuees will be taken to

- i. Next assignment status
- j. Communication

Guidelines for Companies Providing Transportation Resources

The Transportation Coordinator (TC) is the Transportation representative for the Walla Walla County Emergency Operations Center (EOC). The TC is charged with oversight and coordination of all Transportation Resources needed during a disaster.

The Transportation Coordinator (TC) will be the person contacting you requesting your specific resources. When the TC calls he/she will provide you with the following information.

- Type of disaster
- Location of disaster (Staging Area)
- Specific resources needed
- Person at emergency scene to report to
- Type of Transportation needs
- Phone number to contact TC
- Location where transporting to

The Transportation Coordinator (TC) will be expecting the following information from you.

- Numbers and Types of resources you can provide
- Length of time for activation of your resources
- Way to contact your resources while in the field

When your agency is called for an activation of resources it is very important to keep track of all expenses including employee costs. Following the disaster, the Emergency Management Executive Board (EMEB) will evaluate all expenses submitted and reimburse accordingly.

To prepare your employees for assisting them for activation in a disaster it is important to understand what they might experience. Depending on the type of disaster, they might be exposed to many things like death and destruction, not to mention bad weather conditions.

Items employees should have on hand when activated:

- Appropriate clothing for the weather.
- Some water and food
- Paper and Pencils
- Maps of the area
- Sun Glasses
- Two-way radio and/or cell phone
- Small First Aid Kit
- Tablet of paper

THIS PAGE INTENTIONALLY LEFT BLANK

Letter for Transportation Resources

In this day and age of occurring natural and/or man-made disasters Walla Walla County Emergency Management Department (EMD) created a County Comprehensive Emergency Management Plan that provides guidance and support for all types of disasters that might occur. Part of this Plan provides a coordinated response for all resources needed during and following a disaster.

The Emergency Operations Center (EOC) is part of this plan managing logistical support for all requested resources. The Walla Walla County EOC is co-located with Walla Walla Emergency Services Communications (WESCOM)/9-1-1, and will be staffed during a disaster with representatives from many different types of services that supply support with manpower, equipment, and other types of resources

One resource group represented in the Walla Walla County EOC is transportation services. The need for transporting people or things always comes into play during a disaster.

To assist in facilitating the transportation needs that will arise the Department of Emergency Management has designated a person to fill the role of the Transportation Coordinator (TC). This person will coordinate transportation resources in the Walla Walla County EOC. The TC will have at his fingertips transportation resources he can contact for response to a disaster for all transportation needs.

When activated the TC will have a list of companies with resources he can request for mobilization to a disaster area. This is the reason we are contacting you today. We are creating this logistical list of transportation resources that can be called upon to respond if the need arises.

We would like to know if you and your company are interested in providing resources during a disaster. If you decide to participate we will need information to add to our data base. The information we need is:

1. Type and numbers of resources you can provide.
2. Name, address and phone numbers (business, home, and cellular) of person(s) we should contact for activation of your resources.

A question that has been raised is reimbursement of costs incurred during the activation. The county will reimburse expenses incurred that relate to personnel costs, fuel, food, and damaged equipment caused by the disaster. All expenses will need to be documented on proper forms and submitted for verification. Should a federal disaster be declared, reimbursement would be remitted by FEMA.

Please let me know if you are interested in being part of the mobilization plan through Walla Walla County Emergency Management.

Thank You,

Emergency Management Director
Walla Walla County Emergency Management
(509) 524-2900

THIS PAGE INTENTIONALLY LEFT BLANK

ADDENDUM 1:

Addendum 1 - Liability Exemption

Exemption from liability while providing construction, equipment or work.

1. *Chapter 38.52.195 RCW*

Notwithstanding any other provision of law, no person, firm, corporation, or other entity acting under the direction or control of the proper authority to provide construction, equipment, or work as provided for in RCW [38.52.110](#), [38.52.180](#), [38.52.195](#), [38.52.205](#), [38.52.207](#), [38.52.220](#) and [38.52.390](#) while complying with or attempting to comply with RCW [38.52.110](#), [38.52.180](#), [38.52.195](#), [38.52.205](#), [38.52.207](#), [38.52.220](#) and [38.52.390](#) or any rule or regulation promulgated pursuant to the provisions of RCW [38.52.110](#), [38.52.180](#), [38.52.195](#), [38.52.205](#), [38.52.207](#), [38.52.220](#) and [38.52.390](#) shall be liable for the death of or any injury to persons or damage to property as a result of any such activity: PROVIDED, That said exemption shall only apply where all of the following conditions occur:

(1) Where, at the time of the incident the worker is performing services as an emergency worker, and is acting within the course of his duties as an emergency worker;

(2) Where, at the time of the injury, loss, or damage, the organization for emergency management which the worker is assisting is an approved organization for emergency management;

(3) Where the injury, loss, or damage is proximately caused by his service either with or without negligence as an emergency worker;

(4) Where the injury, loss, or damage is not caused by the intoxication of the worker; and

(5) Where the injury, loss, or damage is not due to willful misconduct or gross negligence on the part of a worker.

THIS PAGE INTENTIONALLY LEFT BLANK

ADDENDUM 2: Check List for Activated Resources

(This form can be used by responding Transportation Resources)

Operator: _____

Company: _____

Date: _____

Transporting People: _____

Transporting Equipment: _____

Location to report: _____
(Staging Area)

Beginning Miles: _____

Ending Miles: _____

Time began: _____

Time: Returned: _____

Equipment to take:

- Appropriate clothing for the weather.
- Some water and food
- Paper and Pencils
- Maps of the area
- Sun Glasses
- Two-way radio and/or cell phone
- Small First Aid Kit
- Tablet of paper

THIS PAGE INTENTIONALLY LEFT BLANK

ADDENDUM 3: Evacuation Roster

Evacuation Roster

From: _____ Date: _____ Time: _____

To: _____ Date: _____ Time: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Operator: _____

THIS PAGE INTENTIONALLY LEFT BLANK

ADDENDUM 3: Transportation Request and Order Form

Date: _____ Trip Date: _____ Day: _____

Departure Point: _____ Report to: _____

Destination: _____ Report to: _____

Route: _____

Departure Time: _____ Arrival Time: _____ Pick-up Point: _____

Departure Time: _____ Return Time: _____ Return Point: _____

Vehicle Type: _____ Wheelchair Accessible: YES NO

Number of Passengers: _____ Adults: _____ Children: _____

Cargo: _____ Weight: _____ Cu. Feet: _____

Hazardous Material: Yes No

Special Instructions: _____

Safety Instructions: _____

APPROVAL MISSION SENT TO: _____	AT: _____
TRANSPORTATION COORDINATOR SIGNATURE: _____	

DRIVER'S TRIP REPORT

Vehicle No. _____ Type: _____

Time Log: Start Time: _____ a.m./p.m. Mileage: _____ End Trip: _____

Arrival Time: _____ a.m./p.m. Start Trip: _____

Departure Time: _____ a.m./p.m. Total Mileage: _____

Return Time: _____ a.m./p.m. Driver: _____

ACTUAL CHARGES

Driver: _____ Hours @ \$ _____ \$ _____

Vehicle: _____ Hours @ \$ _____ \$ _____

Mileage: _____ @ \$ _____ \$ _____

Additional Charges (food, tolls, hotel, etc.) _____ \$ _____

Total: _____ \$ _____

THIS PAGE INTENTIONALLY LEFT BLANK