

ANNEX S

TRANSPORTATION

Revision 2

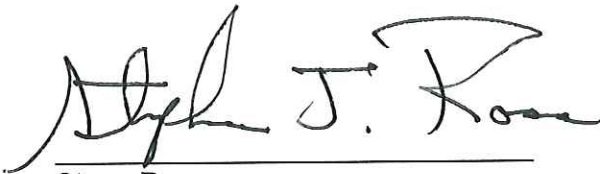
Brazoria County
and
Joint Resolution Cities

APPROVAL & IMPLEMENTATION

Annex S

Transportation

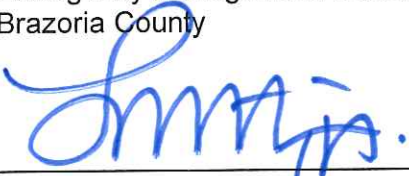
Revision 2



Steve Rosa
Emergency Management Coordinator
Brazoria County

4-28-16

Date



L. M. "Matt" Sebesta, Jr.
Brazoria County Judge

April 28 2016

Date

ANNEX S
TRANSPORTATION

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex outlines our 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
MACC	Multi-Agency Coordination Center
MHE	Materials Handling Equipment
MOU	Memorandum of Understanding
SBCT	South Brazoria County Transit
SOP	Standard Operating Procedures
WebEOC	A web-based communications system

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. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. During emergency situations, it may be necessary to rapidly evacuate school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners from areas at risk.
3. Accessible transportation may be needed to transport some special needs groups, such as medical patients and prisoners.
4. Our 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 and 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 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. Institutional 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. Virtually 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 must be provided for people who do not have vehicles.
2. During emergency situations, we will use our own 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 we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
4. As school buses are the primary local passenger transportation resource, we assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.
5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
7. 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 Texas City when the assets within the jurisdiction are not sufficient.

V. CONCEPT OF OPERATIONS

A. General

1. **Transportation Requirement.** 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, including residents of special facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
2. **Passenger Transportation.** Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
 - a. Voluntary use of personal vehicles
 - b. City or County-owned vehicles
 - c. School buses
 - d. Leased or rented buses
 - e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
 - f. Donated transportation equipment or services
 - g. South Brazoria County Transit (SBCT)
 - h. State-owned or contracted vehicles
3. **Cargo Transportation.** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
 - a. Brazoria County-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
 - f. State-owned or contracted vehicles
4. **Special 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.
 - 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. Some nursing home patients may be able to use normal transportation vehicles.

5. Individuals with Functional and Access Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
6. Requesting Transportation Support.
 - a. Requests for transportation support may be generated by an 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 using the Cargo Transportation Request in Appendix 1 or the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.
 - b. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
7. 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) Chairman in Texas City. A Local Request via WebEOC is the preferred method to request external support.

B. Activities by Phases of Emergency Management

1. Prevention
 - a. Identify and maintain a current list of local public and private transportation resources. See Annex M, Resource Management, for a list of transportation resources.
 - b. Identify possible transportation needs that could result from various disasters.
 - c. 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 facility evacuation plans to ensure they include realistic transportation arrangements.
 - e. Alert ActionS, South Brazoria County Transit, and Departments within the county of the eventual need to activate their vehicles to help transport citizens.
 - f. 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.
2. 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.
 - c. Monitor transportation resource status and identify requirements for additional resources to the EMC, EOC Supervisor.
 - 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. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General

- 1. Our 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 County Judge shall provide policy guidance with respect to emergency transportation operations.
- 3. The General Manager of MSR Houston shall serve as the Brazoria County 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 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 commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
- d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
- e. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
- f. Coordinate with SBCT and Actions for support during mass evacuations.
- g. Coordinate with the Sheriff or appropriate Police Chief on evacuation routes and the location of transportation pickup points and staging areas.
- h. Coordinate with SBCT, Actions and others on pickup points and times for citizens requiring public transportation.
- i. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
- j. Coordinate with the Shelter Officer for passenger and cargo transportation to support for shelter and mass care operations.

2. All County Departments and Local Agencies having transportation assets will:

- a. Provide current information on available transportation equipment to the Transportation Officer 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 of the Transportation Officer and to the extent possible.

3. All County Departments and Local Agencies will:

Forward prioritized emergency transportation requests to the Transportation Officer 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. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.

5. The Shelter Officer will:

Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

6. The Independent School Districts of Brazosport, Angleton, Columbia-Brazoria, Danbury, Sweeny, Alvin, and Pearland will:

Upon request by the County Judge, provide buses and drivers to assist in emergency operations.

7. The South Brazoria County Transit will:

Upon request by the County Judge, provide buses and drivers to assist in emergency operations.

VII. DIRECTION & CONTROL

A. General

1. The County Judge will establish priorities for and provide policy guidance for transportation activities.
2. The County Judge or EMC 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. General Manager, MSR Houston
2. ActionS Transportation Manager
3. Veterans Administration Transportation Manager

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 areas 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. Consider 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 via an MOU; see Appendix 3. These records will be used as 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 should 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. WebEOC is the default documentation system and is highly reliable for record retention.

D. Training & Exercises

1. Transportation personnel who will staff the MACC shall receive appropriate training on the operation of that facility, which should be arranged by the Transportation Officer or EMC.
2. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

E. External Support

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.
2. 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 Chairman in Texas City by the County Judge or a person authorized to act for him/her.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The EMC is responsible for developing and maintaining this annex. The Transportation Officer will recommend changes to the annex and these should be forwarded as soon as needs become apparent.
- B. This annex will be reviewed annually 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 Interlocal Agreement with Actions

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: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Operator Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance performed (if any): _____	

Vehicle/Equipment Returned:	
Date: _____ Time: _____ Odometer/hour meter reading: _____	
Remarks:	

USE LOG ON REVERSE

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Actions, Incorporated

and

Brazoria County

This is an agreement between Brazoria County, hereinafter called The COUNTY; and Actions, Incorporated of Brazoria County, hereinafter called ACTIONS.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the use of vehicles. These vehicles will be used as transportation from residences to County Evacuation Embarkation Hubs when the County Judge orders an evacuation of all or parts of Brazoria County. Both parties will ensure that these activities are conducted in compliance with all applicable State and Federal laws, rules, and regulations.

II. BACKGROUND

The COUNTY, through the Office of Emergency Management (OEM) and Community-based organizations complement each other while providing relief to residents fleeing from a disaster. Occasionally, residents will need to evacuate from their homes for many issues, including flooding, wildfire, severe weather or hazardous materials release. A safe and well organized transportation system will be the only way some county residents will be able to reach a safe shelter during a disaster.

III. The COUNTY's RESPONSIBILITIES UNDER THIS MOU

The COUNTY shall undertake the following activities:

- Not make any changes or adaptations to any vehicle component without written approval by ACTIONS
- Immediately notify ACTIONS of any accident and or incident involving ACTIONS vehicle(s)
- Drivers will abide by the State and Federal Drug and Alcohol policies concerning the use or consumption of drugs and alcohol while operating the vehicles.
- Maintain records, as required

IV. ACTIONS RESPONSIBILITIES UNDER THIS MOU

ACTIONS shall undertake the following activities:

- In the event a formal mandatory evacuation order is issued for citizens of Brazoria County by the Brazoria County Judge, ACTIONS agrees to provide operable ACTIONS owned vehicles with a qualified driver for each vehicle to the COUNTY. Said vehicles will at all times remain the property of ACTIONS and the assigned drivers will continue to be staff employees of ACTIONS. The utilization and accessibility of the assigned vehicles shall be deemed temporary and only for local use to assist the COUNTY during the mandatory evacuation period.
- Secure and maintain all liability insurance required by the State of Texas to provide public transportation services, including but not limited to, employer's liability, comprehensive general liability and vehicle liability insurance insuring against third party personal injury and property damage claims with the minimum coverage being the maximum amounts as are required by what is commonly referred to as the Texas Tort Claims Act.
 - ACTIONS agrees that the operable vehicles and drivers provided shall be under the supervision of the COUNTY during the assignment and that they may be stationed at the Brazoria County Office of Emergency Management, during the evacuation period. Drivers will have the option to leave the county when the evacuation process is complete. Drivers will be provided food and shelter during this event if they wish to remain during the event. A current list of contact information of each driver will be required to allow the COUNTY to notify them when their services will be required to start the process of returning residents to their homes.
 - ACTIONS also agrees the vehicles and drivers will be made available to the COUNTY'S EMC as quickly as possible upon his request (but no greater than one hour following the request) and that they may be used to transport Brazoria County residents to and from the Embarkation Hubs during the evacuation period. Upon completion of the evacuation period and subsequent to the redelivery of such citizens to their original site of departure, operable ACTIONS' vehicles and drivers will be authorized by the EMC to return to ACTIONS.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Federal laws, regulations, policies, and related administrative practices applicable to Hurricane Preparedness and Mandatory Evacuation may change and that such changes may negatively affect this Agreement. Upon receipt of such knowledge by either party, the party receiving the knowledge shall immediately notify the other party. In the absence of notification of any such changes, neither Party shall be deemed to be in default, breach, or noncompliance under this Agreement by reason, of non-compliance with such changes. This Agreement may only be modified upon mutual agreement of the parties.
2. If any provisions or the application of this Agreement shall be finally held illegal, invalid, or unenforceable by any court of competent jurisdiction, the invalidity of such provision or application shall not affect or impair any of the remaining provisions and applications hereof.
3. The COUNTY will return vans and drivers to ACTIONS when evacuation is complete

VI. FUNDING

1. This MOU does not include the direct exchange of funds between the two parties. Both parties agree to mutually cooperate with each other in providing records and seeking direct reimbursement of their expenses for the use of the vehicles and the drivers as may be made available. ACTIONS shall maintain records to show actual dates and time expended by their drivers in the provision of the services, and the cost incurred for the drivers and the use of the vehicles for the period of time specified.
2. Except as may be otherwise specifically provided in this Agreement, the COUNTY and ACTIONS shall be solely responsible for the costs, planning, support and all aspects of the operation of the services respectively performed by each one as set forth in this Agreement.

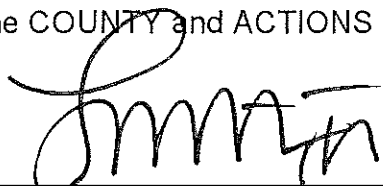
VII. RECORD RETENTION

All records must be retained for three years from fiscal year closure. This requirement applies to records, reports and any damage documentation.

VIII. EFFECTIVE DATE AND SIGNATURE

1. This MOU shall be effective upon the signature of authorized officials from the COUNTY and ACTIONS.
2. This agreement shall be in force from March 1, 2016 to February 28, 2017.
3. This agreement may be terminated by either party with 90 days' notice.

The COUNTY and ACTIONS indicate agreement with this MOU by their signatures:



L. M. "Matt" Sebesta, Jr.
County Judge
Brazoria County, Texas



Date



Murphy Rankin
Executive Director, ACTIONS, Inc.



Date