ESF #1: TRANSPORTATION AND ROADWAYS

Primary Department	Support Department	External Agencies
Asst. Director of Facilities Phone: 406-447-6936 Cell: 406-594-3419	HC Facilities & Maintenance Department Executive Director of Operations Phone: 406-447-6926 Cell: 617-446-3691 Director of Crisis and Emergency Management Phone: 406-447-6382 Cell: 406-461-0635 HC- Emergency Management Advisory Team	**Local Law Enforcement Agencies** - Helena Police Department - Lewis & Clark Sheriff's Office - Montana Highway Patrol - East Helena Police Department **City/County Agencies** - Helena Public Works - East Helena Public Works - Lewis & Clark Co. Public Works - Lewis & Clark County Department of Disaster & Emergency Services (DES) **State Agencies** - Montana Department of Transportation (MDT) - MT State Department of Disaster & Emergency Services **Federal Agencies** - Montana Army National Guard (MANG) **Private/Public Sector** - Montana State Motor Pool - Helena Regional Airport - Capital Transit (City Bus) - Greyhound Bus Stop (National) - First Student (City-County) - Uber - Montana Rail Link

1.1 Purpose

Emergency Support Function (ESF #1): Transportation and Roadways is developed for the coordination of transportation missions and activities for emergencies and disasters. In the context of this plan, transportation refers to the infrastructure consisting of the means and equipment necessary to move goods and people from one location to another.

The purpose of ESF-1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external departments and agencies to support emergency transportation needs during an emergency or disaster impacting Helena College.

1.2 Scope

The ability to sustain transportation services, mitigate adverse economic impacts, meet societal needs, and move emergency relief personnel and commodities will depend on effective transportation decisions at all levels. Unnecessary reductions or restrictions to transportation will directly impact the effectiveness of all prevention, preparedness, response, recovery, and mitigation efforts.

ESF #1 members possess considerable expertise in intermodal transportation and have important relationships with public and private sector transportation stakeholders.

A) ESF 1 includes transportation requirements to include needs by persons with disabilities, directing traffic, closing, &/or blocking roadways.

B) Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.

C) Facilitates damage assessments to establish priorities and determine needs of available transportation resources.

D) Coordinate evacuation transportation as its priority and facilitates movement of the campus in coordination with other transportation agencies.

E) Performance of and assisting with evacuation, re-entry, and reunification.

F) Used to respond to incidents that overwhelm normal Incident Command response actions.

1.3 Situation

A) Emergency Conditions and Hazards

1) A significant emergency or disaster may severely damage transportation infrastructure for the City of Helena.

2) The movement of people, equipment, and supplies may be much less efficient than under normal circumstances.

3) Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.

4) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

5) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.

6) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times throughout the week.

1.4 Assumptions

A) Local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
B) Operations may require traffic control to divert traffic around damaged, isolated, or evacuated areas.
C) The transportation systems for emergency operational activities may exceed local capabilities. Signs, signals and other types of markers, which facilitate traffic movement and control may be damaged or destroyed.
D) Rapid damage assessments of impacted areas will help determine response priorities and transportation demands.
E) College resources will be quickly overwhelmed.
F) Roads and bridges in the affected area may be damaged or heavily congested, impairing emergency transportation to, from, and within the area.
G) Communications will be disrupted.
H) Shortfalls can be expected in both support personnel and equipment.
I) City, County, State and Federal assistance may not be immediately available.

1.5 Concept of Operations

A) General

1) The Emergency Operation Plan provides overall guidance for emergency planning.

2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) Organization

1) National Incident Management System concepts will be used for all incidents.

2) Incident or Unified Command will be used by responding departments.

3) When requested ESF personnel will report to the EOC or ICP and use the EOP to activate and operate during an incident or event.

4) City/County Public Works Departments are the Primary agencies responsible for coordinating transportation system activities.

C) Notification

1) If ESF-1 needs to be activated, the EOC Emergency Manager, or designee, will contact the departments or agencies listed in this annex to report to the EOC.

2) The Dean/CEO, Executive Director of Operations, the Director of Marketing, Communications, and Alumni Relations, or their designated representatives, are the point of contact for all emergency warning notifications.

(i) Helena College Regroup Emergency ALERT Notification System will normally be activated on their direction.

(ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency Notification ALERT System activation.

3) The Emergency Manager, or designee will notify other key personnel as required.

4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to their designated Incident Commander at the Incident Command Post.

2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

(i) Participate in any exercises, as appropriate.

(ii) Develop and maintain a list of possible resources that could be requested in an emergency.

(iii) Maintain a list of personnel (at least one primary and one back up) that can be called to the EOC, as needed.

(iv) maintain current inventories of transportation and fuel resources available and make this inventory available to the Emergency Manager.

(v) Establish and maintain liaison with state and adjacent city/county transportation officials.

(vi) Estimate logistical requirements (e.g. personnel, supplies, and equipment, facilities, and communications).

(vii) Develop procedures to document costs for any potential reimbursement.

2) Response

(i) Identify transportation needs required to respond to the emergency.

(ii) Identify, obtain, prioritize and allocate available transportation resources.

(iii) Conduct assessments of Helena College properties for damage to parking lots, egress/ingress points, and evaluate surrounding roads, bridges, and other transportation systems.

(iv) Plan for transportation support such as staging areas and distribution points.

(v) When requested by the Emergency Manager or designee, responding personnel will report to the Incident Command Post before being assigned tasks.

(vi) Coordinate emergency information for public release through the EOC Emergency Manager, Dean/CEO, and Public Information Officer.

3) Recovery

(i) Coordinate transportation assistance as needed by the Incident Commander, EOC Emergency Manager, or Emergency Management Advisory Team, as appropriate.

(ii) Prioritize the repair and restoration of parking lots and egress/ingress points.

(ii) Ensure that ESF-1 team members maintain appropriate records of costs incurred during the event.

4) Mitigation

(i) Regularly inspection of parking lots, adjacent roadways, points of entry/exits and make repairs proactively.

(ii) keep equipment in good operating condition.

1.6 Responsibilities

A) Primary Departments

1) Serve as the lead agency for ESF-1, supporting the response and recovery operations after activation of the EOC.

2) Maintain a resource list of all available transportation resources including locations of potential fueling points.

3) Develop, maintain, and update plans and procedures for use during an emergency.

4) Conduct damage assessment

5) Work with support agencies to develop and maintain a working relationship.

6) Assist in the identification of essential transportation needs for transporting people, equipment, supplies, and materials away from disaster sites. May need to provide services for evacuation.

7) Identify, train, and assign personnel to staff ESF-1 when the College EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

B) Support Departments

1) Develop, maintain, and update plans and procedures for use during an emergency.

2) Identify, train, and assign personnel to staff ESF-1 when the College EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

3) Support the primary department as needed.

4) Assist in identifying personnel and resources to support this Annex.

1.7 Definitions

- **Essential Services:** is a general term usually defining both governmental and private industry services provided for general public health & safety (e.g. fire, EMS, law enforcement, public health, healthcare/hospital, waste management, drinking & wastewater services, utilities etc..) as well as services essential to a community's economy (e.g. food, fuel, telecommunications, public transportation, etc.).

- **Key Resources:** as "publicly or privately controlled resources essential to the minimal operations of the economy and government."

- **Transportation Resources:** Any of the vehicles, operators, and/or equipment that make up a transportation system.

- **Transportation Systems:** The Transportation Systems Sector of Critical Infrastructure consists of six key subsectors, or modes:

  - **Aviation** includes aircraft, air traffic control systems, commercial airports and additional airfields. This mode includes civil and joint use military airports, heliports, short takeoff and landing ports, and seaplane bases.

  - **Highway** encompasses roadways and supporting infrastructure. Vehicles include automobiles, buses, motorcycles, and all types of trucks.
  - **Maritime Transportation System** consists of coastline, ports, and navigable waterways which allow the various modes of transportation to move people and goods to, from, and on the water.

- **Mass Transit** includes multiple-occupancy vehicles, such as transit buses, trolleybuses, vanpools, ferryboats, monorails, heavy (subway) and light rail, automated guideway transit, inclined planes, and cable cars designed to transport customers on local and regional routes.

- **Pipeline Systems** include vast networks of pipelines that traverse hundreds of thousands of miles throughout the country, carrying nearly all of the Nation's natural gas and about 65 percent of hazardous liquids, as well as various chemicals.

- **Rail** consists of railroads, miles of track, freight cars, and locomotives.