

# ESF #1

# Transportation



**PURPOSE**  
*Coordinate all emergency transportation resources for the response to and recovery from any disaster in Louisville Metro.*



*Jefferson County*

## PRIMARY AGENCY: TRANSIT AUTHORITY OF RIVER CITY (TARC)

Support Agencies	American Red Cross Wheels
	Jefferson County Public Schools
	Jefferson County Sheriff's Office
	Jefferson County Suburban Fire Protection Districts
	Kentucky Department of Transportation
	Kentucky National Guard
	Louisville/Jefferson County EMA
	Louisville Fire and Rescue/Jefferson County Fire
	Louisville Metro Air Pollution Control District
	Louisville Metro Animal Control
	Louisville Metro Corrections Department
	Office of Management and Budget
	Louisville Metro Human Services
	Louisville Metro Inspections, Permits and License
	Louisville Metro Parks
	Louisville Metro Police
	Louisville Metro Public Works
Louisville Metro Purchasing Department	

## POLICIES

- Support and coordinate emergency transportation needs during an emergency or disaster.
- Coordinate evacuation of persons from immediate peril and assisting with re-entry of threatened areas .
- Coordinate the transport of materials, personnel, and supplies to support emergency activities during the response phase.
- Coordinate the transport of persons, materials and supplies during the demobilization and recovery phase.
- Monitor the condition of all roadways coordinate access restriction as necessary.

## **I.PURPOSE**

The purpose of ESF 1 (Transportation) is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) via Louisville Metro Government and other agencies to support emergency transportation needs during an emergency or disaster in Louisville Metro.

ESF 1 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Transit Authority of River City (TARC), as the ESF 1 Coordinator, directs all aspects of emergency transportation to include resource allocation.

The priorities for resource allocation are:

- Evacuating persons from immediate peril and assisting with re-entry of threatened areas
- Transporting materials, personnel, and supplies to support emergency activities during the response phase
- Transporting persons, materials and supplies during the demobilization and recovery phase
- Monitoring the condition of all roadways in and around Louisville Metro and restricting access as necessary

## **II.CONCEPT OF OPERATION**

### **A. General**

1. ESF 1 is organized consistent with the requirements of the National Response Framework, the National Incident Management System and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment and coordination of support operations to Louisville Metro.
2. Procedures, protocols and plans for disaster response activities provide guidelines for operations at the Louisville Metro Emergency Operations Center and in the field. The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF 1 capabilities (based on National Planning Scenarios, Universal Task List and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
3. A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 1 implementation. ESF 1 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 1 will evaluate and analyze information regarding transportation needs for response; develop and update assessments of transportation needs and status in the impact area; and implement contingency planning to meet anticipated demands or needs.
5. When an event requires a specific type or response mode, the individual will advise and/or direct operations within the context of the Incident Command System structure.
6. Each transportation organization, which enters into a mutual aid agreement(s), will furnish a copy of such agreement(s) to the Louisville/Jefferson County Metro Emergency Management Agency.
7. The Louisville/Jefferson County Metro Emergency Management Agency will maintain up-to-date listings of transportation services in Jefferson County including names of responsible officials, readiness status and major transportation equipment identified in Resource Typing.
8. Transportation organizations are responsible for training and continuing education of their personnel.

## **B. Organization**

### 1. COUNTY

- MetroSafe Communications will initiate ESF 1 notification. MetroSafe Communications will request, as directed by the Louisville/Jefferson County Metro Emergency Management Agency, assistance from the primary and support agencies to staff the ESF 1 position in the Emergency Operations Center (EOC) on a 24-hour basis.
- During an activation of the EOC, a MetroSafe Communications Dispatcher will serve as a member of the EOC staff and liaison to ESF 1 for receipt/facilitation of the local transportation needs/resource requests.
- During an emergency or disaster event, the Emergency Operations Center will coordinate the support resources from the support agencies with ESF 1.
- During the response phase, ESF 1 will evaluate and analyze information regarding transportation requests. ESF 1 will develop and update assessments of transportation status in the impact area(s) and undertake contingency planning to meet anticipated demands and needs.
- The Louisville/Jefferson County Metro Emergency Management Agency develops and maintains the overall ESF 1 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Framework, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

### 2. REGION

- ESF 1, in consultation with the requesting jurisdiction, may obtain additional transportation resources via established mutual aid agreements.

- The KyEM serves as the lead agency for transportation coordination/support at the state level. The agency will designate a liaison to the Louisville Metro EOC to assist Emergency Support Function 1 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.
- On activation of an Emergency Operations Center in more than one county, the Kentucky Department of Transportation may support the coordination of the event response with regional resources or request additional resources through the Commonwealth EOC.

### 3. STATE

- During an emergency or disaster event, the primary and support agencies of ESF 1/ comparable at the Commonwealth EOC will report and function under the overall direction of the Director, Kentucky Division of Emergency Management.
- During the response phase, ESF 1/comparable will evaluate and analyze information regarding transportation requests. ESF 1/comparable will also develop and update assessments of the transportation situation/status in the impact area and initiate contingency planning to meet anticipated demands and needs.
- The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan to include accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall State Emergency Operations Plan. All such documents will comply with the National Response Framework, the National Incident Management System and the Incident Command System.

#### **C. Alerts/Notifications**

- MetroSafe Communications will notify the Louisville/Jefferson County Emergency Metro Management Agency's Executive Director, Deputy Director and the "on call" Emergency Operations Center Duty Officer when the county or an area of the county has been threatened or impacted by an emergency or disaster event.
- ESF 1 will be activated or placed on standby upon notification by the Louisville/Jefferson County Emergency Metro Management Agency.
- Upon instructions to activate ESF 1, TARC and ESF 1 Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

#### **D. Actions**

Actions initiated by ESF 1 are grouped into the phases of emergency management: prevention, preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 1 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the following provided services:

- Evacuation and re-entry support
- Transportation of Louisville Metro and/or other populations
- Transportation of ambulatory, wheelchair and other special needs populations
- Transportation of equipment and supplies
- Catastrophic incident and alternate transportation service facility support

## 1. PREPAREDNESS

Actions and activities that develop transportation response capabilities may include planning, training, orientation sessions and exercises for ESF 1 personnel (i.e., county, state, regional and federal) and other emergency support functions that will respond with ESF 1. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams. Initiatives also include the following:

- Conduct planning with ESF 1 support agencies and other emergency support functions to refine transportation operations.
- Develop and refine procedures for rapid impact assessment per field surveys.
- Conduct training and exercises for Emergency Operations Center (EOC) and transportation response team members.
- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- Manage inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups.
- Maintain a list of ESF1 assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources.
- Assign and schedule sufficient personnel to implement ESF1 tasks for an extended period of time.
- Ensure lead agency personnel are trained in their responsibilities and duties.

- Develop and implement emergency response and transportation strategies.
- Develop and present training courses for ESF 1 personnel.
- Maintain liaison with support agencies.
- Conduct All Hazards exercises involving ESF 1.

## 2. MITIGATION

- Coordinate with the All Natural Hazard Mitigation Committee to identify potential hazards and their impacts, include in the All Natural Hazards Mitigation Action Plan and seek funding.
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## 3. RESPONSE

- Coordinate operations at the ESF 1 position in the Louisville Metro EOC and/or at other locations as required.
- Coordinate needs and response actions with each transportation agency.
- Establish and maintain of a system to support on-scene direction/control and coordination with Louisville Metro's EOC, Commonwealth EOC, or other coordination entities as appropriate.

- Utilize evacuation, deployment or demobilization routes to the extent possible.
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests. Louisville Metro Emergency Medical Services will provide transportation for medically critical, other special needs persons (see ESF 8). TARC will provide transportation for ambulatory and non-ambulatory persons.
- Establish communications with appropriate field personnel to ensure readiness for timely response.
- Evaluate and task the transportation support requests for threatened and/or impacted areas.
- Implement Disaster Assessment Teams to determine post-event effect on emergency services, functional group resources and the ability to perform Continuity of Operations for essential functions.
- Monitor and direct transportation resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation.
- Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Obtain other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement and/or the Indianapolis and Cincinnati Mutual Aid Agreements
- Coordinate all resources into the affected areas from designated staging areas.
- Relay all emergency traffic conditions/regulations to all affected personnel.

- Coordinate with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.
- Report to the EOC any traffic control signs/signals needed at locations for general navigation through and around the disaster area.
- Coordinate with ESF 3 (Public Works and Engineering) for equipment and manpower required to clear roads.
- Coordinate with ESF 8 (Health and Medical) for emergency medical air transportation.

#### 4. RECOVERY

- Contact each transportation agency for initial damage assessment of personnel, equipment and supplies.
- Maintain documentation of all reported damage by transportation agencies.
- Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- Initiate financial reimbursement process for recovery activities when such support is available.
- Assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

#### **E. Direction and Control**

1. ESF 1 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Louisville/Jefferson County Metro Emergency Management Agency, which functions as the official disaster organization for preparedness, mitigation, response and recovery within Jefferson County. The agency also serves as the focal point for ESF 1 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF 1 expectations.
2. The ESF 1 system operates at two levels – the Emergency Operations Center and field operations.
3. All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center by the ESF 1 Coordinator during emergency activations. Per the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators plus staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. The staffing directory, ESF 1 Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Louisville/Jefferson County Metro Emergency Management Agency with notification lists updated at least monthly and all other documents at least annually.
5. In accordance with a mission assignment from ESF 1 and further mission tasking by a local primary agency, each support organization assisting in an ESF 1 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 1. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

## **F. Responsibilities**

**Primary Agency** - Transit Authority of River City (TARC)

Duties include but are not limited to the following:

- Provide leadership in directing, coordinating and integrating overall Louisville Metro efforts to provide transportation assistance to affected areas and populations.
- Staff and operate a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need.
- Coordinate and direct the activation and deployment of support agencies' personnel, supplies and equipment and provide certain direct resources.
- Jointly evaluate (ESF 1 representatives/designees) the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor transportation emergency response and recovery.
- Coordinate all state and federal transportation resources into the affected areas from staging areas.
- Manage transportation and other emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF 1 representatives or designee.
- Task support agencies as necessary to accomplish ESF 1 support responsibilities.
- Make specific requests for transportation assistance to the State ESF 1/comparable as needed. State will activate resources through the State Emergency Response Plan.
- Re-assess priorities and strategies throughout the emergency according to the most critical transportation needs.
- Assist with emergency evacuations and re-entry of threatened areas.

- Maintain a current inventory of transportation assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF 1 function upon direction from the EOC Manager.

## Support Agencies

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment and supplies that compliment the entire emergency response effort as the Emergency Operations Center addresses the consequences generated by the hazards that may affect the county (i.e., severe weather, earthquake, environmental, biological and/or terrorism). Services and resources are subject to change. Emergency coordinators are responsible for frequently updating their resources capabilities with ESF 1.

- American Red Cross Wheels will provide transportation for wheelchair and other special needs and relocation of affected populations as required.
- Jefferson County Public Schools will provide transportation to the extent capable as required.
- Jefferson County Sheriff's Office, Louisville Metro Correction Department and Louisville Metro Police will provide crowd control, security measures, roadway assessments and ingress/egress in areas involved in ESF 1 operations.
- Jefferson County Suburban Fire Protection will provide specialty transportation such as water rescues' as required.
- Kentucky Department of Transportation will control, direct, and coordinate all transportation through the ESF 1 Coordinator if a statewide emergency and will provide specialty transportation as required.
- Kentucky National Guard under the authority and direction of the Governor will assist ESF 1 operation and coordinate all transportation through the Louisville/Jefferson County Metro Transportation Coordinator if a statewide emergency.
- Louisville/Jefferson County Emergency Management Agency will provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the Commonwealth EOC for resource requests.

- Louisville Fire & Rescue/Jefferson County Fire Protection Districts will provide specialty transportation such as water rescues as required.
- Louisville Metro Air Pollution Control District will advise and respond to any air-quality issues.
- Louisville Metro Animal Control will provide transportation for animals as required.
- Office of Management and Budget will manage financial matters relating to resources procured.
- Louisville Metro Human Services will coordinate ESF1 transportation evacuation assistance to affected populations.
- Louisville Metro Inspections, Permits & License will provide damage assessments.
- Louisville Metro Neighborhoods will provide status and damage assessments of neighborhoods.
- Louisville Metro Public Works (ESF 3), Louisville Metro Parks and Louisville Metro Solid Waste Management Services will provide equipment and other major resources needed to clear roadways or other areas in support of emergency response transportation actions and provide transportation as required.
- Office of Management and Budget will procure resources as required.
- Regional Airport Authority will advise/manage air transportation involved in ESF 1 operations.
- TRIMARC will provide and communicate relevant traffic information.

## **G. Financial Management**

ESF 1 is responsible for managing financial matters (specific to ESF 1 activity) related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate ESF 1 to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues via coordination with Louisville/Jefferson County Metro Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF 1 will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.