

# ANNEX L TO FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN

## TRANSPORTATION

### I. AUTHORITIES AND REFERENCES

#### A. Purpose

To provide for the coordination and use of all county, public, private and volunteer transportation resources within Fairfield County during a disaster situation.

#### B. Authority

1. Fairfield County Ordinance No. 487, signed May 9, 2005.
2. South Carolina Legislative Act Number 199, July 30, 1979.
3. Fairfield County Mitigation Plan

#### C. Definition

**TRANSPORTATION SERVICE**--All county, public, private and volunteer organizations within the County which can be used in support of emergency operations.

**SPECIAL NEEDS POPULATION**—Those persons within the County who would need assistance (i.e., medical, hearing, walking, etc.) during a disaster situation.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Fairfield County is subject to disasters (*natural, technological or terrorist act*) that could result in a need for emergency transportation. Priority will be given to students, if school is in session, in accordance with the emergency plans of the County School District until all students have been transported to their destination.
2. Transportation service will be provided for the time evacuation of persons from any area of the county that has been affected by a disaster or that is considered a threat to life.
3. All available resources will be used to provide transportation for non-ambulatory patients, lame and institutionalized persons and those persons who do not have private means of transportation.
4. Vehicles of the county, public, private, and volunteer organizations will be used to the maximum extent possible.
5. Ambulance requirements for hospitals and nursing homes will be coordinated through the Emergency Medical Service. *See Annex I.*

## **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. As county transit bus system is the primary local passenger transportation resource, we assume that the transit bus system will respond to requests for transportation assistance from local government during emergency situations.
3. As school buses are the primary transportation resource for the school district, we assume that the school district will respond to requests for transportation assistance from local government during emergency situations.
4. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency operations.

## **III. MISSION**

To provide a well-organized transportation organization within the county capable of supplying the necessary transportation requirements needed for the evacuation of people during a disaster or impending disaster.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. Transportation operations will be controlled from the County Emergency Operations Center (EOC).
2. The Transportation Service Coordinator will coordinate all transportation requirements during a disaster period.
3. State and Federal support will be committed, as available, on a mission-type basis upon request to the State. Requests for use of additional transportation resources will be made through the County EOC.
4. All county, public, private and volunteer transportation organizations will be activated by the Transportation Coordinator when required during a disaster period.
5. All Transportation Service personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all Transportation Service planning and response operations.

### **B. Actions by Phases of Emergency Management**

1. **Preparedness**

a. **Transportation Service Coordinator**

- (1) Maintains normal day-to-day operations.
- (2) In coordination with the Emergency Management Department Director, develops plans and procedures, organizes personnel and maintains a readiness posture.
- (3) Maintains liaison with the Emergency Management Director, and with all organizations within the Transportation Services.
- (4) Reviews requirements for additional equipment, supplies and resources.
- (5) Develops and maintains a transportation resources list by type and availability.
- (6) Develops and maintains a master list of drivers, their status and availability.
- (7) In coordination with Director, Emergency Management reviews the Emergency Public Information (EPI) materials and obtains evacuation routes to be used during disaster operations.
- (8) Maintains liaison with law enforcement personnel to coordinate the traffic control plan.
- (9) Develops liaison with organizations requiring transportation support.
- (10) Ensure Transportation Service integrate NIMS principles in all planning. As a minimum, primary personnel for Transportation Service will complete FEMA's NIMS Awareness Course, or an equivalent course.
- (11) Conducts yearly test and exercise of this Annex when requested by County Emergency Management Director.

b. **Local Government, Public, Private and Volunteer Organizations**

- (1) Maintain liaison with the Transportation Service Coordinator.
- (2) Develop Standard Operating Procedures for use during disaster operations.
- (3) Maintain resources lists of personnel and resources for Transportation Service Coordinator.

2. **Response**

a. **Transportation Service Coordinator**

- (1) Activates the Transportation Service upon request of the Director, Emergency Management Department.
  - (2) Deploys personnel and equipment to pre-assigned areas upon request of Director, Emergency Management Department.
  - (3) Maintains liaison with County Emergency Operations Center (EOC).
  - (4) Coordinates and maintains liaison with all organizations of the Transportation Service.
  - (5) Maintains liaison with law enforcement personnel regarding traffic flow into and out of the disaster area.
  - (6) Maintains liaison with organizations requiring transportation support.
  - (7) Reports damage to vehicles and equipment to the EOC.
- b. **Local Government, Public, Private and Volunteer Organizations**
- (1) Maintain liaison with Transportation Service Coordinator.
  - (2) Keep personnel of organizations informed of current situation.
  - (3) Dispatch personnel and equipment to designated areas at the request of the Transportation Coordinator.
  - (4) Maintain liaison with law enforcement personnel for current information of traffic control situation.

### 3. **Recovery**

- a. **Transportation Service Coordinator**
- (1) Provides transportation support for movement of personnel, supplies and equipment.
  - (2) Maintains coordination with the Emergency Management Department and all organizations of Transportation Service.
  - (3) Reports damage to vehicles and equipment to the Emergency Management Department.
  - (4) Keeps all transportation organizations informed of current situation.
- b. **Local Government, Public, Private and Volunteer Organizations**
- (1) Maintain liaison with the Transportation Service Coordinator.
  - (2) Inform all personnel of the current situation.
  - (3) Move personnel, supplies and equipment, as required.

- (4) Reports damage to vehicles and equipment to the Transportation Service Coordinator.

#### 4. **Mitigation**

- a. Identify and maintain a current list of local and private transportation resources.
- b. Identify possible transportation needs that could result from various disasters.

### V. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### A. **Organization**

1. *See Organization Chart, Appendix 1.*
2. The Fairfield County Transit System Director has been designated as Coordinator, County Transportation Service. She is responsible for coordinating transportation activities and operations of all county, public, private and volunteer transportation activities and operations within the County, including transportation resources in transit within the county at the time of, or entering the county subsequent to, a disaster situation.

#### B. **Responsibilities**

1. Identify available transportation resources and maintain a transportation resource contact list.
2. Coordinate with law enforcement on execution routes and the location of transportation pickup points and staging areas.
3. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.

### VI. **ADMINISTRATION AND LOGISTICS**

#### A. **Administration**

##### 1. **Initial Situation Report**

As soon as communications are established, the Coordinator of Transportation Service will secure reports from the school district, public and volunteer transportation organizations and submit a report to the County Emergency Operations Center (EOC) which will include the following:

- a. Mobilization status of County Transportation Service.
- b. Available communications.

- c. Emergency tasks or operations that require immediate initiation.
- d. Immediate support required from the EOC.

## 2. **Special Reports**

Any significant change in the status of Transportation Services capability to accomplish its mission will be reported immediately to the County EOC.

## 3. **After Action Reports (AAR)**

After Action Reports will be made following termination of any emergency, or other action in which Transportation Service elements were involved. The Coordinator of Transportation Service will submit a report, which will include the following, to the Emergency Management Department:

- a. Type and scope of action completed.
- b. Elements of Transportation Service which were involved.
- c. Nature and extent of any further public assistance required.

## **B. Logistics**

Organic supplies, operational aids and all available transportation resources will be used by all organizations of the Transportation Service. Additional supplies, transportation and manpower will be requested through the County EOC.

## **VII. DIRECTION AND CONTROL**

- A.** Transportation activities and operations will be controlled from Emergency Operations Center (EOC).
- B.** The Fairfield County EOC will be located at one of the following sites and will be announced by the Fairfield County Emergency Management Department at the time of activation:
  - 1. **Primary**-- is located at 100 Tidewater Dr., Winnsboro, SC.
  - 2. **Alternate**--Fairfield County Governmental Complex is located at 350 Columbia Rd, Winnsboro, SC.
- C.** Public transportation activities will be directed over County issued cellular telephones through the Bus Transit System.

School district activities will be directed over County School District Bus Transportation Communication frequencies. The frequencies used locally between the base station and the buses are 154.9800 MHz and 155.7600 MHz.

**D. Line of Succession**

1. Coordinator, Transportation Service
2. Assistant Coordinator, Transportation Service
3. Fairfield County Superintendent of Education

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

**A. Development**

The Coordinator for the Transportation Service will be responsible for the development and maintenance of this annex.

**B. Maintenance**

1. This annex will be reviewed annually.
2. This annex will be updated, as necessary based upon deficiencies identified by drills and exercises, changes in local government structure, or technological changes, etc.
3. Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.

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Coordinator, Transportation Service  
(Director, County Transit System)

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Date

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Director, Fairfield County Emergency  
Management Director

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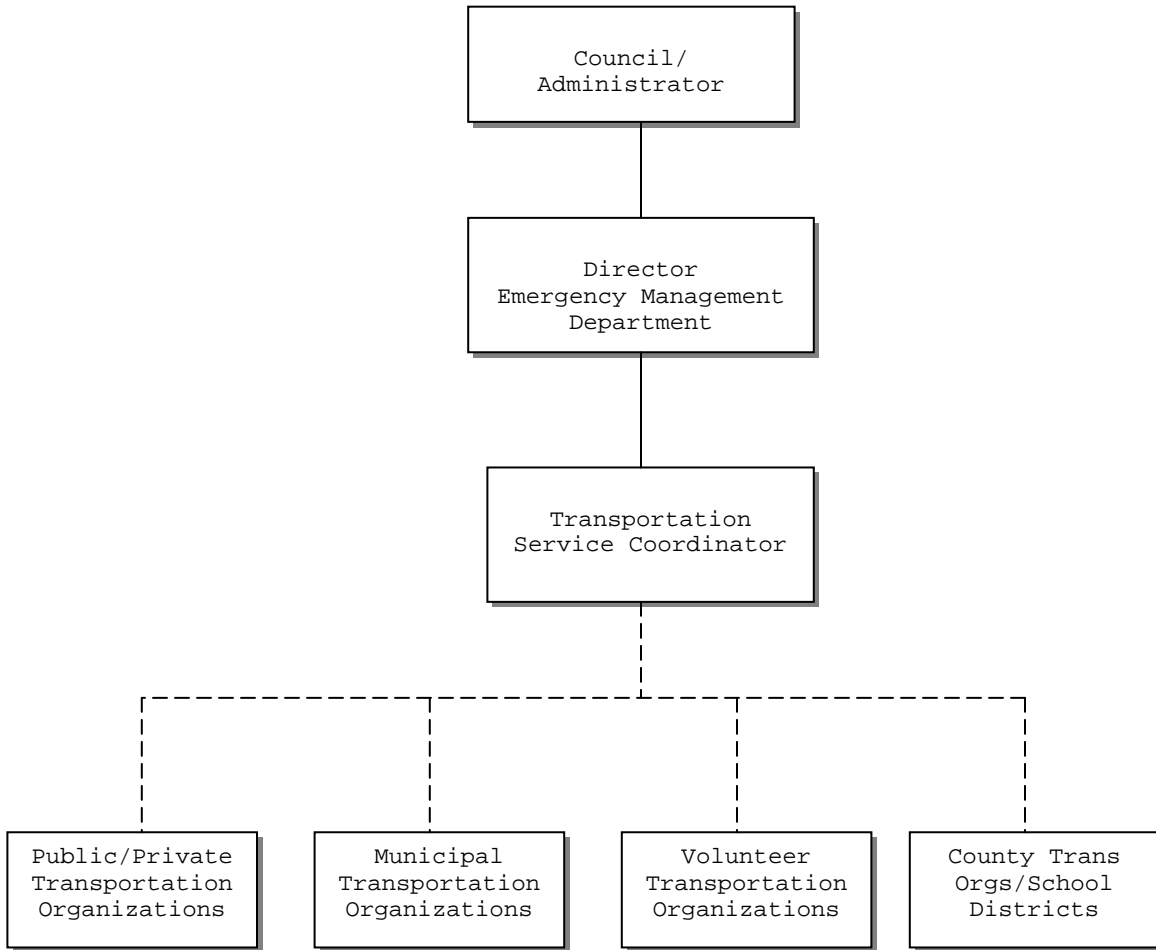
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**APPENDICES:**

1. **Organization Chart**
2. **Transportation Service--Alert List**
3. **Transportation Service Resources**

**APPENDIX 1 TO ANNEX L—ORGANIZATION CHART**

**FAIRFIELD COUNTY**



\_\_\_\_\_ **Direction**

----- **Coordination**



**APPENDIX 2 TO ANNEX L--TRANSPORTATION SERVICE--ALERT LIST**

**FAIRFIELD COUNTY**

**TITLE**

Coordinator, Transportation Service

Assistant Coordinator, Transportation Service

***\*\*ALL TELEPHONE NUMBERS ARE KEPT CURRENT IN OUR COUNTY ALERT LIST  
SOP, DISTRIBUTED TO APPROPRIATE AGENCIES.***

**APPENDIX 3 TO ANNEX L--TRANSPORTATION SERVICE RESOURCES**

**FAIRFIELD COUNTY**

**COUNTY RESOURCES**

<b><u>Number Buses</u></b> <b>(School District)</b>	<b><u>Seating Capacity Each Bus</u></b>	<b><u>Total Capacity</u></b>
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See attached

**(Fairfield County Transit System)**

2	15	30
11 (Handicapped)	15	165

**Private Organizations**

Fairfield Co. Council on Aging	2 Vans	27
	1 Car (station Wagon)	5
Nazarene Church	2 Vans	30
Stephen Green Baptist Church	1 Van	15

**\*Other churches can be contacted for use of their vans and buses if required.**