

Emergency Operations Plan

Emergency Support Function – 1

Transportation

I. PURPOSE.

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. During a compulsory effort of saving life and property, ESF-1 agencies and representatives will utilize this plan to meet needs of the public and private entities of Horry County.

This Annex will define the role of the transportation agencies/representatives in providing resources related to the protection of the citizens, visitors and their property when Horry County is threatened or impacted by a major or catastrophic incident. This ESF is responsible for providing details of EOC operations pertaining to transportation technical advice and evaluations, comprehensive road network operations, road maintenance and clearing operations and mass transportation management during an emergency.

II. MISSION.

The Transportation ESF-1 will ensure effective utilization of all available transportation resources and systems (mass transportation, traffic control, maintenance and debris clearing of roadways) used during large-scale emergencies or disasters.

III. SITUATION AND ASSUMPTION.

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to assess the disaster and respond effectively of basic and emergency human needs.

Transportation capabilities and efforts can be affected by natural disasters and man-made emergencies in Horry County. Roadways can be damaged and impassable from flooding, downed trees and power lines. Waterways and marinas can be chock-full of debris or damaged vessels. Air travel may be delayed from damage to airport infrastructure. Mass transportation during an evacuation may prove to be a difficult, or even, a crippling challenge. With public safety and property conservation as the two primary goals during any disaster or emergency, transportation must be available to meet the challenges of providing a systematic and effective route of safe travel and mobility of people, goods and services during each phase of an incident (Response and Recovery).

IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.

A. Primary: Horry County Department of Airports

B. Support:

1. South Carolina Department of Transportation
2. The Coast Regional Transportation Authority (Coast RTA)
3. Horry County School District- Office of Transportation
4. Horry County Public Works

V. NATIONAL INCIDENT MANAGEMENT SYSTEM (N.I.M.S.) TRAINING

All ESF personnel will be trained on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information on all programs. The minimum requirements are as follows:

- A. IS-100.a Introduction to the Incident Command System
- B. IS-200.a ICS for Single Resource and Initial Action Incidents
- C. IS-700.a An Introduction to NIMS
- D. IS-800.b An Introduction to National Response Framework

VI. CONCEPT OF OPERATIONS.

- A. When the EOC is activated, the Service Operations Branch Director will confirm that the ESF-1 Coordinator position has been staffed.
- B. The ESF-1 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C. Agencies and representatives assigned to ESF-1 will be alerted according to EOC activation procedures in the EOP.
- D. All ESF-1 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- E. State and federal support will be called upon as needed with requests channeled through the Horry County EOC to the South Carolina EOC. Horry County EMD or the ESF-1 Coordinator in the EOC will make requests to the state EOC through ESF-7 for additional resources when all local transportation resources have been exhausted.
- F. Horry County Department of Airports personnel will serve as the ESF-1 Coordinator and verify that the Transportation ESF-1 positions have been staffed.
- G. Each transportation agency or representative will maintain authority within its own jurisdiction. However, during a countywide disaster, the EOC ESF-1 Coordinator is responsible for the overall synchronization of all mass transportation service activities.
- H. The ESF-1 Coordinator will assist with the collaboration and development of operational priorities for personnel based on the objectives set forth by the Executive Group and information obtained from the experts in the area of concern.
- I. Situation Reports (SITREP)

A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the appropriate Branch Director no later than 06:30 and 16:30.
2. The Branch Directors will collaborate and complete their portion of the Section SITREP while coordinating with the Operations Section Liaison. The Operations Section Liaison gives the final Operations Section SITREP to the Situation Analysis Unit Leader at 7:30 and 17:30.
3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.
5. All ESF-1 positions should use the Transportation Situational Report Form (Form# 2.01.1).

J. EOC Action Plan

1. When the EOC is activated the Planning Section, while coordinating with other sections (Operations, Logistics and Finance), will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period.
2. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPS.
3. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and the EOC Briefing and Meeting SOP, in support of the EOC Action Planning process.
4. The successful development of the EOC Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.
5. Review the EOC Action Plan SOP for more details.

K. Information Display and Management

1. During the Horry County EOC activation, all agencies and representatives in ESF-1 will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide for more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms (SOPs, SITREPS, checklists, etc.) utilized in the perspective ESFs will be located in a file box or binder with each ESF Coordinator.

3. A local list of available infrastructure resources, to include assets and personnel, should be maintained in the EOC.
4. Horry County IT will have all county assets inventoried and is available through ESF-2 in the City Works program.
5. Coordination between transportation providers is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible for transporting evacuees should develop an agency/representative specific standard operational procedure, instruction checklist and resource listing to support this plan.

L. Evacuation

1. Evacuations will be coordinated with the EOC to ensure the evacuees are moved to and from an appropriate shelter and those with special needs receive appropriate transportation in the time of need.
2. The Transportation ESF-1 will ensure appropriate transportation support through developing a systematic process of providing the evacuees with safe passage to their temporary housing or area of refuge.
3. ESF-1 will provide assistance to ESF-16, with making traffic diversion devices available (cones, barricades, signs, etc.)
4. ESF-1 will also monitor all traffic cameras for potential diminution of traffic flow on major evacuation routes.
5. Each member of the ESF-1 should review the Emergency Evacuation Plan (Annex 6-12) located on the WebEOC.
6. The Transportation ESF-1 will ensure appropriate transportation route support through developing a systematic debris clearing process in all priority and secondary roadways following an incident.

M. Mutual Aid and Augmentation Forces

1. Be aware that a requisition for resources may take as much as 72 hours to arrive from the first call of assistance, based on distance from incident, type of resource, condition of shipping route and contract details and delays.
2. Mutual aid can be requested from (or provided to) the state through the SEOC once all local resources have been exhausted. These requests should be channeled through ESF-7.
3. Support may also be requested from the federal government through the SEOC. These requests should be channeled through ESF-7.

N. Damage Assessment

An initial EOC priority is to gather as much intelligence about the extent of damage and the impact on people as soon as possible. All agencies and representatives in ESF-1 will submit initial assessment reports to ESF-23 when the situation allows. Information for damage assessments may be provided to or requested from ESF-23 throughout the response and recovery process of the incident or disaster. Utilize the SITREP to document all damage assessment information provided by field personnel.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Primary:

Horry County Department of Airports

1. Serving in a primary role of the ESF-1, the Horry County Department of Airport representative will function as the ESF-1 Coordinator and has the following responsibilities:
 - a. Exercise overall responsibility for the coordination of ESF-1 activities.
 - b. Serve as the ESF-1 Coordinator in all EOC briefings and meetings.
 - c. Coordinate and complete the ESF-1 SITREP and give to the Service Operations Branch Director.
2. Provide reports on window survey damage assessments given by field personnel.
3. Establish and maintain communications with all Horry County airports to verify preparedness, operational capability and any damage assessment concerns that may present themselves post-disaster or post-major emergency.
4. Maintain a consistent flow of information and communication from ESF-1 to the EOC Service Operations Branch Director pertaining to relative activities in field operations and the Transportation ESF-1.
5. Verify that a system of redundancy is in place for documentation and information gathering.
6. Coordinate with ESF-2 (GIS mapping) and ESF-22 to schedule a geospatial information flight when requested.
7. Provide flight approval information and air restriction concerns from the FAA to ESF-22, specifically related to flights scheduled for damage assessment, VIP birds-eye view flights and resource transportation and shipping.
8. Coordinate early with ESF-7 for possible air transportation of all resources, if necessary.
9. Specific tasks are included in the associated position SOP(s).

B. Support:

1. SC Department of Transportation
 - a. Serve as the State/Federal Roadway Coordinator in ESF-1 of the Horry County EOC.
 - b. Coordinate and report damage assessment of state and federal land transportation routes.
 - c. Identify alternate emergency land transportation methods on state and federal routes
 - d. Deploy SCDOT assets to areas in need of debris removal or road restoration operations. Request other department units for assistance when necessary.
 - e. Deploy personnel and equipment to evaluate damaged bridges and roadways, and to take actions to restore them to a usable condition.
 - f. Follow SC Department of Transportation SOP/SOG while activated in the Horry County EOC.
 - g. Coordinate with ESF-13 for equipment security and personnel safety near or on roadways.

- h. Maintain a current status board of SCDOT assets available and currently being utilized for roadway service and debris clearing. Also, maintain a current knowledge of all available assets in the WebEOC Resource Manager that can be used for roadway services and debris clearing.
 - i. Assist ESF-16 with traffic control by providing barrier and diversion devices, displaying messages to assist with traffic management and monitor SCDOT traffic cameras for roadway concerns.
 - j. Specific tasks are included in the representatives SOP(s).
- 2. Coast Regional Transportation Authority
 - a. Serve as the Mass Transportation Coordinator in ESF-1 by assisting with the mobilization process of emergency mass transportation services.
 - b. Assign a Special Needs Transportation Representative to coordinate transportation resources for special needs population when needed.
 - c. Use transportation communication links to provide damage assessment information.
 - d. Coordinate recovery/replacement of resources transporting people.
 - e. Maintain a current status board of CRTA transportation assets available and currently being utilized for the movement of people.
 - f. Maintain a current knowledge of all available assets in the WebEOC Resource Manager that can be used for transportation purposes. Work with ESF-7 to obtain any assets outside of your agency.
 - g. Specific tasks are included in the representatives SOP(s).
- 3. Horry County School District- Transportation Division
 - a. Serve as the Bus Transportation Representative in ESF-1 of the Horry County EOC.
 - b. Maintain a current status board of Horry County School District transportation assets available and currently being utilized for the movement of people. Also, maintain a current knowledge of all available assets in the WebEOC Resource Manager that can be used for transportation purposes. Work with ESF-7 to obtain any assets needed from outside of your agency.
 - c. Use transportation communication links to provide window survey damage assessment information.
 - d. Specific tasks are included in the representatives SOP(s).
- 4. Horry County Public Works
 - a. Serve as the County Roadway Coordinator in ESF-1 of the Horry County EOC, reporting all information, concerns and actions to the ESF-1 Coordinator.
 - b. Coordinate and report damage assessment of county land transportation routes.
 - c. Identify alternate emergency land transportation methods on county routes.
 - d. Deploy Public Works units or debris clearing strike teams/task force to areas in need of debris removal or road restoration operations. Request assistance from ESF 3, 4 and 13 when necessary.

- e. Deploy Public Works units or flood control strike teams/task force to areas in need of flood control or road restoration operations. Request assistance from ESF 3, 4 and 13 when necessary.
- f. Deploy personnel and equipment to evaluate damaged bridges and roadways serviced by the county, and to take actions to restore them to a usable condition.
- g. Maintain a current status board of heavy equipment assets available and currently being utilized for clearing road debris and road maintenance.
- h. Maintain a current knowledge of all available assets in the WebEOC Resource Manager that can be used for public works operations. Work with ESF-7 to obtain any assets outside of your agency.
- i. Coordinate with ESF-3 and ESF-4 to utilize chainsaw units for road clearing and debris removal operations.
- j. Assist ESF-16 with traffic control by providing message signs, barriers and diversion devices.
- k. Specific tasks are included in the associated position SOP(s).

VIII. ANNEX MAINTENANCE.

The Operations Section Liaison has the responsibility of coordinating, developing and maintaining the Transportation Section Annex in association with the Service Operations Branch Director and the designated Transportation ESF Lead Agency. The Transportation Annex will be updated in conjunction with the EOP as stated in Section 6, Plan Development and Maintenance.

Emergency Support Function (ESF-1) Transportation

General ESF Actions

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

Primary: Horry County Department of Airports

Support:

- South Carolina Department of Transportation (Horry County)
- Waccamaw Regional Transportation Authority (Coast RTA)
- Horry County School District-Office of Transportation
- Horry County Public Works

***Please refer to the EOP, IV, B, 8 for general preparedness and response actions.**

Preparedness

- Assist with the coordination, development and maintenance of the Transportation Annex
- Participate in county exercises and conduct annual ESF-1 training to validate the Transportation Annex and supporting documents
- Ensure all personnel train on and integrate NIMS principals in all planning as outlined in the Annex.
- Ensure procedures are in place to document costs for any potential reimbursement.
- Maintain a list of resources, assets and personnel that are crucial for the functionality of the Transportation Annex.

Response

- Maintain a complete and comprehensive status of road network, to include road closures and priority supply routes in affected areas
- Prioritize and manage the debris and water clearing of road network following a disaster.
- Provide all necessary support to ensure evacuation routes are capable of maximum capacity.
- Develop and manage a public transportation system to move people from vulnerable areas in a disaster or emergency, including ground, air, water, or rail. Provide transportation assistance to the special population.
- Maintain a transportation resource list and ensure that a current driver availability list is rapidly accessible.
- When ground transportation assets are required, CRTA resources will be utilized first. The Horry County School District-Transportation will be the next choice for transportation needs.
- Ensure field vehicle maintenance needs are addressed (fuel, lubricants, tires vehicle parts.)
- Develop and maintain a status map showing:
 - Routes which are open unconditionally.
 - Routes that are closed.
 - Routes which are still un-inspected.
 - Bridges which are open without restrictions.
 - Bridges which are open with restrictions.
 - Bridges which are closed until replaced.
 - Bridges which have yet to be inspected.
 - Bridges that have been inspected but require further engineering test.