



Annex K - Transportation

PVAMU Annex K - Transportation Annex

A. Authority

See the Emergency Operations Plan.

B. 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.

C. Situation and Assumptions

1. Situation

- a. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. PVAMU has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
- b. During emergency situations, rapid evacuation from areas at risk may be necessary.
- c. Specialized transportation may be needed to transport some special needs groups.
- d. Transportation equipment 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.
- e. 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.
- f. Major emergency situations may disrupt normal transportation systems, leaving many people without transportation.
- g. Some cargo may require materials handling equipment at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
- h. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.

2. Assumptions

- a. If people must be evacuated or relocated, the primary mode of transportation for most people will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
- b. 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.
- c. 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.

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- d. 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.
- e. If we are unable to obtain transportation services from our usual commercial providers, we may rent or lease transportation equipment to provide the required transportation.
- f. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

D. Concept of Operations

1. General

- a. **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 from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
- b. **Passenger Transportation:** When possible, emergency passenger transportation requirements will be satisfied with the following resources:
 - i. Voluntary use of personal vehicles
 - ii. School/University buses
 - iii. Leased or rented buses
 - iv. State-owned or contracted vehicles
 - v. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
 - vi. Donated transportation equipment or services
- c. **Cargo Transportation:** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
 - i. University cargo vehicles
 - ii. Commercial freight carriers
 - iii. Leased or contract equipment
 - iv. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
 - v. Donated transportation equipment or services
- d. **Special 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.
- e. **Requesting Transportation Support:** 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.

2. Activities by Phases of Emergency Management

- a. Prevention

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- i. Identify and maintain a current list of local public and private transportation resources.
 - ii. Identify possible transportation needs that could result from various disasters.
 - iii. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.
 - b. Preparedness
 - i. 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.
 - ii. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
 - iii. 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.
 - iv. Plan and execute exercises involving the utilization of various types of transportation equipment.
 - c. Response
 - i. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
 - ii. Respond to transportation requests within limits of available resources.
 - iii. Monitor transportation resource status and identify requirements for additional resources.
 - iv. Maintain records on use of transportation resources.
 - d. Recovery
 - i. Continue to coordinate transportation of equipment, supplies and passengers as needed.
 - ii. Assess further transportation needs of citizens and provide transportation as needed.
 - iii. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

E. Organization and Assignment of Responsibilities

1. General
 - a. The normal emergency organization described in the EMP will be employed when providing transportation services in emergency situations.
 - b. Transportation Services personnel will coordinate emergency transportation operations in coordination with emergency operations center (EOC) operations.
2. Task Assignments
 - a. Transportation will:
 - i. Identify available transportation resources and maintain a transportation resource contact list.

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- ii. 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.
 - iii. Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
 - iv. Coordinate with EOC to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
 - v. Coordinate public transportation support for mass evacuations.
 - vi. Coordinate with EOC on evacuation routes and the location of transportation pickup points and staging areas.
 - vii. Provide the EOC/Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
- b. All departments having transportation assets will:
 - i. Provide current information on available transportation equipment to Transportation for use in updating the transportation resource list.
 - ii. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request to the extent possible.
 - c. EOC will:
 - i. Determine evacuation routes and provide traffic control needs for large-scale evacuations to University Police Department.
 - ii. Determine transportation pickup points and staging areas, in conjunction with Transportation.

F. Direction and Control

- 1. General
 - a. The Associate Vice President for Business Services will provide general direction to Transportation regarding emergency transportation operations.
 - b. Transportation will coordinate transportation activities.
- 2. Line of Succession
 - a. Associate Vice President of Business Services
 - b. Director of Risk Management and Safety
 - c. Transportation Services Director

G. Readiness Levels

- 1. Readiness Level IV – Normal Conditions: See mitigation and preparedness activities in section D2.
- 2. Readiness Level III – Increased Readiness
 - a. Monitor the situation.
 - b. Alert key personnel.

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- c. Check the readiness of all equipment and correct deficiencies.
- d. Update transportation resource status information.
- e. Review plans and procedures and update them as needed.
3. Readiness Level II – High Readiness
 - a. Monitor the situation.
 - b. Update transportation personnel and equipment status.
 - c. Alert and brief transportation providers for possible emergency operations.
 - d. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
 - e. Update transportation resource status information.
4. Readiness Level I – Maximum Readiness
 - a. Monitor the situation and update transportation resource status information.
 - b. Staff EOC positions if the EOC is activated.
 - c. Consider protective actions for transportation resources.
 - d. Make tentative transportation resource allocations to probable emergency tasks.
 - e. Pre-stage transportation assets, where appropriate.

H. Administration and Support

1. Maintenance of Records: Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed. 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. Records will be maintained until a final decision is made about reimbursement.
2. 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.
3. Training and Exercises
 - a. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities.
 - b. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

I. Annex Development and Maintenance

1. Transportation, with assistance from the Risk Management & Safety Department, is responsible for developing and maintaining this annex.
2. This annex will be reviewed annually and updated as needed.
3. Departments assigned responsibilities in this annex are responsible for ensuring that SOPs address those responsibilities adequately.