ANNEX S
TRANSPORTATION

Revision 4

Brazoria County
and
Joint Resolution Cities

APPROVAL & IMPLEMENTATION

Annex S

Transportation

Revision 4

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2-2-26
Date

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Date

RECORD OF CHANGES

Annex S

Transportation

Revision 4

Change #	Date of Change	Entered By	Date Entered

ANNEX S

TRANSPORTATION

I. AUTHORITY

See Basic Plan, Section I.

II. 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.

III. EXPLANATION OF TERMS

ActionS	ActionsS INC of Brazoria County
EOC	Emergency Operations Center
DDC	Disaster District Chief
ICP	Incident Command Post
MACC	Multi-Agency Coordination Center
MHE	Materials Handling Equipment
MOU	Memorandum of Understanding
GCT	Gulf Coast Transit
SOP	Standard Operating Procedures
WebEOC	A web-based communications system

IV. SITUATION & ASSUMPTIONS

A. Situation

1. In an emergency situation, people may have to be transported from areas at risk and equipment and supplies may have to be transported to support response and recovery activities. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.

2. During emergency situations, it may be necessary to rapidly evacuate school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners from areas at risk.

3. Accessible transportation may be needed to transport some special needs groups, such as medical patients and prisoners.

4. Our transportation equipment and that of private transportation companies 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.

5. 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.

6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.

7. Some cargo may require MHE at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.

8. Drivers with commercial driver licenses must operate many cargo trucks and buses. In coordinating for use of these resources, it is desirable to arrange not only for the use of vehicles, but also for qualified drivers.

9. Institutional facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of their clients, patients, and inmates. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

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. 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.

3. 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.

4. 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.

5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.

6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

7. Rural transit system buses will be diverted from their normal routes and schedules as needed to support emergency operations.

8. Transportation may be requested from the State through the Disaster District Chief (DDC) in Houston when the assets within the jurisdiction are not sufficient.

V. CONCEPT OF OPERATIONS

A. General

1. 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, including residents of special facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.

2. Passenger Transportation. Where possible, emergency passenger transportation requirements will be satisfied with the following resources:

   a. Voluntary use of personal vehicles
   b. City or County-owned vehicles
   c. School buses
   d. Leased or rented buses
   e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
   f. Donated transportation equipment or services
   g. Gulf Coast Transit (GCT)
   h. State-owned or contracted vehicles

3. Cargo Transportation. Where possible, emergency cargo transportation requirements will be satisfied with the following resources:

   a. Brazoria County-owned vehicles
   b. Commercial freight carriers
   c. Leased or contract equipment
   d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
   e. Donated transportation equipment or services
   f. State-owned or contracted vehicles

4. Special Facilities.

   a. Schools & Day Care Centers

      If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government transportation assistance during emergencies.

   b. Hospitals, Nursing Homes, & Correctional Facilities

      Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for

transportation and local government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

5. Individuals with Functional and Access 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.

6. Requesting Transportation Support.

   a. 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. Requests for transportation support should be made to the Transportation Officer using the Cargo Transportation Request in Appendix 1 or the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.

   b. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.

7. External Support. If local transportation resources and those available pursuant to inter-local agreements are insufficient to support emergency requirements, transportation resource support may be requested from the State through the Disaster District Chief (DDC) in Houston. A Local Request via WebEOC is the preferred method to request external support.

B. Activities by Phases of Emergency Management

1. Prevention

   a. Identify and maintain a current list of County owned transportation resources. See Annex M, Resource Management, for a list of transportation resources.

   b. Identify possible transportation needs that could result from various disasters.

   c. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

2. Preparedness

   a. 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.

   b. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.

c. 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.

d. Review special facility evacuation plans to ensure they include realistic transportation arrangements.

e. Alert ActionS, Gulf Coast Transit, and Departments within the county of the eventual need to activate their vehicles to help transport citizens.

f. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.

2. Response

a. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.

b. Respond to transportation requests within limits of available resources.

c. Monitor transportation resource status and identify requirements for additional resources and report this to the EMC or MACC IC if activated.

d. Maintain records on use of transportation resources (See Appendix 3).

4. Recovery

a. Continue to coordinate transportation of equipment, supplies and passengers as needed.

b. Assess further transportation needs of citizens and provide transportation as needed.

c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing transportation services in emergency situations.

2. The County Judge shall provide policy guidance with respect to emergency transportation operations.

3. The MACC Transportation Manager shall serve as the Brazoria County Transportation Officer and coordinate emergency transportation operations.

B. Task Assignments

1. Transportation Officer will:

   a. Identify available transportation resources (see Annex M, Resource Management) and maintain a transportation resource contact list.

   b. 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.

   c. Coordinate with commercial transportation providers to establish procedures for providing transportation resources during emergency situations.

   d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.

   e. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.

   f. Coordinate with GCT and ActionS for support during mass evacuations.

   g. Coordinate with the Sheriff or appropriate Police Chief on evacuation routes and the location of transportation pickup points and staging areas.

   h. Coordinate with GCT, ActionS and others on pickup points and times for citizens requiring public transportation.

   i. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.

   j. Coordinate with the Shelter Officer for passenger and cargo transportation to support shelter and mass care operations.

2. All County Departments and Local Agencies having transportation assets will:

   a. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.

   b. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.

3. All County Departments and Local Agencies will:

   Forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Appendices 1 and 2 will be used.

4. Law Enforcement will:

   a. Assist in determination of evacuation routes and provide traffic control for large-scale evacuations.

   b. Assist in determination of transportation pickup points and staging areas, in conjunction with the Transportation Officer.

5. The Shelter Officer will:

   Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

6. The Independent School Districts of Brazosport, Angleton, Columbia-Brazoria, Danbury, Sweeny, Alvin, and Pearland will:

   Upon request by the County Judge, provide buses and drivers to assist in emergency operations.

7. The Gulf Coast Transit will:

   Upon request by the County Judge, provide buses and drivers to assist in emergency operations.

VII. DIRECTION & CONTROL

A. General

1. The County Judge will establish priorities for and provide policy guidance for transportation activities.

2. The County Judge or EMC will provide general direction to the Transportation Officer regarding transportation operations.

3. The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

B. Line of Succession

The line of succession for the Transportation Officer is:

1. MACC Transportation Manager
2. Transportation Coordinator
3. Transportation Team Leader

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor situation.
2. Alert key personnel and transportation provider points of contact.
3. Check readiness of all equipment and facilities and correct any deficiencies.
4. Update transportation resource status information.
5. Review agreements for use of transportation resources owned by others.
6. Review plans and procedures and update them, if needed.

C. Readiness Level II – High Readiness

1. Monitor situation.
2. Update transportation personnel and equipment status.
3. Alert and brief transportation providers for possible emergency operations.
4. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
5. Update transportation resource status information.

D. Readiness Level I – Maximum Readiness

1. Monitor situation and update transportation resource status information.
2. Staff MACC positions if MACC is activated.
3. Consider protective actions for transportation resources.
4. Make tentative transportation resource allocations to probable emergency tasks
5. Pre-stage transportation assets, where appropriate.

IX. ADMINISTRATION & SUPPORT

A. Resources

Local transportation resources are described in Annex M, Resource Management.

B. Maintenance of Records

Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed via an MOU; see Appendix 3. 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. The Transportation Officer will retain records of equipment usage until a final decision is made by the County Judge concerning claims for cost recovery or reimbursement.

C. 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. WebEOC is the default documentation system and is highly reliable for record retention.

D. Training & Exercises

1. Transportation personnel who will staff the MACC shall receive appropriate training on the operation of that facility, which should be arranged by the Transportation Officer or EMC.

2. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

E. External Support

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.

2. If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the State. Request for state assistance will be made to the DDC in Houston by the County Judge or a person authorized to act for him/her.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. The EMC is responsible for developing and maintaining this annex. The Transportation Officer will review and recommend changes to the annex and forward as soon as needs become apparent.

B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.

XI. REFERENCES

Annex S (Transportation) to the *State of Texas Emergency Management Plan*

APPENDICES

Appendix 1 ..... Cargo Transportation Request

Appendix 2 ..... Passenger Transportation Request

Appendix 3 ..... Vehicle/Equipment Record & Use Log

Cargo
Transportation Request

Date:	**Time:**	**Priority: 1 2 3**
Requested by:		**Organization:**

Request transport of (describe the cargo):

Loose_____ Boxed #_____ Pallets # _____ **Total weight: _____ lbs.**

Receive from:

Date/Time_____

Place/Address:_____

_____

_____

People available to load the truck? Yes ___ No___ If no, how many people are needed? _____

Equipment available to load the truck? Yes___ No___ Type: _____

Contact at pick-up

Name: Phone #:

Deliver to:

Date/Time: _____

Place/Address: _____

_____

_____

People available to unload truck? Yes _____ No____

Equipment available to unload the truck? Yes ____ No____ Type: _____

Contact at delivery

Name: Phone #:

Resources committed:

Passenger Transportation Request

Date:	**Time:**	**Priority: 1 2 3**
Requested by:		**Organization:**

Number of people needing transportation: # of Adults _____ # of Children _____

Ambulatory: Yes____ No____ If **No**, list any special vehicles or equipment needed:

_____
_____
_____
_____
_____

Pick up from:

Date/Time_____

Place/Address:_____
_____
_____

People available to assist non-ambulatory passengers? Yes ____ No _____

If no, how many people are needed to assist? _____

Contact at pick-up:

Name: Phone #:

Drop off:

Date/Time: _____

Place/Address: _____
_____
_____

Contact at drop off:

Name: Phone #:

Resources committed:

VEHICLE/EQUIPMENT RECORD & USE LOG

Vehicle/Equipment Type:_____

Identification or License #:_____ Odometer/hour meter reading: _____

Date Received: _____ Time Received: _____

☐ City/County Asset ☐ School District Asset

☐ Leased/Rented ☐ Borrowed/Loaned

☐ Other:

Owner: _____

Address:_____

_____

Operational Status: Good____ Fair____Poor____

Operator Provided: Yes ____ No _____

Maintenance performed (if any): _____

_____

_____

_____

_____

_____

_____

Vehicle/Equipment Returned:

Date: _____ Time: _____ Odometer/hour meter reading: _____

Remarks:

Use Mileage LOG next page

USE LOG

Date	Mileage Start	Mileage End	Operator	Mission Description