



# Dallas County Community College District



## ESF #1 Transportation Annex (1.0)



# Approval and Implementation

## **Dallas County Community College District Emergency Support Function #1 – Transportation Annex**

This Emergency Operations Plan Annex is hereby approved for the Dallas County Community College District. This plan annex is effective immediately and supersedes all previous editions.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dr. Joe May**

Chancellor  
Dallas County Community College District

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Robert C. Wendland**

General Counsel  
Dallas County Community College District

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lauretta Hill**

Chief of Police  
Dallas County Community College District





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# Emergency Support Function 1 - Transportation

## ESF Coordinator

**Associate V.C. of Facilities Mgt.**

4343 IH 30

Mesquite, TX 75150

Phone: 972-860-7760

## Support and External Agencies

**DART (Dallas Area Rapid Transit)**

2111 South Corinth St. Rd.

Dallas, TX 752013

Phone: 214-749-5961

## Primary Department/Agency

**District Facilities Management**

4343 IH 30

Mesquite, TX 75150

Phone: 972-860-7760

## Authority

See Emergency Operations Plan, Authority.

## Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Dallas County Community College District. Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities, and neighboring jurisdictions.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

## **Purpose**

The purpose of ESF 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support emergency transportation needs and availability of transportation thoroughfares during an emergency or disaster impacting the Dallas County Community College District.

The Transportation ESF assists college District, local, federal, state government entities, and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. ESF 1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

## Scope

Emergency Support Function 1:

- Meets transportation requirements to include needs by persons with disabilities, directing traffic, closing or blocking roadways, and the District's aviation and airspace management and control.
- Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- Facilitates equipment damage assessments to establish priorities and determine needs of available transportation resources.
- Coordinates evacuation transportation as its first priority and facilitate movement of the campus in coordination with other transportation agencies.
- Facilitates movement of the campus population, transportation flow, and manages transportation thoroughfares in coordination with other transportation agencies.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

## Situation

Dallas County Community College District is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

See the EOP Hazard Summary for the potential emergencies that may impact Dallas County Community College District.

## Assumptions

The District makes the following planning assumptions:

- During certain major emergencies and major population relocation/evacuation requiring movement of large numbers of people, local transportation resources will be stressed.
- The District has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
- Major natural or man-made disasters may disrupt normal transportation systems leaving many students, staff, and faculty, especially people with disabilities without transportation.
- In many major disasters, it may be necessary to evacuate rapidly students, staff, and faculty from the hazard area.
- District resources will be quickly overwhelmed.
- The District's transportation equipment and that of private transportation companies may sustain damage during emergencies and trained equipment operators may become disaster victims, limiting the means available to transport people, relief equipment, and supplies.
- Transportation infrastructure, e.g. roads, bridges, and railroads may sustain damage during emergencies making it difficult to use some of the transportation assets that are otherwise available.
- Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

# Concept of Operations

## **General**

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

## **Organization**

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

## **Activation**

- If ESF 1 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

## **Direction and Control**

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

## Emergency Support Function Operations

The emergency support function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Conduct periodic transportation needs assessments.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When requested by the EOC Director, immediately respond to EOC.
  - Identify transportation needs required to respond to the emergency. Some cargo may require materials handling equipment at the on-load point and the delivery point.
  - Obtain, prioritize, and allocate available transportation resources.
  - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
  - Coordinate transportation assistance as needed by the IC, EOC Director, or EOC Policy Group, as appropriate.
  - Ensure that ESF 1 team members or their agencies maintain appropriate records of costs incurred during the event.

## Responsibilities

### **ESF Coordinator**

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working inter-local agreements, or other functional contracts to bolster the ESF capability.

### **ESF Primary Agency**

- Serves as the lead agency for ESF 1, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 1 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 1 will assist in the identification of essential transportation needs for transporting people, equipment, supplies, and material to and from disaster sites.

### **ESF Support and External Agencies**

- Support the District with inter-local agreements, or other functional contracts.
- May need to provide services for evacuation.
- May need to provide services to enable access to transportation thoroughfares during emergency or disaster situations.
- Support the primary agency as needed.

## Terms and References

Acronyms	
<b>DCCCD</b>	Dallas County Community College District
<b>EOC</b>	Emergency Operations or Operating Center
<b>ESF</b>	Emergency Support Function
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>MAA</b>	Mutual Aid Agreement
<b>MOU</b>	Memorandum of Understanding
<b>SOPs</b>	Standard Operating Procedures

Definitions	
<b>Emergency Operations Center</b>	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
<b>Inter-local agreements</b>	Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements (MAAs) and can include memorandums of understanding (MOUs).
<b>Standard Operating Procedures</b>	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

## Distribution List

This Emergency Support Function Annex is distributed to the positions or locations indicated in the table below.

<b>Distribution Area / Position</b>	<b>Copies</b>
EOC Reference	2
Chancellor	1
Executive Vice Chancellor	1
Emergency Management Coordinator	1
Chief of Police	1
General Counsel	1
Chief of Staff	1
Associate V.C. of Facilities Mgt.	1
College President – Brookhaven	1
College President – Cedar Valley	1
College President – Eastfield	1
College President – El Centro	1
College President – Mountain View	1
College President – North Lake	1
College President – Richland	1

