

## A. APPENDIX I: EMERGENCY SUPPORT FUNCTION 1 - TRANSPORTATION

**PRIMARY AGENCY:** Department of Transportation

**SUPPORT AGENCIES:** Florida Wing of the Civil Air Patrol, the Water Management Districts, Department of Management Services, Department of Agriculture & Consumer Services, Department of Environmental Protection, Department of Corrections, Florida Department of Law Enforcement, Department of Highway Safety & Motor Vehicles, Department of Military Affairs, Department of Community Affairs, Division of Emergency Management

### I. INTRODUCTION

The purpose of Emergency Support Function 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency/disaster situation.

Emergency Support Function 1 resources will be provided through the State Emergency Operations Center when activated (i.e., level 1, 2, or 3).

Emergency Support Function 1 may also obtain resources (human, technical, equipment, facility, materials, and supplies) through agency contractors, vendors, and suppliers. Resources may also be obtained from agency related local, State, regional, national, public, and private associations or groups.

Transportation resources obtainable by Emergency Support Function 1 will be used to assist in the following:

- Evacuation of persons from threatened or immediate danger;
- Monitoring, control, and coordination of vehicular traffic flow;
- Provision of infrastructure status reports for all modes of transportation;
- Multi-modal logistical transportation of evacuees, personnel, equipment, and materials and supplies;
- Provision of maps for all modes of transportation;
- Identification of obstructions and damage to the multi-modal transportation infrastructure, as well as general impact assessment in support of the State Emergency Response Team priorities, and;

- Prioritization and initiation of emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the multi-modal transportation infrastructure.

## II. CONCEPT OF OPERATIONS

### A. GENERAL

During an emergency or disaster, the Department of Transportation and the Florida Wing of the Civil Air Patrol will assign personnel to the State Emergency Operations Center. Emergency Support Function 1 will respond directly to the Infrastructure Branch Chief who reports to the Operations Section Chief (**see Section IV. A. 2. Figure 2 of the Basic Plan**). In addition, Emergency Support Function 1 will:

1. Ensure that support agencies will have previously designated personnel assignments to other Emergency Support Functions in the State Emergency Operations Center or to their respective agency emergency operations centers, and;
2. Ensure that personnel will be available (in person, by telephone, facsimile, or pager) to assess and respond to transportation resource requests received by the State Emergency Operations Center.
3. Proactively assess and routinely develop action plans, for submission to Emergency Support Function 5, to meet the short and long-term transportation needs of the threatened and/or impacted area.
4. Routinely prepare and file situation reports with Emergency Support Function 5.
5. Meet transportation resource requests through available or obtainable resources of support function agencies, including resources that are available through mutual-aid agreements, compacts, and/or the Federal Emergency Management Agency.
6. Evaluate damage to infrastructure and conduct impact assessment in the threatened and/or impacted area and, as appropriate, task personnel for response and recovery work.

### B. ORGANIZATION

1. Emergency Support Function 1 will be organized and operate as a team.
2. The Department of Transportation has a dual role as a coordinating agency and as a supporting agency.

3. The Department of Transportation, as the primary agency, must ensure that through coordinated annual planning, all Emergency Support Function agencies:
  - a. Participate in the review and revision of Appendix I to the State Comprehensive Emergency Management Plan and related State Emergency Response Team Standard Operating Procedures;
  - b. Attend and participate in Emergency Support Function 1 meetings, training sessions, conferences, and exercises;
  - c. Develop, test, and maintain a manual or automated listings of the following:
    - i. Agency emergency points of contact that need, or may need, to be contacted by agency representative(s) assigned to Emergency Support Function 1, and;
    - ii. Agency available transportation resources (from within the agency) such as types of equipment and equipment operators, and;
    - iii. Points of contact for agency obtainable transportation resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.
  - d. Coordinate Emergency Support Function 1 activities in the State Emergency Operations Center during periods of activation by:
    - i. Developing and maintaining the Emergency Support Function 1 duty schedule, and;
    - ii. Coordinating the receipt and evaluation of mission requests from the threatened and/or impacted area.
4. Emergency Support Function 1 agencies, including the Department of Transportation, must ensure that:
  - a. All personnel have access to their agency's available and obtainable transportation resources;
  - b. The committed and uncommitted status of such resources is continuously tracked during an activation of the State Emergency Operations Center;

- c. All personnel will participate in the evaluation and mission assignment of transportation resource requests submitted to the State Emergency Operations Center, and;
- d. All personnel will support the development of situation reports and action plans for Emergency Support Function 5 during activation of the State Emergency Operations Center.

### **C. NOTIFICATIONS**

1. The State Warning Point will notify the Emergency Support Function 1 primary agency, the Department of Transportation, when an area of Florida is threatened or has been impacted by an emergency or disaster event.
2. The Department of Transportation's designated personnel will report to the State Emergency Operations Center if so advised or requested by the State Warning Point.
3. As warranted by the scope of the impending event, the Department of Transportation personnel will notify the appropriate support agencies.
4. The designated support agencies notified will report to the State Emergency Operations Center if so advised or requested by the primary agency, the Department of Transportation coordinating personnel.
5. The support agencies designated to report to the State Emergency Operations Center will notify their agency Emergency Operations Center and/or agency State, regional, district, and local office emergency operations personnel of the impending or actual event.
6. The above notification process will be utilized if the impending or actual event requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

### **D. ACTIONS**

Once activated in the State Emergency Operations Center, ESF 1 team members on duty will accomplish one or more preparedness, response, recovery, and mitigation/redevelopment actions. The following is a list of those actions:

1. Preparedness Actions
  - a. Activate the "Notifications" sequence listed in Section II.C (Notification) above.

- b. Assign and schedule sufficient personnel to cover an activation of the State Emergency Operations Center for an extended period of time.
- c. Review, as necessary, each support agency's automated or manual listings of emergency contacts.
- d. Make contact with Emergency Support Function 1 counterparts in the threatened or impacted county(s) according to established procedures.
- e. Evaluate and task transportation requests.
- f. Plan and prepare the notification systems to support an emergency/disaster response. The systems should address evacuation orders (voluntary and mandatory), local emergency declarations (to include the lock down of State bridges, suspension of State construction and maintenance, activation of transportation traffic counters, activation of State one-way plans, and the lifting of State tolls on evacuation routes).
- g. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans.
- h. Maintain appropriate records for time worked and costs incurred by Emergency Support Function 1 agencies during an emergency/disaster event.
- i. Evaluate the probability and time period of the response and/or recovery phases for the event.

## 2. Response Actions

- a. Evaluate and task the transportation support requests for threatened and/or impacted areas.
- b. Plan and prepare the notification systems to support the deployment of an Impact Assessment Team: Forward State Emergency Response Team, Rapid Response Team, Preliminary Damage Assessment Team, and/or Damage Assessment Team.
- c. Plan and prepare the notification systems to support the requests and directives resulting from a Governor declared State of Emergency and/or request for a federal emergency and/or disaster declaration.

- d. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans.
- e. Assign and schedule sufficient personnel to cover an activation of the State Emergency Operations Center for an extended period of time.
- f. Maintain appropriate records of work schedules and costs incurred by Emergency Support Function 1 agencies during an event.
- g. Evaluate the probability and time period of the recovery phase for the event. If a recovery phase is probable, start pre-planning for recovery actions.
- h. Anticipate, evaluate, and respond to all requests for Temporary Flight Restrictions according to established procedures.

### 3. Recovery Actions

- a. Evaluate and task the transportation support requests for impacted areas.
- b. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans.
- c. Plan and prepare the notification systems to support the establishment of staging areas, distribution sites, a Disaster Field Office, Recovery Centers, Joint Information Centers, the deployment of strike teams, mutual aid teams, and other local, State, and federal recovery facilities and emergency workers in the impacted area.
- d. Plan and prepare for the arrival of, and coordination with, the Federal Emergency Management Agency Emergency Support Function 1 personnel.
- e. Assign and schedule sufficient personnel to cover an activation of the State Emergency Operations Center for an extended period of time.
- f. Maintain appropriate records of work schedules and costs incurred by Emergency Support Function 1 agencies during an event.

- g. Seek information concerning the projected date the State Emergency Operations Center will deactivate.
  - h. Anticipate, evaluate, and respond to all requests for Temporary Flight Restrictions according to established procedures.
4. Mitigation/Redevelopment Actions
- a. Plan and prepare the notification systems to provide transportation-related support for mitigation and/or redevelopment activities that may begin before and continue for several months after the State Emergency Operations Center deactivates.
  - b. Plan and prepare the notification systems to support the requests and directives resulting from the Governor and/or the Federal Emergency Management Agency concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
  - c. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans.
  - d. Evaluate the probability and time period of the mitigation and/or redevelopment phase for the event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, State, and/or federal officials.

#### E. DIRECTION AND CONTROL

As a part of the State Emergency Response Team, agencies of Emergency Support Function 1 may have to participate (in-state or in another state through mutual aid) on several emergency teams and/or co-locate at several emergency facilities simultaneously. The following is a listing of the teams and facilities through which Emergency Support Function 1 may have to function:

1. **Agencies' Emergency Operations Centers** - In addition to receiving Emergency Support Function 1 missions, several agencies will receive additional missions serving in a primary or support role to other emergency support functions. To manage the different roles and accomplish all mission assignments, several agencies use a "central" Emergency Operations Center concept. The "central" Emergency Operation Center is a "clearing house" that is used by the agencies to

"track" assigned missions, resources committed, resources available, needed support for resources committed, needed contracts and contractors, and many other matters necessary for an effective emergency operation.

In addition, some agencies may use an "inter-agency" emergency operation center that is below the "central" emergency operation center or clearinghouse.

2. **State Emergency Operations Center Mission Tasking** – When a request for assistance is received by Emergency Support Function 1, it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency will be tasked more than another to ensure a balance in "mission" tasking. Such is necessary to maximize the use of all available resources.
3. **Field Operations** – Agencies of Emergency Support Function 1 will serve the State Emergency Response Team in Field Operations (i.e., the Forward State Emergency Response Team, Impact Assessment Teams: Rapid Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.). Since activation of these activities usually occurs early in an event, its activation sequence is noted in Section II.D.2., as activities to prepare for in the first hours of an event.
4. **Federal Resources** - Should Emergency Support Function 1 foresee or have a need for resources not otherwise available, action will be taken to secure such resources through the Federal Response Plan or some other federal source. Normally, an action to secure a resource from a federal source would be coordinated with/through the State Coordinating Officer and/or the Federal Coordinating Officer. However, if an Emergency Support Function agency has no recourse through the Federal Emergency Management Agency, that Emergency Support Function 1 agency may coordinate directly with the federal agency that can provide the needed federal resource.
5. **Contracts and Contractors** - Resources that are available through Emergency Support Function 1 may best be obtained through a contractor. This inherent understanding is based on the existence of the term "obtainable" and its definition is in the Introduction section, Section I, of this Emergency Support Function 1 Appendix. The term "obtainable" is also used throughout the balance of the narrative text of this Appendix. Additionally, the inclusion of the term "contracts and contractors" in the Financial Management, Section IV, of this Appendix reinforces the use and understanding of the term "obtainable."



6. **Mitigation and/or Redevelopment** - Emergency Support Function 1 does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, the primary and support agencies for Emergency Support Function 1 can only provide (as in-kind or matching) professional, technical, and administrative personnel and their use of related equipment to mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities.

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY - DEPARTMENT OF TRANSPORTATION

1. Coordinate all Emergency Support Function 1 administrative, management, planning, training, preparedness, response, recovery, and mitigation/redevelopment activities.
2. Assign Department of Transportation personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
3. Provide all available and obtainable transportation resource support for the Emergency Support Function 1 mission to include:
  - a. Transportation equipment and facilities listed in Section IV.C. of this Appendix;
  - b. Vehicular traffic management and control signs and devices of various types;
  - c. Vehicular traffic flow data and information from permanent and temporary monitoring sites;
  - d. Authorizing and accomplishing the lifting of State road and bridge tolls in a timely manner after notification by the State Emergency Operations Center of the evacuation timetable(s);
  - e. Coordinating with the United States Coast Guard and accomplishing the lockdown of State moveable bridges in a timely manner after notification by the State Emergency Operations Center of the marina and residential evacuation timetable(s);

- f. Suspend and clear all construction and maintenance zones in a timely manner after notice of an evacuation order;
- g. Coordinate the activation of one-way plan(s) in a timely manner after prior notice of an evacuation order;
- h. Provide public bus transportation capacities, and point of contact data by city and county;
- i. Provide public and private airport, airfield, heliport, seaplane base, and hospital helistop data such as location, elevation, nav-comm aids, runways, and owner-operator points of contact;
- j. Provide railroad transportation systems data and points of contact;
- k. Provide seaport data such as location, nav-comm aids, docking and cargo capability, and owner-operator points of contact;
- l. Provide the State Emergency Response Team, including deployed personnel, maps for all modes of transportation;
- m. Provide staffing and resources necessary to conduct impact assessment of the impacted area, and;
- n. Provide multi-modal transportation engineering, technical, and specialty support and coordination.

## **B. SUPPORT AGENCIES**

- 1. Florida Wing of The Civil Air Patrol
  - a. Assign Civil Air Patrol personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center during activation.
  - b. Provide all available and obtainable air transportation and communications resources (i.e., aircraft, aircrews, vehicles, ground, operations personnel, communications, etc.) for the support of Emergency Support Function 1 missions. The Civil Air Patrol resources will be more specifically used to support:
    - i. Air transportation of emergency/disaster officials, personnel, equipment, materials, and supplies. Resources will also be used for air reconnaissance, air surveillance flights (to include search and rescue), monitoring of vehicular movements (i.e., ships, rail,

- etc.), aerial impact assessment flights, and air transportation technical and specialty support and coordination, and;
- ii. Coordinate with public and private airport/airfield offices, stations, and facility issues with the Federal Aviation Administration.
  - c. Provide transportation related technical and specialty support and coordination.
2. Water Management Districts
- a. Assign Water Management District personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. Water Management District resources that may be used are listed in Section IV.C. 2-9 of this Appendix. These resources and facilities may be used to support coordination efforts with the National Weather Service, United States Army Corps of Engineers, and other weather and river forecasting and monitoring entities.
  - c. Provide transportation related technical and specialty support and coordination.
3. Department of Management Services
- a. Assign Department of Management Services personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. Department of Management Services resources that may be used are listed in Section IV.C. 1-9 of this Appendix.
  - c. Provide transportation related technical and specialty support and coordination.
4. Department of Agriculture & Consumer Services
- a. Assign Department of Agriculture personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.

- b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. Department of Agriculture resources that may be used are listed in Section IV.C. 1-9 of this Appendix.
    - c. Provide transportation related technical and specialty support and coordination.
- 5. Department of Environmental Protection
  - a. Assign Department of Environmental Protection personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. Department of Environmental Protection resources that may be used are listed in Section IV.C. 1-9 of this Appendix.
  - c. Provide transportation related technical and specialty support and coordination.
- 6. Department of Corrections
  - a. Assign Department of Corrections personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. Department of Corrections resources that may be used are listed in Section IV.C. 1-9 of this Appendix.
  - c. Provide transportation related technical and specialty support and coordination.
- 7. Florida Department of Law Enforcement
  - a. Assign Florida Department of Law Enforcement personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. The Florida Department of Law Enforcement resources will be more specifically used to:

- i. Coordinate law enforcement support for activating, maintaining, and deactivating one-way plans for ordered evacuations;
    - ii. Coordinate law enforcement escort-support for emergency materials, supplies, and personnel vehicles, singularly or in convoys;
    - iii. Coordinate law enforcement support for traffic control, public safety, and security.
  - c. Provide transportation related technical and specialty support and coordination.
- 8. Department of Highway Safety & Motor Vehicles
  - a. Assign Department of Highway Safety and Motor Vehicles personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. These resources may be used in coordination with the Florida Department of Law Enforcement to:
    - i. Coordinate law enforcement support for activating, maintaining, and deactivating one-way plans for ordered evacuations;
    - ii. Coordinate law enforcement escort-support for emergency materials, supplies, and personnel vehicles, singularly or in convoys;
    - iii. Coordinate law enforcement support for traffic control, public safety, and security.
  - c. Provide transportation related technical and specialty support and coordination.
- 9. Department of Military Affairs
  - a. Assign Department of Military Affairs personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions.

Department of Military Affairs resources that may be used are listed in Section IV.C. 1-9 of this Appendix.

- c. Provide transportation related technical and specialty support and coordination.

10. Department of Community Affairs

- a. Assign Department of Community Affairs personnel to the Emergency Support Function 1 duty schedule in the State Emergency Operations Center.
- b. Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. The Department of Community Affairs, through the Division of Emergency Management will coordinate with Emergency Support Function 1 the acquisition of transportation resources from intrastate/interstate mutual-aid and compact agreements and the Federal Emergency Management Agency.
- c. Provide transportation related technical and specialty support and coordination.

11. Emergency Support Functions 2 through 16

Provide all available and obtainable transportation resources for the support of Emergency Support Function 1 missions. The 16 other State Emergency Response Team Emergency Support Functions will aid Emergency Support Function 1 by providing:

- a. Notification of the availability of buses, trucks, trailers, aircraft, boats, vans, and cars for transportation missions;
- b. Notification of the availability of repair, service, refueling, parking, storage, and staging facilities, equipment, and personnel for the modes of transportation listed in item "1" above;
- c. Notification of the availability of vehicular traffic management and control signs/devices for transportation missions;
- d. Notification of any known vehicular traffic flow information, highway, road, and street closure or obstruction information, and the availability of any transportation related engineering, technical, and specialty support or assistance.

#### **IV. FINANCIAL MANAGEMENT**

##### **A. DOCUMENTATION OF INCURRED COSTS**

1. Each Emergency Support Function 1 agency that has an automated financial management system will utilize that system to capture the incurred costs of available and contracted resources used during the preparedness, response, recovery, and mitigation/redevelopment activities of an emergency, disaster, or exercise.
2. All agencies that do not have an automated financial management system will utilize its normal financial management procedures to capture and document incurred costs. All automated financial management systems that are used to document incurred costs must comply with applicable agency, State, and federal guidelines, rules, standards, and laws. This understanding is based on the knowledge that any reimbursement of incurred costs must be editable.

##### **B. NOTIFICATION OF INCURRED COSTS**

1. All agencies that have an automated financial management system must use the companion procedures and forms necessary for notification of and authorization for incurring costs.
2. All agencies that do not have an automated financial management system will use its normal financial management procedures and forms necessary for notification of and authorization for incurring costs.
3. All agencies understand that their automated financial management system, or normal financial management, procedures and forms necessary for notification of and authorization for incurring costs must be in compliance with applicable agency, State, and federal guidelines, rules, standards, and laws.

##### **C. TRANSPORTATION EQUIPMENT AND FACILITIES POOL**

The following is the transportation equipment and facilities pool of all Emergency Support Function 1 agencies from which certain and specific resources are referenced and assigned as the responsibility of each Emergency Support Function 1 agency identified herein:

1. Buses of various types and sizes, with drivers, to be used for evacuations and other logistical transportation missions;
2. Passenger and utility vans of various types and sizes, with and without drivers, to be used for evacuations and other logistical transportation missions;

3. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators to be used for various logistical transportation missions;
4. Aircraft, aircrews, ground and operations personnel and communications for transportation of emergency officials, personnel, light-load cargo, and for various aerial surveillance and reconnaissance flights;
5. Boats of various types and sizes, powered and non-powered, for various logistical transportation missions;
6. Cars of various size, most without drivers, to be used for various logistical transportation missions;
7. Vehicle repair facilities, equipment, and personnel to be used for repairs to various types of emergency vehicles;
8. Fleet parking and storage areas to be used for the staging, parking, and storage of various types of emergency vehicles, and;
9. Motor pool and vehicle service facilities and personnel to be used for refueling and servicing various types of emergency vehicles.

## **V. REFERENCES AND AUTHORITIES**

### **A. STATUTES**

#### State

- Chapter 327, Florida Statutes

### **B. ADMINISTRATIVE RULES**

#### Federal

- Part 91.137, Federal Aviation Regulation.