



**ESF #1 – TRANSPORTATION  
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**ESF #1 – TRANSPORTATION**

<b>Primary Agency:</b>	Miami County Public Transit Miami County Emergency Management Agency (MCEMA)
<b>Support Agencies:</b>	Miami County Sheriff's Office Miami County Sheriff's Office Local Law Enforcement Agencies Local Fire Service Organizations Local School Districts Miami County Board of Developmental Disabilities (Riverside) Local EMS Services Miami County Animal Shelter Miami County Auditor's Office - GIS Miami County Public Information Officer Miami County Engineer Ohio State Highway Patrol (OSHP) Ohio Department of Transportation (ODOT) Ohio Emergency Management Agency (OEMA)
<b>Related Federal ESEs:</b>	ESF #1: Transportation
<b>Ohio Revised Code:</b>	Chapter 5501: Department of Transportation Chapter 5502: Department of Public Safety Chapter 306: County Transit System; Regional Transit Authority; Regional Transit Commission

**I. INTRODUCTION**

**A. PURPOSE**

1. This Emergency Support Function (ESF) is to address, organize, and coordinate transportation options and responsibilities in Miami County in the event of an emergency/disaster situation to support and assist county, municipal, private sector, and voluntary organizations requiring transportation for an actual or potential incident of critical significance.
2. For transportation-related functions in Miami County during and after emergencies and disasters, this plan addresses:
  - a. Establishing land transportation routes in coordination with governmental and private organizations
  - b. Transporting personnel and approved resources to and from incident sites

- c. Supporting evacuation and reentry operations

B. SCOPE

1. Transportation provisions involve roads, highways, state routes, culverts, ditches, and bridges. Activities within the scope include:
  - a. Facilitating damage assessment to establish priorities and determine needs of available transportation resources
  - b. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster
  - c. Providing emergency transportation resources for the public as needed during evacuation
2. The Miami County Engineer maintains county roads, culverts adjacent to county roads, and bridges on county and township roads.
3. Ohio Department of Transportation (ODOT) maintains U.S. Highways and State Routes, culverts adjacent to them, and bridges on them.

## II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. SITUATIONS

1. Miami County is vulnerable to a number of natural, technological, and man-made hazards, including floods, winter storms, tornadoes, and hazardous materials incidents. These hazards have the potential to disrupt normal transportation activities and require a need for emergency transportation functions to activate.
2. Main Routes
  - a. State Routes: 41, 48, 49, 55, 66, 185, 201, 202, 571, 589, 718, 721
  - b. U.S. Routes: 36, 40
  - c. Interstate: 75
3. Miami County is located in ODOT District 7.
4. The movement of people and goods may be much less efficient during and after a hazard occurs than under normal circumstances. Additional transportation of goods or for special needs populations may be needed.
5. Many localized transportation activities may be disrupted or made impossible by damaged/destroyed infrastructure.
6. Citizens may not have personal transportation available. Responders may need transportation to or from a base or staging area.

B. ASSUMPTIONS

## MIAMI COUNTY EMERGENCY OPERATIONS PLAN – ESF # 1 (TRANSPORTATION)

1. All ESF#1 Primary and Support agencies should develop and implement Operating Guidelines.
2. Sufficient time will be available to activate and implement transportation plans.
3. Rapid damage assessments of road conditions for transportation services in the impacted area will assist in the determination of response priorities and transportation demands. Priority is given to life safety, incident stabilization, and infrastructure restoration.
4. Operations will require traffic controls to divert traffic around affected areas.
5. Public safety agencies have the authority to temporarily close roads or institute contraflow plans in order to protect life and property.
6. Transportation capabilities of local governments are limited to road-based ground transportation systems.
7. Local jurisdictions and agencies will be working to restore the transportation system in their area of responsibility and reporting status updates to the Miami County Emergency Operations Center (EOC).
8. The primary movement of people and approved resources should be over the established routes. Air transportation will only be used for the extremely urgent need of personnel and supplies.
9. Response time to rural emergency scenes may be longer than in urban areas due to longer distances travelled, more isolated roads, and limited rural road navigability.
10. Following a disaster, citizens will spontaneously volunteer and may need organized transportation options to locations designated by the EMA through the Volunteer Reception Center (VRC).

### III. CONCEPT OF OPERATIONS

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#### A. GENERAL

1. The Miami County Public Transit Director will serve as the Transportation Coordinator in the EOC.
2. In general, transportation criteria will take into account variables such as immediacy, duration, safety, demographics, and availability of assets and transportation routes.
3. Provided by the Miami County Public Transit Director, the EOC should maintain up-to-date copies of transportation assets and Memorandums of Understanding (MOUs) for transportation providers, where applicable.

MIAMI COUNTY EMERGENCY OPERATIONS PLAN – ESF # 1 (TRANSPORTATION)

B. ACTIVATION OF PLAN

1. This ESF can be activated by the MCEMA Director, the Board of County Commissioners, the Miami County Public Transit Director, the Miami County Sheriff, local Police/Fire Chiefs, or the Incident Commander (IC).
2. This ESF may be activated to:
  - a. Supplement transportation for emergency response personnel and volunteers
  - b. Provide respite facilities for emergency response personnel
  - c. Transport necessary equipment and supplies
  - d. Assist in evacuation and reentry options
3. The EMA may request regional and/or state-level assistance through the Ohio EMA if county resources are unavailable or overwhelmed.

C. EMERGENCY TRANSPORTATION

1. Emergency transportation assets can be provided by the Miami County Public Transit System, the county school district bus inventory, the Miami County Board of Developmental Disabilities (Riverside) [RDD], and outside mass transit agencies if necessary and available.
2. Emergency management officials may utilize regional/state resources to obtain larger capacity vehicles to transport people, supplies and equipment.

D. EOC COMMUNICATION AND INFORMATION MANAGEMENT

1. Notifications
  - a. When an emergency has a sufficient warning period, such as a severe winter storm, the EMA will communicate with the primary and support agencies as soon as reasonably possible to initiate standby awareness levels.
  - b. When an emergency has little to no warning period, such as a chemical spill, the EMA will communicate with the primary and support agencies to advise of a possible activation.
  - c. Notifications to the public should follow the protocols outlined in ESF#2 – Communications and ESF#15 – Public Information & Warning

E. EOC COORDINATION

1. The Transportation Coordinator in the EOC will serve as the liaison between the on-scene IC and the EOC.
2. The Transportation Coordinator will use EMA Transportation forms as attached in Appendices 1 - 4.

F. COORDINATION WITH OTHER ESFS

1. The following ESFs support transportation-related activities:
  - a. ESF#3 – Engineering & Public Works
  - b. ESF#4 – Fire & EMS
  - c. ESF#6 – Shelter & Mass Care
  - d. ESF#13 – Law Enforcement
  - e. ESF#14 – Damage Assessment
  - f. ESF#15 – Public Information & Warning
  - g. ESF#17 – Evacuation
  - h. ESF#20 – Functional Needs

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. ORGANIZATION

1. The following responsibilities are assigned to the proper agencies and responders and should be understood by all participants in advance of an activation.

##### B. ROLES AND RESPONSIBILITIES

#### Primary Agencies

1. Miami County Public Transit
  - a. Appoint a representative for the EOC.
  - b. Maintain an updated copy of transportation assets and transportation MOUs to be kept in the EOC
  - c. Coordinate public transportation resource needs.
  - d. Collect information to manage and complete Transportation Request Order Forms (see Appendix 1)
  - e. Coordinate with Public Information Officer (PIO) to disseminate transportation instructions to the public
2. Miami County Emergency Management Agency
  - a. Activate and oversee the EOC when emergencies are imminent or occur
  - b. Secure resources as needed for Incident Command and other support agencies
  - c. Maintain communications with the IC concerning transportation details
  - d. Provide updates of the situation to affected elected officials as required by Ohio Revised Code (ORC)

- e. Assist in the identification of public collection points, staging areas, and emergency shelter locations
- f. Maintain a copy of transportation assets, facilities and supplies, both public and private, including their capabilities and points of contact information as supplied by the Miami County Public Transit Director
- g. Maintain copies of updated MOUs with public, private, and/or NGO transportation resources as supplied by the Miami County Public Transit Director
- h. Provide guidance for transportation coordination, resources, and routes for the movement of people and goods in emergencies and disasters
- i. Coordinate with the IC and the PIO to utilize the mass notification systems to notify the public of updated transportation needs and orders
- j. Develop situation reports and coordinate requests for regional and state assistance as needed

#### Support Agencies

- 1. Miami County Sheriff's Office/Local Law Enforcement Agencies
  - a. Upon arrival on the scene of a disaster or emergency, establish and/or participate in Incident Command
  - b. Secure the scene to reduce or prevent loss of life and property damage
  - c. Evaluate the need to activate transportation services and communicate this need to the EOC
  - d. Initiate traffic management operations including, but not limited to:
    - i. Assist in establishing evacuation routes
    - ii. Temporarily close or block off roads and direct traffic away from the hazard
    - iii. Authorize and establish contraflow traffic patterns
  - e. Request and track law enforcement resources as needed
  - f. Arrange for specialized transportation and relocation for inmates if county jails are affected by the emergency or are within an evacuation area
- 2. Local Fire Service Organizations
  - a. Upon arrival on the scene of a disaster or emergency, establish and/or participate in the Incident Command System

MIAMI COUNTY EMERGENCY OPERATIONS PLAN – ESF # 1 (TRANSPORTATION)

- b. Evaluate the need to activate emergency transportation services and communicate this need to the EOC
  - c. Respond to hazmat incidents, if applicable, and establish evacuation zones
  - d. Fire/EMS services should transport persons in need of medical treatment to hospitals or other healthcare locations based on existing Fire/EMS agency guidelines
  - e. Provide mutual aid for other jurisdictions needing emergency medical transport assistance
7. Local School Districts
- a. Provide school buses for the transportation of citizens in need
  - b. Provide suitable school buildings/campuses for public collection points, staging areas, and emergency shelter locations, as needed
8. Miami County Board of Developmental Disabilities (Riverside)
- a. Main transportation assets and qualified drivers to operate assets
  - b. Provide transportation assets, including assets for special needs or vulnerable population, for emergency transportation or evacuation while maintain contact with and updating the EOC
  - c. Transportation assets will be utilized dependent on availability and MOU guidelines
9. Local EMS Services
- a. Provide pre-hospital triage and treatment
  - b. Transport patients to authorized medical facilities and hospitals
  - c. Track patients and document all actions taken as defined by organization's operating guidelines. After delivery to the receiving hospital, the patient should be tracked through the Greater Dayton Area Hospital Association (GDAHA)
  - d. Provide mutual aid for other jurisdictions needing emergency medical transport assistance
10. Miami County Animal Shelter
- a. Provide transportation resources for pets and displaced animals to designated animal shelter locations including the Miami County Animal Shelter, the Miami County Fairgrounds, and/or other secondary shelter locations
  - b. Track and maintain records for transported pets

11. Miami County Auditor's Office – GIS

- a. Produce and maintain maps pertinent to transportation activities including, but not limited to:
  - i. County road maps
  - ii. Evacuation Routes
  - iii. Jurisdictions
  - iv. Predesignated public collection points, staging areas, and shelter locations

12. Miami County Public Information Officer (County Commissioner or designee)

- a. Coordinate with EOC to prepare and disseminate pertinent information to the public via media, news and/or social media outlets including, but not limited to:
  - i. Details of the incident
  - ii. Information about road closures, contraflow patterns, or secondary routes
  - iii. Evacuation areas and routes, when applicable
  - iv. Public collection points for people in need of transportation assistance
  - v. Location and hours of VRC
- b. Maintain documentation of all information disseminated to the public

13. Miami County Engineer

- a. Identify the need for clearance, repair, or restoration of transportation infrastructure so that life saving and essential services are given first priority
- b. Temporarily close roads to protect life and safety
- c. Communicate road closure information to EOC
- d. Assist the EOC to determine appropriate roads and routes for supporting agencies

14. Ohio State Highway Patrol

- a. Will respond when local, county, and regional resources are overwhelmed according to the Ohio Emergency Operations Plan
- b. Duties include, but are not limited to:
  - i. Provide traffic control, enforcement, and related services on state highways and other traffic routes during emergencies
  - ii. Provide State-level coordination and support for local law enforcement and traffic control efforts during emergencies

15. Ohio Department of Transportation

- a. May respond when local, county, and regional resources are overwhelmed according to the Ohio Emergency Operations Plan
- b. Duties include, but are not limited to:
  - i. Coordinate with Public Works to determine the types of damage to, and repairs needed for, transportation infrastructure and systems
  - ii. Maintain awareness of state-owned transportation assets and equipment that may require movement to ensure timely execution of missions

16. Ohio Emergency Management Agency

- a. Will support when local, county and regional resources are overwhelmed according to the Ohio Emergency Operations plan
- b. Coordinate and facilitate requests for and the processing of Governor's Proclamations
- c. Coordinate with MCEMA Director to ensure that State ESF#1 (Transportation) agencies and their personnel are able to work with appropriate local officials and technicians on mission assignments

**V. ADMINISTRATION AND LOGISTICS**

- A. The EMA Director can give priority to requests by the Transportation Coordinator for additional resources and personnel.
- B. All expenses incurred should be recorded, including man-hours, equipment hours, materials and supplies consumed, and any damages incurred.
- C. During declared emergencies or disasters, monetary expenses, and other records pertaining to the declaration will be maintained separately to submit for any state or federal reimbursement that may be available.
- D. The need may arise for additional transportation resources. If so, the EMA will coordinate with the Transportation Coordinator to request them in accordance with National Incident Management System (NIMS)-prescribed definitions. NIMS protocols will also be followed if resources are requested through the Ohio Emergency Management Agency (OEMA).
- E. The authority to execute emergency transportation functions is given in:
  - 1. ORC Chapter 5501: Department of Transportation
  - 2. ORC Chapter 5502: Department of Public Safety

3. ORC Chapter 306: County Transit System; Regional Transit Authority; Regional Transit Commission

## **VI. CONTINUITY OF GOVERNMENT**

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- A. The line of succession for the Transportation Coordinator is as follows:
  1. Miami County Public Transit Director
  2. MCEMA Director
  3. Designee

## **VII. ESF DEVELOPMENT, MAINTENANCE, AND TRAINING**

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- A. The EMA Director, in coordination with the Miami County Public Transit office, is responsible for reviewing and updating this Emergency Support Function (ESF) on an annual basis commencing one (1) year from the approval date of this document, or more often if necessary
- B. All organizations that support this ESF will develop and maintain their own organization's OGs, as appropriate.
  1. It is essential that transit vehicle drivers and emergency response personnel receive adequate, periodic training and reference materials to enable them to carry out the sequence of activities described here in terms of procedures and use of equipment.
- C. The MCEMA will coordinate with other county emergency organizations and schedule and conduct required training activities to ensure understanding of this ESF.

## **VIII. LIST OF APPENDICES**

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- Appendix 1 – Transportation Request Order Form
- Appendix 2 – Checklist for Activated Resources
- Appendix 3 – Passenger Log
- Appendix 4 – FEMA Resource Typing
- Appendix 5 – Glossary (Definitions and Acronyms)

**IX. AUTHENTICATION**

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4/25/19  
Date

Sarah A. Baker  
Miami County Public Transit Director

5/15/2019  
Date

Kenneth [Signature]  
Miami County Emergency Management  
Agency Director

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 1 TO ESF #1

Transportation Request Order Form

**Transportation Request Order Form**

Date:	Time:	Priority:
Requested by:		Organization:
Point of Contact Information:		
Pick up from:	Date:	Time:
Point of Contact:		Phone:
Pick up address:		
Drop off:	Date:	Time:
Point of Contact:		Phone:
Drop off address:		
Passenger:		Cargo
Number of people needing transport:		<input type="checkbox"/> Boxes <input type="checkbox"/> Pallets
Adults: _____		Total Number: _____ Total Number: _____
Children: _____		Total Weight: _____
		Total Cubic Feet: _____
Wheelchair Accessible: <input type="checkbox"/> Yes <input type="checkbox"/> No		Hazardous Materials: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions:		Safety Instructions:
People available to assist: <input type="checkbox"/> Yes <input type="checkbox"/> No		Equipment available to load/unload: <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, how many: _____		Equipment needed to load/unload: <input type="checkbox"/> Yes <input type="checkbox"/> No
People needed to assist: <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, what type/quantity needed:
IF YES, how many: _____		
Charges		
Total Driver Hours:	Rate/hour: \$	Line Cost: \$
Vehicle Hours:	Rate/hour: \$	Line Cost: \$
Mileage:	Rate/mile: \$	Line Cost: \$
Additional charges (please specify)		
	Rate:	Line Cost: \$
<b>TOTAL COST</b>		
Person completing form:		
Organization/Agency:		
Contact Information:		
Initials:	Date:	

Miami County Emergency Operations Plan  
ESF#1- Transportation

*\*original copy available at Miami County Emergency Management Agency*

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 2 TO ESF #1

Checklist for Activated Resources

**Driver Checklist**

To be filled out by a transportation operator	
Mission Description:	
Special Instructions:	
Point of Contact Name/Phone:	
Operator:	
Company:	
Date:	
Pickup Location:	
Beginning Time:	
Beginning Mileage:	
Transporting:	<input type="checkbox"/> People <input type="checkbox"/> Equipment/Goods
Drop-off Location:	
Ending Time:	
Ending Mileage:	
Recommended items to take with you	
<input type="checkbox"/>	Passenger Logs
<input type="checkbox"/>	Appropriate clothing for weather, including sunglasses
<input type="checkbox"/>	Water and food
<input type="checkbox"/>	Paper and pencils
<input type="checkbox"/>	Maps of the area
<input type="checkbox"/>	Communications - Radio, Cell Phone
<input type="checkbox"/>	Small first aid kit
Comments/Notes	

Miami County Emergency Operations Plan  
 ESF#1- Transportation

*\*original copy available at Miami County Emergency Management Agency*

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 3 TO ESF #1

Passenger Log

Passenger Log

From:	Date:	Time:
To:	Date:	Time:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
Operator:		

Miami County Emergency Operations Plan  
ESF#1- Transportation

*\*original copy available at Miami County Emergency Management Agency*

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 4 TO ESF #1

FEMA Transportation Resource Typing



FEMA

U.S. Department of Homeland Security  
Federal Emergency Management Agency

CATEGORY		Public Works and Engineering (ESF #9)				Resource: Buses		Equipment	
MINIMUM CAPABILITY COMPONENT	MEASURE	TYPE I	TYPE II	TYPE III	TYPE IV	OTHER	COMMENTS		
Capacity	Adult Seating	40 or more	30 to 40	20 to 30	Under 20				
Fuel	Example	Gasoline/Natural Gas/Diesel/Electric	Gasoline/Natural Gas/Diesel/Electric	Gasoline/Natural Gas/Diesel/Electric	Gasoline/Natural Gas/Diesel/Electric				
Equipment	Example								

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 5 TO ESF #1

Glossary (Definitions and Acronyms)

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A. Definitions

- a. **Access and Functional Needs/Special Needs Populations** – populations whose members may have additional needs before, during, and after an incident in one or more of the following areas: communication, transportation, and medical care, and may include those who: have disabilities, live in institutional settings, are elderly, are from diverse cultures, or have limited English speaking skills
- b. **After Action Report** – a detailed critical summary or analysis of a past event made for the purposes of reassessing decisions and considering possible alternatives for future reference
- c. **Contraflow** – the altering of the normal flow of traffic, typically on a controlled-access highway, to aid in emergency transportation actions
- d. **Evacuation** – organized, phased, and supervised withdrawal of persons from a specific area because of real or anticipated threats or hazards, and their reception and care in safe areas
- e. **Incident Commander** – the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources; has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site
- f. **Memorandum of Understanding** – a formal agreement between two or more parties
- g. **Nongovernmental organization** – any non-profit, voluntary citizens' group which is organized on a local, national, or international level
- h. **Public Collection Points** – predesignated locations that serve as pickup points throughout the county

B. Acronyms

- a. EOC – Emergency Operations Center
- b. EOP –Emergency Operations Plan
- c. ESF – Emergency Support Function
- d. IC – Incident Commander

MIAMI COUNTY EMERGENCY OPERATIONS PLAN – ESF # 1 (TRANSPORTATION)

- e. MCEMA – Miami County Emergency Management Agency
- f. MOU – memorandum of understanding
- g. NGO – nongovernmental organizations
- h. NIMS – National Incident Management System
- i. ODOT – Ohio Department of Transportation
- j. OEMA – Ohio Emergency Management
- k. ORC – Ohio Revised Code
- l. OSHP – Ohio State Highway Patrol Agency
- m. PIO – Public Information Officer
- n. VRC – Volunteer Reception Center