

**STATE SUPPORT FUNCTION ANNEX 1
TRANSPORTATION**

PRIMARY AGENCY:

Agency of Transportation

SUPPORT AGENCIES:

Agency of Natural Resources; Department of Environmental Conservation
Department of Buildings and General Services
Department of Corrections
Department of Motor Vehicles
Department of Public Safety; Division of Emergency Management and Homeland Security, Vermont State Police, Division of Fire Safety
Department of Public Service
Vermont National Guard, Office of the Adjutant General
Department of States Attorneys and Sheriff's Association
Civil Air Patrol

I. MISSION

The mission of State Support Function (SSF) 1 is to facilitate restoration of transportation capabilities in impacted areas of the state by leveraging available resources, including those provided by private sector partners, federal, state, and local agencies.

Support includes, but is not limited to:

- Coordinate assessments of the transportation system to support emergency operations;
- Make prioritized, necessary emergency repairs to the state transportation system;
- Assist local jurisdictions with emergency repairs to their transportation system when resources are available;
- Identify and obtain appropriate transportation assets and/or transportation support capabilities to meet response and recovery needs;
- Coordinate establishment of emergency vehicle maintenance facilities;
- Identify evacuation routes and coordinate evacuations along state and federal highway systems with the assistance of SSF 13 (Law Enforcement) as required.

II. INTRODUCTION

The purpose of this annex is to establish guidelines in order to support the mission and to ensure transportation assets and networks are available across the state during emergencies in which SSF 1 is activated within the State Emergency Operations Center (SEOC).

Any disaster or emergency may severely disrupt activities on state transportation infrastructure. The state's emergency responsibility will primarily include route assessment and the allocation and prioritization of state transportation assets, to include processing transportation requests from state agencies, local governments and voluntary organizations.

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Further, as necessary, SSF 1 will acquire and coordinate the use of air, rail, and water transportation assets and provide transportation damage assessment information.

III. CONCEPT OF OPERATIONS

- A. As Primary Agency, the Vermont Agency of Transportation (AOT) is responsible for the coordination of all SSF 1 activities relative to this annex. This may include developing, coordinating, and maintaining the SSF 1 Annex and supporting documents. SSF 1 Support Agencies will assist AOT in the planning and execution of the above.
- B. SSF 1, in coordination with the federal government and the transportation industry, will coordinate for necessary transportation equipment, facilities and personnel in response to emergency requirements of state and local entities.
- C. SSF 1 will assess immediate essential transportation requirements to support the incident and take necessary actions to provide for these needs. In addition, SSF 1 will concurrently plan for future transportation needs and prioritize distribution of transportation assets based on the needs of the incident. Priority will be given to restoring transportation infrastructure (roads, routes, rail, and channels) supporting mobilization sites, distribution points, staging areas, post-impact evacuations, and medical facilities.
- D. This SSF Annex is supported by the National Response Framework ESF 1, Transportation. Emergency public transportation may be made available under PL 93-288 following a Presidential Declaration of a major disaster or emergency. Any transportation provided under this provision of PL 93-288 is intended to supplement, but not replace, normal transportation facilities that remain operable after a major disaster. Such emergency transportation will be discontinued immediately when the emergency needs of the community have been met.

IV. SSF ACTIONS

Operations necessary for the performance of this function include but are not limited to:

Prevent and Protect:

- 1. Maintain current inventories of transportation facilities, supplies and equipment by mode.
- 2. Maintain current resource directories of all commercial and industrial transportation assets, facilities and supplies within the state, to include maintaining points of contact, their geographic locations, territories and operating areas.
- 3. Establish and maintain communications with federal, international, and border state transportation officials.

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4. Plan for supporting all types of evacuation(s) to include suspension of state highway construction and maintenance, lane reversal on evacuation routes and Department of Public Safety, Vermont State Police (VSP) traffic management plans and operations.
6. Identify and train SSF 1 personnel, as required, to staff the SEOC for determining requirements and for developing plans for an immediate state response.
7. Participate in exercises to evaluate the SSF 1 state emergency response capability. Develop appropriate transportation packages and estimate logistical requirements needed to support likely exercise scenarios.

Respond:

1. Identify transportation needs required to respond to the emergency.
2. Conduct prioritized damage assessments of the state transportation infrastructure and assist local jurisdictions in doing their damage assessment when requested.
3. Coordinate with Vermont National Guard for use of state military transportation assets.
4. Identify, obtain, prioritize and allocate available transportation resources.
5. Report the locations of damage to transportation infrastructure, degree of damage, and other available information (incident related Essential Elements of Information) to SSF 5.
6. Establish communications with the Federal Regional Emergency Transportation Coordinator (RETCO) to coordinate transportation required beyond the state's capability. RETCO will coordinate ESF 1 representatives to the Regional Response Coordination Center (RRCC), Emergency Response Team (ERT), and field Movement Coordination Centers (MCCs).
7. Coordinate with FEMA to ensure appropriate ESF 1 support is provided, as necessary.
8. Assist local governments in determining the most viable, available transportation networks into, out of, and within the disaster area; and regulate the use of state owned networks as appropriate.
9. Assist local emergency management officials in assessing the incident and developing appropriate response objectives to inform relevant Incident Action Plans (IAPs).
10. Support the coordination of emergency public information for release through SSF 14 (Public Information and Warning).

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11. Facilitate coordination of resources within Public Safety Districts (PSDs) in the event of establishment of a Regional Coordination Center (RCC).
12. Develop, maintain, and distribute a list of damaged state transportation infrastructure and evacuation routes.

Recover:

1. Continue to provide and coordinate transportation support when required.
2. Conduct and/or validate damage assessments on all transportation infrastructure within the state. Consolidate damage information and provide to SSF 5 for potential request of a federal emergency or major disaster declaration.
3. Coordinate the repair and restoration of transportation infrastructure.
4. Evaluate and task transportation support requests for impacted areas.
5. Support incident recovery through assigned responsibilities in the State Emergency Operations Plan, Support Annex 7 (Recovery and Restoration).
6. Support the deployment of state and mutual aid teams, and other state and/or federal emergency work teams and activities in the impacted area.
7. Anticipate and plan for arrival of, and coordination with, FEMA ESF 1 personnel in the SEOC and the Joint Field Office (JFO).
8. Ensure maintenance of appropriate records of costs incurred during the event.
9. Evaluate and respond to all requests for temporary infrastructure restrictions, including airspace restrictions, according to established procedures.

Mitigate:

1. Support requests for infrastructure mitigation measures and/or redevelopment activities.

V. RESPONSIBILITIES

Primary Agency:

Agency of Transportation

1. Identify, train, and assign AOT personnel to staff SSF 1 in the SEOC.
2. Monitor status of state road networks and report any updates to the SEOC.
3. Assist SSF 5 and SSF 13 with the development of evacuation routes to include physical identification of routes.

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4. Provide required barrier material, signage, and manpower to support evacuation operations.
5. Conduct route reconnaissance to ensure structural integrity of road network; suspend and clear all construction along evacuation routes.
6. Provide SEOC and SEOC-deployed teams with routes for all modes of transportation.
7. Maintain database of all state-owned civil aviation assets.
8. Identify and maintain lists of all public and private airports, heliports, and hospital helispot data including location, elevation, navigation and communications aids, runways, maximum aircraft size and weight, aviation fuel availability, and owner-operator points of contact.
9. Evaluate and coordinate requests for temporary flight restrictions, including low-level flights, with the Federal Aviation Agency (FAA).
10. Monitor status of air and rail infrastructure and report any updates to the SEOC.
11. Assist in the assessment and restoration of damaged transportation infrastructure, including air, rail, and water resources.
12. Identify and maintain railroad transportation systems data and points of contact.
13. Coordinate with SSF 5 to obtain assistance should state capabilities be surpassed and civil transportation assets not be available to assist.

Support Agencies:

Common Responsibilities for each Support Agency:

1. Identify, train, and assign personnel as necessary to maintain contact with and prepare to execute missions in support of SSF 1 during periods of SEOC activation.

Specific Responsibilities for each Support Agency:

Agency of Natural Resources, Department of Environmental Conservation

1. Communicate and coordinate with National Weather Service (NWS), Army Corps of Engineers (USACE) and other weather and river forecasting/ monitoring organizations to develop status reports on waterways, river and dam levels, and the potential or actual impact of such levels of the transportation infrastructure.

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Department of Buildings & General Services

1. Maintain and provide database of all state-owned vehicles to SSF 1 during periods of activation.
2. Provide information concerning parking and storage areas that could be used for staging, categorizing, storing and distributing resources to SSF 1.
3. Provide motor pool and vehicle service facilities and personnel to SSF 1.

Department of Corrections

1. Provide transportation to state and local inmates to alternate correctional facilities.
2. Provide personnel and equipment for debris clearance.

Department of Public Safety:

Division of Emergency Management and Homeland Security

1. Provide communications and equipment to support operations in the SEOC.

Vermont State Police

1. Be prepared to assist SSF 1 in conducting route reconnaissance.
2. Through the Vermont Intelligence Center (VIC), assess and verify status of National Terrorism Advisory System (NTAS) and provide any applicable threat information, as appropriate.

Division of Fire Safety

1. Provide State HAZMAT Response Team capability

Office of the Adjutant General, VT National Guard

1. Coordinate with the AOT for use of state military transportation assets.
2. Maintain a database of all state military transportation assets.
3. Act as the state air space control entity during emergency situations.

Department of States Attorneys & Sheriffs' Association

1. Be prepared to assist SSF 1 in conducting route reconnaissance.
2. Be prepared to assist Department of Corrections and Department of Health in transportation security

Civil Air Patrol

1. Maintain and distribute to SSF 1 an Alert Roster for mission requests and coordination.
2. Provide as requested:
 - a. Air search and land rescue support.
 - b. Aerial surveillance of surface routes and traffic.
 - c. Aerial courier and messenger service.
 - d. Aerial reconnaissance and photographic flights for damage assessment.
 - e. Light transport flight for movement of personnel and supplies.
 - f. Fixed, mobile and airborne communications.

**TAB A to STATE SUPPORT FUNCTION (SSF) ANNEX 1
OPERATING PROCEDURES**

This document provides general guidance to the State Support Function (SSF) 1 Lead or other Agency Representatives who act as members of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response to a minor, major or catastrophic incident affecting Vermont.

SEOC Monitoring Level (including VY Unusual Event):

- ___ 1. Receive notification of expected/occurring incident.
- ___ 2. Make any internal agency notifications, as appropriate.
- ___ 3. Report to the SEOC, if requested.

SEOC Partial or Full Activation Level (including VY Alert):

- ___ 1. Receive and confirm notification of expected/occurring incident.
- ___ 2. Make any internal agency notifications, as appropriate.
- ___ 3. Report to the SEOC as soon as possible. If not a member of Department of Public Safety, sign in at security desk and obtain security badge.
- ___ 4. Sign in on the ICS 211 form in the SEOC.
- ___ 5. Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- ___ 6. Open the DisasterLAN ticket manager & make appropriate entries concerning information received and actions undertaken.
- ___ 7. Ensure adequate staffing requirements for 24-hour coverage, if necessary. Notify staff for subsequent shifts appropriately. Confirm names and hours of liaison staff with appropriate agencies.
- ___ 8. Establish filing system for status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc.
- ___ 9. Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for these assets.
- ___ 10. Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- ___ 11. Prepare for periodic incident coordination team situational updates and State Situation Report information requests. Refer to the SEOC Planning P for

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general guidance on when these updates will occur.

- ___ 12. Conduct shift change briefings, as needed.
- ___ 13. Retain all documentation developed in support of your activities

DEMOBILIZATION

- ___ 16. Receive demobilization briefing from SEOC Manager or Planning Section Chief.
- ___ 17. Make any internal agency notifications, as appropriate.
- ___ 18. Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- ___ 19. Identify and update internal agency procedures, as needed.
- ___ 20. Provide recommendations for changes to the SEOC Standard Operating Guidelines or these SSF Operating Procedures to the DEMHS Planning Section Chief.
- ___ 21. Provide additional after action comments to the SEOC Manager as soon as possible or at a scheduled After Action Review.
- ___ 22. Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.