

City of Snoqualmie

EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION

ESF COORDINATOR: Public Works Director

LEAD AGENCIES: Public Works Department

SUPPORT AGENCIES: Police Department, Fire Department, EOC, Zone 1 Emergency Coordinator, King County Emergency Coordination Center, King County Department of Transportation, Washington State Emergency Management Division, Washington State Department of Transportation.

I. INTRODUCTION

A. Purpose

This document has been developed to provide for the mitigation, preparedness, recovery, restoration, safety and security of the transportation system within the City of Snoqualmie (City) in the event of an emergency or disaster. The City's transportation system is one of the critical lifelines of our community. This ESF will guide us the timely restoration of that lifeline during and after an emergency or disaster.

B. Scope

This ESF addresses the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the County, State and Federal governments; coordinating alternate transportation services; and coordinating the restoration and recovery of the City's transportation infrastructure. The transportation network refers to the multimodal system within the City that includes, but is not limited to, surface, transit, maritime, and aviation assets.

C. Situation

By nature, a transportation network is an extremely fragile system. Local transportation activities can be hampered due to damaged infrastructure, a surge in use, and/or a loss in capacity. Most public emergencies will create a demand for local transportation resources to support the response, recovery, and restoration of the transportation system.

D. Assumptions

1. A public emergency occurring within the Region will have a negative impact on the transportation network.
2. During a public emergency, the transportation infrastructure will be impacted which could limit access to and from the incident area.
3. A public emergency within or adjacent to the City has the potential to cause loss of life, property, and/or disruption of normal life support.

4. The City may be heavily dependent on outside agency assistance to repair significant damage to transportation systems to coordinate transportation during the immediate and post-disaster period.
5. Infrastructure damage and communications disruptions may inhibit efficient coordination of transportation support during the immediate and post-disaster period.
6. Regional emergency transportation coordination and planning is critical to ensure regional transportation stability.
7. The City is heavily dependent on King County and Washington State transportation infrastructure to support transportation needs, especially transporting patients to hospitals. This plan depends on the ability for those infrastructures to be operational.
8. Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to communications facilities.
9. Bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, and so forth, may hamper access, making conventional travel extremely difficult or impossible.

E. Policies

1. All activities within ESF 1 – Transportation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).
2. Primary emergency transportation responsibilities will be coordinated by Public Works Department (PW).
3. In accordance with RCW 38.52.990 (9), in responding to a disaster, the Mayor is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions and all other municipal corporations thereof including, but not limited to, districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
4. All City-owned vehicles (not otherwise involved in emergency response) will be made available for use by the ESF 1 Coordinator.
5. As a signatory of the King County Regional Disaster Framework (RDF) and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator (Z1 EC) and King County Emergency Coordination Center (KC ECC), whenever possible.

II. CONCEPT OF OPERATIONS

A. General

1. All operations conducted within the scope of ESF 1, Transportation, will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).

2. The City will coordinate, as appropriate, with jurisdictions within Zone 1 though the Z1 EC; KC ECC and the Washington State Emergency Management Division (WA EMD) to insure expeditious resolutions to transportation issues resulting from an emergency or disaster.
3. The PW Department is responsible for the assessment, repair and operation of City-owned infrastructure. In the event all City and mutual aid resources have been expended, the PW Department will notify the City's Emergency Operations Center (EOC) that additional assistance is needed. The EOC will request outside assistance through the Z1 EC or the KC ECC. Every effort will be made to make initial requests through the Z1 EC. In the event the Z1 EC and KC ECC are not available, the EOC will submit requests for assistance directly to the WA EMD.
4. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the EOC.
5. During a disaster, the PW Department will identify the most efficient and effective method of operating the transportation system within the City to appropriately respond to the emergency and will coordinate operations through the EOC with King County Department of Transportation (KCDOT), the Washington Department of Transportation (WSDOT), Washington State Patrol (WSP), and with the Public Works Departments of adjacent cities to provide an effective integrated transportation system within the region.
6. As the extent and transportation needs of an emergency are identified, the PW Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.
7. In locations where local ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis, whenever possible.
8. The PW Department will notify all appropriate agencies, departments and affected individuals through the EOC at the earliest time possible by providing early warning of system changes and roadway conditions.

B. Organization

The PW Department is the lead agency for the coordination of emergency management activities associated with ESF 1 within the City. The PW Department has pre-designated individuals to be assigned to the EOC to facilitate the coordination of ESF 1 operations (see ESF 5 - EOC Lines of Succession).

C. Actions

1. Preparedness
 - a. Conduct planning with other agencies and other emergency support functions to refine transportation operations,
 - b. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency,
 - c. Manage inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups,

- d. Maintain a list of City assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources,
- e. Assign and schedule sufficient personnel to implement transportation tasks for an extended period of time,
- f. Ensure lead agency personnel are trained in their responsibilities and duties,
- g. Develop and implement emergency response and transportation strategies,
- h. Develop and present training courses for personnel assigned to support transportation needs,
- i. Maintain liaison with support agencies, and
- j. Conduct All Hazards exercises involving the Transportation ESF.

2. Response

- a. Coordinate operations at the EOC and/or at other locations as required,
- b. Coordinate needs and response actions with each transportation agency,
- c. Establish and maintain a system to support on-scene direction/control and coordination with the EOC, KC ECC, and the State EOC, or other coordination entities as appropriate,
- d. Utilize evacuation, deployment or demobilization routes to the extent possible, (See ESF 16 Evacuation Plan)
- e. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests. Snoqualmie Fire Department Emergency Medical Services will provide or coordinate all transportation for ambulatory, non-ambulatory, medically critical and other special needs persons.
- f. Establish communications with appropriate field personnel to ensure readiness for timely response,
- g. Monitor and direct transportation resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation,
- h. Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings,
- i. Coordinate with support agencies, as needed, to support emergency activities,
- j. Obtain other resources through the King County Regional Disaster Framework or accessing the Washington State Mutual Aid System, (WAMAS),.
- k. Coordinate all resources into the affected areas from designated staging areas,
- l. Relay all emergency traffic conditions/regulations to all affected personnel,
- m. Coordinate with other Jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies,
- n. Report to the EOC any traffic control signs/signals needed at locations for general navigation through and around the disaster area,
- o. Coordinate for equipment and staffing required to clear roads,
- p. Coordinate with Snoqualmie Fire Department for emergency medical air transportation, and
- q. Coordinate with Fire Department and Police Department for transportation services, including evacuation and transportation of the medical fragile, by

non-emergent Transport providers. This includes ensuring that providers have access, as needed, through checkpoint and restricted areas. (See ESF 16 Evacuation Plan)

3. Recovery

The City Administrator may appoint a Recovery Coordinator to manage the City's recovery process and a Recovery Task Force made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. Recovery activities for transportation systems in the City will be coordinated by the Public Works department and will include the appropriate agency that has legal responsibility for the roadway if not a city roadway, i.e. King County or Washington State Departments of Transportation.

4. Mitigation

Mitigation activities for this ESF are covered in the City of Snoqualmie Hazard Mitigation Plan.

III. RESPONSIBILITIES

A. Lead Agency

1. Public Works Department

- a) Coordinate ESF 1 activities with appropriate agencies and jurisdictions.
- b) Facilitate the initial assessment of all transportation routes and report information to the EOC.
- c) Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
- d) Coordinate with the City's Police Department to provide temporary traffic control measures/devices and operational control of traffic signals.
- e) Immediately notify Metro Transit, Snoqualmie Valley School District, police, fire and other agencies of routes affected by partial or total road closures and detours.
- f) Whenever possible, make temporary emergency repairs, bypasses or alterations to critical transportation routes to ensure movement of emergency responders.
- g) Provide for the safe and effective operation of streets and walkways through the removal of debris.
- h) Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the case of an emergency. To the extent possible, deliver this equipment to the site in a timely manner.
- i) Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required in accomplishing this task.
- j) Conduct minor street and structure repair after the decision to perform such

services in-house has been made or whenever immediate restoration is critical and possible.

- k) Coordinate the use of alternative transportation routes and assist with the restoration and recovery of the transportation infrastructure.
- l) Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- m) Manage inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups.
- n) Monitor and direct transportation resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency.
- o) Assist with emergency evacuations and re-entry of threatened areas, in coordination with Law Enforcement, WSDOT, and KC ECC.
- p) Assist with coordinating transportations routes for Points of Distributions (PODS).
- q) Assist with coordinating evacuation routes for vulnerable populations, particularly tourists that may now know the layout of the City. (See ESF 16 Evacuation Plan)

B. Support Agencies

1. Emergency Operations Center

- a) Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b) Notify Z1 EC, KC ECC and/or WA EMD regarding the status of transportation routes and services within the City, once the PW Department has conducted the initial assessments.
- c) Coordinate information between various departments within the City to ensure efficient and accurate communication.
- d) Submit requests for additional resources to the Z1 EC, KC ECC, or WA EMD.
- e) Provide information on emergency services including evacuation information and routes, staging areas and public shelters. (See ESF 16 Evacuation Plan)

2. Police Department

- a) Notify the EOC and PW Department of system deficiencies as soon as possible and make recommendations to reduce the impact of these damages on emergency responders and residents.
- b) Provide support for traffic control and damage assessment operations.
- c) Work with the PW Department to identify and resolve high hazard vehicle accident locations and other safety concerns.
- d) Coordinate with the PW Department on the movement of equipment, personnel and additional assets to ensure the arrivals for these assets in a timely manner.
- e) Provide security for critical transportation routes.
- f) Assist with the dissemination of transportation information to the public, as appropriate.

3. Fire Department
 - a) Notify the EOC of any damage to transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.
 - b) Provide support for hazardous material incidents.
 - c) Whenever possible, assist the PW Department in the initial assessment of transportation routes.

4. Finance Department
 - a) Coordinate with other Local, County, State, and Federal agencies, through the EOC, to ensure that resources are accurately accounted for throughout the disaster.
 - b) Track disaster expenditure and facilitate the completion and submission of appropriate forms required for State and Federal assistance relating to the reimbursement of expenses incurred by the City during a disaster.

5. Zone 1 Emergency Coordinator
 - a) Communicate and coordinate with jurisdictions within Zone 1 and KC ECC regarding the status of transportation routes within the area.
 - b) Coordinate with Zone 1 jurisdictions and KC ECC to ensure proper distribution of resources.

6. King County Emergency Coordination Center
 - a) Communicate with Zone 1, 3, and 5 ECCs and cities, WA EMD, Washington State Department of Transportation, and all related agencies regarding transportation systems within the area and associated activities.
 - b) Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
 - c) Coordinate activities of the KC DOT.

7. Washington Emergency Management Division
 - a) Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended using Washington Mutual Aid System (WAMAS).
 - b) Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
 - c) Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

8. Washington Department of Transportation
 - a) Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate.
 - b) Coordinate emergency transportation resources, as appropriate.

IV. APPENDICES

Appendix A - King County Transportation Recovery Plan (Annex)