

ESF 1 - TRANSPORTATION

TAB A: EMERGENCY BUS MOBILIZATION PLAN

I. Purpose

The purpose of this plan is to coordinate the mobilization of bus resources in support of emergency activities. Activities requiring bus resources may include evacuation, sheltering, and transportation and rehabilitation of emergency workers.

II. Scope

This plan is a tab to *Emergency Support Function 1 – Transportation* of the *YOUR COUNTY Comprehensive Emergency Management Plan*. It also supports evacuation plans for YOUR COUNTY jurisdictions and agencies.

III. Assumptions

- A. Both YOUR ORGANIZATION and school districts have a critical function of safely transporting the public and students in an efficient and timely manner. Normally, it will be their first priority to ensure that they can continue to provide these critical functions in an emergency. Upon request, and at their discretion, they can provide bus resources to support emergency operations.
- B. YOUR ORGANIZATION and school buses will normally only be available for temporary assignment to an incident. They normally cannot provide long term transportation services.
- C. YOUR ORGANIZATION has a central dispatch for all of its buses. It operates daily from 3:30 AM to 10 PM.
- D. YOUR ORGANIZATION buses are 25', 29', 30', or 40' in length. The seating capacity of these buses is approximately one person per foot and all are wheel chair lift equipped with capacity for two wheelchairs. They also have 25 paratransit buses that can transport up to four wheelchairs.
- E. Most YOUR ORGANIZATION buses have limited ground clearance and are best suited for developed roads.
- F. School district bus resources usually cannot be dispatched as quickly as YOUR ORGANIZATION buses. Emergency response may take up

to two hours because drivers may not be available. This will be longer in the summer months. Each school district has its own dispatch.

- G. School district superintendent approval is required for all emergency bus missions. The procedure below will describe this process.
- H. There are more school buses (over [number] in YOUR COUNTY) than YOUR ORGANIZATION buses; they are at several bus transportation centers throughout the county. They have a much higher clearance and they can be used on some less developed roads than YOUR ORGANIZATION buses.
- I. Most school buses come in two sizes. Small buses can seat 20. Large buses can seat 66 to 78 children.
- J. YOUR ORGANIZATION paratransit operators and all school bus drivers are required to have first aid training. All school and YOUR ORGANIZATION buses come with very simple first aid and bloodborne pathogen kits. Aside from this, bus operators can provide no additional support to passengers. Any passengers should be decontaminated and any necessary support should be provided to them by other personnel.

IV. Concept of Operations

A. General

1. This plan establishes a single point of contact for the mobilization of bus resources. This function is called the 'bus resource coordinator'. YOUR ORGANIZATION is responsible for staffing this function.
2. Initial requests for buses will be made to the YOUR ORGANIZATION dispatch center.
3. When the YOUR Regional EOC is activated and buses are critical resources, the bus resource coordinator will report to the YOUR Regional EOC to provide for close coordination with schools, the logistics section, and other EOC staff.
4. The bus resource coordinator will attempt to provide buses from the following sources, the following order:
 - a) YOUR ORGANIZATION
 - b) School districts

c) Other applicable mutual aid bus providers (e.g., YOUR LOCAL TRANSIT AGENCY)

5. In the event that YOUR ORGANIZATION and school bus resources are unavailable or they are exhausted, the bus resource coordinator will forward requests to the logistics section in the YOUR Regional Emergency Operations Center (YOUR Regional EOC).
6. The EOC logistics section will obtain buses through a) contract to local private vendors or b) they will forward the request to the State EOC.

B. EOC Operations – Buses as Critical Resources

1. During an EOC activation involving use of bus resources, the bus resource coordinator will keep the EOC informed of the status of bus resources.
2. Buses will be considered ‘critical resources’ when they are essential to addressing incident objectives, e.g., in major evacuations.
3. When buses are critical resources, YOUR ORGANIZATION will coordinate bus resources from the YOUR Regional Emergency Operations Center. A school representative may also be present in the EOC to support the provision of school buses.
4. In the event that YOUR ORGANIZATION is canceling or otherwise curtailing bus services, it will coordinate with the YOUR Regional EOC as appropriate to identify possible needs for buses to support emergency operations. Likewise, school bus providers should also coordinate with the bus resource coordinator or the schools representative in the EOC to identify possible future needs for bus resources. If possible needs are identified, bus providers will endeavor to maintain an appropriate level of service to provide those buses if needed.

V. Responsibilities

A. Requesting Agency (fire agencies, law enforcement, etc.)

1. Provide a safe work environment for bus operations.
2. Incorporate bus resources into incident communications plan.

3. Ensure that riders are appropriately evaluated and decontaminated prior to boarding vehicles.
4. Provide fuel for vehicles as needed while they are in service at the incident.
5. Provide any necessary services to riders, including medical care, food and water, sanitation, security, and other special needs.
6. Coordinate the reimbursement of vehicle providers.

B. Bus Providers (YOUR ORGANIZATION, School Districts, or private vendors)

1. Provide appropriately licensed and qualified bus operators with buses.
2. Provide adequately insured vehicles, with fuel, in good working condition, and that are appropriate for the requested mission.
3. Notify the requesting agency of accidents, injuries, or unsafe conditions as soon as possible.
4. In coordination with the requesting agency, provide for repair and maintenance of vehicles to keep them roadworthy.
5. Track all time and costs associated with deployment of vehicles, operators, and other support personnel. Coordinate with requesting agency time and cost tracking units as appropriate.

C. YOUR ORGANIZATION

1. Keep the YOUR Regional EOC informed of the status of agency operations (e.g., disaster impacts, curtailing of operations, etc.)
2. Staff the 'bus resource coordinator' function. Ensure the continuity of this function.
3. Coordinate provision of public sector bus resources.
4. Keep the YOUR Regional EOC informed of the status of bus resources.
5. In the event that local and mutual aid public sector bus resources are exhausted, forward additional resource requests to the YOUR Regional EOC Logistics Section.

D. YOUR Regional Emergency Operations Center

1. When bus resources are critical to response operations, maintain resource status of bus resources.
2. When bus resources are critical resources, prioritize the deployment of resources as necessary.
3. When requests are forwarded from the bus resource coordinator coordinate the provision of bus resources from private vendors or the State EOC.

VI. Finance and Administration

- A. YOUR ORGANIZATION and school district bus providers should carefully track all personnel and equipment costs associated with emergency activities. Emergency work, maintenance, and repair or replacement costs are eligible for reimbursement under federal disaster relief programs.
- B. Unless other arrangements or agreements are in effect, the requesting party is responsible for all costs associated with bus operations.
- C. In Washington, insurance coverage remains with the vehicle so any bus provided will be insured by the providing agency.

VII. Training, Plan Review, Maintenance

- A. YOUR ORGANIZATION and ESD [NUMBER IN YOUR AREA] will endeavor to make bus providers aware of plan provisions, give them access to applicable procedures, and to facilitate training in their responsibilities in bus mobilization.
- B. YOUR REGIONAL EMERGENCY SERVICES AGENCY will coordinate the regular review of this plan.
- C. At the beginning of each school year, ESD [#] will provide the YOUR ORGANIZATION Director of Operations with an updated contact list of the district transportation managers and any other relevant information about school bus resources that are necessary to ensure readiness.

Appendix A: Mobilization Guidelines

To request bus resources for evacuation, shelter, emergency worker rehabilitation, or any other emergency-related mission:

A. Incident Command

1. Incident command may request bus resources from dispatch.
2. The IC should provide dispatch with specific information about –
 - a. The number of persons requiring support
 - b. Staging area location
 - c. On-scene contact
 - d. Destination location
 - e. Route, road closure, and road condition information
 - f. Special needs or requirements

B. YOUR REGIONAL EMERGENCY SERVICES AGENCY 9-1-1/Dispatch

B. YOUR REGIONAL EMERGENCY SERVICES AGENCY will contact YOUR ORGANIZATION Dispatch and provide them with the detailed information for the bus request.

C. YOUR ORGANIZATION Dispatch

1. YOUR ORGANIZATION dispatch will notify appropriate YOUR ORGANIZATION staff consistent with their incident notification policy. YOUR ORGANIZATION's Executive Director/CEO will be notified immediately and will provide updates to the YOUR ORGANIZATION Board of Directors as appropriate.
2. **YOUR ORGANIZATION will give B. YOUR REGIONAL EMERGENCY SERVICES AGENCY dispatch an ETA as soon as practicable.**
3. YOUR ORGANIZATION dispatch will send a bus to the requested location.

4. In the event that no YOUR ORGANIZATION buses are available the bus resource coordinator will arrange for a bus from school district resources.
5. In the event that all publicly owned or managed bus resources are exhausted, the bus coordinator will forward any unfulfilled or additional bus resource requests to the YOUR Regional EOC Logistics Section.

D. YOUR Regional EOC Logistics Section

1. Forward any requests for bus resources to the bus resource coordinator
2. In the event that all public bus resources are exhausted, arrange for bus resources from local private vendors (See Appendix B – Contact Information).
3. In the event that private bus resources are exhausted, forward requests for buses to the Washington State Emergency Operations Center.
4. Update the bus resource coordinator on the status of requests for private or state acquired buses.

Appendix B: Contact Information (For Official Use Only)

I. 24-hour Contact information

Location	Phone
[REPLACE WITH YOUR CONTACTS]	[REPLACE W/YOUR #'S]
YOUR ORGANIZATION Dispatch 3:30am to 10:00pm	694-5938 Fax: 906-7380
Director of Operations (24 hours)	921-3695
Operations Chief (24 hours)	606-7436
Director of Maintenance (24 hours)	904-9634
CRESA 9-1-1/Dispatch	696-4461 Fax: 992-9221 Satellite: (254) 381-7981
Clark Regional EOC	992-9229 Fax: 694-8802 ecc@clark.wa.gov

List of private vendors maintained separately by B.
EMERGENCY SERVICES AGENCY

YOUR REGIONAL

Appendix C

YOUR COUNTY EMERGENCY BUS MOBILIZATION PLAN SCHOOL DISTRICT CONTACT INFORMATION FOR YOUR ORGANIZATION

School District Name: _____

Location of buses: _____

Number and type of buses: _____

Method of communication to buses: _____

Hours dispatcher is on duty: _____

1. Primary district contact: *(This is typically the Transportation Manager)*

Name (printed) _____ Position

Office phone _____ Cell phone _____ Home phone

2. Alternate district contact:

Name (printed) _____ Position

Office phone _____ Cell phone _____ Home phone

I approve that the above school staff be contacted to request school buses in an emergency:

Signature of Superintendent _____ Date signed

This information is confidential and will be provided only to the YOUR ORGANIZATION for use in the Emergency Bus Mobilization Plan. Please complete and send to Peggy Sandberg at ESD 112.