ANNEX S

TRANSPORTATION
This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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2-20-2017  
Date

2-17-17  
Date

3-2-17  
Date

2/13/2017  
Date
# RECORD OF CHANGES

**Annex S**

**Transportation**

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ANNEX S
TRANSPORTATION

I. AUTHORITY

A. See University of Texas at Arlington (UTA) Basic Plan, Section I.
B. City of Arlington Fire Department (AFD) Basic Plan, Section I

II. PURPOSE

This annex outlines UTA’s concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergencies at UTA. As UTA’s resources are limited, the City of Arlington (Arlington) is the primary agency for this annex. However, this annex assigns responsibilities for various transportation tasks and outlines related administrative requirements by UTA.

III. EXPLANATION OF TERMS

AFD City of Arlington Fire Department
Arlington City of Arlington
EMC Emergency Management Coordinator
EOC Emergency Operations Center
UTA University of Texas at Arlington

IV. SITUATION & ASSUMPTIONS

A. Situation

1. During certain major emergencies and during major population relocation/evacuation requiring movement of more than 500 individuals will stress local transportation resources.
2. Restrict the transportation of people, equipment, and supplies from areas at risk and in support of response and recovery activities. UTA has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations to the students on-site.
3. Major natural or man-made disasters will disrupt normal transportation systems leaving many students, staff, and faculty, especially people with disabilities without transportation.
4. In many major disasters, it will be necessary to evacuate rapidly students, staff, and faculty from the hazard area.
5. UTA transportation equipment and that of private transportation companies will sustain damage during emergencies and trained equipment operators will become disaster victims, limiting the means available to transport people, relief equipment, and supplies.
6. Transportation infrastructure, e.g. roads, bridges, and railroads will sustain damage during emergencies making it difficult to use some of the transportation assets that are otherwise available.
7. Some cargo will require materials handling equipment at the on-load point and the delivery point. Consider the availability of such equipment in transportation planning.
8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.

B. Assumptions

1. UTA will be able to provide transportation for incidents only affecting UTA. If UTA’s resources are overwhelmed, then they will request outside assistance from Arlington, Tarrant County, the region, and/or University of Texas System.
2. For incidents affecting UTA and Arlington, UTA will rely on its contract with private carries for transportation needs. When possible UTA will support and assist Arlington.
3. The primary mode of transportation for most students, staff, and faculty will be personal vehicles. Providing transportation for students, staff, and faculty who do not have vehicles is necessary.
4. When the need arises, both local public and privately owned transportation resources are available for the duration of the emergency.
5. In the event of population relocation from designated high-risk areas, there would be a notification period to prepare for the departure from UTA.
6. Arlington may request UTA buses for use in evacuations.

V. CONCEPT OF OPERATIONS

A. General

1. The process of furnishing emergency transportation services during a major emergency involves two types of actions:
   a. Immediate transportation needs for persons in the hazard area.
   b. Continuing transportation needs of people and resources.
2. Private vehicles, UTA Transportation Services, local schools, churches, and tour service buses can satisfy transportation requirements in most local disasters.
3. Where possible, emergency cargo transportation requirements will be satisfied using commercial freight carriers, leased or contract equipment, cargo vehicles provided by other jurisdictions pursuant to inter-local agreements, and donated transportation and equipment.
4. In accordance with state and federal policies, Arlington Public Works Department, Arlington Street Division will function under its own management and operate systems and facilities to provide the maximum service for essential needs as specified by federal, state, and local government authorities.
5. Individuals with special needs, who have disabilities will need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points.
6. Requesting transportation support:
   a. The incident commander or departments and agencies that require additional transportation support to carry out their emergency responsibilities assigned in this plan generate request for transportation. The operations section support chief in the Emergency Operations Center (EOC) receives request for transportation support. Requesters must assign a priority to their requests.
b. The appointed operations section chief will identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.

7. External support: Provide emergency support and assistance in a timely manner in accordance with this annex.

B. Activities by Phases of Emergency Management

1. Prevention

   a. UTA will maintain a current listing of transportation resources. See Annex M, Resource Management Support Document 4 for a list of transportation resources.
   b. UTA will identify possible transportation needs that could result from various disasters.
   c. UTA will develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

2. Preparedness

   a. UTA will determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
   b. UTA will coordinate with private industry on the use of their assets, including drivers for emergencies.
   c. UTA Police Department and Arlington Police Department will coordinate on evacuation routes and assembly areas for picking up persons requiring public transportation.
   d. Arlington, in collaboration with UTA Police Department, will review special facilities evacuation plans to ensure they include realistic transportation arrangements.
   e. Arlington will plan and execute exercises involving UTA. These exercises will include the utilization of various types of transportation and heavy equipment.

3. Response

   a. UTA will activate emergency transportation function to receive and process requests for cargo and passenger transportation.
   b. UTA will respond to and coordinate all transportation requests within limits of available resources.
   c. UTA will monitor transportation resource status and identify requirements for additional resources.
   d. UTA will maintain records on use of private vehicles utilizing the Vehicle/Equipment Record and Use Log found in Support Document 3.

4. Recovery

   a. UTA will continue to transport supplies and personnel as needed.
   b. UTA will assess further transportation needs.
   c. Arlington will return resources borrowed from UTA when those resources are no longer required and vice versa.
VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

The EOC Manager maintains overall responsibility for transportation and assigns a Transportation Officer to coordinate the activities of this function.

B. Task Assignments

1. Transportation Officer will be the UTA Director of Parking and Transportation.
   a. Officer will coordinate with UTA Police on evacuation routes, assembly areas, and access to incident site for responders, and detours.
   b. Provide the UTA Public Information Officer timely information on emergency transportation arrangements to disseminate to the students, staff, and faculty.

2. Arlington Emergency Management Coordinator (EMC) will:

   Collaborate with UTA EMC concerning transportation needs of UTA.

4. UTA EMC will:

   a. Collaborate with Arlington EMC on transportation needs of UTA.
   b. Review and keep current mutual aid agreements with charter bus companies if available.

5. Arlington Police Department in conjunction UTA Police Department will:

   a. Determine evacuation routes and provide traffic control for large-scale evacuations.
   b. Collaborate in determining transportation pickup points and staging areas, with the Transportation Officer.

6. UTA transportation services will:

   a. Upon request by Arlington EOC, provide buses and drivers to assist in emergency operations.

VII. DIRECTION & CONTROL

1. The incident commander will establish priorities for and provide policy guidance for transportation activities.

2. The operations section chief will provide general direction to the Transportation Officer regarding transportation operations.

3. The transportation officer and staff will plan, coordinate, and carry out transportation activities.
VIII. READINESS LEVELS

A. Readiness Level 4 – Normal Conditions

1. UTA will instruct all personnel on emergency procedures.
2. UTA will review and update this Transportation Annex.

B. Readiness Level 3 – Increased Readiness

1. UTA will alert key personnel and transportation provider points of contact.
2. UTA will check readiness of all equipment and facilities and correct any deficiencies.
3. UTA will review agreements for use of transportation resources.

C. Readiness Level 2 – High Readiness

1. UTA will review list of transportation resources.
2. UTA will update transportation personnel, resources, and equipment status information.

D. Readiness Level 1 – Maximum Readiness

1. UTA will process transportation requests to Arlington and other providers.
2. UTA will consider protective actions for transportation resources.

IX. ADMINISTRATION & SUPPORT

A. Maintenance of Records

Maintain records on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Support Document 3. Use these records as a basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The finance section chief will retain records of equipment usage until the UTA president or designee makes a final decision or designee concerning claims for cost recovery or reimbursement.

B. Preservation of Records

Protect vital records from the effects of disasters to the maximum extent feasible. Obtain professional assistance in preserving and restoring those records damaged during an emergency.

C. Training & Exercises

Training and exercises will periodically include a scenario that provides for the demonstration of emergency transportation.

D. External Support
Support Document 7 to the Basic Plan lists summaries of inter-local agreements and agreements with other entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers. Coordinate activation of such agreements and contracts through the EOC.

X. ANNEX DEVELOPMENT & MAINTENANCE

B. General

1. The EOC manager will provide general direction to the transportation officer regarding transportation operations.
2. The transportation officer and staff will plan, coordinate, and carry out transportation activities.

C. Line of Succession

The line of succession for the transportation officer is:

1. Director of Parking & Transportation
2. Transportation Supervisor
3. Shift Lieutenant

XI. REFERENCES

Annex S (Transportation) to the State of Texas Emergency Management Plan

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