

## ANNEX B: BUS MOBILIZATION

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

## TABLE OF CONTENTS

I. INTRODUCTION.....	1
A. Purpose.....	1
B. Scope.....	1
II. SITUATION & ASSUMPTIONS.....	1
A. Situation.....	1
B. Assumptions.....	1
III. CONCEPT OF OPERATIONS.....	2
A. General.....	2
B. Specific.....	2
C. ECC Operations – Buses as Critical Resources.....	3
D. Organization.....	4
IV. RESPONSIBILITIES.....	4
A. Primary Agencies.....	4
B. Support Agencies.....	5
C. Finance and Administration.....	5
D. Training, Plan Review, Maintenance.....	6
V. Attachment 1: Mobilization Guidelines.....	7
VI. Attachment 2: Contact Information (For Official Use Only).....	8
VII. Attachment 3: School District Contact Information for (CCPT).....	9

## **I. INTRODUCTION**

### **A. 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.

### **B. Scope**

This plan is an annex to Emergency Support Function 1, 6, 8, 10 and 13 of the Columbia County Comprehensive Emergency Management Plan. It also supports evacuation plans for Columbia County jurisdictions and agencies.

## **I. SITUATION & ASSUMPTIONS**

### **A. Situation**

Both Columbia County Transit (CCPT) 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. Assumptions**

CCPT and school buses will normally only be available for temporary assignment to an incident. They normally cannot provide long term transportation services.

Columbia County Transit has a central dispatch for all of its buses.

CCPT is ADA compliant with 49 CFR 37.105 and the Civil Right Act of 1964. Service animals will be allowed to accompany their owners.

Most CCPT buses have limited ground clearance and are best suited for developed roads.

School district bus resources usually cannot be dispatched as quickly as CCPT 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.

School district superintendent approval is required for all emergency bus missions. The procedure below will describe this process.

School buses have a much higher clearance and they can be used on some less developed roads than CCPT buses.

Most school buses come in two sizes. Small buses can seat 20. Large buses can seat 66 to 78 children.

CCPT paratransit operators and all school bus drivers are required to have first aid training. All school and CCPT buses come with very simple first aid and blood borne 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.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

This plan establishes a single point of contact for the mobilization of bus resources. This function is called the “bus resource coordinator”. CCPT is responsible for staffing this function.

Initial requests for buses will be made to the CCPT dispatch center. CCPT will be required to provide return service to all clients (people requesting return service cannot be left stranded). Once people are returned, paratransit fleet can be released for emergency evacuation activation.

When the Columbia County ECC is activated and buses are critical resources, the bus resource coordinator will report to the Columbia County ECC to provide for close coordination with schools, the logistics section, and other ECC staff.

## B. Specific

**The bus resource coordinator will attempt to provide buses from the following sources in the following order:**

- CCPT
- School districts
- Other applicable mutual aid bus providers

In the event that CCPT and school bus resources are unavailable or they are exhausted, the bus resource coordinator will forward requests to the logistics section in the Columbia County Emergency Coordination Center (ECC).

**The ECC logistics section will obtain buses through:**

- Contract to local private vendors or

The ECC will forward the request to the State EOC.

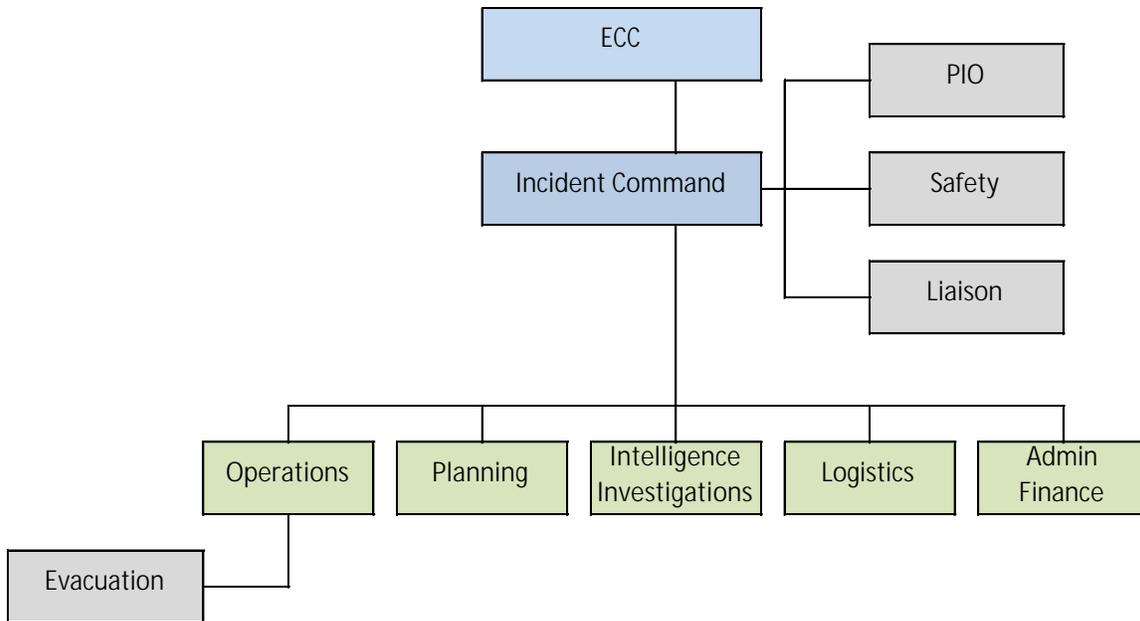
## C. ECC Operations – Buses as Critical Resources

During an ECC activation involving use of bus resources, the bus resource coordinator will keep the ECC informed of the status of bus resources. Buses will be considered “critical resources” when they are essential to addressing incident objectives, e.g., in major evacuations.

When buses are critical resources, CCPT will coordinate bus resources from the ECC. A school representative may also be present in the ECC to support the provision of school buses.

In the event that CCPT is canceling or otherwise curtailing bus services, it will coordinate with the ECC 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 ECC 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.

## D. Organization



### III. RESPONSIBILITIES

#### A. Primary Agencies

##### **Columbia County Emergency Coordination Center**

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

##### **Requesting Agency (Fire Agencies, Law Enforcement, etc.)**

- Provide a safe work environment for bus operations.
- Incorporate bus resources into incident communications plan.
- Ensure that riders are appropriately evaluated and decontaminated prior to boarding vehicles.
- Provide fuel for vehicles as needed while they are in service at the incident.

- Provide any necessary services to riders, including medical care, food and water, sanitation, security, and other special needs.
- Coordinate the reimbursement of vehicle providers.

## **B. Support Agencies**

### **Bus Providers (CCPT, School Districts, or private vendors)**

- Provide appropriately licensed and qualified bus operators with buses.
- Provide adequately insured vehicles, with fuel, in good working condition, and that are appropriate for the requested mission.
- Notify the requesting agency of accidents, injuries, or unsafe conditions as soon as possible.
- In coordination with the requesting agency, provide for repair and maintenance of vehicles to keep them roadworthy.
- 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.

### **CCPT**

- Keep the ECC informed of the status of agency operations (e.g., disaster impacts, curtailing of operations, etc.)
- Staff the ‘bus resource coordinator’ function. Ensure the continuity of this function.
- Coordinate provision of public sector bus resources.
- Keep the ECC informed of the status of bus resources.
- In the event that local and mutual aid public sector bus resources are exhausted, forward additional resource requests to the ECC Logistics Section.

## **C. Finance and Administration**

CCPT 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.

Unless other arrangements or agreements are in effect, the requesting party is responsible for all costs associated with bus operations.

In Washington, insurance coverage remains with the vehicle so any bus provided will be insured by the providing agency.

#### **D. Training, Plan Review, Maintenance**

CCPT and the local School Districts 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.

Columbia County Emergency Management will coordinate the regular review of this plan.

At the beginning of each school year, CCPT and the School Districts will provide the Columbia County Public Safety Communications 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.

#### **IV. Attachment 1: Mobilization Guidelines**

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

##### **Incident Command**

- Incident command may request bus resources from dispatch.
- The IC should provide dispatch with specific information about –
- The number of persons requiring support
- Staging area location
- On-scene contact
- Destination location
- Route, road closure, and road condition information
- Special needs or requirements
- Columbia County Public Safety Communications (CCPSC) 9-1-1/Dispatch
- CCPSC will contact CCPT Dispatch and provide them with the detailed information for the bus request.

##### **CCPT Dispatch**

- CCPT dispatch will notify appropriate CCPT staff consistent with their incident notification policy. CCPT Executive Director will be notified immediately and will provide updates to the CCPT Board of Directors as appropriate.
- CCPT will give CCPSC dispatch an ETA as soon as practicable.
- CCPT dispatch will send a bus to the requested location.
- In the event that no CCPT buses are available the bus resource coordinator will arrange for a bus from school district resources.
- 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 ECC Logistics Section.

##### **ECC Logistics Section**

- Forward any requests for bus resources to the bus resource coordinator
- In the event that all public bus resources are exhausted, arrange for bus resources from private vendors
- In the event that private bus resources are exhausted, forward requests for buses to the Washington State Emergency coordination center.
- Update the bus resource coordinator on the status of requests for additional private or state bus resources.

**V. Attachment 2: Contact Information (For Official Use Only)**

24-hour Contact information

<b>Location</b>	<b>Phone</b>
CCPT Dispatch	<b>1-800-233-1624</b> <b>509-382-1647</b>
Interim General Manager (24 hours)	dwight@ccptransit.org
Operations Manager (24 hours)	scott@ccptransit.org
CCPSC 9-1-1/Dispatch	509-382-2518 Fax: 509-382-4765
Columbia County ECC	509-382-2518 Fax: 509-382-4765

**VI. Attachment 3: School District Contact Information for (CCPT)**

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 CCPT for use in the Emergency Bus Mobilization Plan. Please complete and send to CCPSC.

## VII. CCPT Resources

VEHICLE	PASSENGERS	#WHEEL CHAIRS	WHEELCHAIRS PLUS PASSENGERS	SPECIAL NOTES
Van (5)	2 seat 8 3 seat 14	0	No wheelchair securement	Vans are used for backup when a bus is not available. Children requiring child safety seat or booster cannot ride.
A1	3	0	No wheelchair securement	Children requiring child safety seat or booster cannot ride. Can accommodate walkers.
M1	3	1	1 + 3	Children requiring child safety seat or booster cannot ride. Can accommodate walkers. Cannot accommodate a Hoyer.
<b>PARA TRANSIT VEHICLES</b>				
8	18	2	1 + 17 2 + 12	Cannot accommodate a Hoyer
9	18	3	1 + 17 2 + 12 3 + 12	
10	14	2	1 + 13 2 + 12	Cannot accommodate a Hoyer
11	18	2	1 + 18 2 + 16	
12	18	2	1 + 18 2 + 16	
13	14	1	1 + 9	Cannot accommodate a Hoyer
14	14	1	1 + 14	Cannot accommodate a Hoyer
15	18	3	1 + 18 2 + 12 3 + 12	
16	18	3	1 + 17 2 + 12 3 + 12	