

Hunt County EMERGENCY OPERATIONS PLAN
Emergency Support Function 1
Transportation

COORDINATING AGENCY: Hunt County Emergency Management Coordinator

SUPPORTING AGENCIES:

Law Enforcement

Transportation/ISD

Human Resources

Approval and Implementation

Date	Signed by	Signature
1/27/25	County Judge	
1/27/25	Emergency Management Coordinator	

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

Record of Changes to ESF 1

This page is used to date and describe changes to this document, followed by the initials of the person who made the change.

Use this table to record the following information:

- Change number, in sequence, beginning with 1
- Date change was made to the document
- Description of change and rationale if applicable
- Initials of person who made the change

Number	Date	Description	Name/Initial
	2025-Jan-15		

doc. revision 04/06/2023

Situations and Assumptions

A. Situation

1. In an incident the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. Hunt County has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. Accessible transportation may be needed to transport some functional and access needs groups, such as medical patients and prisoners.
3. Transportation infrastructure, such as roads, bridges, and rail, may sustain damage during incidents, transportation equipment may be damaged or isolated, and trained equipment operators may become disaster victims. This will result in the limiting of the means available to transport people and relief equipment and supplies, and creation of impediments in using transportation assets.
4. Some cargo may require MHE at the on-load point and delivery point. The availability of such equipment must be considered in transportation planning.

B. Assumptions

- C.** The primary mode of transportation for most people will be personally owned vehicles. Those who do not have vehicles must be provided transportation.
- D.** During an emergency Hunt County will use our own transportation resources and those available through mutual aid agreements to the extent available.
- E.** Agencies within Hunt County maintain SOPs regarding the detection and reporting of damages to transportation infrastructure.
- F.** If private transportation vendors are able to support emergency transportation requirements, Hunt County will continue to contract with those companies during an emergency.
- G.** School buses/metro buses/ other primary local passenger transportation are the primary local transportation, we assume that School District/Public Transit will respond to requests for assistance from Hunt County during incidents.
- H.** Hunt County has procedures in place for the acquisition of equipment, if normal contracting means are insufficient.
- I.** Private entities, individuals or otherwise, may donate equipment or services or loan the same during incidents.
- J.** Transportation may be requested from DDC in DFW when assets within Hunt County are insufficient.

Concept of Operations

- A. When carrying out emergency activities, immediate needs must be considered first, following by continuing requirements. Immediate transportation needs normally involve evacuation or other transportation of individuals from at-risk facilities, institutions, or the like. Continuing transportation needs usually involve the movement of equipment, supplies, and resources during operations.
- B. Emergency passenger transportation requirements will generally be satisfied with the following:
 1. Voluntary use of personal vehicles
 2. Hunt County owned vehicles, if available
 3. School buses

INTRODUCTION

- A. ESF #1 – Transportation addresses the following concerns regarding the continuity and provision of transportation within Hunt County in the event of emergency:
 - a. Assessing damage to, restoring, and maintaining air, land, and water transportation routes during incidents in coordination with governmental and private organizations.
 - b. Support of transportation of personnel, materials, goods, and services to and from the emergency sites.
 - c. Supporting evacuation and reentry operations for threatened areas.
 - d. This function is primarily concerned with the transportation infrastructure. The ESF having to do with the literal transport of persons, goods, materials, and services to and from evacuated areas is Emergency Support Function #6 – Mass Care.

- B. This document applies to Hunt County and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.

- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an incident of any type.

Purpose

A. Function

This ESF outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergencies, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

B. Goal

Provide Hunt County with a mechanism to manage transportation operations during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional transportation response.
- b. Provide information to decision makers about transportation procedures, capabilities and resources.
- c. Describe roles, responsibilities and actions that ensure transportation resource availability during incident response.
- d. Describe local and regional transportation accessibility and redundancy.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

MHE

Materials Handling Equipment

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Concept of Operations

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- B. Emergency passenger transportation requirements will generally be satisfied with the following:
 1. Voluntary use of personal vehicles
 2. Hunt County owned vehicles, if available
 3. School buses

4. Leased or rented buses
5. Passenger capable vehicles sourced through inter-local agreements
6. Donated equipment or services
7. Municipal or rural-transit system vehicles
8. State owned or contracted vehicles

C. Emergency cargo transportation will be satisfied with the following:

1. Hunt County owned vehicles, if available
2. Commercial freight carriers
3. Leased or contracted equipment
4. Cargo vehicles provisioned by inter-local agreements
5. Donated equipment

D. Institutional Facilities

1. Public schools are presumed to have access to resources necessary to move their students. Private schools and day cares, adult or otherwise, typically will not have similar resources, and may require assistance during incidents.
2. Hospitals, nursing homes, and prisons are considered unique, and have specialized transportation requirements. The given facility operator is responsible for securing suitable arrangements per their SOP. It is presumed that in the event that such planning is impacted by an incident, local or state government may be required to intervene.
3. Individuals with functional and access needs may need specialized transportation assistance, to include boarding assistance or assistance with securing transportation if unable to access general pick up points available to the public.
4. The IC may request transportation support, with authorization to make such requests extended, at the discretion of command, to individual departments or agencies that may require support to carry out emergency responsibilities detailed in this plan.
 - a. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
5. External support is expected to be provided as quickly as is feasible, consistent with priority of need and existing SOPs.

E. Relationships between levels of government

1. Federal
 - a. Coordination with Federal ESF #1 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
2. Tribal
 - a. Communication with tribal government may occur through a liaison at the discretion of the tribe.
3. State
 - a. Coordination with the State ESF #1 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.

F. Activities by Phase of Emergency Management

1. Prevention
 - a. Maintain a current list of resources.

- b. Identify potential needs that would result from various disasters.
 - c. Develop processes to preserve resources from known hazards through protection or relocation.
2. Preparedness
- a. Determine possible needs and requirements for moving resources
 - 1. Assess capabilities in relation to these needs and address gaps.
 - b. Establish agreements with other jurisdictions, agencies, and private entities where needed
 - c. Collaborate with departments and agencies to determine pick up points and routes for those who may require transportation assistance. Review functional and access needs facility's plans to ensure their transportation needs meet capabilities.
 - d. Exercise transportation resources and plans with the public and private sectors.
3. Response
- a. Activate ESF #1 processes to coordinate requests for transportation.
 - b. Respond to transportation requests
 - c. Monitor resources and status, and identify potential resource gaps ahead of time
 - d. Maintain records on use of resources.
4. Recovery
- a. Continue to coordinate transportation of resources as needed.
 - b. Assess further needs and provide resources as needed or able.
 - c. Provide for demobilization and return of resources, however obtained.

Organization and Assignment of Responsibilities

A. General

1. Our normal emergency organization or designated entity, described in the Basic Plan and depicted therein, shall carry out the function of providing transportation services during emergency incidents.
2. The shall provide policy guidance with respect to emergency transportation operations.
3. The Hunt Co. Emergency Mgt. Coordinator shall serve as Transportation Officer and coordinate emergency transportation operations.

B. Task Assignments

1. The Transportation Officer will:
 - a. Identify available resources and maintain appropriate contact lists
 - b. Coordinate with applicable bodies regarding emergency use of assets and develop appropriate agreements and procedures for notifying appropriate officials of incidents.
 - c. Coordinate with emergency services to prioritize requirements for resources necessary for response and recovery operations.
 - d. Determine functional and access needs requirements, in collaboration with functional and access needs facilities.
 - e. Provide support with Evacuation planning (ESF #6 – Mass Care).
 1. Collaborate with to determine potential routes for evacuation.
 - f. Coordinate pick up points and times.
 - g. Provide the PIO timely information on emergency transportation arrangements.
 - h. Coordinate with the Shelter Officer for transportation support for Mass Care operations.
2. All agencies with transportation assets will:
 - a. Provide current information on available resources to the Transportation Officer.
 - b. Provide the Transportation Officer with transportation requests received for action.
3. All agencies will:
 - a. Provide the Transportation Officer with transportation requests received for action.
4. Law Enforcement will:
 - a. Determine evacuation routes and provide traffic control.

- b. Determine pick up points and staging areas, at the direction of the Transportation Officer.
- 5. The Shelter Officer will:
 - a. Identify and report transportation requirements to the Transportation Officer.
- 6. Hunt County ISD will:
 - a. Upon request by the , provide buses and drivers to assist in incident operations.
- 7. The Hunt County Transit Authority will:
 - a. Upon request by the , provide buses and drivers to assist in emergency operations.

Direction and Control

A. General

- 1. The will provide policy guidance and priorities for transportation activities.
- 2. The will provide general direction to the Transportation Officer regarding transportation operations.
- 3. The Transportation Officer and staff will plan, coordinate, and execute transportation activities.
- 4. Such plans will provision for the transportation needs of any functional and access needs populations identified within the jurisdiction.
- 5. Information relayed to the public will ensure capabilities to deliver transportation information to:
 - a. Visually impaired populations
 - b. Hearing impaired populations
 - c. Non-English speaking populations
 - d. Special Facilities

B. Continuity of Government

- 1. Each department or agency with transportation responsibilities shall establish a line of succession for transportation personnel.

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by

Hunt County.

B. Security

Transportation security will be maintained in accordance with national, state, and local requirements.

C. Training

The Transportation Officer will ensure, in conjunction with the , that all applicable personnel are trained in their emergency functions and operations.

Development and Maintenance

The Transportation Officer will, in conjunction with the Emergency Management Director or their designee, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The Transportation Officer, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References (Contributors)

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS

1. Authority
2. Agreements
3. Request Templates

Appendix 1: Authority

This information can be found in the Basic Plan.

Appendix 2: Agreements

(*If attached appended at the end of Document)

Appendix 3: Templates

[S_Transportation-20170926.pdf](#) (*If attached appended at the end of Document)

Cargo Transportation Request		
Date: _____	Time: _____	Priority: 1 2 3
Requested by: _____		Organization: _____
Request transport of (describe the cargo):		
<input type="checkbox"/> Loose <input type="checkbox"/> Boxed # _____ <input type="checkbox"/> Pallets # _____ Total weight: _____ lbs.		
Receive from:		
Date/Time: _____		
Place/Address: _____		

People available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed? _____		
Equipment available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____		
Contact at pick-up		
Name: _____		Phone #: _____
Deliver to:		
Date/Time: _____		
Place/Address: _____		

People available to unload truck? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Equipment available to unload the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____		
Contact at delivery		
Name: _____		Phone #: _____
Resources committed:		

Passenger Transportation Request		
Date:	Time:	Priority: 1 2 3
Requested by:		Organization:
Number of people needing transportation: # of Adults _____ # of Children _____		
Ambulatory: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, list any special vehicles or equipment needed: _____ _____ _____ _____		
Pick up from: Date/Time _____ Place/Address: _____ _____ _____		
People available to assist non-ambulatory passengers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed to assist? _____		
Contact at pick-up: Name: _____ Phone #: _____		
Drop off: Date/Time: _____ Place/Address: _____ _____ _____		
Contact at drop off: Name: _____ Phone #: _____		
Resources committed: _____ _____ _____ _____		

VEHICLE/EQUIPMENT RECORD & USE LOG	
Vehicle/Equipment Type: _____	
Identification or License #: _____ Odometer/hour meter reading: _____	
Date Received: _____ Time Received: _____	
<input type="checkbox"/> City/County Asset	<input type="checkbox"/> School District Asset
<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Borrowed/Loaned
<input type="checkbox"/> Other: _____	
Owner: _____	
Address: _____ _____	
Operational Status: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Operator Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance performed (if any): _____ _____ _____ _____ _____ _____	
Vehicle/Equipment Returned: Date: _____ Time: _____ Odometer/hour meter reading: _____	
Remarks: _____ _____ _____ _____	

USE LOG ON REVERSE

