BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 1 TRANSPORTATION SYSTEMS

LEAD COORDINATING AGENCY: Brown County Highway Department

SUPPORT AGENCIES: Brown County Sheriff's Office
Brown County Emergency Management
Brown County Public Information Officer
Brown County Executive
Brown County Amateur Radio Emergency Services (ARES)
Brown County Planning and Land Services (GIS)

STATE ESF COORDINATING AGENCY: Wisconsin Department of Transportation
Wisconsin State Patrol

I.   INTRODUCTION

A.   Purpose

The purpose of ESF-1 is to:

1.   Coordinate the use of transportation resources (human, technical, equipment, facility, materials and supplies) to support the needs of local government, voluntary organizations, and other agencies requiring transportation systems support during an emergency or disaster situation.

B.   Scope

Basic ESF-1 functions are:

1.   Traffic Control Planning
2.   Transportation Systems/Resources Planning
3.   Transportation Infrastructure Status Reporting and Repair

Activities within the scope of County ESF-1 functions include:

1.   Reporting and repairing damage to transportation infrastructure as a result of the incident, as is possible;
2.   Performing activities under the direct authority of the Brown County Highway Department; and
3.   Coordinating and supporting prevention, preparedness, and mitigation activities among transportation infrastructure stakeholders at the County and local levels.

ESF-1 coordinates with the following ESFs:
- ESF-3 (Public Works)
- ESF-5 (Emergency Management)
- ESF-6 (Mass Care and Human Services)
- ESF-7 (Resource Support)
- ESF-13 (Public Safety and Security)
- ESF-15 (External Affairs)

II. POLICIES

ESF-1 personnel will be provided to the Brown County Emergency Operations Center (EOC) when activated.

ESF-1 may also obtain resources through contractors, vendors, and suppliers. Resources may also be obtained from local, state, regional, national, public and private associations or groups.

The transportation function within Brown County operates primarily as a coordinating group for transportation systems management.

This group ensures that all roads, bridges and other corridors in and out of an affected area remain open, and that any traffic allowed into those areas is properly managed to prevent bottlenecks, gridlock or further highway damage – all of which could hamper or prevent emergency assistance reaching the areas that need it.

III. CONCEPT OF OPERATIONS

A. General

During an emergency or disaster, the ESF-1 Lead Coordinating Agency will assign primary and back-up personnel to the Brown County EOC, as needed.

As needed, provide resources and guidance in assisting local authorities with the evacuation of an area.

In accordance with the Brown County Emergency Response Plan, the Brown County Sheriff and Highway Departments are responsible for coordinating transportation system monitoring, access, maintenance, and repairs. In addition, ESF-1 will:

1. Ensure that support agencies will have designated personnel in the Brown County EOC. If necessary with specific emergencies or disasters, Brown County Emergency Management (BCEM) will notify the appropriate support agencies to have their designated personnel report to the Brown County EOC.

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2. Ensure that personnel will be available to assess and respond to transportation resource requests received by the Brown County EOC. Also ensure that back-up personnel will be available to relieve primary personnel in the event a disaster continues over an extended period of time.

3. Assess and develop action plans for submission to BCEM to meet the short- and long-term transportation needs of the impacted area.

4. Conduct damage assessment of transportation infrastructure and systems in the impacted area and assign personnel as appropriate.

B. Organization

Brown County Highway Department is responsible for the coordination of ESF-1 emergency management activities.

C. Mitigation Activities

1. Conduct inspections of the county transportation system and associated facilities and the private, non-profit facilities (ie., parks, hospitals, etc.) as a member of the PW Team.

2. Assist jurisdictions with assessments of the local transportation system including special event planning

3. Ensure personnel are briefed about the known hazards and mission assignments.

D. Preparedness Activities

1. Identify the usable portions of the county transportation system and coordinate with local and state agencies to support emergency highway traffic regulations.

2. Develop a critical Infrastructure vulnerability list; monitor and update the list as changes occur.

3. Maintain notification systems and procedures for ESF-1 activities.

4. Maintain liaison with the Wisconsin Department of Transportation through the appropriate regional office.

5. Maintain appropriate records (time worked/costs incurred) in support of ESF-1 during an emergency or disaster situation.

6. Assign and train sufficient personnel to cover an activation of the Brown County EOC for an extended period of time.

8.   Identify, develop, and incorporate (as necessary)
     a.   Private sector capabilities and resources
     b.   Backup response and recovery processes

E.   Response Activities

1.   Assist local authorities with traffic control operations and the development and implementation of highway detour plans.

2.   Coordinate with the Wisconsin Department of Transportation through the appropriate regional office for the provision of state resources and technical assistance, as necessary.

3.   Assist the Brown County EOC with receipt and dissemination of warning information to local government.

4.   Provide liaison to the Brown County EOC to coordinate ESF-1 resources as requested.

5.   Coordinate with Brown County Sheriff's Office to provide resources for supplemental traffic control requirements.

6.   Assist with promptly identifying and removing impediments to vehicular and pedestrian movement.

7.   Provide barricades, road signs, and highway routing information necessary to redirect traffic from affected areas.

8.   Remove debris from roadways, railroads, airstrips, and other transportation systems critical for emergency vehicle passage.

9.   Conduct post-incident inspection of bridges.

10. Conduct inspections of the county transportation system and associated facilities and the private, non-profit facilities.

11. Coordinate mobilization of personnel and equipment required for county transportation system engineering services.

12. Activate evacuation warning and information services, including dynamic message signs, portable changeable message signs, 511, and other systems.

F.   Recovery Activities

1.   Inspect, reconstruct, repair, and maintain the county transportation system including designation of alternate routes in coordination with towns, villages, cities, railroads, ports, and WisDOT.

2.   Conduct post-incident inspection of bridges.

3.   Coordinate mobilization of personnel and equipment required for county transportation system engineering services.

4.   Conduct damage assessments on the county transportation system associated facilities and private, non-profit facilities.

5.   Generate information to be included in County EOC briefings, situation reports and/or action plans.

IV.   RESPONSIBILITIES

A.   Primary Agency: Brown County Highway Department

1.   Support transportation emergency management activities, including evacuation planning, in support of the Brown County Emergency Operations Plan.

2.   Conducts damage assessments of transportation infrastructure and systems.

3.   Assign personnel to ESF-1 in the Brown County EOC.

4.   Assist with promptly identifying and removing impediments to vehicular and pedestrian movement.

5.   Provide barricades, road signs, and highway routing information necessary to redirect traffic from affected areas.

6   Remove debris from roadways, railroads, airstrips, and other transportation systems critical for emergency vehicle passage.

7.   Coordinate mobilization of personnel and equipment required for county transportation system engineering services.

B.   Emergency Management

1.   Activation and support EOC activities.

2.   Support coordination with WisDOT, neighboring counties, and other allied public and private agencies during projected or ongoing highway department activities.

C.   Law Enforcement

1.   Provide traffic control and security as needed.

D.   ARES/RACES

1.   Assist with communications as requested

V.   REFERENCES (Located in EOC)

See Brown County Emergency Response Plan, Basic Plan.

VII.   ACRONYMS

See Brown County Emergency Response Plan, Basic Plan.

VIII.   APPENDICES

Appendix 1: Brown County Highway Department Responsibilities and Tasks

Appendix 2: Brown County Sheriff's Department Responsibilities and Tasks

Appendix 3: Brown County Emergency Management Responsibilities and Tasks

Appendix 4: Brown County Public Works Department Responsibilities and Tasks

Appendix 5: Brown County Public Information Officer Responsibilities and Tasks

Appendix 6: Brown County Executive Responsibilities and Tasks

Appendix 7: Brown County Amateur Radio Emergency Services (ARES) Responsibilities and Tasks

Appendix 8: Brown County ESF-1 Contact List

Appendix 1
Brown County Highway Department
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐ Update and maintain routes that are identified for emergency response and evacuation

Response Phase

☐ Send representative to the Brown County EOC

☐ Coordinate with law enforcement to identify and maintain emergency response and evacuation routes, identify potential problems, and ensure safety along those routes

☐ Provide necessary traffic control devices and the County Highway Emergency Response Trailer (ie: signs and barricades)

☐ Coordinate with local communities, neighboring counties, or WisDOT to obtain additional resources as needed

☐ Survey damage to impacted transportation infrastructure and related systems

☐ Develop and make recommendations to alleviate damage, obstructions, or other transportation system problems

☐ Assist with search and rescue operations as directed

☐ Implement agreements with private contractors and suppliers; coordinate with the Brown County Sheriff Department and the EOC

☐ Continue to maintain, clear and repair the transportation infrastructure system until normal operations are restored

☐ Compile and distribute status reports to assist ongoing incident action planning

☐ Monitor emergency response and evacuation routes with Law Enforcement to assess the capacity and congestion of the system and implement management controls as needed

☐ Designate or identify refueling resources if requested by Emergency Management

☐   Coordinate with Law Enforcement to verify routes are safe and accessible for re-entry to evacuated or endangered areas.

Recovery Phase

☐   Participate in debriefings and After Action Review (AAR) development

Appendix 2
Brown County Sheriff Department
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐ Coordinate identification of emergency response and evacuation routes with the Brown County Highway Department

Response Phase

☐ Send a representative to the EOC

☐ Analyze current situation and determine viability of emergency response and evacuation routes

☐ Coordinate the closing of roads and freeway ramps with the County Highway Department and/or Public Works to ensure access to their resources

☐ Coordinate traffic control on designated emergency response and evacuation routes

☐ Coordinate with other law enforcement agencies to control traffic and preserve emergency response and evacuation routes

☐ Identify critical transportation infrastructure that requires special surveillance or protection

☐ Make recommendations for designation of emergency response and evacuation routes and equipment staging locations

☐ Request assistance for aerial traffic monitoring from State Patrol, Civil Air Patrol, and other agencies as needed

☐ Establish and maintain proper communication and coordination capabilities

☐ Coordinate with the Public Information Officer and assist with public notification

☐ Coordinate with public safety agencies and the Communications Center for accidents along emergency response and evacuation routes

☐ Coordinate transportation plans from neighboring counties with the Highway and/or Public Works departments

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☐ Compile and distribute status reports to assist ongoing incident action planning

☐ Coordinate and establish staging areas for response and support resources

Recovery Phase

☐ Coordinate with the EOC for changes to emergency response and evacuation re-entry routes

☐ Coordinate with Highway Department to verify emergency response and evacuation re-entry routes are safe and accessible

☐ Provide security for designated emergency response and evacuation re-entry routes

☐ Participate in debriefings and After Action Review (AAR) development

Appendix 3
Brown County Emergency Management
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐ Coordinate with the Highway Department and Law Enforcement to identify emergency response, evacuation, and re-entry routes

☐ Coordinate with the Highway Department and Law Enforcement to identify potential resource staging locations

Response Phase

☐ Follow the checklist in ESF-5

☐ Activate County EOC

☐ Enter and update incident information into WebEOC

☐ Activate the Public Information Officers and Joint Information Center (if needed)

☐ Activate other ESFs as appropriate

☐ Notify the WEM Regional Director and the State EOC (if needed)

☐ Contact National Weather Service for current and forecast weather information

☐ Support county and local agencies by coordinating and prioritizing resource requirements and distribution

☐ Coordinate with the Sheriff/Law Enforcement to assess the incident and address evacuation and traffic control as needed

☐ Coordinate for establishment of rehabilitation and support centers for responders working in the field

☐ Coordinate with the PIO/JIC to provide routine, emergency response, and evacuation route information to the public

☐ Compile and distribute status reports to assist on-going incident action planning

☐   Forward requests for resources from neighboring counties or the state to the State EOC/WEM Regional Director (if needed)

Recovery Phase

☐   Coordinate with County Highway/Public Works, Sheriff and local Law Enforcement to identify and secure emergency response and evacuation re-entry routes

☐   Coordinate with the PIO/JIC to provide emergency response and evacuation re-entry route information to the public

☐   Coordinate with municipal governments to assess damage to local transportation infrastructure and systems

☐   Coordinate requests for recovery resources and reimbursement to the WEM Regional Director and the State EOC

☐   Participate in debriefings and After Action Review (AAR) development

Appendix 4
Brown County Public Information Officer (PIO)
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐   Develop and maintain the Public Information and Joint Information Center Procedures with Emergency Management

☐   Prepare templates for emergency messaging

Response Phase

☐   Follow the checklist in ESF # 15

☐   Develop and coordinate the following messages with the EOC:
- Routes that are designated for emergency response or evacuation only
- Alternate routes available for public use
- 'Essential Travel Only' notices and information
- Evacuation routes and procedures and areas to avoid (as needed)
- Request residents not affected to not use their cell phones to prevent overload of cell phone towers/systems (as needed)

☐   Coordinate with 2-1-1 to provide information to citizens with concerns about the incident or situation.

☐   Compile and distribute status reports to assist ongoing incident action planning

Recovery Phase

☐ Participate in debriefings and After Action Review (AAR) development

Appendix 5
Brown County Executive
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐ Develop templates for State of Emergency declaration documents

Response Phase

☐ Determine if a county State of Emergency declaration is needed.
  • Complete paperwork and provide to Emergency Management

☐ Inform the County Board of the disaster operations (if needed)

☐ Coordinate with local elected officials for their needs and situational updates

☐ Contact surrounding county executives/administrators to provide or obtain updates on the incident status

☐ Compile status reports to assist ongoing incident action planning

☐ Coordinate with Purchasing Department for additional resources needed for the incident

☐ Coordinate with Human Resources for personnel issues
  • Overtime requirements
  • Support for impacted employees and family members

☐ Coordinate with Corporation Counsel for any legal or regulatory issues pertinent to the situation

☐ Tour the impacted area when rendered safe

Recovery Phase

☐ Participate in debriefings and After Action Review (AAR) development

Appendix 6
Brown County Amateur Radio Emergency Service (ARES)
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐   Maintain training and qualifications for ARES team members

☐   Maintain plans and procedures for activation

☐   Maintain radio equipment in the Emergency Operations Center (EOC)

Response Phase

☐   Provide emergency communications assistance between the EOC and field agencies

☐   Communicate with the District Coordinator to obtain other support (as needed)

☐   Communicate with the State EOC and national agencies (as needed)

☐   Keep EOC Manager apprised of changes to communication capabilities and requirements

☐   Compile and distribute status reports to assist ongoing incident action planning

Recovery Phase

☐   Participate in debriefings and After Action Review (AAR) development

Appendix 7
Brown County Planning and Land Services (GIS)
Responsibilities and Tasks

Mitigation and Preparedness Phase

☐ Maintain relevant transportation system data to be used during incidents and emergencies

Response Phase

☐ Send representative to EOC when requested

☐ Assist with damage assessment and incident status tracking

☐ Provide GIS mapping of affected areas, emergency response and evacuation routes, traffic infrastructure and systems, and other pertinent information

☐ Develop, print, distribute, and display maps for the EOC and Incident Command

☐ Compile and distribute status reports to assist ongoing incident action planning

Recovery Phase

☐ Participate in debriefings and After Action Review (AAR) development

Appendix 8
ESF-1 Contact List

Brown County Public Works   **Office**   **Cell**