

# **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 Group  
Brown County Planning and Land Services (GIS)  
Brown County Amateur Radio Emergency Services  
(ARES)

**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 and Coordination
2. Transportation Systems/Resources Planning and Coordination
3. Transportation Infrastructure Status Reporting and Repair Coordination

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

1. Coordination and planning for repair of damage to transportation infrastructure as a result of the incident, as is possible;
2. Coordinating and supporting prevention, preparedness, and mitigation activities among transportation infrastructure stakeholders at the County and local levels.

C. List of Changes From Previous Version

1. None

**II. POLICIES**

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

ESF-1 may 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. PLANNING ASSUMPTIONS**

1. Large-scale incidents may rapidly deplete local resources and necessitate activation of mutual aid agreements or state resources.
2. Public Works staff that normally report to the EOC may be among those affected by an incident and be unable to perform their duties.
3. Multiple incidents may occur simultaneously over a large geographic area with little or no warning.
4. An accurate assessment of the scope or magnitude of an incident may not be available for several days. As a result, planning and coordination activities will need to begin without the benefit of a detailed or complete assessment of critical needs.
5. The need for on-going, consistent, and clear public information may overwhelm local resources, necessitating a request for resources from outside Brown County. Accurate and continuous information may be needed to mitigate mass confusion.
6. Prioritization of transportation system support may need to address multiple competing interests such as infrastructure damage, incident avoidance, and routes for emergency response and evacuation.

**IV. CONCEPT OF OPERATIONS**

A. General

In accordance with the Brown County Emergency Operation Plan, the Brown County Sheriff and Highway Departments are responsible for coordinating transportation system monitoring, access, maintenance, and repairs.

1. During an emergency or disaster, the ESF-1 Lead Coordinating Agency will assign primary and backup personnel to the Brown County EOC as needed.
2. ESF-1 is activated at the Brown County EOC in anticipation of, or response to, a significant incident that affects the transportation system within the county.
3. ESF-1 serves as the single point of coordination between local jurisdictions, Wisconsin Emergency Management (WEM), BC EOC operations, and Incident Command during response and recovery operations.

B. Organization

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

C. Activation Triggers

1. Planned or unplanned event that will have an excessive impact on part or all of the transportation system.
2. Information that an event is expected to occur that will have an excessive impact on part or all of the transportation system.

D. Mitigation Activities

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

E. Preparedness Activities

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

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. Assign and train sufficient personnel to cover an activation of the Brown County EOC for an extended period of time.
6. Identify, develop, and incorporate (as necessary)
  - a. Private sector capabilities and resources
  - b. Backup response and recovery processes

F. 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. Coordinate with allied agencies to promptly identify and remove impediments to vehicular and pedestrian movement.
7. Coordinate with allied agencies and governments to provide barricades, road signs, and highway routing information necessary to redirect traffic from affected areas.
8. Coordinate with allied agencies and governments to prioritize debris removal from roadways, railroads, airstrips, and other transportation systems critical for emergency vehicle passage.
9. Coordinate with allied agencies and governments to prioritize post-incident inspection of bridges.

10. Coordinate with allied agencies and governments to prioritize inspections of the county transportation system and associated facilities and related private, non-profit facilities.
11. Coordinate mobilization of personnel and equipment required for county transportation system engineering services.
12. Coordinate with allied agencies and governments to activate warning and information services, including dynamic message signs, portable changeable message signs, 511, and other systems.

G. Recovery Activities

1. Coordinate with allied agencies and governments to prioritize inspection, reconstruction, repair, and maintenance of the county transportation system including designation of alternate routes.
2. Coordinate with allied agencies and governments to prioritize post-incident inspection of bridges.
3. Coordinate mobilization of personnel and equipment required for county transportation system engineering services.
4. Coordinate with allied agencies and governments to 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.

**V. RESPONSIBILITIES**

A. Lead Coordinating Agency: Brown County Highway Department

1. Support transportation emergency management activities, including evacuation planning, in support of the Brown County Emergency Operations Plan.
2. Coordinate with allied agencies and governments to prioritize and plan damage assessments of transportation infrastructure and systems.
3. Assign personnel to ESF-1 in the Brown County EOC.

4. Coordinate with allied agencies and governments to promptly identify and remove impediments to vehicular and pedestrian movement.
5. Coordinate with allied agencies and governments to prioritize and plan for barricades, road signs, and highway routing information necessary to redirect traffic from affected areas.
6. Coordinate with allied agencies and governments to prioritize and plan debris removal 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.
8. Maintain a master list of public works resources including the availability of personnel, equipment, and supplies, and ensure this list is never more than seven days old.
9. Maintain a list of county public works facility locations, access methods, primary and alternate contact information, and updated inventory of resources at each location.

B. Support Agencies

1. Brown County Sheriff's Office (ESF-13)

- a. Coordinate with Wisconsin State Patrol, neighboring counties, and other allied public and private agencies during projected or ongoing highway department activities.

2. Brown County Emergency Management (ESF-5)

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

3. Brown County Public Information Officer Group

- a. Obtain, monitor, and analyze information from government, public, and media sources.
- b. Analyze and disseminate information to government agencies, news media platforms, and the public in coordination with agency leadership and joint PIO agencies.

4. Brown County Planning and Land Services (GIS)

- a. Maintain current GIS-related software and systems, and ensure access to systems and data during EOC operations.
- b. Maintain GIS data with layers relevant to emergency response and recovery.
- c. Provide data collection, data analysis, incident mapping, and information to EOC staff.
- d. Assist with situation tracking and analysis, damage assessment, and operational planning.

5. ARES/RACES

- a. Provide supplemental emergency radio communications to assist the EOC and field agencies.
- b. Communicate with district-, state-, and national-level ARES/RACES organizations as required.

**VI. RESOURCE REQUIREMENTS**

- A. Brown County ESF-1 may require support from other ESFs, or from neighboring counties, the state, or federal agencies in the form of personnel, equipment, operating space, or expertise.

**VII. REFERENCES**

Wisconsin Statute Chapters 80-86, Roadways (various)  
Brown County Code of Ordinances, Chapter 6, *Highways*

**VIII. ACRONYMS and GLOSSARY**

A. Acronyms

AAR	After Action Review/Report
AC	Area Command/Commander
ARES	Amateur Radio Emergency Services
BC	Brown County
BCEMA/BCEM	Brown County Emergency Management Agency

BCPSC	Brown County Public Safety Communications
BCSO	Brown County Sheriff Office
DNR	Department of Natural Resources
DPW	Department of Public Works
EM	Emergency Management
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
GIS	Geographic Information System
GRB	Green Bay Austin Straubel Airport
IAP	Incident Action Plan
IC	Incident Command/Commander
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
LE	Law Enforcement
NWS	National Weather Service
PIO	Public Information Officer
PSC	Public Safety Communications
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
SITREP	Situation Report
SOP	Standard Operating Procedure
UC	Unified Command
UDSR	Uniform Disaster Situation Report
VOAD	Volunteer Organizations Active in Disasters
VOIP	Voice Over Internet Protocol
WEA	Wireless Emergency Alerts
WEM	Wisconsin Emergency Management
WI	Wisconsin
WING	Wisconsin National Guard
WisDOT	Wisconsin Department of Transportation
WSP	Wisconsin State Patrol

## B. Glossary

See the glossary in the BC EOP

## IX. APPENDICES

Appendix 1: Activation and Operations Checklist

Appendix 2: Brown County Highway Department Responsibilities and Tasks



Appendix 3: Brown County Highway Department Notification and Contact List

Appendix 4: Brown County Highway Department Deactivation/Demobilization Checklist

**Appendix 1**  
Brown County ESF-1  
Activation and Operations Checklist

The ESF-1 Coordinator is responsible for ensuring all activation, notification, coordination, and deactivation/demobilization tasks are completed. The ESF-1 Coordinator may request that other ESFs are activated to support ESF-1 activities.

**Initial ESF-1 Activation**

- Check-in to the EOC
  - Enter information on the EOC sign-in log
  - Obtain a printed copy of the EOC-214 form if not using electronic versions

- **Begin filling out the EOC-214 as soon as possible!**
- Log on to an EOC computer, then log into the ESF-1 Gmail account
  - [brown.esf1.transportation@gmail.com](mailto:brown.esf1.transportation@gmail.com)
  - NOTE: Use this email for *ALL* ESF-1 related email; do not use personal or work email accounts.
- Obtain situation status briefing from the EOC Manager or other source
- Make required notifications via phone and/or email (see Appendix 3)
- Assist with creation of EOC-201, EOC-202, EOC-204, EOC-209, and other forms as needed
- Determine resource requirements for ESF-1 operations *within the EOC*; provide that information to the EOC Manager or ESF-7 (Logistics) Coordinator.
- Coordinate with the Incident Commander to determine resource or other requirements to support ESF-1 field operations; provide that information to the EOC Manager or ESF-7 (Logistics) Coordinator.
- Coordinate with the EOC Manager and other ESF Coordinators to begin developing the goals and objectives for EOC operations for the current and upcoming operational periods.

**Appendix 2**  
Brown County ESF-1  
Responsibilities and Tasks

- Send representative to the Brown County EOC.
- Utilize field reports, cameras, and other systems to monitor and report the status of, and damage to, the transportation system and infrastructure impacted by an incident.
- Coordinate with law enforcement to identify and maintain emergency response and evacuation routes, identify potential problems, and ensure safety along those routes.

- Coordinate with allied agencies and governments to prioritize and plan for necessary traffic control devices and the County Highway Emergency Response Trailer (i.e.: signs and barricades).
- Coordinate with local communities, neighboring counties, or WisDOT to obtain additional resources as needed.
- Coordinate with allied agencies and governments to prioritize and plan for assessing damage to impacted transportation infrastructure and related systems.
- Coordinate with allied agencies and governments to prioritize and make recommendations to alleviate damage, obstructions, or other transportation system problems.
- Coordinate with allied agencies and governments to prioritize and plan assistance for search and rescue operations as needed.
- Implement agreements with private contractors and suppliers.
- Coordinate with to prioritize and plan continuation of maintenance, clearance, and repair of 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.
- Coordinate and assign personnel to the EOC for subsequent operational periods.
- Participate in debriefings and After Action Review (AAR) development.

**Appendix 3**  
Brown County ESF-1 Contact List

<b>Brown County Public Works</b>	<b>Office</b>	<b>Cell</b>
Paul Fontecchio, Public Works Director		
Michael Piacenti, Operations Manager		
Nicholas Uitenbroek, Engineering Mgr.		
Ken Vandebusch, Highway Electrician		
Jim Beaupre, Fleet Manager		

**Appendix 4**  
Brown County Highway Department  
Deactivation/Demobilization Checklist

The Brown County ESF-1 Coordinator will coordinate with other ESF lead agencies, the EOC Manager, and representatives of impacted municipalities to plan for phased deactivation of ESF-1. Consideration will be given to the needs of short- and long-term recovery operations, available staffing, and expectations or forecasts for ongoing and future emergencies or disasters.

The ESF-1 Coordinator will ensure all documentation has been completed and collected, notifications have been transmitted, status reports updated, and pertinent systems returned to pre-activation conditions after deactivation.

ESF-1 Deactivation Tasks

- Complete and submit EOC-214 and other documentation
- Complete and submit AAR documentation
- Participate in AAR and Improvement Planning meetings and activities