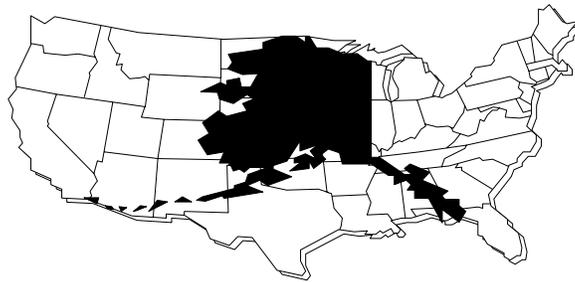

Alaskan Supplement To The **FEDERAL RESPONSE PLAN**



ESF-1 - TRANSPORTATION



U.S. DEPARTMENT OF TRANSPORTATION

REGIONAL EMERGENCY TRANSPORTATION COORDINATOR

ANCHORAGE, ALASKA

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U.S. DEPARTMENT OF TRANSPORTATION

REGIONAL EMERGENCY TRANSPORTATION COORDINATOR

ANCHORAGE, ALASKA

[DATE]

LETTER OF PROMULGATION

The Department of Transportation Alaskan Region Emergency Support Function-1 (ESF-1) Supplement to the Federal Response Plan defines procedures, assigns responsibilities, and provides planning guidance governing the employment of Federal transportation resources to assist the State of Alaska and supporting Federal agencies in the aftermath of civil or national defense emergencies.

This document is effective for planning on receipt and for execution upon notification as described herein.

The regional transportation supplement will be reviewed annually and revisions will be published as appropriate. Comments and recommendations should be referred directly to the Regional Emergency Transportation Representative (RETREP), as described in the plan.

Patrick N. Poe
Regional Emergency
Transportation Coordinator

Encl:
Alaskan Region ESF-1 Supplement

Distribution:
See distribution list

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Municipality of Anchorage, Office of Emergency Management 1

EXECUTIVE SUMMARY

The Secretary of Transportation, in accordance with Executive Order 12656 and Public Law 89-670, is responsible for developing departmental plans and supporting programs to assure the prompt and effective provision of emergency transportation services under conditions of war, natural disaster, terrorist acts or threats, and civil or economic emergencies.

The Alaskan Region ESF-1 Transportation Supplement to the Federal Response Plan (FRP) carries out departmental emergency planning responsibilities by implementing provisions of both the FRP and the Department of Transportation Emergency Response Plan (ERP) within the DOT Alaskan Region.

The FRP designates DOT as the lead agency for the transportation emergency support function (ESF), which is one of 12 numbered ESFs, each with its own lead agency, provided for in the plan.

Among other things, provisions of this supplement--

- Designate the Regional Administrator, Federal Aviation Administration (FAA) as the Regional Emergency Transportation Coordinator (RETCO). The RETCO serves as the focal point within the region for planning and coordinating emergency transportation response and recovery actions derived from responsibilities assigned to the Secretary of Transportation.
- Establishes a provisional ESF-1 emergency organization to carry out a fully integrated, coordinated, and seamless departmental response within the region, under the direction of the RETCO. Personnel resources are obtained through the detail or assignment of personnel from regional operating administrations and other Federal agencies identified in the FRP as ESF-1 support agencies.
- Provides for a concept of operations, related procedures, and supporting taskings of personnel and materiel from participating DOT regional operating administrations and ESF-1 support agencies.
- Provides for an emergency management training program to enhance organizational readiness by providing specialized emergency management qualifications for designated personnel and periodic exercises for the regional ESF-1 organization.

Provisions of this supplement are based on the principles that emergency response is a continuing priority mission of all DOT organizations and activities and an implied individual responsibility of every DOT employee and assigned military member. Once activated, the regional emergency organization and all assigned personnel will operate on a full-time basis for the duration of the emergency, unless otherwise directed by the RETCO.

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**Alaskan Supplement to the
Federal Response Plan
ESF-1 Transportation**

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CHAPTER 1: INTRODUCTION AND BACKGROUND**1-1. PURPOSE**

- a. The Alaskan Region ESF-1 Regional Supplement establishes an emergency management organization and defines procedures governing emergency transportation management in Alaska provided for under the Federal Response Plan (FRP), and other national and regional emergency plans.
- b. The FRP provides for the coordinated management of 12 Emergency Support Functions (ESFs), and designates DOT as the lead agency for ESF-1 (Transportation). Within the DOT Alaskan Region, the Federal Aviation Administration (FAA) is the assigned lead agency and provides the Regional Emergency Transportation Coordinator (RETCO) required by reference 1-3d.

1-2. SCOPE

- a. The provisions of this plan apply to offices, organizations, and activities of DOT operating administrations located within the Alaskan Region and to DOT employees and military members who may be assigned or detailed to the DOT Alaskan Region ESF-1 Organization described in Chapter 2, when activated.
- b. These procedures also apply to the Alaskan offices of other Federal agencies designated in the FRP as ESF-1 support agencies, which may provide personnel to the Alaskan Region ESF-1 Organization or otherwise support regional ESF-1 operations during declared emergencies.
- c. Provisions of this plan also apply to the DOT Region 10 ESF-1 organization, when activated in support of Alaskan Region emergency transportation operations.
- d. A copy of this supplement will also be provided to appropriate offices and agencies of Transport Canada (TRANSCAN), which may cooperate or collaborate with the DOT Alaskan Region in emergency transportation planning matters and provide support for emergencies, in accordance with existing agreements.
- e. DOT regional emergency transportation functions included within the purview of this plan include, but are not limited to—
 - (1) Provision of transportation resources from Federal or contracted civil sources.
 - (2) Air, surface, and maritime traffic coordination.
 - (3) Transportation infrastructure damage assessment and status reporting.
 - (4) Coordination of emergency transportation requirements with State and local authorities.
 - (5) Nothing in this plan should be construed as limiting the authority of any DOT operating administration in the exercise of any statutory authority or responsibility, whether or not related to any emergency.

1-3. REFERENCES

- a. The Federal Response Plan (FRP), April, 1992, as amended.

- b. DOT Order 1900.9, Emergency Management Policies and Programs.
- c. DOT Emergency Operations Plan.
- d. DOT Order 1100.29G, Regional Emergency Transportation Coordinators and Representatives, 10-15-93.
- e. Section 40, Code of Federal Regulations, Part 300 (40 CFR 300), National Oil and Hazardous Substances Pollution Contingency Plan (NCP).
- f. Agreement between the Government of the United States and the Government of Canada on Cooperation in Comprehensive Civil Emergency Planning and Management, April 28, 1986, as amended.
- g. United States/Canada Emergency Preparedness Committee for Civil Transportation, Terms of Reference and Common Operating Principles, undated.
- h. Federal Radiological Emergency Response Plan (FRERP)

1-4. PRINCIPLES

- a. Prompt, complete, and effective response to domestic or national security emergencies, whether in support of the State of Alaska or other Federal agencies, is a continuing priority mission of all DOT regional agencies and an implied individual responsibility of every DOT employee and assigned military member.
- b. The planning and conduct of all DOT response and recovery operations within the Alaskan Region will be fully integrated and require close and continuing coordination between regional operating administrations, the RETCO, and the ESF-1 emergency organization. Modal operations must appear seamless to supported Federal and State agencies. Intermodal and multimodal operations will be employed wherever appropriate. Members of the ESF-1 emergency organization will act on all emergency transportation requirements, regardless of mode.
- c. Emergency transportation management within the Alaskan Region will be based on policy and procedures provided by the FRP, the DOT Emergency Operations Plan, and this supplement. Resulting actions will be coordinated through the Alaskan Region RETCO and reflect the stated needs and priorities of the State of Alaska and the FCO (Federal Coordinating Official).
- d. Emergency transportation management of national security emergencies will be based on applicable national defense and related Federal emergency plans.
- e. In all instances, emergency transportation management must be tailored to the specific requirements of specific emergency situations. Procedures and organizational concepts described in this plan must therefore be applied, adapted, or modified as necessary to meet unique or varied requirements.

1-5. IMPLEMENTATION

This supplement is effective for planning on receipt and implementation on direction of the Alaska RETCO.

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CHAPTER 2: REGIONAL EMERGENCY ORGANIZATION**2-1. GENERAL**

This chapter establishes the Alaskan Region ESF-1 Organization and provides organizational principles governing the planning, coordination, and management of transportation support.

2-2. ORGANIZATIONAL CONCEPT

- a. Primary responsibility for emergency transportation management at the regional level is assigned to the RETCO, in accordance with provisions of reference 1-3d. Recurring planning and coordination functions are delegated to the Regional Emergency Transportation Representative (RETREP). Both functions are collateral duties assigned incumbents in addition to primary duties.
- b. ESF-1 planning and management functions within regional operating administrations are assigned or delegated as collateral duties to designated individuals, as requested by the RETCO and directed by the heads of regional operating administrations.
- c. Other than Coast Guard and FAA operations centers that routinely monitor traffic and facility status, no dedicated full-time emergency or crisis management organizations are maintained within the DOT Alaskan Region.
- d. A provisional regional ESF-1 organization will be established and maintained within the DOT Alaskan Region to provide emergency transportation management on a dedicated basis for the duration of each emergency.
- e. The regional ESF-1 organization is shown in Appendix 1 to Annex A, and is based on the following criteria:
 - (1) The organizational structure is generally based on the Incident Command System (ICS) model, which has been modified as necessary to accommodate unique regional considerations.
 - (2) Organizational components are intended to be modular in nature, incorporating administrative, logistical, planning, and modal operating elements that may be activated partially or completely, or not activated, depending on the nature and anticipated requirements of each separate emergency.
- f. Supporting personnel resources will be contributed on a temporary full-time or as-required basis by the following sources, as indicated in Appendix 3 to Annex A:
 - (1) DOT regional operating administrations, to include:
 - (a) Alaskan Region, Federal Aviation Administration (FAA).
 - (b) Alaska Division, Federal Highway Administration (FHWA).
 - (c) 17th Coast Guard District.
 - (2) ESF-1 regional support agencies, to include:
 - (a) U.S. Alaskan Command (USALCOM) (DOD).
 - (b) U.S. Transportation Command (USTRANSCOM) (DOD).
 - (c) Alaska District, U.S. Army Corps of Engineers (USACE).

- (d) General Services Administration (GSA).
- (e) Alaska Office of Aircraft Services (DOI).
- (f) Alaskan Region, U.S. Postal Service (USPS).
- (g) Alaskan Region, U.S. Forest Service (USDA).
- g. When activated, personnel provided by DOT regional operating administrations will generally perform duties described in Annex A on a full-time basis for the duration of the emergency, unless sooner released by the RETCO, considering the requirements of the emergency. Personnel provided by ESF-1 support agencies may serve on a full-time, part-time, or liaison basis, as mutually agreed by the RETCO and the heads of the respective support agencies.
- h. Arrangements for individual relief or replacement may be made as mutually agreed by the RETCO, and the heads of DOT regional operating administrations and ESF-1 support agencies.
- i. Activated elements of the regional ESF-1 organization must have sufficient personnel redundancy to enable round-the-clock operations for the duration of each emergency, when warranted.
- j. The regional ESF-1 organization will normally operate from the FAA Emergency Operating Facility (EOF) at the Anchorage Air Route Traffic Control Center (ARTCC), unless otherwise directed by the RETCO. Selected individuals may also be deployed to State or other Federal facilities, as provided for in Federal emergency plans or as the RETCO may direct.

2-3. MANAGEMENT PRINCIPLES

- a. The RETCO serves as director of the regional ESF-1 organization, represents the Secretary of Transportation on emergency transportation matters within the Alaskan Region, and carries out the roles and responsibilities assigned by reference 1-3b. All or part of these responsibilities may be delegated to the RETREP.
- b. The regional ESF-1 emergency organization will be activated by the RETCO when directed by the DOT Crisis Coordinator or requested by FEMA. The RETCO may also unilaterally direct a partial or complete activation under any of the following conditions:
 - (1) When it is determined that a reported incident is of such gravity that it might reasonably require heightened situation monitoring or the coordination of multimodal Federal transportation support.
 - (2) When it is determined that the Governor of Alaska has declared or intends to declare a state of emergency and request Federal assistance.
 - (3) When advised by DOD of any change in Defense Readiness Condition (DEFCON).
 - (4) When advised by FEMA or DOT Headquarters of any impending implementation of the FRP.

2-4. LINE OF SUCCESSION

- a. In the event the RETCO is not immediately available or is otherwise unable to perform the duties described in Appendix 2 to Annex A, the following individuals will automatically assume duties as director of the regional ESF-1 organization in the order listed:
 - (1) The RETREP.
 - (2) The Alternate RETREP.
 - (3) The Chief of the Operations Section.
 - (4) The Chief of the Information and Planning Section
 - (5) .The Chief of the Finance and Logistics Section.
- b. Individuals who assume duties as director of the regional ESF-1 organization will retain those duties until the RETCO becomes available or until another individual is appointed by proper authority.
- c. Section chiefs who temporarily assume duties as director will appoint a replacement to direct the activities of the section until the RETCO becomes available or a replacement is appointed.

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CHAPTER 3: EMERGENCY TRANSPORTATION OPERATIONS**3-1. GENERAL**

This chapter defines the mission of the Alaskan Region ESF-1 Organization, provides a concept of operation, and assigns supporting tasks.

3-2. MISSION

Provide emergency transportation support to the State of Alaska and other Federal agencies by managing and coordinating Federal emergency transportation operations within the Alaska Region during and following any declared civil or national defense emergency.

3.3 ASSUMPTIONS

- a. Natural disasters and other emergencies will occur with little or no warning. Those requiring Federal support will produce significant numbers of human casualties and widespread damage to structures, utilities, and all elements of the regional transportation infrastructure.
- b. Emergency response and recovery requirements will exceed the capabilities of the Alaska State Government. The Governor will declare states of emergency for affected portions of the State and request Federal assistance under the provisions of PL 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- c. The President will issue a Federal Disaster Declaration in response to the Governor's request, which will constitute authority for the provision of Federal support.
- d. The DOT Region 10 ESF-1 Organization in Seattle, WA, will be activated to provide transportation coordination and other support for the Alaskan Region ESF-1 Organization during any emergency that requires significant levels of airlift, sealfift, and other transportation resources originating in the Continental United States (CONUS).
- e. The DOT Headquarters Office of Emergency Transportation (OET) will coordinate with other DOT regions to provide personnel augmentation to the Alaskan Region ESF-1 Organization for extended emergencies or when requested by the Alaska RETCO.
- f. The Alaskan Region ESF-1 Emergency Organization and counterpart organizations within Transport Canada (TRANSCAN) will cooperate as appropriate to provide mutual emergency transportation support under provisions of existing agreements.

3-4. CONCEPT OF OPERATIONS

- a. The Alaska Region ESF-1 Organization will be activated under the conditions described in Annex A to manage and coordinate requirements for Federal multimodal transportation and infrastructure support for the following government entities:
 - (1) The State of Alaska and other Federal agencies, for natural disasters and other civil emergencies.
 - (2) The Federal Bureau of Investigation (FBI), for terrorist acts or threats.
 - (3) The Department of Defense (DOD), for national defense emergencies.

- b. Notification and activation procedures are prescribed in Annex B. Operating procedures will be in accordance with Annex C.
- c. The Region 10 ESF-1 Organization may be concurrently activated in Seattle, WA, as jointly determined by FEMA, the DOT Crisis Coordinator, and the Alaska RETCO. When activated, the Region 10 ESF-1 will support the DOT Alaskan Region by coordinating, contracting for, and tracking CONUS-based transportation resources, as described in Appendix 1 to Annex C.
- d. Financial management procedures will be in accordance with Annex D. Authority to activate the regional ESF-1 organization and expend funds to provide or manage transportation resources is derived from the following sources:
 - (1) Applicable Federal emergency plans, for national defense emergencies.
 - (2) A FEMA activation letter, for domestic emergencies, including consequence management of terrorist acts. An example activation letter is provided as Appendix 2 to Annex C.
- e. Following issuance of an activation letter, FEMA will provide Mission Assignments (MA's) to Emergency Support Function (ESF) lead agencies under terms of the FRP, which will constitute specific authority to expend funds on a reimbursable basis.
- f. MA's relating to transportation support will be issued to the regional ESF-1 organization in either or both of the following forms:
 - (1) A blanket MA, which authorizes all necessary and appropriate actions, subject to a stated cost ceiling.
 - (2) A mission-specific MA, which provides specific funds for specific requirements.
- g. The State government and supporting Federal agencies are responsible for providing necessary transportation resources from their own government-owned or contracted transportation resources. Plans must ensure that State and Federal acquisition contracts provide for delivery of materials or services under specified shipper-carrier relationships.
- h. When internal transportation resources are damaged, destroyed, depleted, or otherwise not available, the regional ESF-1 emergency organization may provide or arrange for necessary transportation from any of the following sources:
 - (1) Military transportation arranged through the 17th Coast Guard District or the Defense Coordinating Officer (DCO).
 - (2) Other Federally owned transportation arranged through ESF-1 support agencies.
 - (3) Contracted civil transportation arranged through the following agencies:
 - (a) The General Services Administration (GSA), for surface transportation.
 - (b) DOD, through the U.S. Transportation Command (USTRANSCOM), for airlift and sealift.
 - (4) Canadian military or civil transportation arranged through TRANSCAN.
- i. In all cases, provision of Federal transportation support by the regional ESF-1 organization will be based on the transportation priorities of the State of Alaska, as coordinated through the FCO.

- j. In addition to providing transportation resources, the regional ESF-1 emergency organization will coordinate with DOT regional operating administrations to perform the following functions:
- (1) Determine the operational status of critical transportation facilities and infrastructure, to include:
 - (a) Highways and bridges.
 - (b) Airports and related terminal facilities.
 - (c) Ports and harbors.
 - (d) The Alaska Railroad (ARR) and the Alaska Marine Highway System (AMHS)
 - (e) The Trans Alaska Pipeline System.
 - (2) Provide or arrange for the issuance of regulatory waivers, as requested by the State or supporting Federal agencies, including:
 - (a) Highway vehicle weight and driver hour restrictions.
 - (b) Rail service time restrictions.
 - (c) Restrictions on the transport of hazardous materials (HAZMAT).
 - (d) Appropriate air and maritime restrictions.
 - (3) Coordinate or arrange for appropriate airspace and air facility controls to include:
 - (a) Temporary Flight Restrictions (TFRs), to limit traffic and ease congestion in airspace over the declared disaster area.
 - (b) Prior Permission Required (PPR) procedures to ease congestion at destinations within the disaster area by controlling departures from aerial ports of embarkation (APOEs).

3-5. TASKS AND RESPONSIBILITIES

- a. DOT Regional Operating Administrations.
- (1) 17th Coast Guard District.
 - (a) Conduct necessary and appropriate operations to ensure safety of life or protection of property under provisions of Title 14 USC Sections 88 and 141, keeping the Alaskan Region ESF-1 Organization informed.
 - (b) Conduct damage assessments of ports and harbors and provide current information to the Alaskan Region ESF-1 Organization.
 - (c) Provide aircraft and crews for aerial reconnaissance, evacuation operations, logistical support, and other disaster-related missions.
 - (d) Expedite the processing and adjudication of requests for maritime transportation regulatory waivers.
 - (e) Initiate necessary action to restore port and harbor facilities and reopen blocked shipping channels to facilitate early maritime shipments of disaster relief supplies

- and equipment. Identify and recommend locations for temporary docks and piers when permanent facilities cannot be immediately restored.
- (f) Advise ESF-1 of HAZMAT incidents that affect offshore waters or navigable waterways. Coordinate containment actions under existing statutory authority.
 - (g) Provide maritime transportation advice and assistance to the RETCO and FCO, as appropriate.
 - (h) Provide communications support for ESF-1 operations as identified in Annex E or as requested, within capabilities.
 - (i) Provide ESF-1 notification and activation support, as specified in Annex B, through the 17th Coast Guard District Command Center.
 - (j) Provide personnel support for the Alaskan Region ESF-1 organization, as identified in Appendix 3 to Annex A.
- (2) Alaskan Region, Federal Aviation Administration.
- (a) Exercise applicable statutory authority to respond to disaster-related aviation emergencies and assist in the recovery of civil aviation infrastructure, keeping the Alaskan Region ESF-1 Organization informed.
 - (b) Facilitate the emergency movement of disaster relief supplies, equipment, and supporting personnel into and within declared disaster areas.
 - (c) Conduct damage assessments of airports, air traffic control facilities, aids to navigation, and supporting communications systems, and provide current information to the Alaskan Region ESF-1 Organization.
 - (d) Expedite the processing and adjudication of requests for civil aviation regulatory waivers.
 - (e) Determine requirements for and implement appropriate airspace management and air traffic control measures for aircraft entering, leaving, and operating within declared disaster areas.
 - (f) Initiate emergency actions to restore air traffic control facilities, including related communications subsystems that have been lost, damaged, or destroyed.
 - (g) Provide technical assistance to airport operating authorities, as requested, to restore airport terminals and aircraft handling facilities.
 - (h) Provide civil aviation advice and assistance to the RETCO and FCO, as appropriate.
 - (i) Provide communications support for ESF-1 operations, as identified in Annex E or as requested, within capabilities.
 - (j) Provide ESF-1 notification and activation support, as specified in Annex B, through the FAA Regional Operations Center.
 - (k) Provide personnel support for the Alaskan Region ESF-1 organization, as identified in Appendix 3 to Annex A.
- (3) Alaska Division, Federal Highway Administration.

- (a) Exercise applicable statutory authority to respond to and assist in the recovery of Federal aid highway infrastructure, under the provisions of Title 23 USC Section 125, keeping the Alaskan Region ESF-1 organization informed.
 - (b) Conduct damage assessments of highways, bridges, and related surface infrastructure, and provide current information to ESF-1.
 - (c) Assist State and local transportation agencies in regulating highway traffic within and adjacent to declared disaster areas under provisions of the Alaska Emergency Highway Traffic Regulation (EHTR).
 - (d) Expedite the processing and adjudication of requests for highway transportation regulatory waivers.
 - (e) When requested, identify motor freight and passenger carriers capable of providing contract surface transportation support into and within declared disaster areas.
 - (f) Provide technical support relating to surface freight, passenger carrier, and HAZMAT transportation, as requested.
 - (g) Provide personnel support for the Alaskan Region ESF-1 organization, as identified in Appendix 3 to Annex A.
- b. Alaskan Region ESF-1 Support Agencies.
- (1) United States Transportation Command (USTRANSCOM) (DOD).
 - (a) Provide military airlift and sealift support for disaster transportation support missions, when requested by ESF-1 through the DCO.
 - (b) Provide civil airlift and sealift support through existing USTRANSCOM contractual arrangements, as requested by ESF-1.
 - (c) Monitor the status of military and civil airlift and sealift missions through the USTRANSCOM Global Transportation Network (GTN) or similar reporting system.
 - (d) Provide military air traffic control and air terminal support personnel to augment FAA and State personnel, when requested by ESF-1 through the DCO.
 - (e) Provide military maritime port services and cargo handling personnel to augment local resources, when requested by ESF-1 through the DCO.
 - (f) Provide personnel augmentation to the Alaskan Region ESF-1 Organization and/or the Region 10 ESF-1 organization, as specified in Appendix 3 to Annex A, or as the respective RETCOs may request.
 - (2) United States Alaskan Command (USALCOM) (DOD).
 - (a) Provide military surface and air transportation within declared disaster areas, when requested by ESF-1 through the DCO.
 - (b) Provide or arrange for the provision of military diver support to assist in the clearance of ports and harbors, when requested by ESF-1 through the DCO.
 - (c) Provide personnel augmentation to the Alaskan Region ESF-1 Organization, as identified in Appendix 3 to Annex A or requested by the RETCO.

- (3) General Services Administration (GSA).
 - (a) Provide the use of GSA government vehicles not required for other GSA missions, in support of ESF-1 validated transportation requirements.
 - (b) Contract for civil surface transportation in response to requirements validated by ESF-1, including surface transportation from points of origin to ports of embarkation and/or ports of debarkation to designated Mobilization Centers (MOBCENS) or destinations within declared disaster areas.
 - (c) Provide personnel augmentation to the Alaskan Region ESF-1 Organization, as identified in Appendix 3 to Annex A or requested by the RETCO.
- (4) Alaska District, U.S. Army Corps of Engineers (USACE).
 - (a) Conduct damage assessments of transportation infrastructure under USACE jurisdiction and provide current information to ESF-1.
 - (b) Keep ESF-1 advised of USACE emergency civil works operations that may affect the transportation infrastructure.
 - (c) Provide the use of USACE vehicles not required for other USACE missions, in support of ESF-1 validated transportation requirements.
 - (d) Provide personnel augmentation to the Alaskan Region ESF-1 Organization, as identified in Appendix 3 to Annex A or requested by the RETCO.
- (5) Alaska Region, United States Postal Service (USPS).
 - (a) Provide USPS vehicles and aircraft not required for USPS operations, in support of ESF-1 validated transportation requirements.
 - (b) Provide personnel augmentation to the Alaskan Region ESF-1 Organization, as identified in Appendix 3 to Annex A or requested by the RETCO.
- (6) Office of Aircraft Services (DOI).
 - (a) Provide government vehicles and aircraft not required for DOI emergency operations in support of ESF-1 validated transportation requirements.
 - (b) Provide personnel augmentation to the Alaskan Region ESF-1 Organization, as identified in Appendix 3 to Annex A or requested by the RETCO.
- (7) United States Forest Service—Alaska (USDA).
 - (a) Operate MOBCENS designated by FEMA, in accordance with the FRP and appropriate regional supplements.
 - (b) Keep ESF-1 advised of the status of shipments destined for USFS-operated MOBCENS on transportation provided, contracted for, or otherwise arranged by ESF-1.
 - (c) Provide personnel augmentation to the Alaskan Region ESF-1 Organization, as identified in Appendix 3 to Annex A or requested by the RETCO.

3-5. POST-INCIDENT REVIEW

- a. ESF-1 emergency operations will normally be included in comprehensive post-incident reviews conducted by FEMA following any significant emergency that involves issuance of MAs or of the activation of any ESF. The RETREP has primary responsibility for coordinating the ESF-1 portion of all FEMA reviews.
- b. Notwithstanding the scope of any after-action review by FEMA, the RETCO may independently direct the conduct of an internal post-incident review subsequent to any ESF-1 activation or any significant ESF-1 exercise.
- c. The review will analyze the ESF-1 response to each emergency or the results of each exercise for the following purposes:
 - a. Record actions taken by collecting all available documentation, including MA and RFA records, telephone and message logs, and similar written records.
 - b. Assess the adequacy, timeliness, and effectiveness of transportation support actions.
 - c. Recommend appropriate remedial actions, including changes or modifications to this plan.
- d. Post-incident reviews may be formal or informal, depending on the nature of the emergency and potential future implications, and may be conducted internally by the RETCO or RETREP, or by an outside source, as determined by the RETCO.
- e. Changes to this plan resulting from the findings of post-incident reviews will be implemented in accordance with provisions of Chapter 5.

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CHAPTER 4: TRAINING

4-1. GENERAL

This chapter establishes a training program for the Alaskan Region ESF-1 Emergency Organization and the integration of emergency management training into operating administration training programs and individual professional development plans

4-2. OBJECTIVES

- a. Provide newly assigned members of the regional ESF-1 organization with a base of skills and knowledge sufficient to enable immediate productive participation in exercises or actual emergencies.
- b. Provide periodic sustainment training for experienced team members to broaden the scope of training, reinforce previously acquired skills and knowledge, and introduce leadership and management skills, where appropriate.
- c. Integrate requirements for specialized emergency management training into the professional development plans of each member assigned collateral emergency management duties.
- d. Ensure that certificates of training are awarded for the completion of all formal individual training and that such certificates are expeditiously posted to employee personnel or military training records.
- e. Integrate emergency management certification programs administered by the FEMA Emergency Management Institute and relevant civilian agencies into individual professional development plans for DOT employees and military members assigned collateral emergency management duties, to the extent feasible.

4-3. CONCEPT

- a. Emergency management training will be provided by a combination of interactive self-paced programs, where available and appropriate, attendance at regional training workshops or exercises, and by attendance at appropriate resident training provided by industry, educational institutions, or other Federal agencies, as determined by the RETCO and supporting regional operating administrations.
- b. Emergency management training should be fully integrated into the professional development plan devised for each employee identified for assignment to the regional ESF-1 organization. The RETREP will coordinate with personnel managers to ensure that emergency management training requirements are identified and included in individual professional development plans.
- c. Requirements for emergency management training do not compete with and must not disqualify an employee from participation in other technical or mode-specific training programs that may be prescribed in the normal professional development or career progression of other employees.
- d. Required training will be provided for and programmed as follows:

- (1) Mode-specific and related technical training will be programmed and funded by each employee's parent operating administration, in accordance with existing policy and procedures.
 - (2) Specialized emergency management training for members of the regional ESF-1 organization will be programmed by the RETCO; participation will be funded by the appropriate operating administrations.
- e. Operating administrations will make individuals assigned to the regional ESF-1 organization reasonably available for emergency management training provided for and reflected in individual professional development plans.
- f. Each member of the regional ESF-1 emergency organization is encouraged to voluntarily apply for professional designation as a Certified Emergency Manager (CEM), which is awarded by the National Coordinating Council on Emergency Management (NCCEM), Falls Church, VA. Certification entails completion of FEMA and other correspondence courses, and actual emergency management experience, to include participation in ESF-1 workshops, training, and exercises.

4-4. RESPONSIBILITIES

- a. The heads of regional operating administrations will--
- (1) Program for and provide necessary and appropriate mode-specific training.
 - (2) Provide funding for specialized emergency management training of individuals identified for assignment to the regional ESF-1 organization, as programmed for and requested by the RETCO.
 - (3) Integrate emergency management training requirements into the professional development plans of individuals assigned collateral emergency management duties.
 - (4) Make individuals assigned collateral emergency management duties reasonably available for training described in paragraph 4-5, to include participation in regional emergency organization workshops and related exercise programs.
 - (5) Ensure that completed emergency management training, to include awarded CEM and other professional certifications, is properly posted to civilian employee or military personnel records.
- b. The RETCO is responsible for--
- (1) Programming an annual emergency organization workshop.
 - (2) Coordinating regional participation in training or exercise programs conducted by other Federal agencies, State and local governments, industry, or voluntary agencies (VOLAGs).
 - (3) Identifying region-specific emergency management training requirements and satisfying such requirements either through regional emergency organization workshops or formal training coordinated through regional operating administrations.
- a. c. Individual members of the regional ESF-1 organization are responsible for--

-
- (1) Ensuring that personal professional development plans reflect appropriate emergency management training.
 - (2) Attending and actively participating in all assigned training and exercise programs, consistent with individual professional development plans.

4-5. TRAINING REQUIREMENTS

- a. Initial training of newly assigned members will generally include the following:
 - (1) Familiarization conducted locally that includes--
 - (a) DOT Order 1900-9, Emergency Management Policies and Programs.
 - (b) DOT Emergency Operations Plan.
 - (c) The Federal Response Plan and Regional Emergency Transportation Supplement.
 - (d) The FEMA Mission Assignment (MA) Process.
 - (e) Other relevant Federal emergency plans.
 - (2) Procedural training conducted primarily at annual regional ESF-1 emergency organization workshops that may include--
 - (a) Transportation coordination procedures.
 - (b) Action tracking procedures.
 - (c) Reporting procedures.
 - (d) Technical support procedures, including operation of computer and communications systems.
 - (e) Participation in periodic emergency management exercises.
- b. Annual sustainment training of individuals who have completed initial training will generally include one or more of the following, as provided for in each individual professional development plan, or as determined by parent agencies, in conjunction with the RETCO:
 - (1) Completion of selected modules of self-paced Incident Command System (ICS) training.
 - (2) Completion of selected FEMA correspondence courses.
 - (3) Participation in a regional emergency organization workshop.
 - (4) Participation in one or more emergency management exercises conducted either as part of the annual emergency organization workshop or separately by operating administrations, other Federal agencies, State, county, or municipal governments, or recognized VOLAGs.

CHAPTER 5: REVIEW AND UPDATE PROCEDURES**5-1. GENERAL**

This chapter establishes procedures for conducting annual reviews of this plan and implementing both routine changes, resulting from such reviews, and immediate changes, resulting from unforeseen events. It also provides for a record of changes to document the implementation of both routine and immediate changes.

5-2. REVIEWS BY USERS

- a. Users are encouraged to submit recommendations for changes, additions, deletions, or other modifications that may improve the usefulness or accuracy of this plan at any time. Proposed changes to text sections should be submitted in bold type to facilitate accuracy and clarity.
- b. Recommendations may be forwarded by standard correspondence or electronic mail to the Regional Emergency Transportation Representative (RETREP) at the addresses shown in Appendix 2 to Annex E.

5-3. ANNUAL REVIEW

- a. The Alaskan Region RETREP will conduct an annual review of this plan. Annual reviews will generally assess the sufficiency and currency of the plan and will consider the following factors:
 - (1) Recommendations received from members of the emergency transportation management community, under the provisions of paragraph 5-2.
 - (2) Changes to any of the references listed in paragraph 1-3.
 - (3) Relevant findings of exercise evaluation reports or post-incident reviews of actual emergencies.
 - (4) Legislative, policy, or regulatory changes.
 - (5) Organizational changes.
 - (6) Relevant program and budget factors.
- b. Approved routine changes will be implemented immediately and issued as page changes. Substantive changes, including those involving policy changes, budgetary impacts, or changes in missions and functions, will be coordinated with affected regional operating administrations in accordance with existing procedures. Approved changes will be issued as soon as possible thereafter.

5-4. IMMEDIATE CHANGES

- a. The RETREP may issue immediate change notices at any time for any of the following reasons:
 - (1) Program, policy, or statutory changes that significantly affect the scope or utility of the plan.

- (2) Findings of exercise evaluation reports or post-incident reviews of actual emergencies that are of such an urgent or fundamental nature that deferring implementation until the next annual review is clearly inappropriate.
- (3) Changes in perishable supporting data that materially alter the accuracy of the plan, such as--
 - (a) Telephone contact numbers.
 - (b) Radio or satellite operating frequencies.
 - (c) Electronic mail addresses.
 - (d) Any other information received from any source that is assessed as having an actual or potential immediate impact on the accuracy, utility, or relevance of the plan.
- b. Users will be alert for statutory, regulatory, or policy changes, or other developments within their respective areas of interest that may require immediate change action and notify the Alaskan Region RETREP by the most expeditious means, providing all necessary background information and appropriate recommendations.
- c. Approved routine changes will be issued immediately. Substantive changes will be referred for appropriate coordination on an expedited basis. Any resulting changes will be issued immediately upon the completion of staff coordination and the receipt of any necessary agency approvals.
- d. Immediate changes will normally be issued by electronic means, followed by page changes issued through normal administrative channels. All such changes are effective for implementation immediately. The most current version of the plan will also be posted on the ESF-1 website identified in Appendix 2 to Annex E..

5-5. IMPLEMENTATION

- a. The RETREP has primary responsibility for maintaining the accuracy and currency of the plan, and will review, coordinate, and distribute resulting changes.
- b. The RETREP will distribute page changes or appropriate instructions directly to DOT plan holders, who will ensure that changes are posted. The RETREP will also coordinate directly with plan holders outside of DOT to ensure that changes have been properly posted.
- c. Changes will be effected by inserting new pages and removing superseded pages, as specified in each change notice.
- d. Completed changes will be posted on the Record of Changes provided at the front of the plan. Change notices and superseded pages will be filed immediately behind the Record of Changes, unless otherwise specified in the change notice.

ANNEX A: ORGANIZATION

A-1. GENERAL

- a. Annex A documents the organizational structure, missions and functions, and personnel requirements of the DOT Alaskan Region ESF-1 Organization.
- b. An organization chart that depicts the organizational structure is attached as Appendix 1; related organizational missions and functions are listed in Appendix 2. A billet table documenting personnel requirements and assignments is attached at Appendix 3.

A-2. ORGANIZATIONAL PRINCIPLES

- a. Missions and functions described in Appendix 2 are accomplished by activating all or parts of the modular organizational structure described in Chapter 2 and depicted in Appendix 1. All or parts of the regional ESF-1 organization may be activated, as determined by the RETCO, consistent with the nature, extent, and anticipated requirements of each emergency.
- b. Each function documented in Appendix 2 requires the supporting regional operating administration or ESF-1 support agency to identify up to four designees, when requested by the RETCO, to enable full-period (24-hour) operations for extended periods.
- c. The personnel source for any requirement that cannot be filled by a regional operating administration or ESF-1 support agency should be identified in Appendix 3 as “external augmentation required.” Resulting augmentation requirements will be coordinated between the RETREP and the DOT Headquarters Office of Emergency Transportation (OET) prior to activation, or directly between the RETCO and the DOT Crisis Coordinator, subsequent to activation.
- d. Upon activation, the duties and responsibilities described in Appendix 2 become the primary full-time duties of activated personnel for the duration of the emergency, unless sooner released by the RETCO or RETREP, or otherwise mutually agreed by the RETCO and the heads of regional operating administrations and ESF-1 support agencies.
- e. As a general rule, initial staffing levels immediately following activation for any significant emergency will assume a “worst-case” scenario and may require activation of all organizational elements. As the situation matures and stabilizes, individuals or functional elements that are not required may be released, reduced to part-time status, or placed on standby, as determined by the RETCO or RETREP.

A-3. ACTIVATION

- a. The DOT Alaskan Region ESF-1 Organization will be activated on direction of the RETCO following any significant emergency having transportation implications, including--
 - (1) Natural disasters, such as earthquakes, volcanoes, wildfires, floods, and tsunamis.

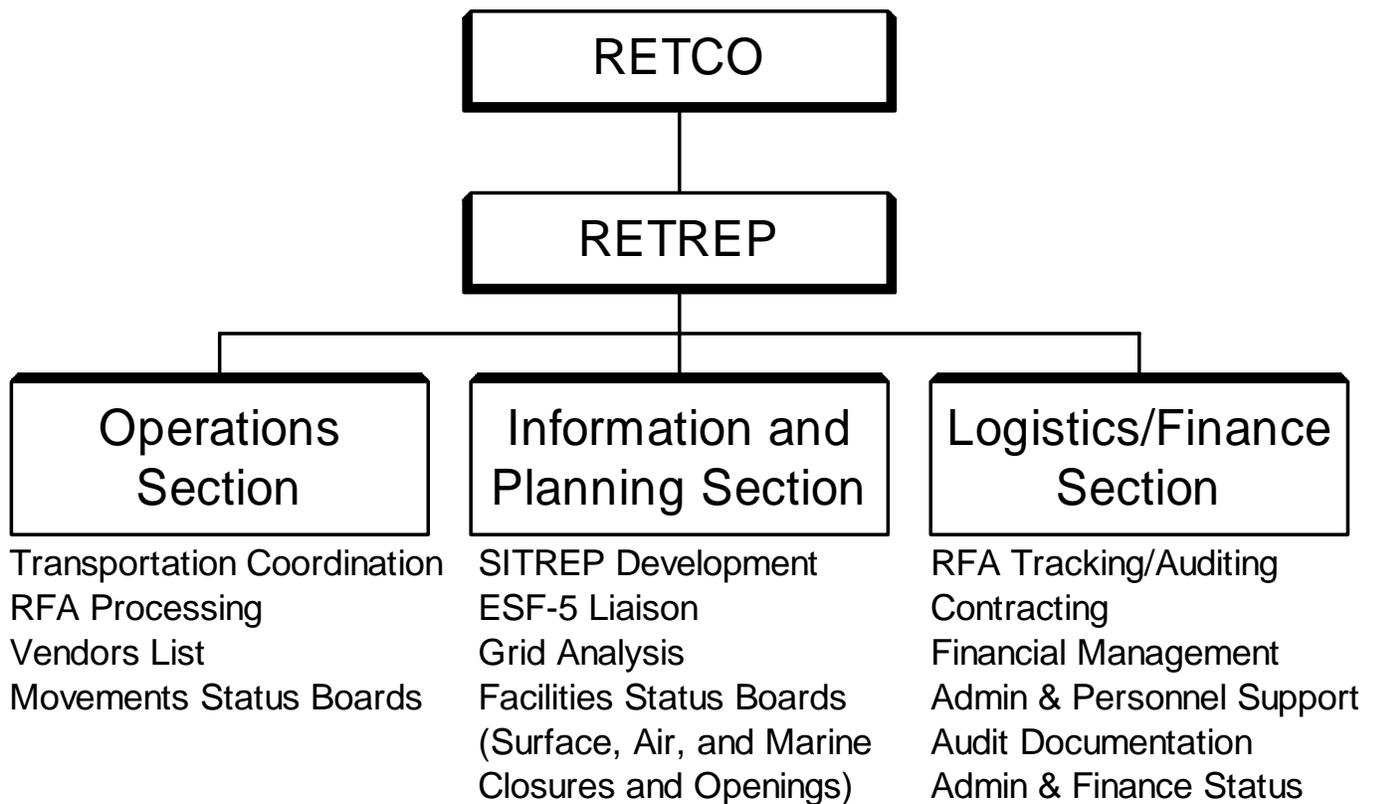
- (2) Defense emergencies, to include DEFCON changes, mobilization, significant military deployments, or the outbreak of armed hostilities.
- (3) Terrorist acts or threats.
- (4) Civil emergencies, to include hazardous materials (HAZMAT) incidents and civil disorders.
- (5) Economic emergencies, to include labor disruptions, and materiel or energy shortages.
- b. All or parts of the regional ESF-1 organization may also be activated for periodic exercises that are planned and conducted in support of the training program described in Chapter 4.

Appendices

- 1 — Organization Chart
- 2 — Missions and Functions
- 3 — ESF-1 Alaskan Region Supporting Personnel Resources (TBD)

APPENDIX 1 TO ANNEX A: ORGANIZATION CHART

Alaskan Region
ESF-1 Emergency Organization



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APPENDIX 2 TO ANNEX A: MISSIONS AND FUNCTIONS

A-2-1. GENERAL

This appendix defines organizational missions and functions for the DOT Alaska Region ESF-1 Organization described in Chapter 2 and Annex A, and depicted in Appendix 1 to Annex A.

A-2-2. MISSION

Provide emergency transportation support to the State of Alaska and other Federal agencies by managing and coordinating Federal emergency transportation operations within the Alaska Region during and following any declared civil or national defense emergency.

A-2-3. FUNCTIONS

a. Director (RETCO).

- (1) Plan, coordinate, and execute emergency transportation tasks and responsibilities within the Alaska Region in accordance with all applicable statutes, directives, and plans.
- (2) Keep the Secretary of Transportation, heads of regional modal administrations, and the DOT Crisis Coordinator informed of all pertinent facts and circumstances related to regional emergency transportation plans and operations, to include impacts on local economies and the public interest.
- (3) Coordinate directly with the FEMA Federal Coordinating Officer (FCO) or designated local representative, regional crisis coordinators of other Federal agencies, heads of State transportation agencies, and regional segments of the transportation industry, as considered necessary, prudent, and appropriate.

b. Deputy Director (RETREP).

- (1) Develop and maintain appropriate call-down rosters in coordination with supporting regional operating administrations. Initiate call-down notification procedures to activate all or portions of the regional ESF-1 organization, as authorized by the RETCO.
- (2) Monitor actual or potential emergency situations prior to assembly of the activated regional ESF-1 organization. Upon assembly, be prepared to provide briefings on the developing emergency situation, including--
 - (a) Current on-scene conditions.
 - (b) A summary of regional transportation response actions taken or planned.
 - (c) A summary of response actions taken or planned by external agencies, including--
 - 1 Other Federal agencies.
 - 2 State government agencies.
 - (d) Recommend options or courses of action to the RETCO, based on available information.

-
- (e) Establish and maintain communications between the Alaskan Region ESF-1 Organization and the DOT Headquarters Crisis Management Center (CMC), designated ESF-1 regional support agencies, supporting emergency organizations from other regions, the Alaska Emergency Coordination Center (ECC), and other governmental and voluntary agencies (VOLAGs), as appropriate.
 - (f) Deactivate the regional ESF-1 organization, when so directed by the RETCO or other appropriate authority.
 - (g) Assume duties as Director of the regional ESF-1 organization in the absence of the RETCO or as delegated by the RETCO.
 - (h) Perform other duties as directed by the RETCO.
- c. Operations Section.
- (1) Develop, execute, and coordinate regional emergency transportation operations in support of State priorities and Federal objectives.
 - (2) Process, coordinate, and provide transportation support included in RFAs received from the State government and other supporting Federal agencies.
 - (3) Where appropriate, develop options or recommendations for consideration by the RETCO or RETREP.
 - (4) Ensure that intended courses of action are coordinated with those of the FCO, Federal on-Scene Commander (FOSC), or other lead Federal official, the DOT Crisis Coordinator, other Federal agencies, and State government agencies, as appropriate.
 - (5) Implement an effective action tracking system and maintain a status board of assigned actions.
 - (6) Review outgoing actions for sufficiency and ensure that assigned time-sensitive or suspense actions are properly completed within assigned time limits.
 - (7) Coordinate the operations portion of status briefings with the Information and Planning Section.
 - (8) Prepare and submit the operations portion of situation reports (SITREPs) to the Information and Planning Section.
- d. Information and Planning Section.
- (1) Plan regional emergency transportation response and recovery operations in coordination with the Operations Section.
 - (2) Continuously monitor all actual or potential emergency situations. Collect, analyze, and evaluate relevant information from all sources.
 - (3) Provide network analysis of the regional transportation infrastructure, based on all available information.
 - (4) Ensure internal coordination within the regional ESF-1 organization by collecting and disseminating relevant information between and among organizational elements.

- (5) Establish and maintain continuous liaison with and disseminate relevant transportation-related information to other Federal agencies, State and local governments, and VOLAGs, as may be necessary and appropriate.
 - (6) Serve as the primary liaison to ESF-5 (Information and Planning), when activated.
 - (7) Prepare all briefings and situation reports.
- e. Logistics/Finance Section.
- (1) Provide logistical and financial management support of regional emergency transportation operations.
 - (2) Perform necessary and appropriate sourcing, purchasing, and contracting functions.
 - (3) Receive all incoming RFAs and ensure that Mission Assignment and related funding data are properly authenticated. Transfer authenticated RFAs directly to the Operations Section for action.
 - (4) Coordinate with FEMA, as appropriate, to obtain authority to expend additional funds when requested transportation support exceeds the funding limits of associated MAs.
 - (5) Obtain and retain copies of all FEMA Mission Assignments (MAs), authenticated RFAs, and vendor billing statements. Determine availability of funds and issue fund citations as necessary and appropriate.
 - (6) Issue fund citations to the Logistics/Finance Section for the travel, transportation, and per diem of activated members of the regional emergency organization.
 - (7) Continuously track the status of all expenditures; maintain financial and logistical status boards.
 - (8) Initiate payments to vendors in accordance with contracts or other agreements.
 - (9) Consolidate and submit expenditure documentation for reimbursement by FEMA or other supported agencies to the extent provided for in existing plans, directives, or statutes.
 - (10) Develop procedures to account for and manage all government property, including property that is purchased, leased, rented, or loaned in connection with emergency transportation operations.
 - (11) Develop and implement appropriate physical security and access control measures, if not provided by FEMA or another host agency.
 - (12) Coordinate requirements for additional administrative support resources directly with FEMA or supporting regional operating administrations, as appropriate.
 - (13) Maintain a status board of administrative actions.
 - (14) Collect and maintain appropriate records, to include correspondence, files, logs, and reports for historical purposes and subsequent preparation of after action reports or post-incident reviews.
 - (15) Maintain and account for computer, communications, and other technical support equipment not provided by other agencies.

- (16) Provide clerical support, communications equipment, computer hardware and software, maps and charts, and other necessary administrative support.
- (17) Maintain financial and personnel records for personnel assigned or detailed to the regional emergency organization.
- (18) Ensure the availability of appropriate Employee Assistance Programs (EAPs) that address the effects of intensive, traumatic, or prolonged emergency response activities on members of regional ESF-1 organizations and their families.

ANNEX B: NOTIFICATION AND DEPLOYMENT

The RETREP will maintain a list of all members of the emergency response team including all possible means of contact. This includes home addresses, office, fax, home and cell phone numbers, pagers, and governmental email addresses. This list will be classified as For Official Use Only and distributed only to team members and operations centers.

Appendices

- 1 — Example of Activation Letter
- 2 — Checklist for Deploying Personnel
- 3 — Individual and Group Flyaway Kits and Equipment Requirements

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APPENDIX 2 TO ANNEX B: EXAMPLE OF ACTIVATION LETTER**FEDERAL EMERGENCY MANAGEMENT AGENCY**

**Region X
120 228th Street SW
Bothell, WA 98021-9796**

Regional Emergency Transportation Coordinator
Letter

U.S. Department of Transportation
FAA Alaskan Region
222 West 7th Avenue, #14
Anchorage, AK 99513-7587

Mission Assignment

FEMA-98-007-AK
ESF (1)
Date: [date of issue]

Dear _____:

There is the probability that a major disaster has occurred in Alaska.

Pursuant to Public Law 93-288, as amended by PL 100-707, Executive Order 12148, and Title 44, Code of Federal Regulations (CFR) Subpart 206 (Federal Disaster Assistance,) and the Federal Response Plan (FRP), your agency is hereby mission assigned to receive taskings and provide the following assistance outlined in the enclosed Request for Federal Assistance (RFA) form.

Reimbursement for expenses incurred in complying with this request shall be in accordance with the provisions of 44 CFR 206.8, Subpart A, Reimbursement of other Federal Agencies, and shall not exceed the amount indicated on each tasking identified. Expenses incurred for activities not expressly requested or above the stated limitation will not be eligible for reimbursement unless approved by the Federal Emergency Management Agency (FEMA) Regional Director, through the Disaster Recovery Manager, by amendment to this letter and enclosed RFA.

In order to receive additional obligating authority above the cited limitation, your agency must, prior to the time the limitation is reached, submit a request to the Disaster Recovery Manager for revision of that limitation, to include:

- 1) An accounting of actual costs incurred to date under the cited limitation and any amendment thereto;
- 2) An estimate of the revised total cost of the project; and,
- 3) Any specific information necessary to support this request.

Additional funding may then be authorized for that specific tasking and/or tasking category by amendment to this letter.

Requests for reimbursement (SF 1080, SF 1081, and On-line Payments and Collections

process) must be submitted in accordance with Section 206.8 of the previously cited regulations and contain sufficient detailed information on which to base an approval. The request for reimbursement will be accompanied by documentation which specifically details personnel services, travel, equipment, and all other expenses by

object class, as specified in the Office of Management and Budget (OMB) Circular A-12, and by any sub-object classification used in the agency's accounting system. All reimbursement requests should cite the specific letter of activation, tasking number, and funding limitation under which the tasking was performed.

Any single item for materials, equipment, or supplies costing \$1,000,000 or more must be specifically identified and referenced to a materiel requisition number, purchase order number, cancelled check, or voucher number. Prior to final billing, non-expendable materials, equipment, and supplies purchased in accomplishment of this mission will be properly accounted for and either turned over to FEMA or retained by your office with an appropriate reduction indicated in the request for reimbursement.

The final billing for each line item tasking against this assignment should be received in accordance with specified requirements. This bill should be clearly identified as a final bill to facilitate closing of the tasking once final payment has been forwarded to your agency. All financial records, supporting documents, statistical records, and other documents pertinent to the assignment shall be retained and shall be accessible to duly authorized representatives of FEMA, and the U.S. Comptroller General for a period of three years, starting from the date of submission of the final billing.

In accordance with the provisions of 44, CFR Section 206.11, you shall assure that the activities authorized to be performed by RFAs and amendments are accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

All reimbursement requests and other communications related to this assignment must cite the specific tasking number under which the work was performed, the funding limitation, and the major disaster or emergency declaration number. The FEMA Region X Mission Assignment Coordinator (MAC) for this emergency operation is Mr. Niles Crane, telephone number (425) 555-7249. Please forward all bills for payment to FEMA Disaster Finance Center, P.O. Box 800, Berryville, VA 22611, ALC: 5801-0020.

Sincerely,

Regional Director

Attachment – 1

APPENDIX 3 TO ANNEX B: Checklist for Deploying Personnel

B-3-1. GENERAL

This appendix provides a checklist for administrative and personal supplies for members of the ESF-1 organization identified for deployment to disaster field offices or other assignments associated with emergency response. Team members should tailor this checklist according to their responsibilities, personal needs, the specific disaster, and the season. Larger or more specialized items are covered in Annex D, Logistics.

B-3-2. ADMINISTRATIVE AND JOB RELATED NEEDS

Team members should have sufficient administrative supplies to operate unsupported for at least three days. Several items may be duplicated in larger quantity in flyaway kits described in Appendix 1 to Annex D. General needs include:

- Laptop computer, if assigned, with modem, phone card and accessories
- Computer diskettes and labels
- Printer, if assigned, with accessories
- Pager, if assigned
- Pens and pencils
- Paper, pocket notebook, note pads, post-it notes
- Paper clips, binder clips, rubber bands
- Calculator
- Calendar
- Flashlight and extra batteries
- Picture Identification, government and personal

B-3-3. PERSONAL NEEDS

Team members should be prepared to be self-sufficient for at least three days. During an emergency, FEMA and ESF-1 will try to provide food, water, and other basic needs. Personal needs include:

- Personal hygiene – soap, waterless towelettes, tissue, toilet tissue
- Cash for personal needs for three weeks in small denominations and coins
- Government credit card for travel expenses
- Casual clothing appropriate for the season for up to three weeks
- Medicines – prescription and over-the-counter sufficient for three weeks
- Emergency phone numbers for family members and friends
- Watch and/or clock with alarm
- Arrangements for proper handling at home for mail, payment of bills, pets, plants

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APPENDIX 4 TO ANNEX B: INDIVIDUAL AND GROUP FLYAWAY KITS AND EQUIPMENT REQUIREMENTS

B-4-1. GENERAL

This appendix provides a checklist for the ESF-1 organization for deployment to disaster field offices or other assignments associated with emergency response. This list likely will not vary with the specific disaster or season. Some items may be duplicated in smaller quantities in the checklist for deploying personnel in Appendix 3 to Annex B.

B-4-2. INDIVIDUAL FLYAWAY KIT

Individual flyaway kits will contain sufficient supplies and materials for each team member to begin and sustain operations at a disaster field office or other deployment location for at least one week. Individual flyaway kit requirements include:

- Letter and legal size file folders with labels
- Request for assistance forms (RFA's), including tracking and status
- Situation report forms.
- Stapler, staples, and staple puller
- Transparent tape, masking tape, duct tape
- Scissors
- File folders and labels
- Envelopes, large and small
- Flashlight and extra batteries

B-4-3. GROUP FLYAWAY KITS

Group flyaway kits will contain the larger or unique items needed by all team members. There should be sufficient supplies and materials to operate unsupported for at least one week. Group needs include:

- Hanging file folders, labels and supports for hanging files
- 2 hole and 3 hole punch
- 1 inch binders
- Time sheets
- Telephone directories - government and public
- Telephone wire in 10, 20, and 50 foot lengths with connectors
- Telephone wire in uncut 250 foot length
- Telephone wire crimper with 24 connectors
- Electrical power strips
- Electrical extension cords
- RFA and Action status board – laminated with markers
- General purpose toolkit – screwdrivers, crescent wrench, pliers
- Computer toolkit

B-4-4. EQUIPMENT REQUIREMENTS

Equipment requirements will vary for the specific disaster and the location of the disaster field office or other deployment location. In general, the required equipment includes:

- ❑ Laptop computers (assigned to individual team members)
- ❑ Portable printers (assigned to individual team members)
- ❑ Laser printer with spare printer cables
- ❑ Network hub and wiring
- ❑ HF and/or FM radios
- ❑ Satellite telephone
- ❑ Cellular telephones (obtained as needed)

ANNEX C: OPERATIONS

C-1. VENDORS AND SOURCES

To meet the emergency transportation needs for any emergency, the RETREP will need current and reliable lists of potential vendors from the private sector. Because of the vast dispersion of transportation resources, it is extremely difficult to maintain formal vendors lists. The most efficient lists will be drawn from the vendors lists of the FAA, USCG, and FhWA developed through their normal operations.

C-2. SITUATION REPORTS

Accurate and timely reporting is essential to effective emergency management response. The RETREP is responsible for providing situation reports to all offices with the need to know. The recipients will vary with the nature and extent of each emergency but will include:

- Office of Emergency Transportation
- Participating Modal Administrations
- Movement Coordination Center (if activated)
- Regional Operations Centers

Appendices

- 1 — Situation Report Format
- 2 — Situation Report Guidelines

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APPENDIX 1 TO ANNEX C: SITUATION REPORT FORMAT

U.S. Transportation of Transportation

Emergency Support Function 1

Date:

Time and Time Zone:

Updates are in **BOLD**

Situation Report # ____

ESF-1 – Transportation

GENERAL:

DOT ACTIONS:

TRANSPORTATION IMPACT:

- Highways
- Airports
- Pipelines
- Rail
- Marine
- Transit

SOURCE: RETREP, Region ____

Contact:

Prepared by: _____

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APPENDIX 2 TO ANNEX C: SITUATION REPORT GUIDELINES

C-2-1. GENERAL

The Office of Emergency Transportation depends heavily on its core of regional and headquarters crisis emergency managers to provide time sensitive information on the status of the transportation infrastructure following a disaster. Regardless of the type of incident, the information guidelines for submitting data in a timely, informative, and non-technical manner for inclusion in the DOT situation report (SITREP) transcends all modes of transportation. When preparing your information, remember the reporter's maxim: Who, What, Where, When, Why, and How. Use these to assist you in providing incident specific details in your report. The information should be written into small text paragraphs, in bullet format to allow for rapid, direct incorporation into the summary disaster SITREP. Do not provide the text in all capital letters..

C-2-2. INFORMATION CATEGORIES

The information in the following list should be used as guidelines to reduce the requests for additional information to complete the situation report during a disaster. The categories are those used in the DOT situation reports.

a. Category **GENERAL**

- **Exactly what happened and when.**
- **Use a 12 hour clock.** When referring to specific times, use the 12 hour clock, not 24 hour. Specify the time zone (e.g., EDT, PST)
- **Exact location(s) of the event.** Provide the exact location of the incident. The distance to and direction from the nearest major city is important. Do not use mile markers, mile posts or other similar measuring points alone, as they have no meaning to our audience.
- **Damage information.** Provide an early general damage assessment to building, utilities, critical facilities, industry (transportation and non-transportation). Power outages? Loss of water supplies?
- **Evacuation information.** In order to protect lives, were evacuations needed? How many people estimated to be involved? How wide an area is involved? Any idea of how long the evacuation will last? Did DOT assist?
- **Deaths/injury information.** When available, provide information on related deaths, injuries or missing people. Indicate if this is confirmed data or just data reported by the news media. If this is a multi-State occurrence, provide the numbers by State.
- **Hazardous materials involvement.** Was there a hazardous material involved in this incident? What was it? What is the impact? Who is working the problem? This information could perhaps be shown under DOT actions and/or Transportation impacts depending on the nature of the event.
- **Federal and State emergency declarations.** Has the President or Governor declared an emergency? What area is covered? Is a request for Presidential declaration expected?

- **Federal Response Plan (FRP) Activation.** Has FEMA activated the FRP? If so, what facilities (ROCs, DFOs, EOCs, etc.) have been activated and where?
 - **Provide any additional general information about the incident or the location that we could include in the General section of the report.** Provide any background information you have. Not everything can be used, but it may be useful for special SITREPs to the White House and others.
- b. Category: **DOT Actions** Update this information routinely to properly reflect ongoing efforts.
- **What are DOT employees (headquarters and regions) doing to assist?** How many people are involved. If several agencies are helping out, indicate who they are and the number of people. Include routine work efforts performed in support of this disaster, such as search and rescue efforts, aerial overflight information, etc. Are any DOT-owned facilities affected and how? Have any controls been imposed by DOT elements (temporary flight restrictions)?
 - **What funds can be provided to assist in the recovery effort?** Is there a need to obtain a supplemental appropriation? Provide details.
 - **ESF-1 activation/actions.** Has DOT/ESF-1 have activated and, if so, where? What staffing has been provided (numbers and agency)? Have mission assignments been received? If so, for what actions and how much funding? How long is ESF-1 activation expected to last?
 - **Senior management going to the disaster area.** Notify OET if any Administrator or a representative is going to the disaster site. Indicate:
 - Who is going from DOT (and other related Federal agencies, if known)?
 - How they are going?
 - When are they going and for how long? Can we get an itinerary?
 - Purpose of the trip.Notify OET immediately if the trip dates/times change.
 - **Don't use agency specific or mode technical terms, jargons or abbreviations.** Use the disaster reports to educate people in the Department. Explain about the “technical doings” to give a better insight into what you do and how, but don't include agency specific abbreviations or terms. Remember that space consideration is a factor so be specific and brief. Also keep in mind that the crisis reports are going to other Federal agencies and industry too, so we can't be too “jargon specific.”
- c. Category: **Transportation Impact** – For all transportation modes report the name/type of facility/resource involved. If you indicate a transportation facility (port, airport, waterway, highway, etc.) as being disrupted or closed, you **MUST** continue to report on it until it is back in service (open) or a long term alternate arrangement made? If the closure of the facility will have an economic impact on the area, describe the impact and its likely duration. Provide specific locations of closures by geographic , e.g., three miles south of San Diego (show location to closest major city or town).If an incident involves several states, divide the data by State. This is important because of Congressional inquiries and offers of assistance.

- **Highways** – What facilities are affected? Are they Interstates, U.S. routes, state, routes, etc? Provide route numbers. Generally, lane closures need not be reported. The main concern in reporting highway information is for major road closures such as Interstate highways, National Highway System roads, or critical north-south/east-west arteries. Are detours in effect.
- **Airports** - What major aviation facilities are affected by this transportation related disaster? How significant is the airport? Is it a major airport or a local general aviation airport? What is its official name? How many aircraft operations (commercial, in particular) are affected? What is the impact? Provide details on the impact. For example, does the tower or ARTCC being down cause the airport to close or extensive delays? How long is the airport or facility expected to remain closed? If construction is needed, what is the estimated completion date? Is the transportation disruption a small nuisance or is it having a serious effect on transportation?
- **Pipelines** – What pipeline facilities are seriously affected? How large is it? What is the problem and what is being done? Who is in charge? Identify pipeline closures subject to Federal jurisdiction.
- **Rail** – What major rail mainlines or other facilities are closed? How significant is the rail line? What is the daily traffic? Provide specific locations of closures by geographic area, e.g. entire mainline between Anchorage and Fairbanks. Is it a passenger or freight line? If a railroad bridge is affected, is it over water or a roadway. Do not report rail substations unless they are critical links to north/south or east/west traffic. Are detours in effect?
- **Marine** What facility is affected by this transportation related disaster? How large is it? What waterway is affected and near what large city? If it is a port, what is the official port name? Does the port have multiple waterway or landside accesses? Are they affected? What is the impact? Provide details on the impact, if known. Give a best estimate of when the waterway might open. If a river bridge is out, is ferry service being provided? How and by whom? Is the transportation disruption a small nuisance or is it having a serious affect on transportation Transit
- **Transit** – What transit facilities are affected? What is the transit company’s official name? How large is the area serviced? How many passengers are affected? Were any vehicles destroyed, damaged or isolated? If it is a commuter rail or rail transit line, where are the affected origin/destination points. Are detours in effect?

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ANNEX D: FINANCE AND LOGISTICS

D-1. CONCEPT OF OPERATIONS

Under the Federal Response Plan, FEMA grants to DOT (Department of Transportation) the authority to obligate funds with the issuance of a Mission Assignment. This obligational authority allows DOT/FAA to establish a reimbursable agreement. FAA headquarters then obtains or transfers reimbursable funding to the current operations appropriation for use during the disaster.

D-2. ACCOUNTING CLASSIFICATION

An accounting classification will be created using the following structure:

7/X01.5/6802/600/XXXX

Where:

Agency/Region = 7 will always be Southern Region, as Southern Region will bill FEMA for Reimbursement.

Appropriation = X01.5 where the X will be the last digit of the fiscal year (i.e. 1999 =901. 5)

Cost Center = 6802.

Fiscal Program/Program Element will always be 600.

Object Class will represent the broad designation class of services rendered. Due to the

fact that this is an emergency operation, and requests for reimbursement to FEMA must be separated by object class major only, it is not necessary for the subobject classes

to be extremely detailed. The initial subobject classifications for each major object class

are:

2100 -	Site Visits
2223 -	Transportation of Things -Other GBL
2596 -	Other Services - Not Otherwise Classified (Contract Services)*
2696 -	Other Supplies (expendable supplies)
3140 -	Other Equipment - Noncapitalized

D-3. Procedures

a. Reimbursable Agreements - The Control, Reports and Analysis Section in Southern Region (ASO-22C) must establish reimbursable Agreement Numbers, for each Mission Assignment Number. An example of a Mission Assignment Number is DOT-90, DOT-80, DOT-01, and DOT-24. Requests for Federal Assistance (RFA) are numbered DOT-90A, DOT-90K DOT90aj. FEMA requests that Requests for Reimbursement reference the Mission Assignment Number. To establish the Reimbursable Agreement Number, fax a copy of the RFA to ASO-22C, 404-305-7045, requesting establishment. ASO-22C will assign the reimbursable agreement number by combining the Disaster Number (Hurricane Marilyn, Virgin Islands was 1067) and the Mission Assignment Number. Example: "106790D" The Reimbursable Agreement Number must be entered in Accounting System (DAFIS) at the point of payment of the invoice. It is critical that the costs/contracts related to

each Mission Assignment are kept separate, as FEMA will reverse our charge if they are not.

The following information must be provided to the Contracting Officer for issuance of the purchase order or contract:

1. Accounting Classification as described above.
2. Billing Address: FAA, AAL-42
 222 W. 7th Ave., #14
 Anchorage, Alaska 99513-7987

b. Initial Financial Actions - FEMA issues an Activation Letter to each ESF needed for an emergency. This Activation Letter notifies ESF-1 to respond to a disaster. It provides funding for the initial support to the Regional Operations Center (ROC) and deployment of the ERT-A (Emergency Response Team – Advanced). This team conducts the initial damage assessment. The funding is for administrative support only, such as overtime and travel for personnel. After the President has declared a disaster, a second Mission Assignment provides funding for the ESF-1.

Overtime and travel expenses will be tracked. The use of a sign in/out sheet is very important in estimating overtime. Travel expense will also need to be estimated. These estimates are needed to project when the funding authorization from FEMA will be exhausted. Prior to the funding authorization being exceeded, additional funding must be requested from FEMA, by way of an RFA.

D-4. Financial Responsibilities

There are several administrative issues that will arise that the Financial Coordinator will need to handle during the disaster.

- a. Travel Orders - All people supporting the ESF-1 team must have travel orders to support their travel. If a travel order is needed, a Limited Open Authorization will include all employees of the ESF-1 team for a 90-day period. All travel vouchers for all employees, regardless of what agency, should be processed in FAA Alaskan Region. The costs will be billed directly to FEMA and other supporting agencies and administrations need bill FAA prior to requesting reimbursement from FEMA.
- b. Increased Per Diem - Usually, the ESF-1 emergency response team is located near or in immediate area of the disaster. Due to the demand of ongoing relief efforts, the hotel rates may increase. If the rate increases are within the 150% increase capability of the FAA, the Financial Coordinator can increase the lodging rate for all people supporting the DOT ESF-1 team.
- c. Bi-Weekly Pay Cap - Employees are usually working 12-hour shifts or longer. Depending on the hourly rate for some employees, they may exceed the bi-weekly payroll cap. Currently in DOT, each agency has the authority to waive the cap. The Financial Coordinator will work with each agency for a waiver for their employees supporting the DOT ESF-1.

D-5. FINANCIAL MANAGEMENT CONTROL LOGS

Requests For Assistance must be properly signed by the State Coordinating officer, the Federal Coordinating Officer and the Mission Assignment Coordinator, prior to ESF-1 expending any money in support of the request.

To maintain financial control of the obligational authority given by FEMA, the Financial Coordinator tracks all costs and requests reimbursement from FEMA. Three logs and a detail record of each request or tasking facilitates tracking and billing:

a. Mission Assignment Tracking Log - Mission Assignments are issued for each tasking, whether it is a broad mission or specific taskings. Each MA must be tracked by number and amount, as well as amount expended and amount billed to FEMA. Each MA will be tracked on a separate spread sheet or log and include the following information:

- MA Number
- Description
- MA Amount (i.e. obligational authority)
- Request Number associated with MA
- Contractor Name
- Contract Number issued against the MA
- Contract Amount (creates an obligation)
- Invoice Number
- Amount Paid (Vendor Invoices)
- Date Billed to FEMA
- Cumulative Billed
- Unobligated Balance

As the log is maintained, the amounts must be monitored to assure that the MA is not exceeded and that the MA is reduced if the money is not going to be used. If the cost to support the mission is greater than the MA, then a request for additional obligational authority must be requested from FEMA. (Prepare an RFA requesting additional funds.) It is the Financial Coordinators responsibility to monitor this and request additional authority.

If and when a support agency is tasked by DOT, the financial manager must also track funds related to them separately. All the same procedures must be followed. (Support agencies are agencies outside the DOT modal administration that we request support for ESF- I taskings.)

b. Request Log - The Request Log provides for a system of control at each operating site. Each request for assistance should be logged, even if the request is cancelled.

The Request Log should include the following elements:

- Request Number
- Person in ESF- I that is handling the request
- Description of Request
- Point of Contact - name and phone number
- Date and time request received
- Mission Assignment Number
- Mission Assignment Amount
- Contract Number issued for request
- Contract Amount
- Vendor Name
- Status of request

c. Request Folder - As a request is received, it will be entered in the Request Log, and a folder will be established. The folder will be labeled with the Request Number. On the front of the folder, a brief description of the request will be written for easy identification.

The folder will contain the original written request, usually a Request for Federal Assistance, (RFA). If a written request is not received, make specific notes of any verbal requests to include who, location and phone number, and who at FEMA approved the tasking. From this point on, anything related to this request will be written in the folder. Records of conversations, status of transportation, ETA's etc. It can not be over emphasized the importance of documenting all phone calls. Keep notes on specifics of items, transported, such as size, weights, number of passengers, palletized, etc. When requesting quotes from vendors for the transportation services, maintain a list of vendors, contact and amount quoted. This is used to support competitive bidding and award of contracts. This folder will become the permanent record and will provide the detail support for justifying reimbursement from FEMA.

Once a vendor has been identified to perform the services needed, fill out the Contract Form. This form will identify the information you need to obtain from the vendor, and the information you need to give the vendor to submit the invoice. **NOTE: Only the Contracting Officer acting within the scope of their authority may enter into a contract on behalf of the Government.**

It is imperative that procedures are developed with either the requester of the tasking or the vendor that proof of delivery or receiving reports are obtained. This is a requirement before the vendor will be paid. Examples of previous procedures are:

- Flight Logs for air transportation
- Receipt signatures by a FEMA employee on Bills of Lading
- Hand receipts by the requester of the tasking.

Depending on the type of transportation services, it may be necessary to complete a status of mission form. If there are multiple shipments or loads, it will be necessary to track each shipment or load. In this case, complete the status of mission form. This information will also be important to the requester, as the requester could be in a different location than the destination of the item.

When the tasking is complete, annotate the front of the folder as "COMPLETE" and update the Request Log with the status. The request log can be annotated with various ETA's during the duration of the request.

d. Contract Log - The Contract Log is used by the contracting officer to issue purchase orders/contracts, to control the number of contracts issued, and cross reference the contracts with the appropriate request.

The contract log should contain the following elements:

- Contract Number
- Request Number
- Vendor Name
- Dollar Amount of Contract

- Description of services
- Mission Assignment Number
- Status of Performance
- Miscellaneous i.e., notations on non-expendable material, serial numbers, lease periods, etc.

Once the Contracting Officer issues the purchase order or contract, they will fax a copy to the Accounting Branch, AAL-42, at 907-271-5961. Contracting Officer should also put a copy of the Purchase Order/Contract form in the request folder.

Appendices

- 1 — Annotated Request for Federal Assistance (RFA)
- 2 — RFA Process Diagram
- 3 — Action Tracking Log

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APPENDIX 1 TO ANNEX D: ANNOTATED REQUEST FOR FEDERAL ASSISTANCE
REQUEST FOR FEDERAL ASSISTANCE FORM (RFA)

Location:

Tracking Information

1	State: Disaster:	Request/Log Number: Date/Time Received:	2
---	---------------------	--------------------------------------------	---

I. Assistance Requested

3	Internal Reference #	Assistance Requested	QTY	Date/Time Needed	Deliver to: Name/Address/Phone	6
4						7
5						
8	Requester/Phone Number: State Approving Official (If applicable):					

II. Description

9	Assigned Agency: ESF-1
10	Statement of Work:
11	Shipping Date:
12	Project Completion Date:
13	Total Cost Estimate:
14	OFA POC Name and Phone Number:

III. Coordination (FEMA Use Only)

15	Type: FEMA Project Officer/POC: Certifying Officer (funds availability):
----	--------------------------------------------------------------------------------

IV. Approval

16	State Approving Official: Federal Approval Official:
----	-------------------------------------------------------------

V. FEMA Use Only

17	Mission Assignment Number: Amendment Number	Amt This Action: Cumulative Amt:	Date Obligated:	18
----	------------------------------------------------	-------------------------------------	-----------------	----

19

		Initials:
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RFA Annotation Key

- 1 *Disaster Number:* Provided by FEMA
- 2 *Request/Log Number:* Provided by FEMA
- 3 *Internal Reference:* Assigned by the ESF-1 Finance and Logistics section for internal ESF-1 tracking and accountability purposes.
- 4 *Assistance Requested:* Provided by the requesting agency. Must be specific enough to initiative action.
- 5 *Quantity:* Provided by requesting agency, where appropriate.
- 6 *Date/Time Needed:* The date and time the requested services or equipment are needed by the requesting agency.
- 7 *Deliver to:* Provided by the requesting agency. Must be specific. Used by ESF-1 to provide specific delivery instructions to tasked or contracted carriers.
- 8 *Requester and State Approving Official:* Identifies the point of contact at the requesting agency that can be contacted for further information or clarification. The name of a State Approving Official is **REQUIRED** on all RFAs originating from State, county, or local governmental agencies.
- 9 *Assigned Agency:* The lead ESF assigned to each action. Determined by FEMA
- 10 *Statement of Work:* Provided by the requesting agency. Must be sufficiently descriptive to enable appropriate tasking or contracting actions.
- 11 *Additional Information:* Provided by the requesting agency or entered by the ESF-1 action officer. Used to expand the Statement of Work, where needed. Useful for documenting commodity descriptions, to include weights, cubes, and other shipping information.
- 12 *Project Completion Date:* The date that the requested support was delivered or provided. Entered by ESF-1.
- 13 *Total Cost Estimate:* The estimated cost of the requested support. Determined and entered by ESF-1.
- 14 *OFA Contact Data:* The name and contact information of the ESF-1 contact responsible for the finance and accounting aspects of the RFA.

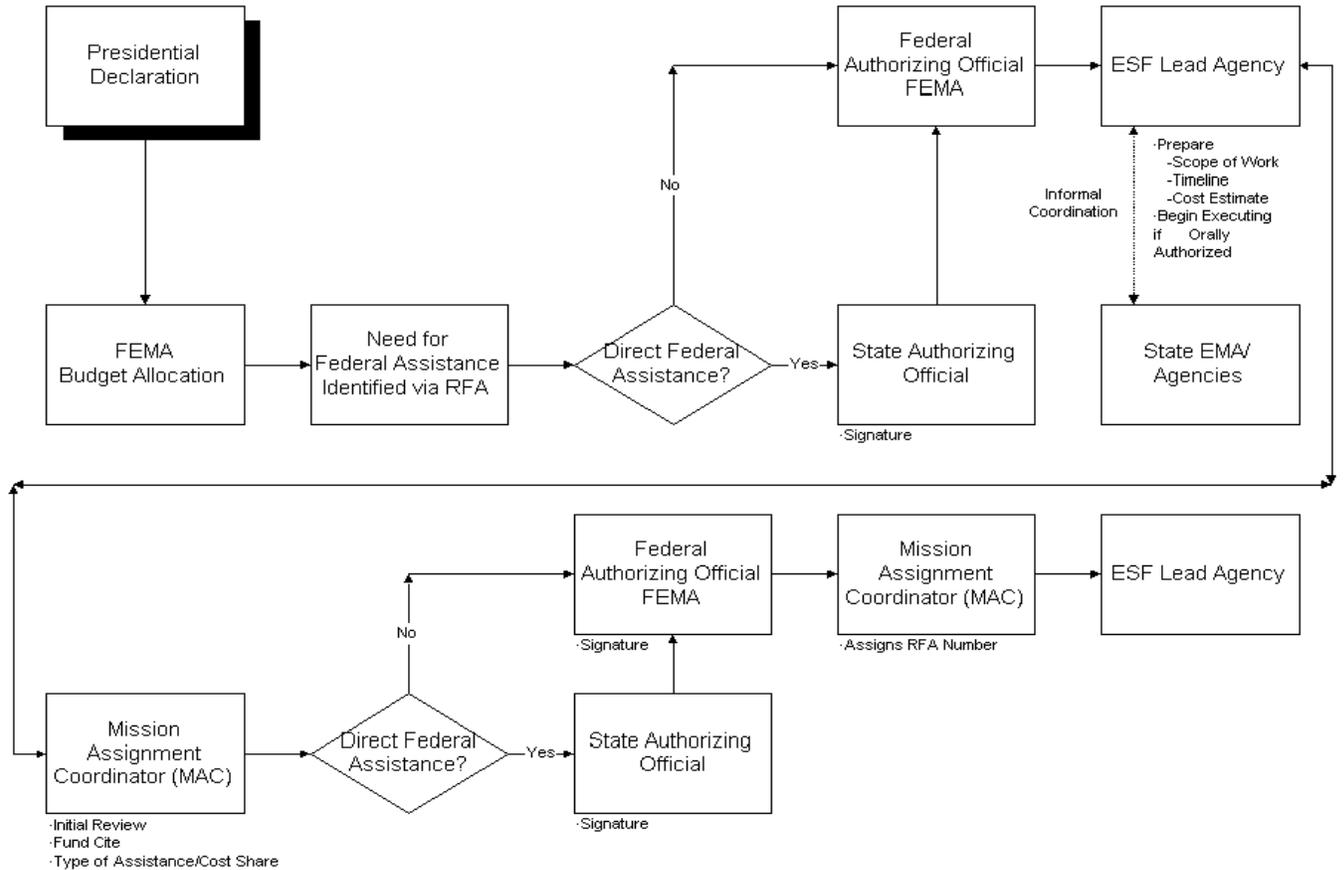
Entered by ESF-1.

- 15 *Coordination:* Entries provided by FEMA as follows:
Type: Must specify one of the following support categories:
- Direct Federal Support. Used primarily with requests originated by State or local governments. This entry also specifies the percentage of the State cost-share (if any).
Federal Operations Support. Used primarily for support provided to other Federal agencies. No cost-shares apply.
Technical Assistance. Used for technical support provided to states or other Federal agencies. No cost-shares apply.
- FEMA Project Officer:* Name of the FEMA point of contact.
Certifying Officer: Name and contact data for the FEMA finance officer certifying the availability of funds.
- 16 *Approvals:* Obtained by FEMA. The following approvals are required:
- State Approving Official:* Signature of the State Coordinating Official (SCO) or authorized representative is required on all RFAs originating from State or local governments.
Federal Approving Official: Signature of the Federal Coordinating Official (FCO) or authorized representative is required on all RFAs, regardless of originator or type.
- 17 *Mission Assignment and/or Amendment Number:* Provided by FEMA.
- 18 *Amount:* Total amount of funds provided under the MA or amendment number. Provided by FEMA.
- 19 *Date Obligated:* The date that the funds provided by the MA were obligated by FEMA.

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APPENDIX 2 TO ANNEX D: MISSION ASSIGNMENT/RFA PROCESS

Mission Assignment/ RFA Process



AK REGION ESF-1 INTERNAL PROCESS FOR RFA/MA PROCESSING

ANNEX E: COMMUNICATIONS

The RETREP will maintain a library of frequency lists and telephone directories of all communications resources needed by the emergency response team. This includes telephone directories for DOT agencies, other federal agencies, Alaska state and local agencies, Canadian government agencies, and “white” and “yellow” page directories for cities around the state. To the extent possible, this library will be maintained at the Regional Operations Center and the Emergency Operations Facility.

The Emergency Operations Facility will be equipped with sufficient communications capabilities to establish and maintain contact with DOT and modal headquarters, other federal and state responders, news and weather sources, and potential vendors for emergency transportation. This includes landline, cellular, and satellite telephones, satellite television, fax machine, VHF and HF radios, and Internet access.

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ANNEX F: GLOSSARY

This appendix provides a single reference source for identifying acronyms and defining terms commonly used in civil transportation emergency management. Proposed additions or changes, together with appropriate reference or source material, should be addressed to the Director of Emergency Transportation, Research and Special Programs Administration, Department of Transportation, Washington, D.C. 20590.

Appendices:

- 1 -- Acronyms and Abbreviations
 - Part A: Federal Agencies, Military Commands, and Other Organizations
 - Part B: Emergency Planning Terminology
- 2 -- Definitions of Terms

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APPENDIX 1 TO ANNEX F ACRONYMS AND ABBREVIATIONS

Part A: Federal Agencies, Military Commands, and Other Organizations

AAR	Association of American Railroads
ACE	Allied Command Europe (NATO)
ACOM	United States Atlantic Command (DOD)
AMC	Air Mobility Command (DOD) (Formerly Military Airlift Command (MAC))
AMTRAK	National Railroad Passenger Corporation
APTA	American Public Transit Association
ARC	American Red Cross
ATA	American Trucking Associations Air Transport Association
BTS	Bureau of Transportation Statistics
CAP	Civil Air Patrol (FAA/DOD)
CTAA	Community Transportation Association of America
CUSEC	Central United States Earthquake Consortium
DLA	Defense Logistics Agency (DOD)
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DOT EO	Department of Transportation Emergency Organization (DOT)
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FORSCOM	United States Forces Command (DOD)
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GAO	General Accounting Office
GSA	General Services Administration
HHS	Department of Health and Human Services
HUD	Department of Housing and Urban Development
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
JCS	Joint Chiefs of Staff (DOD)
MARAD	Maritime Administration
MSC	Military Sealift Command (DOD)
MTMC	Military Traffic Management Command (DOD)
NAC	North Atlantic Council (NATO)

NASA	National Aeronautics and Space Administration
NATO	North Atlantic Treaty Organization
NCS	National Communications System
NDTA	National Defense Transportation Association
NEIC	National Earthquake Information Center (USGS)
NEMA	National Emergency Management Association
NHIC	National Hurricane Information Center (DOC)
NHTSA	National Highway Traffic Safety Administration
NIMA	National Imagery and Mapping Agency (DOD)
NOAA	National Oceanic and Atmospheric Administration (DOC)
NRC	National Response Center (DOT)
	Nuclear Regulatory Commission (DOE)
NSA	National Shipping Authority (DOT)
	National Security Agency (DOD)
NTSB	National Transportation Safety Board
NWS	National Weather Service (DOC)
OET	Office of Emergency Transportation
OIS	Office of Intelligence and Security
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OST	Office of the Secretary of Transportation
PACOM	United States Pacific Command (DOD)
RSPA	Research and Special Programs Administration
SBA	Small Business Administration
SHAPE	Supreme Headquarters Allied Powers, Europe
SLSDC	Saint Lawrence Seaway Development Corporation
TRANSCOM	United States Transportation Command (DOD)
TVA	Tennessee Valley Authority
USA	United States Army (DOD)
USACE	United States Army Corps of Engineers (DOD)
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USGS	United States Geological Survey (DOI)
USFS	United States Forest Service (USDA)
USPHS	United States Public Health Service (HHS)
USPS	United States Postal Service
WSSPC	Western States Seismic Policy Council

Part B: Emergency Planning Terminology

AFB	Air Force Base (DOD)	
ALTRETCO	Alternate Regional Emergency Transportation Coordinator	(DOT)
APOD	Aerial Port of Debarkation (DOD)	
APOE	Aerial Port of Embarkation (DOD)	
ARTCC	Air Route Traffic Control Center (FAA)	
ATC	Air Traffic Control (FAA)	
ATCSCC	Air Traffic Control System Command Center (FAA)	
ATCT	Air Traffic Control Tower (FAA)	
ATS	Air Traffic Services (FAA)	
ATSC	Air Traffic Services Cell (FAA/DOD)	
CAPC	Civil Aviation Planning Committee (NATO)	
CDRG	Catastrophic Disaster Response Group (FEMA)	
CEP	Civil Emergency Planning (NATO)	
CFR	Code of Federal Regulations	
CIMIC	Civil/Military Cooperation (NATO)	
CMC	Crisis Management Center (DOT)	
COG	Continuity of Government	
CONUS	Continental United States	
COOP	Continuity of Operations Plan	
CORE	Contingency Response Program (DOD)	
COTP	Captain of the Port (USCG)	
CRAF	Civil Reserve Air Fleet (FAA/DOD)	
CST	Communications Support Team (FAA)	
DCO	Defense Coordinating Officer (DOD)	
DEFCON	Defense Condition (DOD)	
DFC	Disaster Finance Center (FEMA)	
DFO	Disaster Field Office (FEMA)	
DMAT	Disaster Medical Assistance Team (FEMA)	
DMO	Defense Mobilization Order	
DMOBFOR	Director of Mobility Forces (DOD)	
DMORT	Disaster Mortuary Team (FEMA)	
DOMS	Directorate of Military Support (DOD)	
DOTCOOP	Department of Transportation Continuity of Operations Plan	
DPA	Defense Production Act	
DPAS	Defense Priorities and Allocation System	
DRM	Disaster Recovery Manager (FEMA)	
DSA	Defense Shipping Authority (NATO)	
DTG	Date-Time Group	
DTMS	Disaster Transportation Management System (DOT/FEMA)	
EAD	Earliest Arrival Date	
EAP	Employee Assistance Program	
EC	Emergency Coordinator	
ECS	Emergency Communication Systems	
EHTR	Emergency Highway Traffic Regulation (FHWA)	
EMS	Emergency Medical Services	
EO	Emergency Organization	
EOC	Emergency Operations Center	

EOF	Emergency Operating Facility
EOP	Emergency Operations Plan
	Emergency Operating Procedures
EPCCT	U.S./Canada Emergency Planning Committee for Civil Transportation
EPO	Emergency Planning Officer
ERPG	Emergency Response Policy Group (DOT)
ERT	Emergency Response Team (FEMA)
ERT-A	Emergency Response Team - Advance Element (FEMA)
ERT-N	Emergency Response Team - National (FEMA)
ESF	Emergency Support Function (FEMA)
ESFLG	Emergency Support Function Leaders Group (FEMA)
EST	Emergency Support Team (FEMA)
FAO	Federal Approving Official (FEMA)
FAR	Federal Aviation Regulation (FAA) Federal Acquisition Regulation
FCO	Federal Coordinating Officer (FEMA)
FOSC	Federal On-scene Coordinator (USCG/EPA)
FPC	Federal Preparedness Circular
FRERP	Federal Radiological Emergency Response Plan (DOE/FEMA)
FRP	Federal Response Plan (FEMA)
FRPCC	Federal Radiological Preparedness Coordinating Committee
FSS	Flight Service Station (FAA)
FY	Fiscal Year
GDSS	Global Decision Support System (DOD)
GIS	Geographic Information System
GMT	Greenwich Mean Time
GTN	Global Transportation Network (DOD)
GTR	Government Transportation Request
HA	Humanitarian Assistance
HAZMAT	Hazardous Materials
HF	High Frequency
HNS	Host Nation Support (NATO)
HQ	Headquarters
ICS	Incident Command System
IRR	Initial Response Resources (FEMA)
JIC	Joint Information Center (FEMA)
JMCC	Joint Movements Coordination Center (NATO)
LAD	Latest Arrival Date
LOC	Line of Communication (DOD)
LPG	Liquefied Petroleum Gas
MA	Mission Assignment (FEMA)
MATTS	Mobile Air Transportable Telecommunications System (FEMA)
MCC	Movement Coordination Center (DOT/FEMA) Movements Control Center (DOD)
MERS	Mobile Emergency Response System (FEMA)
MM	Mile Marker
MOA	Memorandum of Agreement

MOBCEN	Mobilization Center (USDA/FEMA)
MOU	Memorandum of Understanding
MP	Milepost
MSO	Marine Safety Office (USCG)
NAOC	National Airborne Operations Center
NAPCAP	NATO Allied Precommitted Civil Aircraft Program (NATO)
NAS	National Airspace System (FAA)
NAVAIDS	Navigational Aids
NAWAS	National Warning System (FEMA)
NCA	National Command Authority
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDER	National Defense Executive Reserve
NDMS	National Disaster Medical System
NDRF	National Defense Reserve Fleet (MARAD/DOD)
NLT	Not Later Than
NOTAM	Notice to Airmen (FAA)
NRT	National Response Team
NSEP	National Security Emergency Preparedness
OCONUS	Outside CONUS (includes Alaska and Hawaii)
OPCON	Operational Control
OPLAN	Operations Plan
OPSEC	Operations Security
PAO	Public Affairs Office(r)
PBEIST	Planning Board for European Inland Surface Transport (NATO)
PBOS	Planning Board for Ocean Shipping (NATO)
PDD	Presidential Decision Directive
PEAD	Presidential Emergency Action Document/Directive
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Port of Debarkation (DOD)
POE	Port of Embarkation (DOD)
PPR	Prior Permission Required (DOD/FAA)
RAC	Regional Assistance Committee (FEMA)
RD	Regional Director (FEMA)
REP	Radiological Emergency Preparedness
RETCO	Regional Emergency Transportation Coordinator (DOT)
RETREP	Regional Emergency Transportation Representative (DOT)
RFA	Request for Federal Assistance (FEMA)
RFT	Request for Transportation (DOT/FEMA)
RISC	Regional Interagency Steering Committee (FEMA)
ROC	Regional Operations Center (FEMA)
RPC	Regional Preparedness Committee (FEMA)
RRF	Ready Reserve Force (MARAD/DOD)
SAR	Search and Rescue
SARDA	State and Regional Disaster Airlift (FAA)
SCATANA	Security Control of Air Traffic and Air Navigation Aids (DOT/DOD/FCC)
SCO	State Coordinating Officer (FEMA)
SHARES	Shared Resources Network

SIC	Standard Industrial Classification
SITCEN	Situation Center (NATO)
SITREP	Situation Report (DOT/DOD)
SLOC	Sea Line of Communication (DOD)
SOP	Standard Operating Procedures
SPOD	Seaport of Debarkation (DOD)
SPOE	Seaport of Embarkation (DOD)
STCC	Standard Transportation Commodity Code
TALCE	Tanker Airlift Control Element (DOD)
TAD	Temporary Additional Duty (DOD)
TDY	Temporary Duty (DOD)
TOA	Transportation Operating Agency (DOD/FEMA)
TPFDD	Time-Phased Force Deployment Data (DOD/FEMA)
TPFDL	Time-Phased Force Deployment List (DOD/FEMA)
TRACON	Terminal Radar Control (DOT)
UHF	Ultra High Frequency
UIC	Unit Identification Code (DOD)
ULN	Unit Line Number (DOD/FEMA)
USC	United States Code
US&R	Urban Search and Rescue (FEMA)
UTC	Universal Coordinated Time
VFR	Visual Flight Rules (FAA)
VHF	Very High Frequency
WMD	Weapons of Mass Destruction (FBI)

APPENDIX 2 TO ANNEX F DEFINITIONS OF TERMS

This portion of the glossary defines terminology used by DOT and other segments of the transportation community in civil transportation planning and emergency transportation management. Because of the specialized nature of this publication, definitions provided are limited to those used for these purposes and are not intended to be all-inclusive.

Activation: The process of mobilizing Federal personnel and material resources according to a predetermined plan after notification by proper authority to prepare for employment or deployment in response to an emergency.

Administrator: See *Modal Administrator*.

Air Traffic Services Cell (ATSC): A DOD element located within the FAA Air Traffic Control System Command Center (ATCSSC) that coordinates directly with the FAA to expedite the movement of military aircraft within the National Airspace System during domestic or national security emergencies.

Allocation: Assignment of a particular element of civil transportation capacity to satisfy a specific public need, to the exclusion of any other need, during a domestic or national security emergency, as determined by competent authority under provisions of the Defense Production Act.

Alternate Headquarters: An existing organization and/or operating facility that is pre-designated in continuity of operations plans to assume the essential functions of another that is no longer able to operate because of accident, act of war, terrorist act, or other emergency. (See also *Continuity of Government, Emergency Cadre*.)

Associated Federal Claimant Agency: Any Federal agency assigned claimancy responsibility for any program or economic activity that is part of a broader program managed by another Federal agency. When directed by competent authority during declared emergencies, each associated Federal claimant agency will submit requirements needed to sustain programs or activities under its cognizance to the Federal claimant agency assigned responsibility for the broader program. (See also *Claimancy, Federal Claimant Agency*.)

Bulk Petroleum: A total of 55 gallons or more of crude oil or any refined petroleum product that requires transportation by pipeline, railroad tank car, tank truck, tank trailer, barge, or vessel.

Capacity: That portion of civil transportation services, equipment, facilities, or systems that is made available for prioritization or allocation during a domestic or national security emergency under provisions of the Defense Production Act.

Captain of the Port (COTP): An officer of the United States Coast Guard who is designated by the Commandant to direct Coast Guard law enforcement activities within an assigned area. Such duties are assumed by the respective Coast Guard District Commandants in areas where a COTP is not specifically assigned.

Civil Aircraft: All fixed- and rotary-wing aircraft in the private sector that are operated under provisions of Part 121 (scheduled domestic, flag, and cargo carriers), Part 129 (foreign carriers), or Part 135 (commuter and air taxi carriers) of the Federal Aviation Regulations.

Civil Air Carrier: Any operator of civil aircraft in the private sector.

Civil Aviation: All activities involving civil aircraft. (See also *General Aviation*.)

Civil Disturbance: Any event that has been or may be perceived as prejudicial to public order and that requires the intervention of State or local law enforcement, including riots, insurrections, unlawful obstructions or assemblies, acts of violence, or other disorders, and that requires or may require the use of Federal resources under the provisions of Paragraph 10, U.S.C., Chapter 15. (See also *Domestic Emergency and Labor Disturbances*.)

Civil Preparedness: Includes all plans, programs, activities, and other initiatives designed or intended to prepare State and local governments to respond to, conduct, coordinate, and manage emergency situations.

Civil Reserve Air Fleet (CRAF): Those civil aircraft pre-allocated by the Department of Transportation for use by Department of Defense to augment military airlift capacity during national security emergencies.

Civil Transportation: A broadly descriptive term that includes all transportation services, equipment, facilities, and systems in the private sector, including petroleum, natural gas, and hazardous materials pipelines.

Claimancy: The process of determining requirements for Federal resources, including civil transportation resources, needed to sustain existing Federal programs or carry out additional programs during domestic or national security emergencies, and the submission of each such requirement to the Federal agency responsible for administering or managing the required resource. (See also *Federal Claimant Agency*.)

Claimant: The agency or organization responsible for determining and submitting requirements for Federal resources, including civil transportation resources, required in support of Federal emergency operations. (See also *Claimancy, Federal Claimant Agency*.)

Consequence Management: The process of planning, coordinating, or conducting response and/or recovery actions subsequent to any terrorist incident that requires or may require a Federal response. (See also *Terrorism, Weapons of Mass Destruction*.)

Contingency Plan: A predetermined process for responding to emergencies that can reasonably be anticipated. Contingency plans generally include a concept of operations, predetermined response options, and the identification and allocation of necessary supporting resources.

Continuity of Government: The process of ensuring the uninterrupted functioning of essential government operations and services during and subsequent to domestic or national security emergencies, and the related plans, procedures, and policies developed in advance to provide for the continuation of such operations of services. (See also *Alternate Headquarters, Emergency Cadre*.)

Crisis: Any significant alteration to or disruption of normal social, governmental, commercial, or economic activity that requires, or may require, intensive management actions and expedited decisionmaking. This includes any unusual interruption of transportation operations, or actual or potential damage to any part of the transportation infrastructure.

Crisis Management: The process of resolving a crisis by collecting and analyzing information, developing necessary plans, and directing or coordinating appropriate governmental and/or industry actions.

Crisis Management Center (CMC): A dedicated facility at DOT Headquarters that includes supplies, equipment, and other resources needed to support emergency operations and serve as the primary operating location of the DOT Emergency Organization.

Critical Facility: Any transportation-related structure, location, or activity that, by virtue of its essential nature, requires protection from the potential effects of sabotage, terrorist acts, or natural disasters.

Damage Assessment: A systematic appraisal of the effects of an incident or emergency on transportation resources. An assessment normally includes the location of the incident or emergency, specifies the nature and degree of transportation damage, identifies transportation alternatives, and summarizes actions taken and planned.

Defense Coordinating Officer (DCO): A designated military representative who serves as the principal liaison between the Department of Defense, other Federal agencies, and affected State and local governments, and who coordinates the use of DOD resources assigned or allocated to support Federal emergency operations. The DCO is normally located with the Federal Coordinating Officer (FCO) at the FEMA Disaster Field Office (DFO).

Defense Condition (DEFCON): A uniform system of progressive alert postures that may be declared by the President through the Secretary of Defense prior to or during national security emergencies. Readiness levels are expressed as numbers and range from 5 (normal military readiness) to 1 (the highest state of readiness). Declarations of or changes to DEFCON levels are classified.

Disaster: A fundamental disruption of socioeconomic activity resulting from natural or human causes that is characterized by loss of life, widespread property damage, interruption of transportation operations, and damage to portions of the transportation infrastructure that are beyond the response capabilities of State and local authorities, and for which a Federal disaster declaration has been requested or is anticipated. (See also *Emergency, Incident.*)

Disaster Field Office (DFO): An operating facility established by FEMA in or near a disaster area in which an interagency emergency response team that includes DOT representation plans, directs, and coordinates Federal response and recovery operations, under the direction of the Federal Coordinating Officer. (See also *Emergency Support Function, Federal Coordinating Officer.*)

Disaster Transportation Management System (DTMS): The integrated Federal interagency management process, carried out under DOT operational direction and management supervision, that provides for the orderly movement, continuous tracking, and efficient utilization of civil and/or military transportation resources into or within designated disaster areas incident to domestic emergencies addressed under provisions of the Federal Response Plan. (See also *Movement Coordination Center.*)

DOT Crisis Coordinator: A senior departmental official assigned by the Secretary of Transportation to manage department-wide emergency response actions and serve as the principal departmental point of contact with the transportation industry, State and local governments, and other Federal agencies in matters pertaining to transportation emergency management.

DOT Emergency Organization (DOT EO): An on-call group of pre-designated individuals from DOT Headquarters and operating administrations who assist the DOT Crisis Coordinator in directing and coordinating emergency transportation management at the departmental level.

Embargo: A method of controlling civil transportation by restricting or prohibiting the movement of designated cargo or the delivery of designated services. An embargo may be placed against a foreign nation, an individual consignor or consignee, a geographical or other specified area, or at a particular point. An embargo may also be applied against the movement of a specific commodity or group of commodities, or against specific transportation facilities, services, or equipment.

Embarkation Area: An area ashore that may include one or more embarkation points, where final preparations for embarkation are completed and through which personnel and equipment move onto assigned vehicles, aircraft, or ships.

Emergency: Any single incident or series of incidents that warrants Federal action and for which Federal assistance has been or may be requested to supplement State and local efforts to protect lives and property, safeguard public health, and/or recover from economic disruptions, including any interruption of transportation-related operations or damage to any part of the transportation infrastructure. (See also *Disaster, Incident.*) Emergencies are generally grouped into one of the following categories:

a. **Domestic Emergencies:** Include “major disasters” and “emergencies”, as defined in the Federal Response Plan, and other events, such as transportation labor disruptions, energy shortages, and other situations that affect the economy or public health and safety, including terrorist acts or threats.

b. **National Security Emergencies:** Include periods of international tension, whether or not a national emergency has been declared; limited engagements in which the United States may or may not be directly engaged, but which do involve the national security; war and all other declared emergencies pertaining to the national defense.

Emergency Cadre: In continuity of operations planning, a predesignated group of individuals, including those named in lines of succession, who relocate to alternate headquarters sites and carry out essential functions when primary locations are not available or operational. (See also *Alternate Headquarters, Continuity of Government.*)

Emergency Coordinator (EC): A designated individual within each operating administration who serves as the focal point for emergency transportation planning and the coordination of emergency response actions; Emergency Coordinators also serve as the principal liaisons between the DOT Emergency Organization, when activated, and respective operating administrations.

Emergency Highway Traffic Regulation (EHTR): A vehicular traffic management and control system developed by each State, in coordination with the FHWA, to regulate the use of highways in order to expedite and facilitate essential vehicular movement during domestic or national security emergencies.

Emergency Operations Center (EOC): A dedicated facility in each State that includes supplies, equipment, and other resources needed to support State emergency operations and serve as the primary operating location for the State emergency organization.

Emergency Planning Officer (EPO): A designated individual within each OST staff organization and the Transportation Administrative Service Center (TASC) who serves as the focal point for emergency transportation planning and coordinates with OET on emergency transportation matters. Duties are similar to those of Emergency Coordinators in the operating administrations but generally do not involve coordination of emergency transportation operations or active liaison with the DOT Headquarters Emergency Organization.

Emergency Response Policy Group (ERPG): A senior emergency planning and policy body chaired by the Deputy Secretary, and consisting of the Deputy Assistant Secretaries and Deputy Administrators of the operating administrations, which may be convened by the Secretary to address potential policy issues, resolve actual or potential intradepartmental conflicts, facilitate senior-level decisionmaking, and formulate a strategic plan for an integrated and coordinated departmental response.

Emergency Response Team (ERT): An on-call regional interagency organization composed of some or all of the Emergency Support Functions described in the Federal Response Plan that is activated by FEMA to plan, direct, and coordinate Federal response and recovery operations under the overall direction of the Federal Coordinating Officer. (See also *Emergency Support Function, Federal Coordinating Officer, Federal Response Plan.*)

Emergency Support Function (ESF): Any of 12 standard functional groupings described in the Federal Response Plan through which Federal assistance is planned, coordinated, and delivered to the States under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. DOT is the designated lead agency for ESF-1 (Transportation). (See also *Federal Response Plan.*)

Emergency Support Team (EST): An on-call interagency organization composed of some or all of the Emergency Support Functions described in the Federal Response Plan that is established at FEMA Headquarters and oversees Federal response and recovery operations at the national level. (See also *Emergency Support Function, Federal Response Plan.*)

Employee Assistance Program (EAP): Humanitarian assistance measures provided by the Transportation Administrative Service Center (TASC) that addresses the potential effects of intensive, traumatic, or prolonged emergency response activities on members of DOT emergency organizations and their families.

External Agencies: Those departments and agencies that are not DOT organizational elements but may support DOT in responding to domestic or national security emergencies. These include, but are not limited to other Federal departments and agencies, State and local transportation agencies, and certain private entities, such as the American Red Cross.

Federal Agency: Any department or agency of the executive branch of the Federal government or any Federally chartered corporation, including the United States Postal Service (USPS).

Federal Claimant Agency: A Federal agency assigned responsibility for identifying, developing, and maintaining resource requirements needed to establish new programs or sustain existing programs during domestic or national security emergencies, and for presenting and justifying such program requirements to appropriate Federal resource agencies. (See also *Associated Federal Claimant Agency, Claimancy.*)

Federal Coordinating Officer (FCO): The designated individual appointed under the provisions of the Federal Response Plan to coordinate Federal assistance to affected States during domestic emergencies. The FCO is generally the senior FEMA official in each affected region. (See also *Federal Response Plan.*)

Federal Port Controller: A designated individual, usually provided by MARAD, who maintains cognizance over the use of port facilities during national security emergencies, under authority delegated to the National Shipping Authority (NSA).

Federal Radiological Emergency Response Plan (FRERP): The national plan developed by the Department of Energy and FEMA that establishes the basis for providing Federal assistance to industry and/or affected States in the aftermath of domestic emergencies involving nuclear materials.

Federal Response Plan (FRP): The national plan developed by FEMA, in coordination with DOT and other Federal agencies, that implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and establishes the basis for providing Federal assistance to affected States in the aftermath of natural disasters and most other domestic emergencies. (See also *Emergency Support Function, Federal Coordinating Officer.*)

General Aviation: All aircraft and related facilities in the private sector, other than those operated by civil air carriers. Includes aircraft and related facilities operated by civilian flying clubs subject to Part 123 of the Federal Aviation Regulations. (See also *Civil Aircraft, Civil Air Carrier, Civil Aviation.*)

Global Decision Support System (GDSS): An automated information system that is a component of the Global Transportation Network (GTN) and is used by DOD to continuously monitor the movement of military aircraft and cargo. (See also *Global Transportation Network.*)

Global Transportation Network (GTN): An integrated automated information system consisting of interrelated modules that, together, provides visibility over all forms of DOD transportation. (See also *Global Decision Support System.*)

Incident: Any transportation-related event or series of events that is locally focused, usually of short duration, and has affected or may affect transportation operations or any part of the transportation infrastructure. An incident generally requires further analysis, evaluation, or reporting actions that could ultimately result in emergency or disaster declarations by appropriate authorities. (See also *Disaster, Emergency.*)

Mitigation: Preventive measures taken or response assistance provided that limits the extent of damage or lessens the impact of an actual or potentially destructive event on both persons and property.

Mobilization: The process of organizing and marshaling resources, generally according to a predetermined plan, in order to achieve a desired state of readiness in preparation for or response to an anticipated or actual emergency. This definition is further differentiated to distinguish between domestic and national security emergencies as follows:

a. **Domestic Emergencies:** Includes the activation of all or parts of DOT Headquarters and/or regional emergency organizations and the identification, organization, and preparation for movement of appropriate transportation resources.

b. **National Security Emergencies:** Includes the assembly and preparation for deployment of necessary military forces, to include activation of selected Reserve Component forces, and expansion of the industrial base to a level that is considered sufficient to sustain the national economy and support actual or anticipated military operations.

Modal Administrators: The appointed heads of each operating administration organized within the Department of Transportation. The Administrator is responsible for planning, organizing and carrying out the missions and functions of each operating administration and is accountable solely to the Secretary of Transportation, unless otherwise provided for by statute or other autonomous authority.

Movement Coordination Center (MCC): The Federal interagency single point of contact at the national and/or regional levels that implements the Disaster Transportation Management System by managing transportation capacity, and monitoring the movement of response resources into and within designated disaster areas, in anticipation of or during domestic emergencies addressed under the Federal Response Plan. Each MCC operates within the organizational framework of the transportation emergency support function (ESF-1), under the operational direction of the DOT Crisis Coordinator, at the national level, and RETCOs, at the regional level. (See also *Disaster Transportation Management System, Emergency Support Function.*)

National Airspace System: The common infrastructure that supports both civil and military aviation in the United States, including navigational aids, communications, air traffic control, aeronautical

charts and related information, weather information, technical information, and the underlying rules, regulations, procedures, and resources.

National Defense Executive Reserve (NDER): A voluntary organization of qualified individuals who are selected and trained to supplement the Federal workforce by assuming executive positions in the Federal government, when authorized by the President, during domestic or national security emergencies.

National Defense Reserve Fleet (NDRF): Decommissioned government-owned oceangoing vessels that are maintained by MARAD at various locations in a state of readiness that will facilitate recommissioning, as needed, to expand the base of U.S. merchant shipping during national emergencies.

National Oil and Hazardous Substances Contingency Plan (NCP): The national plan developed jointly by the USCG and EPA that implements the Oil Pollution Act of 1990 and establishes the basis for providing Federal assistance to industry and/or affected States in the aftermath of domestic emergencies that involve the discharge of petroleum products and other hazardous materials.

Natural Disaster: Any act of nature that is or threatens to be, of such magnitude and severity as to cause significant loss of life and/or extensive property damage.

Notification:

a. The receipt, by formal or informal means, by or from an individual or organizational entity, of verbal or written information regarding an incident that has transportation implications and requires further action.

b. The process of providing timely information regarding transportation-related incidents to designated individuals, State or local transportation agencies, other Federal agencies, or the general public.

Port Area: Any temporary or permanent location that is contiguous to or associated with oceangoing, Great Lakes, or inland river maritime operations that is capable of servicing vessels and includes facilities that provide or support intermodal or intramodal transshipment services.

Port Facilities: Physical facilities within a port area including piers, docks, wharves, marine terminals, warehouses, and equipment that is directly or indirectly engaged in the intermodal or intramodal transfer or interchange of cargo and passengers.

Pre-delegation: The planned delegation of specific legal authority, in advance or anticipation of a domestic or national security emergency, to a designated individual, either by name or position, to exercise such authority and carry out specific functions that relate to emergency transportation management. Commonly used in connection with delegation of priorities and allocations authority.

Priorities and Allocations Authority: The authority granted to the President by Title I, Section 101, of the Defense Production Act of 1950, as amended, to grant priority to the performance of certain contracts and allocate materials, services, and facilities to promote the national defense. This includes civil emergency preparedness activities, including disaster response and recovery actions, carried out under provisions of Title VI of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

a. Priority. The relative preference given to a specific national defense or civil emergency preparedness requirement in the utilization of any element of civil transportation capacity.

b. Allocation. The assignment of a specific portion of civil transportation capacity to satisfy a specific national defense or civil emergency preparedness requirement, to the exclusion of any other requirement.

Private Carrier: Those carriers in the private sector that have an internal capability to transport commodities for which they are owner, lessee, or bailee, and whose primary business does not involve providing transportation services to the public.

Public Aircraft: Any aircraft that is used only in the service of a government entity or political subdivision. Applies to all U.S. and foreign flag aircraft, including military aircraft, except those allocated to the Civil Reserve Air Fleet (CRAF) program.

Ready Reserve Force (RRF): Those government-owned oceangoing vessels that are part of the National Defense Reserve Fleet (NDRF) but are maintained in a high state of readiness by MARAD to support the initial stages of a national security mobilization or a sudden surge in ocean shipping requirements associated with an actual or potential national security emergency. (See also *National Defense Reserve Fleet*.)

Recovery: Actions taken in a designated disaster area to restore transportation resources, including infrastructure, to a level that approximates the capabilities that existed prior to the incident or event that caused the emergency .

Regional Assistance Committee (RAC): A regional interagency group that is responsible for the performance evaluation of civil nuclear power facilities during annual exercises required by the Federal Radiological Emergency Response Plan (FRERP). Membership of each RAC includes the DOT RETCO.

Regional Emergency Transportation Coordinator (RETCO): A designated individual who represents the Secretary on emergency transportation matters at the regional level, serves as director of the regional emergency transportation organization, and coordinates all regional emergency transportation plans, operations, and requirements directly with the Directors, OET or OIS, the DOT Crisis Coordinator, regional elements of DOT operating administrations, and the FEMA Regional Director or Federal Coordinating Officer, as appropriate.

Regional Emergency Transportation Representative (RETREP): The principal assistant to the RETCO in planning, developing, and coordinating regional emergency transportation plans, programs, and emergency response operations.

Regional Emergency Transportation Organization: An on-call group of pre-designated individuals from DOT regional organizations who assist the RETCO in directing and coordinating emergency transportation management at the regional level.

Regional Operations Center (ROC): A temporary operating facility established at a FEMA Regional Office or Federal Regional Center, under the direction of the FEMA Regional Director or Deputy Director, that coordinates Federal response and recovery operations pending the designation of a Federal Coordinating Officer and the establishment of a Disaster Field Office.

Reporting: The process of distributing information between or among individuals or organizations for a specific purpose. The reporting process may be either formal, following rigid procedures and a prescribed format, and having predetermined recipients, or informal, including only essential information and using any appropriate means or methods.

Requirements: Predetermined forecasts or immediate estimates of civil transportation capacity that will be required under specific situations to either respond to an immediate emergency or carry out a planned emergency-related program or group of programs.

Resources: The personnel, goods, or services that are considered necessary to carry out a specific mission or functions, including intangibles that may be required in related production, processing and distribution.

Response: Actions taken with little or no notice in a disaster area to mitigate the short-term effects of an incident or emergency, to include all measures designed to save lives, protect property, and meet basic human needs.

Situation Report (SITREP): A periodic report issued by the DOT Headquarters and regional emergency transportation organizations that documents significant events relating to the transportation aspects of a domestic or national security emergency, summarizes actions taken and planned, accounts for personnel, and identifies resource requirements. Specific format and distribution requirements are determined by the DOT Crisis Coordinator and RETCOs, considering the nature of the emergency and the stated needs of FEMA, DOD, other Federal agencies, and supported State governments.

Standard Operating Procedures (SOP): A documented set of instructions that provides guidance and direction for the routine functioning an organization, operating facility, equipment item, or other resource.

State: Any of the 50 States of the United States plus the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Marianas Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands.

State and Regional Disaster Airlift (SARDA): A predetermined plan governing the use of military and other non-commercial aircraft in support of one or more States during a national emergency.

State Coordinating Officer (SCO): The designated representative of the Governor of a State who coordinates State response and recovery activities with those of the Federal Government during a domestic or national security emergency.

Terrorism: The unlawful use of force or violence committed by a group of two or more individuals against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. (See also *Weapons of Mass Destruction*.)

Time-Phased Force and Deployment Data (TPFDD): Shipping information compiled in a prescribed format that identifies specific cargo or passenger load data, including height, length, width, weight, passenger data, point of origin, destination(s), point of contact, and essential special identifiers, such as oversized or hazardous materials cargoes.

Time-Phased Force and Deployment List (TPFDL): A listing of cargo and passenger loads based on unit line numbers and TPFDD records that is arranged by predetermined shipping priority in support of specific missions or purposes.

Unit Line Number: A standard alphanumeric code, obtained from Time-Phased Force and Deployment Data, which identifies specific items that require shipment.

Weapons of Mass Destruction (WMD): Any chemical, biological, nuclear, or radiological weapon or material, or any explosive or incendiary device that, either through threat of employment, or actual detonation or dispersal of components, can cause the potential for mass casualties among government forces or civilian populations and damage, destroy, or deny the use of any portion of the transportation infrastructure. (See also *Terrorism*.)

