
Emergency Operations Plan

Functional Annex: Transportation

Transportation Annex Responder	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">N/A
Supporting Agencies	<ul style="list-style-type: none">New Hanover County Schools Transportation DepartmentCape Fear Public Transportation Authority/Wave Transit
Private Resources	<ul style="list-style-type: none">

Internal Plan Alignment to Transportation Annex:

- Bridge Closure Plan Annex*
- Re-Entry Plan Annex*

External Plan Alignment to Transportation Annex:

- New Hanover County Transportation Annex*
- Catastrophic Evacuation Framework*
- New Hanover County Radiological Emergency Plan 2020*

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Introduction

Purpose

The purpose of *Functional Annex: Transportation* is to coordinate the use of all transportation resources to meet the needs of the citizens as well as the other support functions to accomplish response, recovery, and assistance missions. This role includes prioritizing and coordinating transportation resources and assisting with emergency evacuations.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with transportation in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

Coordination activities may include:

- This annex will be coordinated with *Functional Annex: Mass Care* for evacuation protocols.
- Provision of transportation for those responding to an incident.
- Provision of transportation resources for those displaced from homes/businesses.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals.
- The Town of Carolina Beach and the low-lying areas have experienced numerous hurricane evacuations.
- The Cape Fear Public Transportation Authority/ Wave Transit provides a variety of public transportation options to the citizens of the Cape Fear region, including buses and paratransit vans.
- Taxicab service and handicapped van service are available in the Wilmington area.
- The Town of Carolina Beach has a formal re-entry permit process.
- Decisions on re-entry into damaged or isolated areas will be made by various partners working through information available in the Incident Command Post (ICP).

Planning Assumptions

- Emergency situations may require evacuation of all or part of the Town of Carolina Beach. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of an impending hurricane.
- Sufficient warning time will normally be available to evacuate the threatened population.
- Traffic control resources must be coordinated prior to the public release of an evacuation order.
- Evacuation and re-entry information will be made available to the public by all available means.
- If there is significant potential threat, some residents will evacuate prior to being advised to do so by public officials.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- Some residents may refuse to evacuate regardless of warnings.

- Some people will lack transportation. Others, who are ill, disabled, or non-English speaking may require vehicles with special transportation capabilities and staff.
- Debris or damage to the roadway may hinder re-entry.
- Evacuation will be completed during daylight hours, whenever possible.
- Effective traffic control points will facilitate orderly re-entry into isolated or evacuated areas.
- Any evacuations will be done in accordance with local ordinances and General Statutes.

Concept of Operations

General

- Law enforcement will implement traffic control for evacuation and for re-entry through *Functional Annex: Public safety and Security*.
- Movement of medical patients will be coordinated by *Functional Annex: Public Health and Medical*.
- Response methods may require additional modifications and have specific information needs for segments of the population with Access and Functional Needs (AFN) such as:



Source: US HHS/ASPR Functional Needs Factsheet¹

Specific

Evacuation

- The leadership of the Town of Carolina Beach may issue mandatory evacuations and implement re-entry permitting processes.
- Public information concerning evacuation or re-entry orders will be released through the PIO to all media outlets.
- The Incident Commander (IC) at the scene of an isolated emergency in the Town of Carolina Beach has the authority to order an evacuation of the specific area affected by the incident. The Town Manager/Emergency Management Coordinator or staff should be made aware immediately regarding any isolated evacuation.
- Traffic control points to support evacuation will be developed according to the specifics of the situation.
- Evacuation for radiological incidents is coordinated through the Brunswick Nuclear Plant (BNP) radiological response plans.
- The size of the threatened area to be evacuated will be determined at the time of the emergency.

¹ <https://www.phe.gov/Preparedness/planning/abc/Pages/AFN-FactSheet.aspx>

- Access to defined evacuation areas will be denied to non-essential personnel once an evacuation order has been issued.
- Law enforcement officers will assist stranded motorists in reaching a location of the best available shelter.
- Institutions within the Town of Carolina Beach must develop procedures for evacuation and relocation of patients or residents. When the capabilities of an institution to meet resource requirements are exceeded, the institution may be assisted by the Town or County.

Re-Entry

- The decision to allow re-entry into any evacuated area will be made by the leadership of the Town of Carolina Beach.
- Evacuated emergency service equipment and personnel will re-enter prior to the re-entry of the public for a safety assessment.
- Staging areas for incoming resources will be established.
- Sections of the Town of Carolina Beach may remain isolated or closed to the public even after re-entry begins based on safety and security concerns.
- Re-entry due to a radiological emergency will be coordinated with the BNP and will be done according to the plans found in *NHC Radiological Emergency Plan 2020* and the *BNP Radiological Plan*.

The Town of Carolina Beach has limited capabilities for large-scale transportation needs. As such, the Town of Carolina Beach will rely on the following:

Cape Fear Public Transportation Authority/Wave Transit

The Authority will attempt to provide available assets, not being utilized in revenue service, at the time of emergency support. Vehicles are to include heavy duty urban transit buses, shuttle vehicles, and paratransit vehicles. All vehicles will be supplied with Authority employees or Authority contracted employees as operators of the vehicles. The vehicle type provided will be at the discretion of the Executive Director, based on expected passenger loads, ADA needs, available credentialed drivers, and fuel availability.

New Hanover County Local Schools

- NHC Schools will respond and provide any assets available to help to move people and resources as needed.

Resource Identification

The Town of Carolina Beach should coordinate with NHC EM for available resource needs.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departamental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP), as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to Incident Command Post (ICP), as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in transportation capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Monitor and report roadway conditions for traffic delays and detours.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop inventory of available vehicle and personnel resources from supporting agencies. Coordinate with NHC EOC, as appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders in accordance with local policies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if residents need to be evacuated from immediate peril.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
During a hurricane, or if otherwise applicable, move all personal vehicles to the mainland and arrange transportation for personnel to and from their assignments.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish back-up fuel supply location(s).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the evacuation of those with AFN. Ensure that this task is accomplished in timely manner. Coordinate with Individual Care Coordination (IC-3) Center and NHC EOC, if activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that persons have been provided transportation out of the immediate impact area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report on road hazards identified by field units.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate transportation resources with requests for the movement of personnel, goods and services to support the response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize transportation requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of transportation resources and personnel (volunteer from private or business sector) that have been called into the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for transportation resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged transportation assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist recovery transportation and delivery activities as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate re-entry information and instructions with the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed transportation assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach's EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach's EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts