

## Emergency Support Function (ESF) # 1: TRANSPORTATION

<b>ESF Activation Contact:</b> Cornell Transportation & Delivery Services (607)255-4600	
<b>Primary Department</b>	Cornell Transportation & Delivery Services PH: (607)255-4600 Contact: Bartt Smith Contact: Bridgette Brady
<b>Support Departments</b>	Cornell University Police PH: (607)255-1111 Contact: Dave Honan
	TMS – Campus to Campus TMS - Fleet Services TMS – Red Runner TMS – CU Lift TMS – Mail Services PH: (607)255-3006 Contact: Carl Hoaglin
	TMS – Campus to Campus PH: (607)255-3247 Contact: Joe Satterly
	IPP – Carpenter Shop PH: (607)255-5322
	IPP – Grounds Department PH: (607)255-5322
	IPP – Building Care PH: (607)255-5322
	SAS Facilities PH: (607)255-1120 Contact: Erik Gray
	Cornell Dining PH: (607)255-5952 Contact: Dustin Cutler
<b>External Agencies</b>	TCAT PH: (607)277-7433 Contact: Scot Vanderpool

### I. Purpose

- a) This ESF lists the Cornell University departments and external agencies responsible for provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support emergency transportation needs during an emergency or disaster impacting the Cornell University campus.

## **II. Scope**

- a) Includes all emergencies requiring transportation related services including traffic direction and control, vehicle parking, and transportation of people (including those needing accessible transport) and materials.
- b) Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- c) Facilitates damage assessments of transportation resources to establish priorities and determine needs of available transportation resources.
- d) Coordinates evacuation transportation as its' first priority and facilitate movement of the campus in coordination with other transportation agencies.
- e) Performance of and assisting with evacuation and re-entry.
- f) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- g) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

## **III. Situation**

- a) Emergency Conditions and Hazards
  - i) Cornell University may periodically experience emergency and disaster situations that will require transportation related support services. Potential emergencies and disasters include both natural and human-caused incidents.
  - ii) See Cornell's Risk Assessment for a description of potential emergencies.

## **IV. Assumptions**

- a) Initial emergency response capabilities may be inadequate to contain or control the hazard.
- b) University resources will be quickly overwhelmed.
- c) Roads and bridges in the affected area may be obstructed, damaged or heavily congested, impairing emergency transportation to, from, and within the area.

- d) Normal transportation mechanisms including public transportation services and personal vehicles may be unavailable, inaccessible, inoperable, delayed, or overwhelmed.
- e) Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- f) Communication systems may fail during a major incident.
- g) Shortfalls can be expected in both support personnel and equipment.
- h) State and federal assistance may not be immediately available.

## **V. Concept of Operations**

- a) General
  - i) The University Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF Annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or EOC, or will participate as members of an Incident Management Team.
- c) Notification
  - i) Campus incidents involving transportation related services and requests for ESF-1 assistance are to be reported to the Cornell University Police Department (CUPD) Dispatch Center by calling 911 from a campus phone or 607-255-1111 from an off campus phone.
  - ii) The CUPD Dispatch Center will notify the Transportation & Mail Services 255-4600 of requests for ESF-1 services.
  - iii) The Cornell Transportation & Mail Services or EMCS Operator will notify appropriate Transportation & Mail Services personnel.

- iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
  - v) Transportation & Mail Services personnel will contact outside transportation agencies to request their services.
- d) Direction, Control and Authority to Act
- i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions
- i) Preparedness
    - (1) Transportation & Mail Services shall develop and maintain response plans and procedures, a cadre of trained personnel, and equipment and supplies to provide transportation related services.
    - (2) Transportation & Mail Services shall maintain continuity of operation (COOP) plans for the scope of capabilities identified in the ESF. Service recovery priorities and resources shall be identified in the C-COOP planning tool and further detailed through plans and procedures.
    - (3) Transportation & Mail Services shall develop and maintain a list of campus, community, and vendor resources (including equipment, vehicles and personnel) that could be utilized to support transportation needs during an emergency.
    - (4) Maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage transportation support functions.
    - (5) Develop procedures to document costs for any potential reimbursement.
    - (6) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response

- (1) Identify transportation needs required to respond to the emergency.
- (2) Obtain, prioritize and allocate available transportation resources.
- (3) Act as liaison with outside transportation services agencies.
- (4) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage transportation support functions.
- (5) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF-17 Communications.

iii) Recovery

- (1) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or Incident Executive Leadership Team.
- (2) Ensure that ESF-1 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

## **VI. Responsibilities**

a) Primary Department: Transportation & Mail Services

- i) Serve as the lead agency for transportation related support functions and support the response and recovery operations after ESF activation.
- ii) Develop, maintain, and update plans and procedures for use during an emergency.

b) Identify, train, and assign personnel to serve as ESF-1 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

c) General Responsibilities

- i) This function will assist in the identification of essential transportation needs for transporting people (including those needing accessible transport), equipment, supplies, and material to and from incident sites.
- ii) May need to provide services for evacuation.

d) Support Departments

- i) Develop, maintain, and update plans and procedures for use during an emergency.
- ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
- iii) Support the primary department as needed.

## **VII. Capabilities**

- a) Transportation Services
  - i) Traffic direction and control
  - ii) Street and directional signage
- b) Fleet Services
  - i) Vehicle rental
  - ii) Vehicle maintenance
- c) Red Runner
  - i) Transport of persons and goods
- d) Carpenter Shop
  - i) Transport of equipment and materials
- e) CU Lift
  - i) Accessible Transport
- f) Campus to Campus
  - i) Bus transport
- g) Grounds Department
  - i) Barricades and cones
  - ii) Clear debris from Transportation routes

## **VIII. Resources**

- a) Transportation Services Resource List – Contact John Durbin
- b) Charter Bus and Route Destinations List – Contact John Durbin
- c) Fleet Vehicle Resource List – Contact John Durbin

## **IX. Policies and Procedures**

- a) Transportation Services Operational Procedures
- b) Transportation Plan for Campus Evacuation.

## **X. Attachments**

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