



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

# KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN *TRANSPORTATION* *ESF-1*

*Coordinates and organizes transportation resources in preparing for, responding to and recovering from incidents which impact the citizens of Kenton County.*

### **ESF Coordinator:**

#### Primary:

Kenton County Fleet Director;

#### Alternates:

Kenton County Director of Public Works;  
Assistant Fleet Director of Kenton County Schools.

### **Primary Agencies:**

Kenton County Coroner's Office,  
Kenton County Homeland Security/Emergency Management Agency  
Kenton County EMS,  
Kenton County Fiscal Court,  
Kenton County Judge Executive and Commissioners,  
Kenton County Police Department,  
Kenton County Public Works  
Kenton County Sheriff's Office,  
Region 6 Kenton County Task Force WMD/HAZMAT Regional Response Team

### **Support Agencies:**

Kenton County Fiscal Court  
Kenton County Coroner's Office  
Kenton County Homeland Security/Emergency Management Agency  
Kenton County EMS  
Kenton County Judge Executive and Commissioners  
Kenton County Police Department  
Kenton County Sheriff's Office  
Kenton County Public Works  
Kenton County Sheriff's



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

Region 6 Kenton County Task Force WMD/HAZMAT Regional Response Team  
Transit Authority of Northern Kentucky (TANK)  
Erlanger Dispatch Center  
Kenton County Dispatch Center  
Kenton County Jailer  
Kenton County School Board  
Kenton County School Resource Officer  
Kenton County Jailer.

### **Cities**

Mayors of and City Commission Council members  
Covington Code Enforcement  
Covington Dispatch  
City of Covington School Board  
Covington Police Department  
Edgewood Police Department  
Elsmere Police Department  
Erlanger Police Department  
Fort Wright Police Department  
Fort Mitchell Police Department  
Independence Police Department  
Kenton County Police Department  
Kenton County Sheriff's Department  
Lakeside Park Police Department  
Ludlow Police Department  
Park Hills Police Department  
Taylor Mill Police Department  
Villa Hills Police Department,

### **Other Local Agencies:**

Boone County Dispatch  
Campbell County Dispatch,

### **State Agencies:**

Kentucky Division of Emergency Management  
Kentucky Department of Transportation  
Kentucky Department of Transportation, Kentucky State Police, and Salvation Army.

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

### **Purpose**

The Transportation Emergency Support Function (ESF-1): identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Kenton County, the City of Bromley, the City of Covington, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Lakeside Park, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Kenton Vale, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill to address and support transportation needs in the event of either a natural or man-made disaster or emergency situation;

- identifies the responsibilities of organizations charged with providing transportation in the case of a disaster or emergency situation;
- is established to assure the provision of transportation support to Kenton County, the City of Bromley, the City of Covington, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Kenton Vale, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill and private-sector response before, during and after an incident/event;
- provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of transportation emergency and disaster situations.

### **Mission**

The mission of the Transportation Emergency Support Function is to coordinate and organize transportation resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Kenton County.

### **Scope**

The scope of this ESF includes:

- assessing transportation system damage and determining the required resources to restore such transportation systems;
- coordinating with ESF-1/Transportation support agencies for assistance in helping transportation suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore energy systems;
- coordinating information with local, state, and federal officials and suppliers about available transportation supply recovery assistance;
- providing technical assistance concerning transportation systems.



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

Kenton County Operations Plan and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-1/Transportation activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.

This Emergency Support Function applies to all agencies with assigned transportation emergency responsibilities as described in the Kenton County Kentucky Emergency Operations Plan.

### **Situations and Assumptions**

Some of the situations and assumptions involved in ESF-1/Transportation planning include:

- an incident may cause extensive damage to Kenton County and/or surrounding jurisdictions, requiring activation of the County's transportation assets in support of coordinated response activities;
- movement of resources into and evacuees out of the impacted area will be predicated on and require the identification of all surviving and available methods and routes of transportation;
- damaged roads, vehicles, facilities, equipment and damaged or disrupted communications could significantly hamper emergency transportation support;
- emergency transportation support requirements will likely exceed local capabilities and outside assistance will be required to support local emergency operations and/or a large-scale evacuation;
- the general public will receive and understand official emergency public information and warning related to evacuation;
- the majority of the public will act on its own and evacuate areas promptly when advised to do so;
- some people may refuse to evacuate regardless of warnings;
- most evacuees will seek shelter with relatives or friends rather than accept public shelter;
- the principal mode of transportation for evacuees will be private vehicles;
- some people will lack transportation;
- some residents that are ill or disabled may require vehicles with special transportation capabilities; when required, institutional residents will either be evacuated by the organization responsible for the institution, e.g., St. Elizabeth Medical Center, Edgewood, Kenton County Detention Center, assisted living centers, schools, daycare centers, etc., or the institution will make prior arrangements to have the residents evacuated;
- certain areas of Kenton County, or special populations within the County, may need additional time to accomplish an evacuation;



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

- it may take several days to complete a mass evacuation out of the County;
- roads and highways in Kenton County will become congested during a large-scale evacuation and hamper the movement of traffic and assess for emergency vehicles; local law enforcement will provide the majority of traffic control on major evacuation routes within Kenton County.

### Concept of Operations

The Kenton County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-1/Transportation during a disaster/emergency event. The ESF-1/Transportation Primary Agencies work with the EOC management team to ensure necessary transportation tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-1/Transportation activities as required by the size and demands of the event.

As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-1/Transportation desk to determine appropriate action.

### General

ESF-1/Transportation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of transportation support operations Kenton County, the City of Covington, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, , the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Kenton Vale, the City of Ryland Heights and the City of Taylor Mill.

Pursuant to the Incident Command System structure, the Planning, Logistics, Emergency Operations Center (EOC) assists the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event. Procedures, protocols and plans for transportation disaster response activities provide guidelines for operations at the Kenton County Emergency Operations Center and in the field.

- the Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

ESF-1/Transportation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- periodic training and exercises are conducted to enhance effectiveness;
- transportation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-1/Transportation implementation. ESF-1/Transportation will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required transportation assets.

When an event requires a specific type or response mode, transportation technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 1-1: *ESF-1/Transportation Concept of Operation*, ESF-1 will give priority to five fundamental, interrelated functions;

- use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts,
- assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;
- assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the County;
- incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;
- utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

### ***ESF-1/TRANSPORTATION CONCEPT OF OPERATIONS***

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES
3. PRIORITIZE NEEDS OF IMPACTED AREAS
4. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX
5. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)

#### **Figure 1-1: *ESF-1/Transportation Concept of Operations***

Each transportation organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County Homeland Security/Emergency Management Agency.



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

The Kenton County Homeland Security/Emergency Management Agency will maintain up-to-date information of transportation services in Kenton County including:

- names of responsible officials (reviewed/updated quarterly),
- ESF-1/Transportation staffing directory (reviewed/updated quarterly),

### **Figure 1-1: ESF-1/Transportation Concept of Operations**

The ESF-1/Transportation Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Kenton County Homeland Security/Emergency Management Agency and are reviewed and updated by the ESF-1/Transportation planning committee with the Kenton County Homeland Security/Emergency Management Agency at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Transportation organizations are responsible for training and continuing education of their personnel.

The Kenton County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Notifications**

Kenton County E911 Dispatch is the County's 24 hour Warning Point. When the County or an area of the County has been threatened or impacted by an emergency or disaster event, Kenton County E911 Dispatch will notify the Kenton County Homeland Security/Emergency Management Agency Director who in turn will notify the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Regional Response Manager of KyEM Region 6.

ESF-1/Transportation will be activated or placed on standby upon notification by the Kenton County Homeland Security/Emergency Management Agency. Upon instructions to activate this Emergency Support Function, the ESF-1 Coordinator and Support



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### **Direction and Control**

ESF 1 Coordinator and alternates are the lead agencies for ESF-1 and will manage the emergency activities of ESF-1/Transportation. ESF-1/Transportation operates from the Kenton County Emergency Operations Center (EOC) on a 24/7 schedule to help maintain the flow of transportation services.

The Kenton County Homeland Security/Emergency Management Agency functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-1 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-1 expectations.

The ESF-1/Transportation system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding County and/or regional transportation resource allocations are made at the Emergency Operations Center by the ESF-1/Transportation Coordinator during emergency activations. In accordance with a mission assignment from ESF-1 and further mission tasking by a local primary agency, each support organization assisting in an ESF-1/Transportation assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-1.

### ***Requests for Emergency Assistance Flow Upwards from the Lowest Level***

CITY RESOURCE  
KENTON COUNTY RESOURCE  
    MUTUAL AID AGREEMENTS  
STATE RESOURCES  
    INTER-STATE MUTUAL AID AGREEMENTS  
    INTRA-STATE MUTUAL AID AGREEMENTS  
FEDERAL ASSETS

### ***ESF-1 COORDINATOR***

KENTON COUNTY EMERGENCY OPERATIONS CENTER  
STATE EMERGENCY OPERATIONS CENTER





## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

### **Organization**

The initial response to an emergency/disaster situation is met by the use of the transportation resources available at the local level.

Kenton County Fiscal Court, the City of Covington, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Kenton Vale, the City of Ryland Heights and the City of Taylor Mill activate available resources. When the transportation needs for resources and/or services exceed the capability of what is available in the jurisdictions within Kenton County, established mutual aid agreements with surrounding counties to provide transportation such resources are utilized. When needed transportation resources cannot be located through mutual aid agreements, the Kenton County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

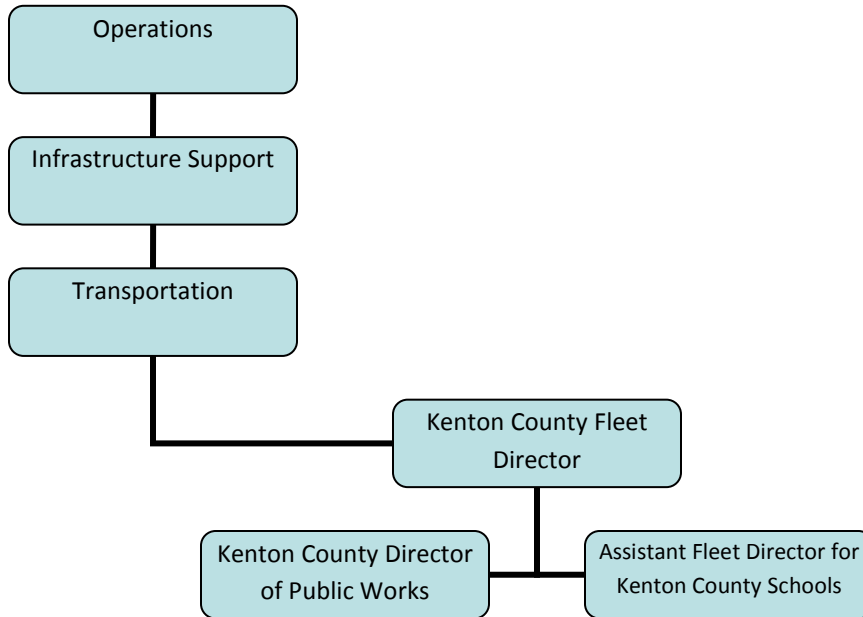
### **County**

Kenton County Emergency Management will initiate ESF-1/Transportation notification and will request assistance from the primary and support agencies to help staff the ESF-1 position in the Kenton County Emergency Operations Center.

In the Incident Command Structure, ESF-1/Transportation is located in the Infrastructure Branch of Operations as shown in Figure 1-3: *Incident Command System*



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION



### ESF-1/TRANSPORTATION

#### **Figure 1-3: Incident Command System Structure/ESF-1–Transportation**

During an activation of the EOC, support agency staff is integrated with the transportation staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-1/Transportation:

- collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to transportation;
- evaluates and analyzes information regarding transportation requests;
- develops and updates assessments of current and anticipated future transportation needs and resource requirements,
- implements contingency planning to meet anticipated transportation demands or needs; incorporates this analysis into Incident Action Plans;
- and uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

#### **Region**

When local resources are overwhelmed or depleted, additional transportation resources are obtained through established mutual aid agreements Kenton County has with



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

counties in the region. The Infrastructure Branch Director, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Region 6 Response Manager or the state Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for transportation coordination/support at the state level.

That agency can designate a liaison to the Kenton County EOC to assist Emergency Support Function 1 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one County, the lead agency for transportation coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

### **State**

During an emergency or disaster event, ESF-1/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-1/comparable evaluates and analyzes information regarding transportation requests. ESF-1/comparable develops and updates assessments of the transportation situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will comply with the National Response Plan, the National Incident Management System and the Incident Command System.

### **Actions**

Actions initiated by ESF-1/Transportation are grouped into the phases of emergency management: prevention, preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-1 encompasses a full range of activities from



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

training to the provision of field services. It also coordinates and may assume direct operational control of the:

- transportation for Kenton County and/or other populations,
- transportation of ambulatory, wheelchair and other special needs populations,
- transportation of equipment and supplies, and;
- catastrophic incident and alternate transportation service facility support.

### **Preparedness Actions**

Preparedness actions and activities that develop transportation response capabilities for ESF-1 personnel and other emergency support functions that will respond with ESF-1 include:

- planning;
- training;
- orientation sessions, and;
- exercises.

Preparedness involves the active participation of local inter-agency preparedness organizations, which collaborate in such planning activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify:

- response zones;
- potential staging areas;
- potential transportation facilities, and;
- the maintenance and future development of specialized transportation teams.

Initiatives also include:

- planning with ESF-1 support agencies and other emergency support functions to refine transportation operations;
- refining procedures for rapid impact assessment per field surveys;
- training and exercises for Emergency Operations Center (EOC) and transportation response team members;
- preparing and maintaining the following which are necessary for implementation of the responsibilities of the lead agency emergency operating procedures;
  - resource inventories;
  - personnel rosters, and;
  - resource mobilization information
  - managing inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups;
  - maintaining a list of ESF-1 assets that can be deployed during an emergency;



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

- assigning and scheduling sufficient personnel to implement ESF-1 tasks for an extended period of time;
- ensuring lead agency personnel are trained in their responsibilities and duties; developing and implementing emergency response and transportation strategies; developing and presenting training courses for ESF-1 personnel;
- maintaining liaison with support agencies;
- conducting All Hazards exercises involving ESF-1.

### Response Actions

Response activities/initiatives include:

- coordinating operations at the ESF-1 position in the Kenton County EOC and/or at other locations as required;
- coordinating needs and response actions with each transportation agency;
- establishing and maintaining of a system to support on-scene direction/control and coordination with Kenton County's EOC, State EOC, or other coordination entities as appropriate;
- utilizing evacuation, deployment or demobilization routes to the extent possible;
- coordinating with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests;
- establishing communications with appropriate field personnel to ensure readiness for timely response;
- evaluating and tasking the transportation support requests for threatened and/or impacted areas;
- implementing Disaster Assessment Teams to determine post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential function
- monitoring and directing transportation resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;
- participating in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings;
- coordinating with support agencies to support emergency activities;
- obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreements;
- coordinating all resources into the affected areas from designated staging areas;
- relaying all emergency traffic conditions/regulations to all affected personnel;
- coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies;



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

- reporting to the EOC any traffic control signs/signals needed at locations for general navigation through and around the disaster area;
- coordinating with ESF 3-Public Works for equipment and manpower required to clear roads;
- coordinating with ESF-8/Public Health and Medical Services for emergency medical air transportation.

### Recovery Actions

Recovery activities/initiatives include:

- contacting each transportation agency for initial damage assessment of personnel, equipment and supplies;
- maintaining documentation of all reported damage by transportation agencies; continuing to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions;
- initiating financial reimbursement process for recovery activities when such support is available;
- assisting in recovery operations of the EOC;
- support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

### Mitigation Actions

Mitigation activities/initiatives include:

- coordinating with the All Natural Hazard Mitigation Committee to identify potential hazards and their impacts, include in the All Natural Hazards Mitigation Action Plan and seek funding;
- providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### Special Populations

A Special Needs registry is available electronically through the CAD system. Addresses and critical information available through the CAD system.

- **Hospitals**

There are four medical facilities in Kenton County: St. Elizabeth Hospital in Covington and Edgewood, NorthKey Community Care in Covington, HealthSouth of Northern Kentucky Rehabilitation Hospital in Edgewood and Medical Village in Edgewood. St. Elizabeth in Edgewood is the primary urgent care facility in the County. In addition to the local EMS Services, Rural Metro and Med Corp service this location. Evacuation



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

plans are in place for the facilities including transportation resources to support the plans.

- **Disabled**

The County is home to 15 nursing homes, assisted living and retirement communities. The facilities are serviced by the local EMS service for emergency calls and Rural Metro and Med Corp for transport runs. Each facility has a current evacuation plan and has identified transportation resources to support the plan.

- **Schools**

All School districts have access to transportation and have transportation plans in place.

- **Day Cares**

There are approximately 96 day care centers. Each facility is required to have an emergency plan on file in the Kenton County Homeland Security/Emergency Management Office.

- **Jails/Prisons**

The Kenton County Detention Center has limited transportation capabilities and would require assistance from Kenton County to transport its population and staff to appropriate receiving facilities.

- **Children's Homes**

The County is Host to two Children's Homes. Children's Home of Northern Kentucky is located in Covington and Diocesan Catholic Children's Home is located in Ft. Mitchell, both of which are in the northern portion of the County.

- **Airport**

The Greater Cincinnati/Northern Kentucky International Airport is owned by Kenton County and located in Boone County. The CVG Airport has access to transportation and has transportation plans in place.

### **Responsibilities**

#### **All tasked agencies will:**

develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions;

- train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;
- participate in drills to exercise these procedures and actions on a regular basis; participate in honest appraisals of the performance of the transportation role and actions after each drill, exercise and actual activation of the Kenton County EOC;



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

- participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of this emergency support function in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies;
- deploy a representative to the EOC to assist with transportation activities;
- provide on-going status reports as requested by the Transportation Coordinator; document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;
- maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Kenton County Homeland Security/Emergency Management Agency;
- perform other emergency responsibilities as assigned.

### **Primary Agencies:**

Duties include:

- providing leadership in directing, coordinating and integrating overall Kenton County efforts to provide transportation assistance to affected areas and populations; staffing and operating a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;
- coordinating and directing the activation and deployment of support agencies' personnel, supplies and equipment and provide certain direct resources;
- evaluating the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;
- monitoring transportation emergency response and recovery;
- coordinating all State and Federal transportation resources into the affected areas from Staging Areas;
- managing transportation and other emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-1 representatives or designee;
- tasking support agencies as necessary to accomplish ESF-1 support responsibilities; making specific requests for transportation assistance to the State ESF-1/comparable as needed, State will activate resources through the State Emergency Response Plan; re-assessing priorities and strategies throughout the emergency according to the most critical transportation needs;
- assisting with emergency evacuations and re-entry of threatened areas;





## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

- maintaining a current inventory of transportation assets from participating agencies, including their location and condition;
- demobilizing resources and deactivate the ESF-1 function upon direction from the EOC Manager.

### **Support Agencies:**

Support agencies will provide assistance to the Emergency Support Function by:

- performing the above-outlined tasks as requested by the ESF Coordinator;
- services, staff, equipment, and supplies that complement the entire emergency response effort
- reporting current resources capabilities on a regular basis.

### **Administration and Support**

#### **Support**

Requests for emergency transportation assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities.

Unresolved assistance requests will normally flow upward from cities to the County and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

#### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-1/Transportation related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

#### **Expenditures and Recordkeeping**

Each ESF-1/Transportation agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-1 is responsible for managing financial matters specific to ESF-1/Transportation activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-1/Transportation will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency/incident/exercise with the ESF-1/Transportation agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.

### **Statement of Concurrence TRANSPORTATION ESF-1**

The signature appearing below indicates the individual has the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this ESF.

**ESF 1 PRIMARY AGENCIES:** Kenton County Public Schools, Kenton County Public Works Road Department

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Kenton County Fleet Director (Signature) (Printed Name) (Date)

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## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

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Kenton County Public Schools (Signature) (Printed Name) (Date)

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Kenton County Director of Public Works (Signature) (Printed Name) (Date)