

TRANSPORTATION EMERGENCY PREPAREDNESS PLAN

Implementation Plan

Prepared for



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Ventura County Transportation Commission (VCTC), in partnership with the Santa Barbara County Association of Governments (SBCAG), applied for and received a Caltrans Adaptation Planning grant to develop a Transportation Emergency Preparedness Plan (TEPP) for Ventura and Santa Barbara Counties. Claris Strategy, in association with Terra Firma Enterprises and CPARS Consulting, worked with both agencies to develop and finalize the TEPP which was approved by the VCTC and SBCAG Boards in December 2020.

A Technical Memorandum (dated December 17, 2020) was developed as a supplementary document to the Transportation Emergency Preparedness Plan. The document provided a summary of findings that informed the development of the TEPP, identified areas for improvement for stakeholders in both counties and provided recommendations for VCTC and SBCAG to help sustain the transportation emergency preparedness efforts for Ventura and Santa Barbara Counties into the future.

This document, the TEPP Implementation Plan, gives further guidance to VCTC and SBCAG by prioritizing the recommendations from the Technical Memorandum and by providing greater detail on implementing the recommendations.

The tasks and initiatives are organized into two categories:

1. Short-term and mid-term which may require up to three years to complete
2. Long-term which may require more than three years

KEY SHORT-TERM AND MID-TERM TASKS AND INITIATIVES		
TASK NO.	TASK	SUBTASK
1	Plan Maintenance	<ol style="list-style-type: none"> a. Assign staff at VCTC and SBCAG to maintain and update the plan. b. Place plan in a shared drive that is accessible to both agencies. c. Follow a regular schedule to update information: <ul style="list-style-type: none"> • Appendices including contact information (every six months) • Vehicle inventory (annually) • TEPP (after every major incident, training, exercise and every two or three years). If possible, update the TEPP with another regular document update. d. Provide the Transportation Contact List and Vehicle Inventory to stakeholders that require it, either on a shared drive or as a regular emailed update. e. Continue to identify transportation resources and develop MOU's (memorandums of understanding) for the use of these resources especially in the non-profit and private sectors. The areas that this effort may be directed towards are: <ul style="list-style-type: none"> • Private vehicle charters

		<ul style="list-style-type: none"> • Smaller vehicle providers • Private aircraft • Private boats <p>f. Encourage transit agencies in Ventura and Santa Barbara Counties to develop/update their emergency plans and procedures to align with the TEPP.</p>
2	Training and Exercises	<p>Training</p> <p>a. Utilize free online FEMA training for Incident Command System 100, 200 and 700 for key staff participating in a TEPP response.</p> <p>b. Determine when OES/OEM are offering training and discuss what training may be appropriate for VCTC/SBCAG staff to participate in.</p> <p>c. Consider requiring staff occupying the Transportation Seat to have the following training (this training should be offered for free by the County):</p> <ul style="list-style-type: none"> • ICS 300 and ICS 400 • EOC Training <p>d. Consider having transit providers that are part of a city to participate in city emergency training.</p> <p>e. When funding is available, conduct an EOC essentials course using the TEPP as a foundational document for VCTC, SBCAG and other stakeholders.</p> <p>Exercises</p> <p>a. Have VCTC and SBCAG staff participate in county exercises as appropriate. Work with County OEM/OES staff to include transportation-related incidents in exercises.</p> <p>b. Have transit agency staff participate in city exercises.</p> <p>c. Conduct exercises (tabletop, functional) specific to the TEPP.</p>
3	Coordination with OEM/OES	<p>a. Participate in regular OEM/OES quarterly meetings. Introduce transportation-related topics to meetings at least once annually.</p> <p>b. Formalize role of the Transportation Seat with SBCOEM.</p> <p>c. Discuss with SBCOEM if the Transportation Seat should be included in the next County Emergency Operations Plan update.</p>
4	Communications	<p>a. Confirm 24-hour primary and alternate interagency lines of communication (e.g., phone, email, text, website, social media, traditional media, etc.) at least annually:</p> <ul style="list-style-type: none"> • Between the OES and VCTC and between OEM and SBCAG. • Between VCTC and SBCAG.

		<ul style="list-style-type: none"> • Between the activated Transportation Seat and VCTC/SBCAG. • Between VCTC/SBCAG and the transit agencies and other transportation resources. <p>b. Consider enhancing communication protocols to transit passengers:</p> <ul style="list-style-type: none"> • Develop a crisis communications plan that may include emergency communication protocols, pre-scripted messages, and established channels of communication. • Explore other communication channels with other agencies to deliver transit-related messages. These agencies may include OES/OEM, cities and 211. Messages should be coordinated with OES/OEM to ensure consistent messaging.
5	Disaster Reimbursement	<p>a. Have staff at VCTC, SBCAG and transit agencies become familiar with the various disaster reimbursement procedures (Annex A: Disaster Reimbursement).</p> <p>b. Understand the differences between submitting for reimbursement as an individual agency vs. an agency that is part of a mutual assistance compact (e.g., TransMAC).</p> <p>c. If desired, have a disaster reimbursement expert provide a walkthrough of the processes.</p>
6	Mutual Aid/ Mutual Assistance/ Contractor Contractual Agreement(s)	<p>a. Discuss with transit agencies in each county to determine desired direction for a mutual aid/mutual assistance agreement within the county and between counties. Consider TransMAC as an option for a mutual aid agreement.</p> <p>b. If the direction is to create its own mutual assistance agreement, form a working group to begin the development.</p> <p>c. Review contractual agreement with contractors with respect to their role during an emergency that impacts transportation and revise contracts as necessary to ensure personnel resources are available when needed</p> <p>d. Consider registering private contractors as Disaster Service Workers to define their roles in responding to an emergency.</p>
7	Committees	<p>a. Consider participating in existing committees to provide transportation-related information in emergency planning. These committees include:</p> <ul style="list-style-type: none"> • County emergency planning or coordinating councils • Public health emergency planning • VOAD emergency planning <p>b. Introduce emergency planning topics on a regular basis in existing transportation committee meetings held in each county (e.g., TTAC, TRANSCOM).</p>

		<p>c. Consider working with OEM/OES to form a transportation subcommittee with meetings held semi-annually (the County of San Diego has a transportation subcommittee.) This subcommittee may include government agencies, non-profits and private companies in surface, air, and sea transportation.</p> <p>d. Consider continuing to conduct regular meetings with vulnerable community stakeholders to discuss transportation needs during emergencies. Discussions should include:</p> <ul style="list-style-type: none"> • Roles of stakeholders in meeting transportation needs • Accessing vulnerable population personal information during an emergency • Coordinating information in various databases
8	Grant Applications	<p>a. Apply for grants to fund future tasks. Funding sources for grants include:</p> <ul style="list-style-type: none"> • Working with OEM/OES <ul style="list-style-type: none"> – Emergency Management Performance Grant (EMPG) – Homeland Security Grant Program • FTA/Caltrans • DHS/FEMA <ul style="list-style-type: none"> – As part of a County application – Emergency response plans either per agency or for a collective transit-agency template – Hazard mitigation plans • COVID-related <ul style="list-style-type: none"> – Critical infrastructure

KEY LONG-TERM TASKS AND INITIATIVES		
TASK NO.	TASK	SUBTASK
1	Training and Exercises	<p>These subtasks may require acquiring grant funding.</p> <p>a. Hold regular TEPP-specific training.</p> <p>b. Conduct and participate annual exercises (tabletop and functional)</p> <p>c. Use Annex C: Training and Exercises for guidance.</p>
2	Additional Transportation Resources	<p>a. Explore building an emergency contingency fleet among transit agencies.</p>
3	Communications	<p>a. Explore opportunities to enhance situational awareness using available technologies. These technologies may include:</p>

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TASK NO.	TASK	SUBTASK
		<ul style="list-style-type: none"> • Geographic Information Systems • Automated Vehicle Locator • Geographic Positioning Systems • Caltrans Quickmap • Traffic congestion software <p>b. Consider enhancing interagency communications through additional information channels. These may include:</p> <ul style="list-style-type: none"> • An emergency interagency transit radio system • A network of amateur radio operators • Satellite phones with data • A transit emergency notification system
4	Mutual Aid/ Mutual Assistance Contractor Contractual Agreement(s)	<p>a. If the transit agencies choose to develop their own mutual aid/mutual assistance agreements, this effort may require three or more years to complete.</p> <p>b. Develop a bi-county mutual aid approach for large-scale emergencies.</p> <p>c. Modifying existing contractor agreement may require a longer time frame if existing agreements in place extend beyond a three-year period.</p> <p>d. Registering private contractors as Disaster Service Workers may also require an extended period of time due to existing agreements in place.</p>