

**RICHLAND COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 1
EVACUATION AND TRANSPORTATION RESOURCES**

LEAD COORDINATING AGENCIES: Richland County Highway Department
Richland County Sheriff's Department

SUPPORT AGENCIES: Richland County LEPC
Richland County Emergency Management
Municipal Police Departments
Municipal Public Works

STATE ESF COORDINATING AGENCY: Wisconsin Department of Transportation

I. INTRODUCTION

A. Purpose

The purpose of ESF 1 is to:

1. Coordinate the use of transportation resources (human, technical, equipment, facility, materials and supplies) to support the needs of local government, voluntary organizations and other agencies requiring emergency transportation needs during an emergency or disaster situation; and
2. Coordinate county agency response to a local evacuation.

B. Scope

Basic ESF 1 functions are:

1. Evacuation Planning
2. Traffic Control Planning
3. Transportation Systems/Resources Planning
4. Infrastructure Repair

Activities within the scope of County ESF 1 functions include:

1. Providing resources and guidance in assisting local authorities with the evacuation of an area;
2. Reporting and repairing damage to transportation infrastructure as a result of the incident, as is possible;
3. Performing activities conducted under the direct authority of Richland County Highway Department; and

4. Coordinating and supporting prevention/preparedness/mitigation activities among transportation infrastructure stakeholders at the County and local levels.

ESF 1 coordinates with the following ESFs:

- ESF 3 (Public Works)
- ESF 5 (Information and Planning)
- ESF 6 (Mass Care and Human Services)
- ESF 7 (Resource Support)
- ESF 13 (Public Safety and Security)
- ESF 15 (External Affairs)

C. Levels of Evacuation

Evacuations are highly incident specific and widely variable. Four levels of evacuation are identified and each requires a different resource commitment.

1. A Small Scale Evacuation:

a. Generally involves:

- 1) A small number of persons (from perhaps a few dozen to about 100)
- 2) A small geographical area (from perhaps only one or two buildings to a block or two)
- 3) Short evacuation distances (from perhaps across the street to several blocks)
- 4) A short amount of time (from an hour or two up to several hours).
- 5) Minimal resources to secure the evacuated site.

b. Small scale evacuations:

- 1) Are generally quickly accomplished and evacuees are easily evacuated and collected outside the danger area.
- 2) May result from a weather event, fire alarm, hazardous materials spill, bomb threat, or civil disturbance.

c. Evacuee feeding and shelter facilities are generally not required.

2. An Intermediate Scale Evacuation:

a. Involves:

- 1) A larger number of persons (from less than 100 to perhaps several hundred)
- 2) A somewhat larger geographical area (from a block or two to several blocks)

- 3) Somewhat longer evacuation distances (from several blocks to several miles away)
 - 4) Generally for a period of time (from a few hours to, perhaps, a day).
 - 5) Larger number of resources to secure the site for generally longer periods of time.
- b. Intermediate scale evacuations:
 - 1) Obviously, evacuation times will be somewhat longer than for a small scale evacuation, but are generally rapidly accomplished.
 - c. Evacuee collection and accounting is more difficult as many may bypass collection sites and go directly home. Accounting must still be done to the best of the abilities of those responsible for it.
 - d. Evacuee feeding and sheltering may be necessary depending on the length of the evacuation.
 - 1) Special needs shelters may be necessary.
3. A Large Scale Evacuation:
- a. Involves:
 - 1) Large numbers of persons (from several hundred to several thousand)
 - 2) A large geographical area (from several blocks to several neighborhoods)
 - 3) Long evacuation distances (several miles at a minimum)
 - 4) For significant amounts of time (from several hours to several days).
 - 5) Large numbers of resources over several shifts or days to secure the evacuated area.
 - b. Large scale evacuations:
 - 1) May take upwards of several hours to accomplish. Therefore, evacuation decisions must be made as early as possible in the incident.
 - 2) May result from significant natural or technological disasters or a local terrorist threat or attack.
 - a) Local or county authorities may request a state disaster declaration to mobilize state resources.
 - c. Evacuee feeding and sheltering may be necessary depending on the length of the evacuation.
 - 1) Special needs shelters may be necessary.
4. A Mass Evacuation:

- a. Generally involves:
 - 1) Very large numbers of persons (from several thousand to hundreds of thousands)
 - 2) A very large geographical area (an entire city, many cities or several county towns, including adjacent counties)
 - 3) Very long evacuation distances (from several miles to perhaps several counties)
 - 4) For significant amounts of time (from a day or more to a week or more).
 - 5) Large numbers of resources over several days or weeks or longer to secure the evacuated area.
- b. Mass evacuations:
 - 1) May take one or more days to accomplish. Therefore, evacuation decisions must be made as early as possible in the incident.
 - 2) May require implementation of a regional or even a national multi-jurisdictional reception and sheltering program.
 - 3) Result from major natural or technological disasters or terrorist threat or attack.
 - a) Local or county officials may request a state disaster declaration to mobilize state resources.
 - b) The governor may request a federal disaster declaration to mobilize federal resources.
- c. Evacuee feeding and sheltering will be necessary.
 - 1) Special needs shelters will be necessary.

II. POLICIES

ESF 1 resources will be provided to the Richland County Emergency Operations Center (EOC) when activated (Richland County Highway Department).

ESF 1 may obtain resources through mutual aid, contractors, vendors, and suppliers. State resources can be obtained during a disaster declaration. See: ESF 7.

The Richland County Hwy Department operates primarily as a coordinating group — transportation systems management and evacuation planning.

This group insures that all roads, bridges and other corridors in and out of an affected area remain open, those allowed into those areas **must be** properly managed to prevent bottlenecks, gridlock or further highway damage — all of which could hamper or prevent emergency assistance reaching the areas that need it. Additionally, Richland County Hwy Department coordinates the evacuation planning process with Richland County Emergency Management and other supporting agencies and private organizations.

III. CONCEPT OF OPERATIONS

A. General

The evacuation of people is a local government responsibility, unless it is determined that other entities have additional responsibilities, but if additional resources are required, county assistance is available depending on the request.

During an emergency or disaster, the ESF 1 Lead Coordinating Agency, Richland County Highway, will assign primary and back-up personnel along with resources and guidance to the affected areas and supporting agencies as needed.

B. Organization

Richland County Highway Department is responsible for the coordination of ESF 1 activities. One member of senior management is on call at all times. They receive notifications of issues via cell phone or the two way radios from the Richland County Sheriff's Department dispatch center.

C. Procedures (Activation)

Activation of ESF 1 will occur by a determination of the EOC Manager, based on information provided to the staff during an emergency event.

C. Mitigation Activities

1. Conduct inspections of the county transportation system and associated facilities by a member of the Emergency Support Team.
2. Assist jurisdictions with assessments of the local transportation system including special event planning.
3. Plan and prepare the evacuation notification systems to support the requests from the chief elected official and/or Richland County Emergency Management (i.e. support of local government contracting for mitigation needs).
4. Ensure personnel are briefed on the known hazards and mission assignments.

E. Preparedness Activities

1. Coordinate and maintain a method of identifying available transportation resources with supporting local and county agencies and private organizations.
2. Develop and maintain an inventory of transportation resources.

3. Organize communication, prioritize and/or allocate transportation resources.
4. Determine the usable portions of the county transportation system and coordinate and control emergency highway traffic regulations in conjunction with local and state agencies.
5. Develop for security purposes, a critical Infrastructure vulnerability list and monitor and update the list as changes occur.
6. Maintain notification systems/procedures for ESF 1 activities.
7. Maintain liaison with the Wisconsin Department of Transportation through the appropriate regional office.
8. Maintain appropriate records (time worked/costs incurred) in support of ESF 1 during an emergency/disaster situation.
9. Assign and schedule sufficient personnel, when requested, to cover an activation of the Richland County EOC for an extended period of time.
10. Ensure that ESF 1 personnel are properly trained to handle emergency or disaster response situations.
11. Identify, develop and incorporate, as necessary
 - a. Private sector capabilities and resources
 - b. Backup response and recovery processes

F. Response Activities

1. Assist local authorities with local law enforcement operations and the evacuation of people and property – both with law enforcement assistance and the development and implementation of highway detour plans.
2. Coordinate with the Wisconsin Department of Transportation through the appropriate regional office for the provision of state resources and technical assistance, as necessary.
3. Assist the Richland County EOC in receipt and dissemination of warning information such as the status of Federal, State and County road conditions to the public and municipal governments.
4. Provide liaison to the Richland County EOC to coordinate ESF 1 resources as requested and generates in a timely manner, information to be included in County EOC briefings, situation reports and/or action plans. .
5. In coordination with Richland County Sheriff's Office, provide available resources to supplement local jurisdiction requirements for traffic control on local roads.

6. Assist in promptly identifying and removing impediments to vehicular and pedestrian movement.
7. Provide barricades, road signs, and highway routing information necessary to redirect traffic from affected areas.
8. Remove debris from critical supply passages and transportation routes.
9. Assist WisDOT with the inspection of bridges to insure they can continue to be used and have not suffered any structural damage as a result of a particular event.
10. Conduct inspections of the county transportation system and associated facilities and vital non-profit organizations.
11. Coordinate the mobilization of personnel and equipment required for engineering services as related to the county transportation system.
12. Activate evacuation warning and information services, including dynamic message signs (WisDOT resource), portable changeable message signs, and other capabilities.

G. Recovery Activities

1. Inspects, reconstructs, repairs, and maintains the county transportation system including designation of alternate routes in coordination with towns, villages, cities, railroad owners and WisDOT. Coordinates road closures, and alternate routes with town officials, law enforcement and Emergency Management. Alternate designated routes may be assigned and changed depending on the incident.
2. Inspects bridges to insure they are safe for use and have not suffered load-bearing structural damage as a result of a particular event.
3. Coordinates the mobilization of personnel and equipment required for engineering services as necessary.
4. Conducts damage assessment on county transportation system associated facilities and the private, non-profit facilities.
5. Generates in a timely manner, information to be included in County EOC briefings, situation reports and/or action plans.

IV. RESPONSIBILITIES

A. Primary Agency: Richland County Highway Department

1. Coordinates transportation emergency activities, including evacuation, in support of the Richland County Emergency Response Plan.
2. Conducts damage assessments of county infrastructure of roads and bridges. Generates reports as to the findings of damages to roads and bridges requiring maintenance/repair (i.e. shoulder disturbance, pavement damage, drainage test line, tree clearing. Bridges – checks for scouring around the pillars and end walls). Highway Department forwards this report with the estimated amount of damages to Emergency Management for reporting to Wisconsin Emergency Management.
3. Assigns personnel to ESF 1 in the Emergency Operations Center as requested.
4. Assists in promptly identifying and removing impediments to vehicular and pedestrian movement.
5. Provides barricades, road signs, and highway routing information necessary to redirect traffic from affected areas, provided those resources are available.
6. Remove debris from critical supply passages and transportation routes.
7. Coordinates the mobilization of personnel and equipment required for engineering services as related to the county transportation system.

B. SUPPORT AGENCIES:

1. Activate County EOC at appropriate levels of operations.
2. Activate Public Information Officer to develop necessary information for public media.
3. Provide responders & field personnel with assistance/resources as requested.
4. Determine resources needed if transport is required for evacuated residents.
5. Contact volunteer agencies to open shelters if deemed necessary.
6. Activate a pass system when people are allowed back into damaged area.
7. Richland County Sheriff's Department/Municipal Police Departments
 - a. Send representative to EOC when requested.
 - b. Assign appropriate staffing to staff dispatch center.
 - c. Assign appropriate staffing to maintain road closures.

- d. Assist in monitoring for access to closed areas.

C. Other Supporting Agencies

1. City of Richland Center Public Works
2. Village of Boaz, Cazenovia, Lone Rock, Viola and Yuba Public Works
3. Adjacent County and Township Departments (from surrounding counties)

V. RESOURCE REQUIREMENTS

Resource requirements developed in accordance with the National Incident Management System protocols

VI. REFERENCES (Located in EOC)

See Richland County Emergency Response Plan, Basic Plan.

VII. ACRONYMS

See Richland County Emergency Response Plan, Basic Plan.

VIII. ATTACHMENTS

Attachment 1 – Agency Approval Signature Sheet

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The undersigned have hereby reviewed and approved the Emergency Support Function 1 of the County Emergency Response Plan.


County Highway Commissioner

6/1/2022
Date


Sheriff

6/8/2022
Date


County Administrator

24 June 2022
Date


Emergency Management Director

6/8/2022
Date