

# ANNEX S

## Transportation

City of San Benito  
Jurisdiction





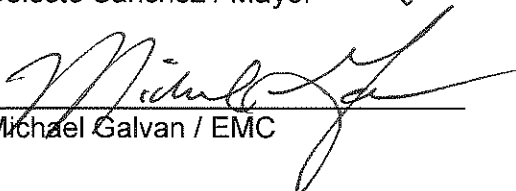
**APPROVAL & IMPLEMENTATION**

**Annex S**

**Transportation**

  
\_\_\_\_\_  
Celeste Sanchez / Mayor

8-21-14  
Date

  
\_\_\_\_\_  
Michael Galvan / EMC

08-20-2014  
Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.

**ANNEX S**  
**TRANSPORTATION**

**I. AUTHORITY**

See Basic Plan, Section I.

**II. PURPOSE**

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

**III. EXPLANATION OF TERMS**

EOC	Emergency Operations Center
DDC	Disaster District Committee
ICP	Incident Command Post
MHE	Materials Handling Equipment
SOP	Standard Operating Procedures

**IV. SITUATION & ASSUMPTIONS**

**A. Situation**

1. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. During emergency situations, rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.
3. Accessible transportation may be needed to transport some functional and access groups, such as medical patients and prisoners.
4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.

6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
7. Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
9. Institutional facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

## **B. Assumptions**

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
2. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
4. As school buses are the primary local passenger transportation resource, we assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.
5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
7. Municipal or rural transit system buses will be diverted from their normal routes and schedules as needed to support emergency operations.
8. Transportation may be requested from the Disaster District Committee DDC in Weslaco, Texas when the assets within the jurisdiction are not sufficient.

## V. CONCEPT OF OPERATIONS

### A. General

1. **Transportation Requirement.** When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of institutional facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
2. **Passenger Transportation.** Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
  - a. Voluntary use of personal vehicles
  - b. City of San Benito-owned vehicles
  - c. School buses
  - d. Leased or rented buses
  - e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
  - f. Donated transportation equipment or services
  - g. Municipal or rural transit system buses
  - h. State-owned or contracted vehicles
3. **Cargo Transportation.** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
  - a. City of San Benito-owned vehicles
  - b. Commercial freight carriers
  - c. Leased or contract equipment
  - d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
  - e. Donated transportation equipment or services
4. **Institutional Facilities.**
  - a. **Schools & Day Care Centers**

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.
  - b. **Hospitals, Nursing Homes, & Correctional Facilities**

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

5. Individuals with Functional and Access Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
6. Requesting Transportation Support.
  - a. Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Transportation Officer using the Cargo Transportation Request in Appendix 1 or the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.
  - b. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
7. External Support. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible. Consistent with priority of need, attempts to provide assistance is outlined in Section IX, paragraph E.

## **B. Activities by Phases of Emergency Management**

1. Prevention
  - a. Identify and maintain a current list of local public and private transportation resources. See Annex M, Resource Management, for a list of transportation resources.
  - b. Identify possible transportation needs that could result from various disasters.
  - c. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.
2. Preparedness
  - a. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
  - b. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
  - c. Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points or routes for those who may require public transportation.
  - d. Review special facility evacuation plans to ensure they include realistic transportation arrangements.

- e. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.
3. Response
    - a. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
    - b. Respond to transportation requests within limits of available resources.
    - c. Monitor transportation resource status and identify requirements for additional resources to the EMC or EOC Supervisor.
    - d. Maintain records on use of transportation resources (See Appendix 3).
  4. Recovery
    - a. Continue to coordinate transportation of equipment, supplies and passengers as needed.
    - b. Assess further transportation needs of citizens and provide transportation as needed.
    - c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
2. The Mayor shall provide policy guidance with respect to emergency transportation operations.
3. The San Benito/ISD Transportation Director shall serve as Transportation Officer and coordinate emergency transportation operations.

**B. Task Assignments**

1. Transportation Officer will:
  - a. Identify available transportation resources (see Annex M, Resource Management) and maintain a transportation resource contact list.
  - b. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.



- c. Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
  - d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
  - e. Coordinate with institutional facilities to determine their requirements for accessible transportation support during emergencies and the arrangements the facilities have made to provide such support.
  - f. Coordinate public transportation support for mass evacuations.
  - g. Coordinate with the Police Chief on evacuation routes and the location of transportation pickup points and staging areas.
  - h. Coordinate with local public transportation authority's pickup points and times for citizens requiring public transportation.
  - i. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
  - j. Coordinate with the Shelter Officer for passenger and cargo transportation to support for shelter and mass care operations.
2. All Departments and Agencies having transportation assets will:
- a. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
  - b. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.
3. All Departments and Agencies will:
- Forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Appendices 1 and 2 will be used.
4. Law Enforcement will:
- a. Determine evacuation routes and provide traffic control for large-scale evacuations.
  - b. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.
5. The Shelter Officer will:
- Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

6. The San Benito School District will:

Upon request by the Mayor, provide buses and drivers to assist in emergency operations.

7. The Metropolitan Transit Authority will:

Upon request by the Mayor, provide buses and drivers to assist in emergency operations.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Mayor will establish priorities for and provide policy guidance for transportation activities.
2. The Mayor or EMC will provide general direction to the Transportation Officer regarding transportation operations.
3. The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

### **B. Line of Succession**

The line of succession for the Transportation Officer is:

1. SBCISD Transportation Director
2. Information Technology Director
3. Chief of Police

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

See mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

### **B. Readiness Level III – Increased Readiness**

1. Monitor situation.
2. Alert key personnel and transportation provider points of contact.
3. Check readiness of all equipment and facilities and correct any deficiencies.
4. Update transportation resource status information.
5. Review agreements for use of transportation resources owned by others.
6. Review plans and procedures and update them, if needed.

### **C. Readiness Level II – High Readiness**

1. Monitor situation.
2. Update transportation personnel and equipment status.
3. Alert and brief transportation providers for possible emergency operations.
4. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
5. Update transportation resource status information.

#### **D. Readiness Level I – Maximum Readiness**

1. Monitor situation and update transportation resource status information.
2. Staff EOC positions if EOC is activated.
3. Consider protective actions for transportation resources.
4. Make tentative transportation resource allocations to probable emergency tasks
5. Pre-stage transportation assets, where appropriate.

### **IX. ADMINISTRATION & SUPPORT**

#### **A. Resources**

Local transportation resources are described in Annex M, Resource Management.

#### **B. Maintenance of Records**

Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Appendix 3. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Officer will retain records of equipment usage until a final decision is made by the Mayor concerning claims for cost recovery or reimbursement.

#### **C. Preservation of Records**

Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

#### **D. Training & Exercises**

1. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities, which should be arranged by the Transportation Officer.

2. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

**E. External Support**

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.
2. If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the State. Request for state assistance will be made to the DDC Chairman in Weslaco, Texas by the Mayor or a person authorized to act for him/her.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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- A. The Transportation Officer is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.

<b>XI. REFERENCES</b>
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Annex S (Transportation) to the *State of Texas Emergency Management Plan*

**APPENDICES**

Appendix 1..... Cargo Transportation Request

Appendix 2 ..... Passenger Transportation Request

Appendix 3 ..... Vehicle/Equipment Record & Use Log

## Cargo Transportation Request

<b>Date:</b>	<b>Time:</b>	<b>Priority:</b> 1 2 3
<b>Requested by:</b>		<b>Organization:</b>
<b>Request transport of (describe the cargo):</b>		
<input type="checkbox"/> Loose <input type="checkbox"/> Boxed # _____ <input type="checkbox"/> Pallets # _____ <b>Total weight: _____ lbs.</b>		
<b>Receive from:</b>		
Date/Time _____		
Place/Address: _____		
People available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, how many people are needed? _____		
Equipment available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type: _____		
<b>Contact at pick-up</b>		
Name:		Phone #:
<b>Deliver to:</b>		
Date/Time: _____		
Place/Address: _____		
People available to unload truck? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Equipment available to unload the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type: _____		
<b>Contact at delivery</b>		
Name:		Phone #:
<b>Resources committed:</b>		

<b>Passenger Transportation Request</b>		
<b>Date:</b>	<b>Time:</b>	<b>Priority: 1 2 3</b>
<b>Requested by:</b>		<b>Organization:</b>
<b>Number of people needing transportation:</b> # of Adults _____ # of Children _____		
<b>Ambulatory:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If No, list any special vehicles or equipment needed: _____ _____ _____ _____		
<b>Pick up from:</b> Date/Time _____ Place/Address: _____ _____ _____		
People available to assist non-ambulatory passengers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed to assist? _____		
<b>Contact at pick-up:</b> Name: _____ Phone #: _____		
<b>Drop off:</b> Date/Time: _____ Place/Address: _____ _____ _____		
<b>Contact at drop off:</b> Name: _____ Phone #: _____		
<b>Resources committed:</b> _____ _____ _____ _____		

**VEHICLE/EQUIPMENT RECORD & USE LOG**

Vehicle/Equipment Type: \_\_\_\_\_

Identification or License #: \_\_\_\_\_ Odometer/hour meter reading: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

- City/County Asset                       School District Asset
- Leased/Rented                               Borrowed/Loaned
- Other:

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Operational Status:     Good     Fair     Poor

Operator Provided:     Yes         No

Maintenance performed (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle/Equipment Returned:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Odometer/hour meter reading: \_\_\_\_\_

Remarks:


**USE LOG ON REVERSE**





# Planning Notes

## ANNEX S



## TRANSPORTATION

## Planning Notes

### Annex S, Transportation

#### 1. General

- A. Throughout the sample annex, brackets are used to highlight text that should be tailored for local circumstances. For example, if the annex text indicates Mayor, County Judge will typically be deleted for municipal plans, while Mayor will typically be deleted from county plans. For interjurisdictional plans (a county and one or more cities), the entry should be reworked to describe local practice. Hence, in an interjurisdictional plan, County Judge and Mayors, County Judge or Mayors, County Judge, assisted by Mayors or other text depending on local arrangements and your specific concept for emergency operations.
- B. The entry City of San Benito should be replaced with an appropriate jurisdiction name – generally the city name or the county name. For interjurisdictional plans normal practice is to either enter the county name alone or enter the county name followed by the phrase “*and cities adhering to this plan,*” the terms “this city” or “this county” or something similar to avoid having a lengthy list of cities repeated throughout the annex. In some places in the text, the words “we” or “our” may be a satisfactory replacement for City of San Benito.

#### 2. Specific

- A. Section I. Add any local authorities pertinent to the subject of this annex that are not included in the Basic Plan.
- B. Section III. This section should be used to list acronyms and abbreviations and define terms used later in the annex. Add to the list of acronyms any that you have used in the annex that are not listed. If you add abbreviations or definitions, you may wish to make separate lettered sub-headings for acronyms, abbreviations, and definitions.
- C. Section IV.B.7. If you do not have a public transportation system, delete this paragraph.
- D. Section V.A.2.g. If you do not have a public transit system, delete this paragraph.
- E. Section V.A.6. Indicate the location of your Disaster District in the space provided.
- F. Section VI.B. Make changes in this section necessary to assign tasks to appropriate local departments or agencies so that such assignments are consistent with the emergency organization and concept of emergency operations outlined in your Basic Plan.
- G. Section VI.B.6. If more than one school district will be providing transportation resource, indicate the names of each.
- H. Section VI.B.7. If you do not have a public transit system, delete this section.

- I. Section VII.B. If possible, the line of succession for the Transportation Coordinator should be three deep.
- J. Section IX.E.2. Indicate the location of your Disaster District.
- K. Section X.A. If someone other than the Transportation Coordinator is responsible for the maintenance of this annex, indicate the title/position.
- L. Appendix 1, Cargo Transportation Request. The form provided is a sample. If you have your own cargo transportation request form or a multipurpose transportation form that serves the same purpose, include that form instead.
- M. Appendix 2, Passenger Transportation Request. The form provided is a sample. If you have your own passenger transportation request form or a multipurpose transportation form that serves the same purpose, include that form instead.
- N. Appendix 3, Vehicle/Equipment Record & Use Log. The form provided is a sample. If you have another form that serves the same purpose, include that form instead.

## Planning Standards Checklist for Annex S, Transportation

Jurisdiction(s): City of San Benito


Annex Date: 08-20-2014 Date of most recent change, if any: 08-20-2014

(The date which appears on the signature page)

**Note:** The annex will be considered DEFICIENT if the *italicized* standards are not met.

<b>This Annex shall:</b>	<b>Section/paragraph</b>
<b>I. Authority</b>	
S-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I.
<b>II. Purpose</b>	
S-2. Include a purpose statement that describes the reason for development of the annex.	II.
<b>III. Explanation of Terms</b>	
S-3. Explain and/or define terms and acronyms used in the annex.	III.
<b>IV. Situation &amp; Assumptions</b>	
<i>S-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>S-5. Include a list of assumptions used in planning for transportation services during emergency situations.</i>	IV.B
<b>V. Concept of Operations</b>	
<i>S-6. Describe the local concept of operations for transportation management during emergency situations.</i>	V.A
<i>S-7. Include a list of actions by phases of emergency management to be taken to ensure adequate transportation services during emergency situations.</i>	V.B
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<i>S-8. Describe the organization that will be used to provide transportation services during emergency situations.</i>	VI.A
<i>S-9. Include a listing by organization and/or position of the transportation tasks to be performed during emergency situations.</i>	VI.B
<b>VII. Direction &amp; Control</b>	
<i>S-10. Identify by position/title the individuals who will provide policy guidance for and oversee the provision of transportation services during emergency situations.</i>	VII.A
<b>VIII. Readiness Levels</b>	
<i>S-11. Describe actions to be taken at various readiness levels.</i>	VIII.A-D
<b>IX. Administration &amp; Support</b>	
S-12. Include policies on resources, maintenance and preservation of records, training & exercise, and external support.	IX.A-E
<b>X. Annex Development &amp; Maintenance</b>	
<i>S-13. Specify the individual(s) by position responsible for developing and maintaining the annex.</i>	X.A
S-14. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	X.B

<b>XI. References</b>	
S-15. Identify references pertinent to the content of the annex not listed in the Basic Plan.	XI.
<b>Other</b>	
S-16. <i>Include a sample cargo transportation request.</i>	Appendix 1
S-17. <i>Include a sample passenger transportation request.</i>	Appendix 2
S-18. <i>Include a sample form to record source and use of transportation resources during emergency operations.</i>	Appendix 3

<b>FOR LOCAL GOVERNMENT USE</b>		Signature	Date
This Checklist Completed By			08-20-2014

<b>FOR GDEM USE</b>	Initials	Date
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

# Planning Notes

## ANNEX S



## TRANSPORTATION

*[These planning notes are intended as an aid in developing this document. They are not part of the annex and should not be included in your emergency management plan. These notes should not be sent with your annex and checklist to your District Coordinator for review. This template was revised in March 2006 and updated in March, 2013]*

## Planning Notes

### Annex S, Transportation

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