

## **Emergency Support Function (ESF) 1 – Transportation**

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### **Coordinating Department**

Department of Parking and Transportation Services

### **Supporting Department**

Facilities Services (Physical Plant)

Auxiliary Facilities Services

### **Supporting Outside Agencies**

City of Colorado Springs (Public Works), Mountain Metropolitan Transit

## **Section I: Function Activation**

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### **Scope**

The scope of this annex is to describe the general response of UCCS transportation assets and assistance from the City of Colorado Springs in response to an incident on UCCS involving transportation issues. Response activities will take place in the field and will be coordinated through the UCCS Emergency Operations Center (EOC) or Incident Command Post (ICP) as appropriate.

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### **Concept of Operations**

#### **A. General**

1. In an incident, transportation assets may be requested by the Incident Commander (IC) or, if activated, through the UCCS EOC for the IC. Campus transportation assets may be supplemented by City assets requested by either UCCS or the City.
2. All transportation assets will coordinate activity with the EOC or ICP, and the EOC or ICP will have authority over all assigned assets during the incident. A transportation representative may be requested to respond to the EOC or ICP.

#### **B. Specific**

##### **1. Response**

- a)UCCS has several types of transportation assets at its disposal, including types for personnel (shuttle buses, vans, etc.) and equipment (stake bed trucks, pickups). Most of the buses owned by UCCS have wheelchair lifts and other accessibility features for persons with disabilities.
- b)Equipment for personnel may be obtained from the Department of Parking and Transportation Services by contacting the Transportation Manager during business hours or the Department of Public Safety (Dispatch) after hours.

- c) Other transportation assets, as well as equipment to facilitate vehicular movement such as snowplows, may be obtained from the Facilities Services Department (Physical Plant) through direct request or utilizing their existing after-hours contact procedures.
- d) Additional resources, to include buses, road maintenance and clearing equipment, and truck assets, may be requested from the City of Colorado Springs or El Paso County through their respective EOCs (if activated) or regular dispatches on a mutual aid or contract basis.
- e) Contracted transportation support may be required. See Tab F, ESF 7: Resource Management.
- f) Bus drivers for the Department of Parking and Transportation Services hold Commercial Drivers' Licenses and may be used as such to operate contract equipment if required.
- g) Spare keys for every University-owned vehicle, regardless of assigned department, are maintained in a master key box located in the Transportation Manager's Office in the Public Safety Building and may be accessed for emergency purposes.

## **2. Recovery**

- a) Managers of University-owned transportation assets and departments with roadway maintenance responsibilities will immediately report any damage or loss of infrastructure to the campus EOC.
- b) Receipts for all expenditures and contracts must be maintained for reimbursement consideration.
- c) Recovery activities may involve increased transportation requirements for the campus and should be considered in recovery planning.

<b>Section II: Pre-Event Coordination and Planning Responsibilities</b>
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### **Coordinating Department**

#### **Department of Parking and Transportation Services**

##### **A. Mitigation**

1. Identify and communicate threats and suspicious activity.
2. Develop internal plans and procedures needed to safely move the public while allowing for emergency vehicle response during an incident.

##### **B. Preparedness**

1. Identify and maintain contacts with local transportation resources to aid if needed.
2. Participate in training sessions and exercises.
3. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations.

### **Supporting Department**

#### **Facilities Services Department (Physical Plant)**

##### **Auxiliary Facilities Services (same functions except campus roadways and lots)**

- A. Maintain campus roadways to allow for vehicular traffic, to include regular upkeep, snow removal, debris handling, etc.
- B. Make department vehicles available to assist in movement of personnel and/or equipment if required at the request of the EOC or ICP.
- C. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations.
- D. Maintain weight ratings and other such data for campus roadways and parking lots.

### **Supporting Outside Agencies**

#### **Mountain Metropolitan Transit**

- A. Coordinate and liaison with the Department of Parking and Transportation Services and the City Office of Emergency Management to provide routine and emergency transportation assets to the campus.

#### **City of Colorado Springs (Public Works)**

- A. Coordinate and liaison with the Facilities Services Department (Physical Plant) and the City Office of Emergency Management to provide routine and emergency public works assets to the area surrounding campus if needed.