



Regional Emergency Evacuation Transportation Coordination Annex

This page intentionally left blank.

APPENDIX III

**REETC COORDINATION
WORKSHEETS**

This page intentionally left blank.

Overview of the REETC Coordination Worksheets

The following worksheets can be used during workshops, and can also be used to help organize thoughts and discussion for R-ESF #1 RICCSSM conference calls. They are intended to serve as reminders or checklists of potential strategies that can be employed that may require coordination. Blank worksheets are followed by samples of completed worksheets. The samples have been filled out based on information gathered in the workshops with the R-ESF #1 Working Group.

Table A-III-1: Index for REETC Coordination Example Worksheets for the Twelve Situations

Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
<ul style="list-style-type: none"> • Shelter-in-place – p. 133 • Quarantine – p. 134 	<ul style="list-style-type: none"> • Selective Evacuation – pp. 99-108 • Multiple Locations – p. 135 • Official Expedited Commute – p. 136 • Unofficial Expedited Commute – p. 137 • Complete Metrorail Closure – pp. 119-130 • Other Major Transportation Facility Closure – p. 138 	<ul style="list-style-type: none"> • Phased Release – pp. 109-118 • Widespread Power Failure – p. 139 • Military, police, or government action – p. 140 	<ul style="list-style-type: none"> • Full Evacuation – p. 141

Blank worksheets ready for use are at the end of the document: pp. 143-151.

In Table A-III-1, items shown in larger type have examples of all Sections I through VII of the worksheets filled out, taken from information from emergency planning workshops held October to December, 2003. The remaining nine have examples of the critical first Section I filled in for use as an example or playbook component. Beginning page numbers of each example worksheet or worksheet set are indicated. Blank worksheets are provided at the end of the examples for ease of finding.

This page intentionally left blank.

SELECTIVE EVACUATION EXAMPLE

This page intentionally left blank.

R-ESF #1 COORDINATION WORKSHEET
Section I of VII
Selective Evacuation Example

Initial Discovery Communications				
	Incident Description			
Situation Location	National Airport parking lot, near perimeter (see map), close to residential and office facilities			
Nature of Incident/ Type of Danger (describe briefly)	Example: Credible threat of a van loaded with conventional explosives set to detonate if attempt is made to approach or intervene.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input checked="" type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	12 noon weekday			
Wind speed/ direction	N/A			
Warning Time	N/A			
Expected Duration	4 to 8 hours of standoff or more			
Initial Discovery Stage Communications		<input checked="" type="checkbox"/>	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).		<input checked="" type="checkbox"/>	MWAA should communicate with Arlington EMA, Park Police, WMATA and VDOT and Arlington Transportation – MWAA is a transportation agency, but may not typically consider communicating with R-ESF #1	
Need for one-on-one calls/ communications? With whom?		<input checked="" type="checkbox"/>	VRE and WMATA; VDOT and Park Service	
Need for RICCSSM R-ESF #1 Call(s)? If yes:		<input checked="" type="checkbox"/>	<i>Comment: need to identify "triggers" for calls</i>	
▪ Determine R-ESF #1 Lead Agency		<input checked="" type="checkbox"/>	Probably VDOT – if not, WMATA will volunteer	
▪ Who initiates call?		<input checked="" type="checkbox"/>	If VDOT is too busy it may be necessary for WMATA to initiate call	
▪ Who participates in call?		<input checked="" type="checkbox"/>	MWAA, Virginia and DC transportation and local transit agencies, MD if interested, WMATA, BWI likely to "sit in"	
▪ When will initial call take place?		<input checked="" type="checkbox"/>	As soon as threat is established, likely before law enforcement confirms the threat- to look at potential actions, establish next call	
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).		<input checked="" type="checkbox"/>	Clear need for information from law enforcement, EMAs- not clear how timely communications will be established with law enforcement, passed down	

R-ESF #1 COORDINATION WORKSHEET
Section II of VII
Selective Evacuation Example

Initial R-ESF #1 Essential Elements of Information (EEI) Exchange		
Description	✓	Comments
About the incident – see p. 1		
1) About the transportation system		
A. Roadway Status		
-Limited closures (list if possible)	✓	Close George Washington Parkway bordering the airport; Jeff Davis Highway from 18 th Street to 21 st St., Eads St. from 18 th St. to 26 th Rd
-Extensive closures (describe briefly)		
-Other		
B. Rail System Status		
-Limited closures (list if possible)	✓	Close Crystal City Metro, National Airport Metro, Crystal City VRE station
-Extensive closures		
-Other		
C. Bus Transit System Status		
-Limited closures (list if possible)	✓	See Roadways
-Extensive closures		
-Other		
2) Potential actions to be taken		See Strategy Worksheets
3) Potential recommendations to decision makers	✓	Get word out to general public (outside danger area) to “watch and wait” and avoid the area. if possible
4) Initial R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message	✓	Ask travelers, persons awaiting travelers to “stay tuned”; ask general public to avoid area until more is known
5) Confirm time for next call	✓	As soon as confirmation of event is received from law enforcement- WMATA or VDOT will page, set up call
6) Other issues		

R-ESF #1 COORDINATION WORKSHEET
Section III of VII
Selective Evacuation Example

Initial R-ESF #1 information exchange with R-ESF #5			
Description	✓	Comments	
1) Information needed from decision-makers	✓	Need law enforcement info ASAP- R-ESF #1 has to make decisions with incomplete conflicting info (news vs. official notices)	
2) Information needed from federal agency representatives	✓	MWAA, FAA others: what are their intentions?	
3) Information to provide to decision makers	✓	Are prepared to act, need confirmation	
4) Information to provide to federal agency representatives	✓	Same	
5) Other issues			
EMA Direction- ✓ as appropriate	Perimeter of Affected Area	Surrounding Affected Area	Rest of Region
Shelter In Place			
Selective Evacuation	✓		
Staged or Phased Evacuation			
Full Evacuation			
No danger anticipated / "Watch and Wait"		✓	
No action			✓
Anticipated/ Actual Federal Actions	None	Possible Pentagon alert	None
Comments: Law enforcement directives	Evacuate, relocate ½ mile perimeter (2,750 feet), prohibit reentry	1-2 mile perimeter – airport travelers stay tuned, check with airlines for updates on flights	Outside 2 mile perimeter- airport travelers stay tuned

R-ESF #1 COORDINATION WORKSHEET
Section IV of VII
Selective Evacuation Example

Subsequent R-ESF #1 Calls		
Description	✓	Comments
R-ESF #1 information exchange		
1) Update on incident	✓	Incident confirmed
2) Status of transportation system	✓	See closures- above
3) Update on agency preparedness	✓	WMATA has closed stations, roadways closed, VMS detour signs deployed
4) R-ESF #1 coordination needed	✓	WMATA needs DOT help to institute bus bridges around closed stations
5) (Additional) strategies to consider		
6) Recommendations to decision makers	✓	Ask public to avoid area, watch and wait; potential rush hour problems with VRE and Metro- bus bridge alternatives
7) Define updated R-ESF #1 input to R-ESF #5 for R-ESF #14 general public message	✓	Ask public to avoid area, watch and wait, VRE and Metro riders check website
8) Confirm time for next call	✓	Prior to rush hour- confirm plans
9) Other issues		
Updated R-ESF #1 information exchange with R-ESF #5		
Description	✓	Comments
1) Information needed from decision-makers	✓	Info on likely duration?
2) Information needed from federal agency representatives		
3) Information to provide to decision makers	✓	Local backups occurring on cut-off areas; will have significant "local" problems on Metro, VRE and roadways if situation continues through rush hour; need to let public know about Metro, VRE and road closures
4) Information to provide to federal agency representatives	✓	Same as info to decision makers
5) Other issues		

R-ESF #1 COORDINATION WORKSHEET**Section V of VII****Selective Evacuation Example**

Worksheet designed as checklist reminder of roadway strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transportation Roadway Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
- Coordinated traffic signals, traffic control	✓	✓	✓	VDOT, DDOT, Arlington, Park Service
-CCTV, VMS, Signage	✓	✓	✓	Detours
-Highway Advisory Radio	✓	✓	✓	
- AM or PM peak roadway configurations in effect (during off-peak hours)				
-Dynamic rerouting	✓	✓	✓	Detours
-Roadway clearance Tow trucks deployed? Maintenance/ Construction lanes cleared?				
-Bus set- aside routes	✓	✓	✓	Bus bridges- WMATA, VRE
-Access restrictions				
-Permit shoulder use				
-Reverse lanes, roadway directions				
-Active management- critical intersections				
Other				

R-ESF #1 COORDINATION WORKSHEET**Section VI of VII****Selective Evacuation Example**

Worksheet designed as checklist reminder of transit strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transit System Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
-Metrorail utilization	✓	✓		
-Metrobus maintains regular routes	✓	✓		
-Metrobus on priority routes	✓	✓	✓	Bus bridges: Metro & VRE
-Metrobus in special evacuation service	Evacuees w/in walking distance, airport buses handle non-ambulatory			
-Time required for arrival of transit vehicles				
-Recycling potential- feasible? Needed?				
-Local buses maintain regular service				
-Local buses on priority routes				
-Local buses in special service				
-Time required for arrival of buses				
-Recycling potential- feasible? Needed?				
-Charter/school buses deployed				
-Taxis, others deployed				
-Bus shuttles between key Metro stations	✓	✓	✓	W/ highway agencies
-Regional buses divert to Metro stations				
-Traffic control at key stations				
-Auto traffic to alternate pick-up sites- ad hoc parking				
VRE, MARC- normal service				
VRE, MARC- normal service, changed time				
-VRE, MARC, AMTRAK - added service – w/ CSX, other				
Other				VRE svc

R-ESF #1 COORDINATION WORKSHEET
Section VII of VII
Selective Evacuation Example

Transportation Demand Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
See also Communications				
-HOV mgt.- regular restrictions in effect, normal hours	✓		✓	Maintain
-HOV mgt.- regular restrictions in effect, changed hours				
-Emergency HOV; "Super-slug"				
-Timed/ staged Fed. Release				
-Staged/ staggered general release				
-"Stay Put"/lock down- population not at-risk				
-Close roads for pedestrian use	✓	Law not R-ESF #1		
-Embargo vehicles- e.g., delivery (except emergency supplies)	✓	Law not R-ESF #1		
-Pedestrian & bicycle strategies	✓			
Other				

This page intentionally left blank.

PHASED RELEASE EXAMPLE

This page intentionally left blank.

R-ESF #1 COORDINATION WORKSHEET
Section I of VII
Phased Release Example

Initial Discovery Communications				
	Incident Description			
Situation Location	Regionwide			
Nature of Incident/ Type of Danger (describe briefly)	Example: Imminent ice storm- weather forecast of an unexpected ice storm that will impact the region starting at approximately 4 pm			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input checked="" type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	10 am weekday			
Wind speed/ direction	E – SE			
Warning Time	6 hours			
Expected Duration	Hours of storm, days of recovery			
Initial Discovery Stage Communications		<input checked="" type="checkbox"/>	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).		<input checked="" type="checkbox"/>	Upon first notification from weather service- public likely to move fast	
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:		<input checked="" type="checkbox"/>		
▪ Determine R-ESF #1 Lead Agency		<input checked="" type="checkbox"/>	WMATA (likely) – quickly affected, likely actions impacts other decisions	
▪ Who initiates call?		<input checked="" type="checkbox"/>	WMATA	
▪ Who participates in call?		<input checked="" type="checkbox"/>	All R-ESF #1 agencies, Weather Service, (OPM?)	
▪ When will initial call take place?		<input checked="" type="checkbox"/>	ASAP: 10:30 AM?	
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).		<input checked="" type="checkbox"/>	YES	

R-ESF #1 COORDINATION WORKSHEET
Section II of VII
Phased Release Example

Initial R-ESF #1 Essential Elements of Information (EEI) Exchange		
Description	✓	Comments
About the incident – see p. 1		
1) About the transportation system		
A. Roadway Status		
-Limited closures (list if possible)		
-Extensive closures (describe briefly)	✓	Anticipate extensive closures throughout region
-Other		
B. Rail System Status		
-Limited closures (list if possible)		
-Extensive closures	✓	Anticipate closing Metrorail when ice accumulates to ¼ inch
-Other		
C. Bus Transit System Status		
-Limited closures (list if possible)		
-Extensive closures	✓	Anticipate extensive closures throughout region
-Other		
2) Potential actions to be taken		See Strategy Worksheets
3) Potential recommendations to decision makers		Recommend employee release after 12 noon to allow transportation time to gear up for early rush
4) Initial R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message		Inform public that transit and roadways will be prepared for early rush hour starting at 12 noon- signals, lane reversals, buses in rush hour operation at that time where possible
5) Confirm time for next call	✓	One hour
6) Other issues		

R-ESF #1 COORDINATION WORKSHEET
Section III of VII
Phased Release Example

Initial R-ESF #1 information exchange with R-ESF #5			
Description	✓	Comments	
1) Information needed from decision-makers	✓	Will early closure be announced? When?	
2) Information needed from federal agency representatives	✓	When will early closure be announced? Exceptions?	
3) Information to provide to decision makers	✓	Time needed to gear up- approx. 2 hours; potential strategies to employ	
4) Information to provide to federal agency representatives	✓	Same as decision makers	
5) Other issues			
EMA Direction- ✓ as appropriate	Perimeter of Affected Area	Surrounding Affected Area	Rest of Region
Shelter In Place			
Selective Evacuation			
Staged or Phased Evacuation	✓	✓	✓
Full Evacuation			
No danger anticipated / "Watch and Wait"			
No action			
Anticipated/ Actual Federal Actions	Early release- 3 hours prior to normal		
Comments	Surge demand likely, delays likely		

R-ESF #1 COORDINATION WORKSHEET
Section IV of VII
Phased Release Example

Subsequent R-ESF #1 Calls		
Description	✓	Comments
R-ESF #1 information exchange	✓	Need Weather Service, OPM on call, plus transportation agencies
1) Update on incident	✓	Confirm early closure, weather status
2) Status of transportation system	✓	Anticipated power problems (Metro, signals, other), roadway problems
3) Update on agency preparedness	✓	Operations alerted for early rush; Metro taking lead, may need to close early
4) Coordination needed	✓	See strategy worksheets for detail
5) (Additional) strategies to consider	✓	Highway asked to coordinate with transit as to priorities for road clearances- key transit routes often low on list
6) Recommendations to decision makers	✓	Declare snow emergency (clear lanes); ready to deploy early rush, maintain HOV, time needed to gear up
7) Define updated R-ESF #1 input to R-ESF #5 for R-ESF #14 general public message	✓	Transit and highways gearing up, will not be ready until noon (if poss. get message out through known traffic reporters); check WMATA, other websites; "Metrorail anticipates operating a lower level of service after 4 pm"
8) Confirm time for next call	✓	One to two hours- when weather outlook is updated
Other issues		
Updated R-ESF #1 information exchange with R-ESF #5		
Description	✓	Comments
1) Information needed from decision-makers	✓	Does R-ESF #1 with Law Enforcement have authority to clear parked vehicles from critical road junctures (declared snow emergency)?
2) Information needed from federal agency representatives	✓	Staged release- clearly identified to employees?
3) Information to provide to decision makers	✓	WMATA Metrorail may close early. Need to stand up ops for 24 hr shifts.
Information to provide to federal agency representatives	✓	Metrorail may close early
Other issues		

R-ESF #1 COORDINATION WORKSHEET**Section V of VII****Phased Release Example**

Worksheet designed as checklist reminder of roadway strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transportation Roadway Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
- Coordinated traffic signals, traffic control	✓	✓	✓	Peak patterns, non peak hours- some have to set manually
-CCTV, VMS, Signage	✓	✓	✓	
-Highway Advisory Radio	✓	✓	✓	
- AM or PM peak roadway configurations in effect (during off-peak hours)	✓	✓	✓	Need flow to keep lanes open
-Dynamic rerouting				
-Roadway clearance Tow trucks deployed? Maintenance/ Construction lanes cleared?	✓	✓	✓	Need Snow Emergency declaration
-Bus set- aside routes	✓	✓	✓	After storm- coord w/ transit – priority routes for snow clearance
-Access restrictions				
-Permit shoulder use				
-Reverse lanes, roadway directions				
-Active management- critical intersections				
Other				

R-ESF #1 COORDINATION WORKSHEET**Section VI of VII****Phased Release Example**

Worksheet designed as checklist reminder of transit strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transit System Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
-Metrorail utilization	✓			Deploy early peak service
-Metrobus maintains regular routes	✓		✓	Deploy early peak service
-Metrobus on priority routes	✓		✓	After storm-coord. w/ hwy road crews
-Metrobus in special evacuation service				
-Time required for arrival of transit vehicles				
-Recycling potential- feasible? Needed?				
-Local buses maintain regular service	✓		✓	Deploy early peak service
-Local buses on priority routes	✓		✓	After storm-coord. w/ hwy road crews
-Local buses in special service				
-Time required for arrival of buses				
-Recycling potential- feasible? Needed?				
-Charter/school buses deployed				
-Taxis, others deployed				
-Bus shuttles between key Metro stations				
-Regional buses divert to Metro stations				
-Traffic control at key stations				
-Auto traffic to alternate pick-up sites- ad hoc parking				
VRE, MARC- normal service				
VRE, MARC- normal service, changed time	✓			Try to deploy early- or deploy buses
-VRE, MARC, AMTRAK - added service – w/ CSX, other				
Other				

R-ESF #1 COORDINATION WORKSHEET
Section VII of VII
Phased Release Example

Transportation Demand Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
See also Communications				
-HOV mgt.- regular restrictions in effect, normal hours				
-HOV mgt.- regular restrictions in effect, changed hours	✓	✓	✓	Early HOV-beg. @ noon
-Emergency HOV; “Super-slug”				
-Timed/ staged Fed. Release	✓	✓	✓	Get the word out
-Staged/ staggered general release	✓	✓	✓	Get the word out
-“Stay Put”/lock down- population not at-risk				
-Close roads for pedestrian use				
-Embargo vehicles- e.g., delivery (except emergency supplies)				
-Pedestrian & bicycle strategies				
Other				

This page intentionally left blank.

COMPLETE METRORAIL CLOSURE EXAMPLE

This page intentionally left blank.

R-ESF #1 COORDINATION WORKSHEET
Section I of VII
Complete Metrorail Closure Example

Initial Discovery Communications				
	Incident Description			
Situation Location	Terrorist attacks at multiple Metro stations and railcars			
Nature of Incident/ Type of Danger (describe briefly)	Example: Simultaneous small aerosol explosions of white powder at multiple stations at entries and on platforms, and on two trains, simultaneous call to radio station claiming substance is anthrax			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input checked="" type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	9 am weekday			
Wind speed/ direction	N/A			
Warning Time	Zero			
Expected Duration	Hours? Days? Months? To be determined			
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).		✓		
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:		✓		
▪ Determine R-ESF #1 Lead Agency		✓	WMATA- will be busy	
▪ Who initiates call?		✓	WMATA will initiate call to transit	
▪ Who participates in call?		✓	All R-ESF #1 transportation agencies; also need Emergency Mgt. & Health Officials to answer technical questions on risks, measures required (if substance is anthrax)	
▪ When will initial call take place?		✓	WMATA to request call by 10 am	
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).		✓	Health officials should be notified- likely by fire or police- not a direct R-ESF #1 responsibility – if they participate in R-ESF #1 call, issue is addressed	

R-ESF #1 COORDINATION WORKSHEET**Section II of VII****Complete Metrorail Closure Example**

Initial R-ESF #1 Essential Elements of Information (EEI) Exchange		
Description	✓	Comments
About the incident – see p. 1		
1) About the transportation system		
A. Roadway Status		
-Limited closures (list if possible)	✓	Adjacent to Metro air vents- if necessary (EMA direction)
-Extensive closures (describe briefly)		
-Other		
B. Rail System Status		
-Limited closures (list if possible)		
-Extensive closures	✓	Close entire Metrorail system “immediately”- bypass directly affected stations, drop passengers off, return to base facilities
-Other		
C. Bus Transit System Status		
-Limited closures (list if possible)	✓	See Roadways- will depend on EMA direction- possibility of contamination from rail passengers
-Extensive closures		
-Other		
2) Potential actions to be taken		See Worksheet Sections V-VII
3) Potential recommendations to decision makers		Do not initiate an early release- ask the public to “watch and wait” for the moment.
4) Initial R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message		“An incident has occurred on the Metro. Metrorail is shutting down temporarily to assess the situation. Please do not enter stations in order to use Metrorail until further notice. Please go to the website or call xxx for updates and further information, including information about Metrobus and local bus service.”
5) Confirm time for next call		Within one to two hours- see if incident is likely to carry through the rush hour; make plans in case it does.
6) Other issues		

R-ESF #1 COORDINATION WORKSHEET**Section III of VII****Complete Metrorail Closure Example**

Initial R-ESF #1 information exchange with R-ESF #5			
Description	✓	Comments	
1) Information needed from decision-makers	✓	Need immediate info about risks to drivers, passengers- direct exposure, contagion, etc.- to assess needs for closures, protective gear, decontamination, etc.	
2) Information needed from federal agency representatives	✓	Need info on likely gov't actions- emergency commute plans in place? Will Feds go to early release? (not recommended by R-ESF #1)	
3) Information to provide to decision makers	✓	Trans. status, plans to activate bus, other plans; need public to find other ways home	
4) Information to provide to federal agency representatives	✓	Need feds, others to prepare to activate emergency commute plans, form emergency car pools, etc.- flexible schedules needed	
5) Other issues	✓		
EMA Direction- ✓ as appropriate	Perimeter of Affected Area	Surrounding Affected Area	Rest of Region
Shelter In Place			
Selective Evacuation	✓	✓	
Staged or Phased Evacuation		✓	
Full Evacuation			
No danger anticipated / "Watch and Wait"			✓
No action			
Anticipated/ Actual Federal Actions		"Flex time" for early / late releases to coordinate car pools, van pools, other joint transportation- Private sector the same??	
Comments	Stations, trains, roadways possibly contaminated by air from Metrorail vents		

R-ESF #1 COORDINATION WORKSHEET

Section IV of VII

Complete Metrorail Closure Example

Subsequent R-ESF #1 Calls: E.g., 2 PM Prepare for Rush Hour		
Description	✓	Comments
R-ESF #1 information exchange	✓	Include EMAs and Health officials again for additional questions/ confirmation
1) Update on incident	✓	Metro to remain closed through rush hour- more definitive word at 9 pm
2) Status of transportation system	✓	(Assumption- e.g., per EMA direction)- Those directly “sprayed” are being treated, only Metrorail shut down- roads near vents not in danger, buses not at risk
3) Update on agency preparedness	✓	See strategies- all as ready as possible for rush hour
4) Coordination needed	✓	Discussion- local buses to stations; priority routes; anticipated issues
5) (Additional) strategies to consider	✓	Any strategies not discussed in first call
6) Recommendations to decision makers	✓	Get the word out- every way possible
7) Define updated R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message <i>(Note- there was some discussion as to whether the DOT message/ strategy would be feasible. New York has a single authority controlling bridges, and could authorize such a step. It would be more difficult here, with multiple authorities, but would clearly be extremely helpful in this situation. This would encourage “super-slugging”- in this event would authorities acknowledge the practice and encourage it through signs, announcements of locations, etc? This was not resolved during the discussions).</i>	✓	Metro Message: “The entire Metrorail system will be closed at least through the evening rush hour. Limited Metrobus service will be available between key stations. Regular Metrobus service will be operating on a Saturday schedule. Crowding and long delays are expected. If at all possible, riders are requested to seek alternate transportation through co-workers, fellow students, etc. Please check the website for information on Metrobus and local bus schedules and service, or call xxx-xxx-xxxx.” DOT Message: “The following roads are closed to automobile traffic from 3 pm to 9 pm so that bus service can operate “bus bridges” for the Metrorail system, which is now closed: w, x, y, z: The following streets and bridges will be open only to vehicles with three or more persons: a, b, c, d.” (Streets not specified- to be determined.)
8) Confirm time for next call	✓	9 pm – after lab confirmation of substance
9) Other issues		
Updated R-ESF #1 information exchange with R-ESF #5		
Description	✓	Comments
1) Information needed from decision-makers	✓	Authority, political will to implement “radical” strategies? See above, below.
2) Information needed from federal agency representatives	✓	Ability, will to issue “emergency flex time” to Metrorail riders, others for carpools, vanpools
3) Information to provide to decision makers	✓	Plans ready, crowding, confusion, delays inevitable
4) Information to provide to federal agency representatives	✓	Same as decision makers
5) Other issues		

R-ESF #1 COORDINATION WORKSHEET
Section IV of VII
Complete Metrorail Closure Example

Subsequent R-ESF #1 Calls: 9 PM Call Substance Confirmed as Anthrax		
Description	<input checked="" type="checkbox"/>	Comments
R-ESF #1 information exchange	✓	Include all transportation agencies, "Commuter Connections" specialists, PIO advisers
1) Update on incident	✓	Metrorail to be closed at least one week, no other danger to report
2) Status of transportation system	✓	Metrorail closed, other transportation "normal"
3) Update on agency preparedness	✓	Can borrow a few buses from MTA, poss. some contractor buses; run Saturday service, others as bus bridges
4) Coordination needed	✓	Constant- at least twice daily
5) (Additional) strategies to consider	✓	Update daily "lessons learned"
6) Recommendations to decision makers	✓	Demand containment critical- liberal leave, flex time, telecommute, car pools, van pools- all
7) Define updated R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message	✓	"The entire Metrorail system will be closed for approximately one week for evaluation, disinfection and restoration. Patrons are encouraged to telecommute or seek alternate transportation. The Office of Personnel Management has authorized liberal leave policies for this period. During this period regular Metrobus service will operate on a Saturday schedule, with remaining buses operating between rail stations. Contract buses have been hired to supplement the Metrobus station runs. Local buses will operate their regular schedules. Information is available on the Metro website, (www.xxx.xxx) including links to local bus service information, and on special touch-tone information lines (xxx-xxx-xxxx). Travel delays should be anticipated. The following streets are closed to automobile traffic during this period to facilitate bus movement: w, X, y, z. Note: vanpools will be permitted to use these streets. The following streets are open only to HOV 3 or more: a,b,c,d."
8) Confirm time for next call	✓	Next am, before and after rush hour, same with afternoon
9) Other issues		
Updated R-ESF #1 information exchange with R-ESF #5		
Description	<input checked="" type="checkbox"/>	Comments
1) Information needed from decision-makers	✓	Authority, political will needed to mandate, enforce HOV restrictions, all-day parking and turning restrictions on key routes, etc.
2) Information needed from federal agency representatives	✓	Will they authorize/ where possible enforce demand management commuter options for

		extended period?
3) Information to provide to decision makers	✓	Metrobus can accommodate approx. 1/3(?) of daily Metrorail load in bus bridges with other Metrobuses operating Saturday Metrobus service- other services can provide marginal assistance; delays, crowding likely, demand measures critical; roads closed for bus bridges make regular traffic worse; extra cars from choice riders would create gridlock
4) Information to provide to federal agency representatives	✓	Same as decision makers- request maximum support, assistance in getting word out to employees on demand management options
5) Other issues		

R-ESF #1 COORDINATION WORKSHEET**Section V of VII****Complete Metrorail Closure Example**

Worksheet designed as checklist reminder of roadway strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transportation Roadway Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
- Coordinated traffic signals, traffic control	✓	✓	✓	
-CCTV, VMS, Signage	✓	✓	✓	
-Highway Advisory Radio	✓	✓	✓	
- AM or PM peak roadway configurations in effect (during off-peak hours)				
-Dynamic rerouting				
-Roadway clearance Tow trucks deployed? Maintenance/ Construction lanes cleared?	✓	✓	✓	Emergency parking restrictions, turn prohibitions (?)
-Bus set- aside routes	✓	✓	✓	For bus bridges
-Access restrictions				
-Permit shoulder use				
-Reverse lanes, roadway directions				
-Active management- critical intersections	?	?	?	Maybe after 1 st day experience
Other				

R-ESF #1 COORDINATION WORKSHEET**Section VI of VII****Complete Metrorail Closure Example**

Worksheet designed as checklist reminder of transit strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transit System Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
-Metrorail utilization				
-Metrobus maintains regular routes				
-Metrobus on priority routes	✓	✓	✓	Bus bridges and Saturday service- all other routes
-Metrobus in special evacuation service				
-Time required for arrival of transit vehicles				
-Recycling potential- feasible? Needed?				
-Local buses maintain regular service	✓	✓	✓	Coordinate w/ WMATA
-Local buses on priority routes				
-Local buses in special service				
-Time required for arrival of buses				
-Recycling potential- feasible? Needed?				
-Charter/school buses deployed	✓	✓	✓	MTA has a few to lend as well
-Taxis, others deployed	✓	✓	✓	Unofficial
-Bus shuttles between key Metro stations	✓	✓	✓	
-Regional buses divert to Metro stations				
-Traffic control at key stations				
-Auto traffic to alternate pick-up sites- ad hoc parking	✓	✓	✓	If station seen as risky
VRE, MARC- normal service				
VRE, MARC- normal service, changed time				
-VRE, MARC, AMTRAK - added service – w/ CSX, other	✓	✓	✓	If possible
Other				

R-ESF #1 COORDINATION WORKSHEET
Section VII of VII
Complete Metrorail Closure Example

Transportation Demand Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
See also Communications				
-HOV mgt.- regular restrictions in effect, normal hours	✓	✓	✓	
-HOV mgt.- regular restrictions in effect, changed hours				
-Emergency HOV; “Super-slug”	✓	✓	✓	If authorized
-Timed/ staged Fed. Release	✓	✓	✓	
-Staged/ staggered general release	✓	✓	✓	
-“Stay Put”/lock down- population not at-risk				
-Close roads for pedestrian use				
-Embargo vehicles- e.g., delivery (except emergency supplies)				
-Pedestrian & bicycle strategies				
Other	✓	✓	✓	Employ, advise more flex time, telecommute, liberal leave, other demand strategies

This page intentionally left blank.

OTHER EMERGENCY TRANSPORTATION SITUATION EXAMPLE COORDINATION WORKSHEETS

The following pages show Section I of the worksheet sets for nine other example emergency transportation situations for reference purposes.

This page intentionally left blank.

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Shelter-in-Place Example

Initial Discovery Communications				
		Incident Description		
Situation Location	Greenbelt Metro Station and CSX line			
Nature of Incident/ Type of Danger (describe briefly)	Example: Using a shoulder-fired missile, terrorists explode a rail-car tanker filled with chlorine gas as it approaches the Greenbelt Metro station. A plume of the gas is headed across the Beltway towards residences, offices and Baltimore Washington Parkway.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input checked="" type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input checked="" type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	3 pm weekday			
Wind speed/ direction	W- NW at 5 mph			
Warning Time	None			
Expected Duration	Hours to dissipate gas			
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
▪ Determine R-ESF #1 Lead Agency				
▪ Who initiates call?				
▪ Who participates in call?				
▪ When will initial call take place?				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Incident Requiring Quarantine Example

Initial Discovery Communications				
		Incident Description		
Situation Location	Regionwide			
Nature of Incident/ Type of Danger (describe briefly)	Example: Outbreak of SARS (or other virulent, highly contagious, often fatal disease) in region, with highest numbers of cases noted in Arlington and Silver Spring.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input checked="" type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	First cases noted on a Saturday, word spreads between hospitals, media reports the outbreak on a Monday- 15 separate cases to date, three fatalities.			
Wind speed/ direction				
Warning Time				
Expected Duration				
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
<ul style="list-style-type: none"> ▪ Determine R-ESF #1 Lead Agency 				
<ul style="list-style-type: none"> ▪ Who initiates call? 				
<ul style="list-style-type: none"> ▪ Who participates in call? 		✓	All transportation agencies including airports	
<ul style="list-style-type: none"> ▪ When will initial call take place? 				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Selective Evacuation of Multiple Locations- Example

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
		Incident Description		
Situation Locations	Dupont Circle, Georgetown, Pentagon City, Bethesda, and 15 th and K, NW			
Nature of Incident/ Type of Danger (describe briefly)	Example: Five almost-simultaneous explosions take place in front of well-known coffee shops; threats of additional explosions are called in. (Alternative: suicide bomber on transit vehicle, other locations)			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input checked="" type="checkbox"/> Selective evacuation <input checked="" type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	10 am weekday			
Wind speed/ direction	NA			
Warning Time	None			
Expected Duration	All day			
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
▪ Determine R-ESF #1 Lead Agency				
▪ Who initiates call?				
▪ Who participates in call?				
▪ When will initial call take place?				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Official Expedited Commute Example

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
	Incident Description			
Situation Location	16 th and Massachusetts NW (Scott Circle) (Alternative: apartments across from Pentagon)			
Nature of Incident/ Type of Danger (describe briefly)	Example: A credible threat is received that an upper story apartment at this location is rigged with explosives that will be detonated in 4 hours if demands are not met. A phased evacuation is called for, with a one-mile radius leaving first, and up to a two-mile radius evacuating next.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input checked="" type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input checked="" type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	Weekday			
Wind speed/ direction	SE 15 mph			
Warning Time	hours			
Expected Duration	Storm- hours, aftereffects- days			
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
<ul style="list-style-type: none"> ▪ Determine R-ESF #1 Lead Agency 				
<ul style="list-style-type: none"> ▪ Who initiates call? 				
<ul style="list-style-type: none"> ▪ Who participates in call? 				
<ul style="list-style-type: none"> ▪ When will initial call take place? 				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Unofficial Expedited Commute

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
		Incident Description		
Situation Location	Region-wide			
Nature of Incident/ Type of Danger (describe briefly)	Example: During a period of high alert, the media reports that various Federal facilities in New York, Chicago and San Francisco have just experienced “significant” explosions. Rumors abound that Washington, DC is the next target. Many federal and some private sector employees leave work immediately without instructions to do so.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input checked="" type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov’t action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week				
Wind speed/ direction				
Warning Time				
Expected Duration				
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
<ul style="list-style-type: none"> ▪ Determine R-ESF #1 Lead Agency 				
<ul style="list-style-type: none"> ▪ Who initiates call? 				
<ul style="list-style-type: none"> ▪ Who participates in call? 				
<ul style="list-style-type: none"> ▪ When will initial call take place? 				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Major Transportation Facility Closure (not Metrorail)

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
	Incident Description			
Situation Location	I-495 Inner Loop at the intersection with George Washington Memorial Parkway			
Nature of Incident/ Type of Danger (describe briefly)	Example: A fuel tanker is involved in a multi-vehicle chain-reaction collision on I-495, right below the overpass from the GW Memorial Parkway. Intense flames cause visible damage to the Parkway superstructure, such that there is fear of collapse onto the Beltway. That Inner Beltway portion of I-495, including the American Legion Memorial Bridge and the terminus of GW Memorial Parkway are closed for at least two days for intense inspection.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input checked="" type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	3 pm weekday			
Wind speed/ direction	NA			
Warning Time	None			
Expected Duration	Days			
Initial Discovery Stage Communications		<input checked="" type="checkbox"/>	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?			VDOT, MDOT, DDOT	
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
▪ Determine R-ESF #1 Lead Agency			VDOT	
▪ Who initiates call			VDOT	
▪ Who participates in call?			All transportation agencies	
▪ When will initial call take place?				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions-transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Widespread Power Failure Example

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
	Incident Description			
Situation Location	Region-wide			
Nature of Incident/ Type of Danger (describe briefly)	Example: Sudden power failure across the region, affecting the power grids of Virginia, Maryland and the District. Weekday air-conditioning loads, with thunderstorm activity taking out several substations, has ripple effect across the power grid.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input checked="" type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	Summer weekday 2pm			
Wind speed/ direction	NA			
Warning Time	None			
Expected Duration	Days to restore full power			
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
▪ Determine R-ESF #1 Lead Agency			WMATA?	
▪ Who initiates call?			WMATA?	
▪ Who participates in call?			All transportation agencies	
▪ When will initial call take place?				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Military, Police or Government Action

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
	Incident Description			
Situation Location	Downtown DC			
Nature of Incident/ Type of Danger (describe briefly)	Example: Thousands are assembled to hear the outcome of a controversial court case. When the verdict is announced, there is a strong negative reaction. Initial small-scale violence escalates to major unrest that spreads through the city. Public safety officers advise government and other offices to shut down; a cordon is established throughout much of the downtown.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input checked="" type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input checked="" type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input checked="" type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input checked="" type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week	2 pm weekday			
Wind speed/ direction	NA			
Warning Time	Limited			
Expected Duration	1 Day? More?			
Initial Discovery Stage Communications		<input checked="" type="checkbox"/>	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes , confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
▪ Determine R-ESF #1 Lead Agency				
▪ Who initiates call?				
▪ Who participates in call?				
▪ When will initial call take place?				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes , prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section I of VII (see blank worksheets for Sections II-VII)
Full Evacuation Example

Worksheet designed to assist in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
		Incident Description		
Situation Location	Region-wide threat			
Nature of Incident/ Type of Danger (describe briefly)	Example: A terrorist organization announces that it has smuggled a large nuclear device into the city and will detonate it in one week if a major ransom is not transmitted to a numbered Swiss account. The threat is deemed credible, as the organization has issued proof in the form of pictures and serial numbers of weapons known to be missing from former Soviet arsenals, as well as other classified verification. The exact location of the weapon is not known, nor is the proposed delivery or detonation mechanism known to the public, but the threat is perceived to be real and immediate. The order is given to evacuate the entire COG region over the next six days.			
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input checked="" type="checkbox"/> Full evacuation
Time of Day/ Day of Week	Threat received on a Monday morning			
Wind speed/ direction	NA			
Warning Time	One week			
Expected Duration	??			
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
▪ Determine R-ESF #1 Lead Agency				
▪ Who initiates call?				
▪ Who participates in call?				
▪ When will initial call take place				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

This page intentionally left blank.

COORDINATION WORKSHEETS
(Blank, ready for use)
Sections I through VII

This page intentionally left blank.

R-ESF #1 COORDINATION WORKSHEET

Section I of VII

Worksheet designed to assist R-ESF #1 in planning for regional coordination during initial assessment stages of an incident.

Initial Discovery Communications				
Incident Description				
Situation Location				
Nature of Incident/ Type of Danger (describe briefly)				
Situation Category (check all that apply)	Shelter-in-Place	Selective Evacuation	Phased Release Evacuation	Full Evacuation
	<input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Quarantine	<input type="checkbox"/> Selective evacuation <input type="checkbox"/> Multiple locations <input type="checkbox"/> Official expedited Commute <input type="checkbox"/> Unofficial expedited commute <input type="checkbox"/> Complete Metrorail closure <input type="checkbox"/> Other major trans. facility closure	<input type="checkbox"/> Phased release <input type="checkbox"/> Widespread power failure <input type="checkbox"/> Military, police, gov't action	<input type="checkbox"/> Full evacuation
Time of Day/ Day of Week				
Wind speed/ direction				
Warning Time				
Expected Duration				
Initial Discovery Stage Communications		✓	Comments	
R-ESF #1 Information exchange: Is there a need for communications across jurisdictions within transportation? If yes, confirm details, below, and prepare R-ESF #1 Essential Elements of Information (Section II).				
Need for one-on-one calls/ communications? With whom?				
Need for RICCSSM R-ESF #1 Call(s)? If yes:				
<input type="checkbox"/> Determine R-ESF #1 Lead Agency				
<input type="checkbox"/> Who initiates call?				
<input type="checkbox"/> Who participates in call?				
<input type="checkbox"/> When will initial call take place?				
R-ESF #5 Information exchange: Is there a need for communications within jurisdictions across functions- transportation, EMA, law enforcement, other? If yes, prepare R-ESF #1 Essential Elements of Information (Section II) for Initial R-ESF #1 Information Exchange with R-ESF #5 (Section III).				

R-ESF #1 COORDINATION WORKSHEET
Section II of VII

Worksheet designed to assist R-ESF #1 in early assessment of situation.

Initial R-ESF #1 Essential Elements of Information (EEI) Exchange		
Description	✓	Comments
About the incident – see Sec. I		
1) About the transportation system		
A. Roadway Status		
-Limited closures (list if possible)		
-Extensive closures (describe briefly)		
-Other		
B. Rail System Status		
-Limited closures (list if possible)		
-Extensive closures		
-Other		
C. Bus Transit System Status		
-Limited closures (list if possible)		
-Extensive closures		
-Other		
2) Potential actions to be taken		See Strategy Worksheets- Sections V, VI and VII
3) Potential recommendations to decision makers		
4) Initial R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message		
5) Confirm time for next call		
6) Other issues		

R-ESF #1 COORDINATION WORKSHEET
Section III of VII

Worksheet designed to assist in formulating R-ESF #1 information exchanges with R-ESF #5 decision-makers.

Initial R-ESF #1 Information Exchange with R-ESF #5			
Description	✓	Comments	
1) Information needed from decision-makers			
2) Information needed from federal agency representatives			
3) Information to provide to decision makers			
4) Information to provide to federal agency representatives			
5) Other issues			
EMA Direction- ✓ as appropriate	Perimeter of Affected Area	Surrounding Affected Area	Rest of Region
Shelter In Place			
Selective Evacuation			
Staged or Phased Evacuation			
Full Evacuation			
No danger anticipated / "Watch and Wait"			
No action			
Anticipated/ Actual Federal Actions			
Comments			

R-ESF #1 COORDINATION WORKSHEET
Section IV of VII

Worksheet designed to assist in updating information for coordination within R-ESF #1 and with R-ESF #5 as the situation develops.

Subsequent R-ESF #1 Calls		
Description	✓	Comments
R-ESF #1 information exchange		
1) Update on incident		
2) Status of transportation system		
3) Update on agency preparedness		
4) Coordination needed		
5) (Additional) strategies to consider		
6) Recommendations to decision makers		
7) Define updated R-ESF #1 input through R-ESF #5 for R-ESF #14 general public message		
8) Confirm time for next call		
9) Other issues		
Updated R-ESF #1 information exchange with R-ESF #5		
Description	✓	Comments
1) Information needed from decision-makers		
2) Information needed from federal agency representatives		
3) Information to provide to decision makers		
4) Information to provide to federal agency representatives		
5) Other issues		

R-ESF #1 COORDINATION WORKSHEET**Section V of VII**

Worksheet designed as checklist reminder of roadway strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transportation Roadway Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
- Coordinated traffic signals, traffic control				
-CCTV, VMS, Signage				
-Highway Advisory Radio				
- AM or PM peak roadway configurations in effect (during off-peak hours)				
-Dynamic rerouting				
-Roadway clearance Tow trucks deployed? Maintenance/ Construction lanes cleared?				
-Bus set- aside routes				
-Access restrictions				
-Permit shoulder use				
-Reverse lanes, roadway directions				
-Active management- critical intersections				
Other				

R-ESF #1 COORDINATION WORKSHEET

Section VI of VII

Worksheet designed as checklist reminder of transit strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transit System Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
-Metrorail utilization				
-Metrobus maintains regular routes				
-Metrobus on priority routes				
-Metrobus in special evacuation service				
-Time required for arrival of transit vehicles				
-Recycling potential- feasible? Needed?				
-Local buses maintain regular service				
-Local buses on priority routes				
-Local buses in special service				
-Time required for arrival of buses				
-Recycling potential- feasible? Needed?				
-Charter/school buses deployed				
-Taxis, others deployed				
-Bus shuttles between key Metro stations				
-Regional buses divert to Metro stations				
-Traffic control at key stations				
-Auto traffic to alternate pick-up sites- ad hoc parking				
VRE, MARC- normal service				
VRE, MARC- normal service, changed time				
-VRE, MARC, AMTRAK - added service – w/ CSX, other				
Other				

R-ESF #1 COORDINATION WORKSHEET**Section VII of VII**

Worksheet designed as checklist reminder of transportation demand management strategies that may be useful and that may require coordination across jurisdictions in the event of a major incident.

Transportation Demand Strategies				
Description	Is this needed? ✓	Individual Action Needed?	Coordination Needed?	Comment
See also Communications				
-HOV mgt.- regular restrictions in effect, normal hours				
-HOV mgt.- regular restrictions in effect, changed hours				
-Emergency HOV; "Super-slug"				
-Timed/ staged Fed. Release				
-Staged/ staggered general release				
-"Stay Put"/lock down- population not at-risk				
-Close roads for pedestrian use				
-Embargo vehicles- e.g., delivery (except emergency supplies)				
-Pedestrian & bicycle strategies				
Other				