

EMERGENCY FUNCTION (EF) 1

TRANSPORTATION

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
A.	Purpose.....	1
B.	Mission Statement.....	1
C.	Scope.....	1
II.	POLICIES.....	2
III.	PLANNING ASSUMPTIONS.....	3
IV.	CONCEPT OF OPERATIONS.....	4
A.	General.....	4
B.	Organization.....	4
C.	Notifications.....	7
D.	Emergency Operations.....	7
V.	RESPONSIBILITIES.....	11
A.	Coordinating Agency.....	11
B.	Joint Primary Agencies.....	11
C.	Support Agencies.....	13
VI.	INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION.....	14
VII.	ADMINISTRATION, FINANCE, LOGISTICS.....	15
A.	Resource Procurement.....	15
B.	Financial Management.....	16
C.	EF Development and Maintenance.....	16
VIII.	AUTHORITIES AND REFERENCES.....	16
IX.	ACRONYMS.....	17
X.	ATTACHMENTS.....	18

EMERGENCY FUNCTION (EF) 1 TRANSPORTATION

EF Coordinator:	City/County Association of Governments (C/CAG)
Joint Primary Agency:	C/CAG San Mateo County Department of Public Works, Road Services Division San Mateo County Department of Public Works, Airport Division San Mateo County Transit District (SamTrans) California Department of Transportation (CalTrans)
Supporting Agencies:	San Mateo County Sheriff's Office City/Local Jurisdiction Public Works California Highway Patrol Private Transportation Services San Mateo County Office of Emergency Services (SMC OES)

I. INTRODUCTION

A. Purpose

The purpose of Emergency Function (EF) 1 provides organization, mobilization, and coordination of transportation services and infrastructure restoration during and following emergencies and disasters within San Mateo County (SMC).

B. Mission Statement

To provide transportation resources and infrastructure for the response to and recovery from an emergency or disaster within SMC.

C. Scope

The scope of EF 1 during its activation is to:

1. Identify and monitor available public and private transportation resources and capabilities needed for emergency operations.
2. Support and coordinate mobilization of additional transportation resources from within and outside the County.
3. Respond to requests for transportation resources and capabilities needed for emergency operations, and coordinate use of transportation resources for all types of emergency operations.
4. Implement, as required, the necessary controls for the prioritization and allocation of transportation capacity and processing of transportation requests.

5. Coordinate SMC operations for temporary restoration of damaged County transportation infrastructure and/or for developing alternative transportation capabilities to support emergency operations.
6. Coordinate and facilitate demobilization and restoration resources and capabilities.
7. Conduct a post-incident assessment of transportation infrastructure.

II. POLICIES

The following policies apply to the implementation of this EF:

- A. The designated primary and support agencies are responsible for and committed to staffing and implementing this EF at the time of its activation by the SMC OES if available.
- B. This EF will be implemented in a manner consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the basic plan of the SMC emergency operations plan (EOP), applicable agency guidelines and policies, and all applicable regulations and statutes.
- C. The priorities for emergency operations implemented by this EF will support and be consistent with the SMC emergency operations center (EOC) action plan (AP) for the applicable EOC operational period.
- D. When the resources and capabilities available to this EF are limited, resource allocation will be in accordance with the priorities established by the EOC-AP, as well as by the following, in descending order of importance:
 1. Protection of human health and safety;
 2. Protection of critical infrastructure;
 3. Protection of property; and
 4. Protection of environmental quality.
- E. Transportation under this annex shall mean the coordination and direction of transportation-oriented or supportive resources, or the use of the resources of the various agencies, whether equipment, facilities, properties, personnel, or materials owned directly or under agreement with the agencies. It shall also mean the coordination or management of the movement of goods or people and the coordination or management of the public or private means to affect that movement in SMC.
- F. The primary and support agencies participating in this EF operate in conformance with SEMS and NIMS, and will adopt additional components of SEMS and NIMS as they are promulgated. SEMS and NIMS components include incident command system (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.

III. PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this EF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

- A. The primary and support agencies will have adequate personnel and equipment available at the time of EF activation to support emergency operations.
- B. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and/or can be repaired on a timely basis to support the EF's operations.
- C. Resources requested from mutual aid organizations and/or through the County EOC will be provided on a timely basis where needed in support of emergency operations.
- D. Members of the affected public will receive emergency instructions regarding protective actions, business openings and closings, and other changes to normal, daily conditions. The public will endeavor to comply with such instructions to the best of its ability.
- E. With public safety and property conservation as the two primary goals during any disaster or emergency, transportation must be available to meet the challenges of providing a systematic and effective route of safe travel and mobility of people, goods, and services throughout incident response and recovery.
- F. A disaster may necessitate evacuation, sheltering (in place or in public shelters), or some combination of these strategies, as well as the transportation and distribution of emergency resources to the impacted population. Such disaster situations may include the following:
 - 1. Hazardous materials incidents, terrorist attack incidents, or large fires that may require the evacuation of impacted populations from disaster scenes.
 - 2. Flooding or dam failure that may require the evacuation and sheltering of populations from low-lying areas.
 - 3. A pandemic or other health emergency that may require restrictions on public travel and assembly, or quarantine of affected populations.
 - 4. Access- and functional-needs populations that will depend heavily on assistance for evacuation.
- G. In disasters, interagency or intergovernmental coordination and support will be required to ensure the transportation system is maintained in an open and operating basis. See Table on page 14.

IV. CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the EF at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for the EF during the pre-event timeframe, as well as during emergency response and disaster recovery periods. The concept of operations for the EF is applicable regardless of the scope, type, or duration of the emergency event.

A. General

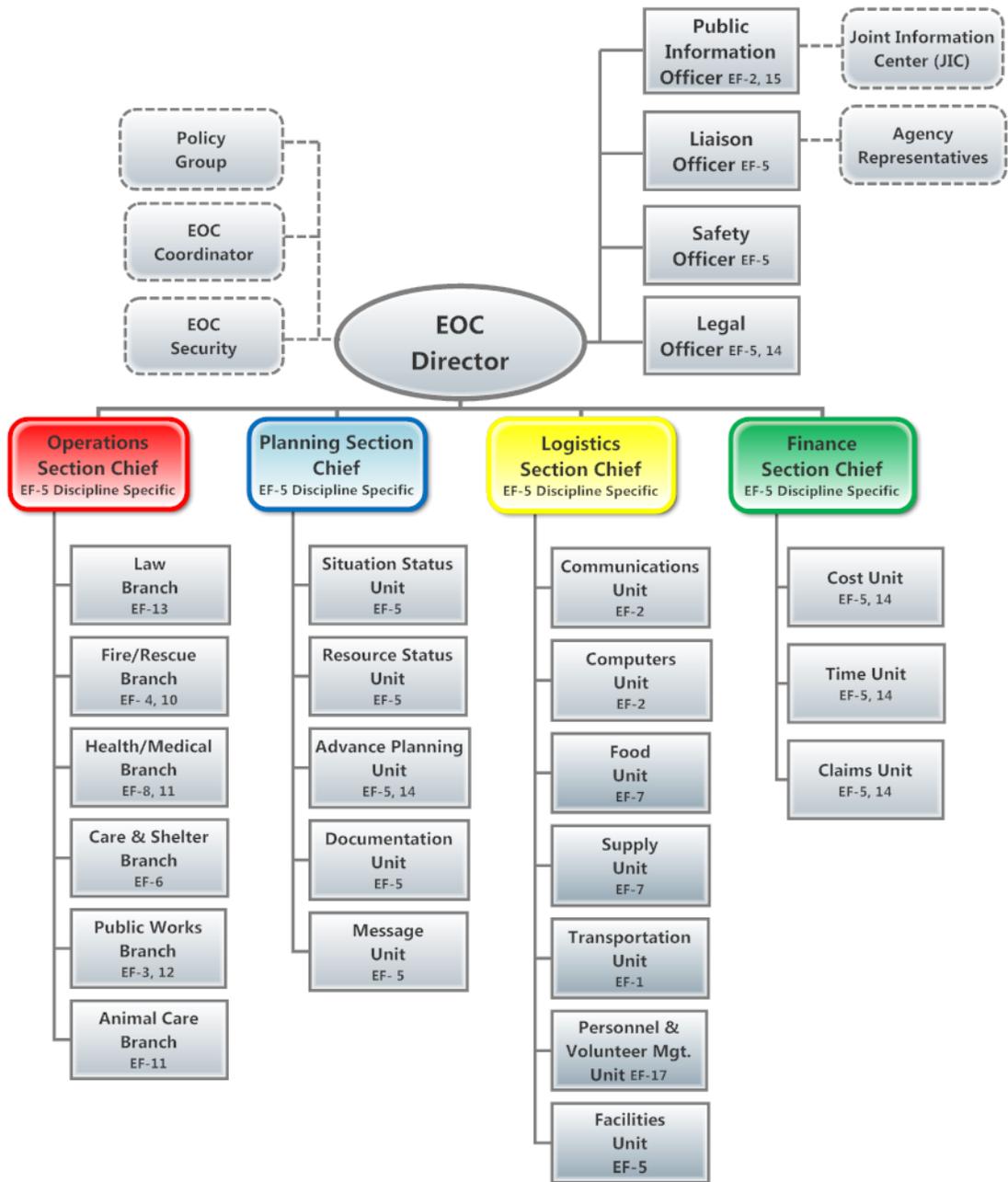
1. This EF will be activated, staffed, and implemented by the primary and support agencies whenever requested to do so by the SMC OES and/or the EOC. The primary agency may be requested to activate the EF prior to the onset of an emergency situation, immediately after its impact on the County, or at any time during the activation of the SMC EOC. Once directed to activate the EOC, the primary agency is responsible for notification and mobilization of its personnel and resources, as they are needed, as well as for directing the mobilization of personnel and resources of designated support agencies.
2. Once activated, designated personnel from the primary agency will coordinate operations of the EF in their Department Operations Center (DOC) and will send a representative to the SMC EOC to fill the EF 1 Transportation position. Coordination of the EF operations from the SMC EOC also will be used, to ensure coordination of all EF operations with emergency actions being taken by other EFs. Operational coordination by the primary agency will continue from the SMC EOC until the EF is authorized to deactivate and terminate operations.
3. The SMC OES and/or the SMC EOC will activate the EF whenever the known or anticipated impacts of the event require its services and capabilities. Activation may be considered needed when one or more of the following has or is expected to occur:
 - a. Significant damage to the County's transportation infrastructure has occurred or will occur.
 - b. Large-scale evacuation is required.
 - c. Transportation services will be required in support of emergency operations.
 - d. Emergency transportation operations will be complex or widely spread in the municipality and County, increasing the need for central coordination of operations.
 - e. A request for emergency transportation services assistance has been received.

B. Organization

1. The position of this EF in the EOC organizational structure is shown in the organization chart below. EF 1 is positioned in the Logistics Section.
2. In its capacity as a Joint Powers Authority, C/CAG activates its DOC and leverages its role as a countywide agency to assist the San Mateo Operational Area (OA) EOC to set transportation and transit priorities for the OA.

3. The C/CAG DOC serves as the initial collection point for information on the status of transportation and roadways in collaboration with the SMC Department of Public Works (DPW) DOC. This information is gathered and disseminated to the OA EOC. The OA EOC transmits local conditions and capabilities to the Regional Emergency Operations Center (REOC).
4. C/CAG addresses transportation systems analysis for all OA jurisdictions and coordinates with the city EOCs. In the OA EOC, C/CAG assigns a Transportation Technical Specialist as needed to the Situation Status (SITSTAT) Unit in the Planning Section, whether that person is assigned directly to the EOC or by consultation. This person ensures that information regarding transportation and evacuation matters is accurate. SITSTAT units in city EOCs need to coordinate directly with the OA EOC.
5. Because the infrastructure (staff and resources) needed to analyze transportation issues and coordinate with local transit providers is based at the C/CAG headquarters in Redwood City, the Transportation DOC is established there. The size of this operation would likely be too large to fit into the County EOC.

San Mateo County EOC Organizational Chart



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

C. Notifications

1. The SMC OES will be responsible for notifying the EF coordinator, or EF alternate coordinator, in the primary agency of the need to activate the EF, or, if indicated, to stand by in the event that EF activation is required. In turn, the EF coordinator (or alternate coordinator) is responsible for notifying the designated support agencies of the notification to activate the EF or to stand by for possible activation. The EF coordinator (or alternate coordinator at the time) is responsible for determining whether personnel from some or all of the support agencies should be notified and mobilized.
2. The EF Coordinator maintains an up-to-date, 24-hour notification roster of its agency's personnel assigned to this EF, as well as representatives of the support agencies. (This roster could be an attachment to the EF or maintained as a separate document because it will have home phone numbers and other private information).

D. Emergency Operations

This section describes the emergency operations that may be required of the primary and support agencies to be prepared for EF activation, as well as the operations to be implemented during the response and recovery phase. Actions to be taken for demobilization of the EF are also defined.

1. Pre-Event Preparedness

The EF coordinator has management oversight for EF 1. To ensure readiness to activate the EF, the primary and support agencies will check that the following actions are taken prior to the onset of an emergency:

- a. Detailed standard operating procedures (SOP), checklists, and job aides needed by EF personnel will be developed and available for use. SOPs and checklists should detail:
 - i. The process for monitoring and reporting the status of and damage to the transportation system and infrastructure as a result of the incident.
 - ii. Alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.
 - iii. Methods by which aviation, maritime, surface, railroad, and pipeline incident management measures will be implemented.
- b. Equipment inventories and personnel rosters necessary for EF implementation will be up-to-date and immediately available. Categorizing and classifying response and recovery resources must be provided by or available to the primary agency in accordance with resource-typing guidelines issued by the NIMS Integration Center.
- c. As indicated, agencies will ensure that primary and support agency personnel designated for EF implementation have received all necessary and required training, and are appropriately credentialed and certified in accordance with guidelines issued by the NIMS Integration Center.

- d. Agencies will assist the designated alternate EF coordinator(s) and the assigned personnel from the EF primary and support agencies in understanding their duties for the EF maintenance and activation, as well as continually improving their capabilities for effective EF implementation.
- e. Agencies will coordinate pre-incident efforts with private-sector organizations as they relate to the EF.
- f. Agencies will coordinate EF preparedness activities relating to all levels of planning for response and recovery operations.
- g. Facilities, systems, equipment, and supplies that are necessary for EF implementation will be protected from the effects of the event to the greatest extent feasible.
- h. If indicated, personnel will be pre-deployed to protected locations or facilities within the County to expedite implementation of the EF.
- i. Agencies will identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- j. Agencies will designate representatives to the EOC.

2. Response Operations

Response operations are conducted during an event, and are necessary to protect people, provide services to people harmed by the event, and mitigate further property or environmental damage, if feasible. Response operations for EF 1 are considered in two phases: (1) initial actions for the period when the EF is first activated; and (2) continuing actions that are implemented, as needed, during each EOC operational period for the response phase until the EF can transition to recovery operations. In all cases, the response operations are general guidelines for action, and may be modified as needed to suit the particular circumstances of the situation. The phases of the response operations are described below:

a. Initial Actions

The following initial actions, as indicated, are to be completed during the first EOC operational period for activation of the EF:

- i. When the EOC is activated, the EF coordinator or designee will open the DOC and send a representative to the EOC to staff the EF 1 workstation, when requested; identify which support agencies for EF 1 are needed; and take steps to ensure that support agencies are activated or on alert as appropriate.
- ii. Ensure the functionality of telecommunications and data management systems to be used by the EF, and take corrective actions as needed.
- iii. Access needed procedures, checklists, rosters, and inventories.
- iv. Complete notifications of primary- and support-agency personnel.

- v. Receive an initial briefing and/or information regarding the situation and the current status of the County's emergency operations.
 - vi. If protective actions are to be implemented for threatened populations, determine the schedule for protective actions to begin, and initiate the following actions to support the operations, including but not limited to:
 - a) Coordinate with EF 6 (Care and Shelter) on evacuation centers and shelter locations.
 - b) Coordinate with EF 13 (Law Enforcement) on traffic control points.
 - c) Determine transportation needs of access- and functional-needs population (e.g., buses, wheelchair-capable vans).
 - d) Coordinate with EF 15 (Public Information) on public notification process.
 - e) Coordinate with EF 7 (Resources) and EF 5 (Emergency Management) on the transportation of goods and equipment needed for response to the incident.
 - vii. If indicated, direct activation and staffing of facilities outside of the EOC/DOC that are necessary for implementation of the EF, including the following:
 - a) Staging areas;
 - b) Base or camp needs; and
 - c) Transportation transition locations.
 - viii. If indicated, notify mutual aid partners as well as necessary vendors and contractors of the activation of the EF; determine the availability of services and resources through these organizations; and coordinate with appropriate private-sector organizations to maximize use of all resources.
 - ix. Assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
 - x. Report any information on the transportation system or infrastructure status change during regularly scheduled situation reports (SITREP) from the SMC OES. Any change of status deemed critical should be reported immediately. The EF coordinator will be responsible for maintaining a log of such reports.
- b. Continuing Actions

The following continuing actions would be repeated, when indicated, during each operational period for the duration of the response period, and until the transition to recovery operations by the EF:

- i. Monitor EF staffing and resource availability and adequacy, and take corrective actions when necessary.

- ii. Review the EOC-AP for the operational period and prioritize EF operations and resource allocation in accordance with its directives.
- iii. Monitor EF emergency actions initiated and/or continuing from the previous operational period until completion.
- iv. Respond to requests from EF personnel at incident scenes or other emergency locations, if applicable, for additional services and assistance.
- v. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- vi. Participate in EOC briefings when held.
- vii. Develop a plan for the use of alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.
- viii. As EF response actions near completion, anticipate and plan for transitioning the EF to recovery-phase operations and provide EF recovery plans to EF 5 (Emergency Management).

3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
- b. Advise all activated EF support agencies of the initiation of recovery-phase operations and provide coordination and guidance regarding needed support agency actions.
- c. Determine the status of current County operations and the need for continuing assistance from the EF.
- d. Review the EOC-AP for recovery and, if indicated, adjust EF recovery actions for consistency.
- e. Provide updated information regarding completion of EF response-phase operations to EF 5 (Emergency Management).
- f. Implement the planned EF recovery-phase operations to include, but not be limited to, the following:
 - i. Coordinate with EF 3 (Construction and Engineering) on damage assessment to transportation critical infrastructure.
 - ii. Coordinate with EF 3 and EF 12 (Utilities) on road clearing priorities.
 - iii. Develop a method of coordinating the restoration and recovery of the transportation systems and infrastructure, including the recommendations of priority restoration.

4. Demobilization Operations

As EF recovery-phase operations near completion, implement actions necessary to support EF demobilization when authorized by the EF 5 (Emergency Management) coordinator, including (but not limited to) the following:

- a. Advise activated primary agency personnel, support agencies, and the EOC of the intent to demobilize the EF; if indicated, define methods for providing continuing assistance to any agencies following EF deactivation.
- b. Review all EF operational and financial documentation to ensure completeness and accuracy.
- c. Account for all deployed EF personnel, equipment, and supplies.
- d. Identify EF systems, equipment, or supplies damaged or depleted during EF operations, and assign responsibility for repair or restoration.
- e. From EF 8 (Public Health and Medical), determine the availability of services for critical-incident stress debriefings (CISD) for emergency workers, and ensure that primary and support agency personnel are advised on ways to access CISD assistance.
- f. Upon receipt of authorization from the EOC, obtain approved copy of the demobilization plan prepared by the Planning Section to demobilize the EF, and provide completed EF documentation to SMC OES. Notify County EOC, if activated, and all support agencies of the demobilization of the EF.

V. RESPONSIBILITIES

A. Coordinating Agency

1. City/County Association of Governments (C/CAG)
 - a. Provide liaison to the EOC as indicated.
 - b. Collect and aggregate information needed to obtain situational awareness.
 - c. Mobilize the collective resources of the OA.
 - d. Support impacted jurisdictions.
 - e. Maintain coordination with regional transportation entities.
 - f. Identify resource needs and potential public- and private-sector entities to augment local transit agencies. (These resources would be brokered by or on behalf of the San Mateo OA EOC).
 - g. Support local law enforcement and transit agencies with evacuation efforts by providing the information needed for situational awareness of the transit system and related resources.

B. Joint Primary Agencies

1. San Mateo County Department of Public Works, Roads Services Division
 - a. Provide liaison to the EOC to coordinate emergency response and early recovery.
 - b. Coordinate with neighboring jurisdictions in support of this EF (i.e., reroutes, lifelines, restoration, etc.).

- c. Determine usable portions of the County's road system; and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
 - d. Report operational status and resource requirements to EOC.
 - e. Provide vehicles, equipment, materials, supplies, and on-site vehicle repair necessary for the function of SMC government and, as resources allow, for other affected jurisdictions during an emergency or disaster.
 - f. Coordinate public information and provide public information officer(s) (PIO) and support personnel to the SMC Joint Information Center (JIC), as indicated.
2. San Mateo County Department of Public Works, Airport Division
- a. Report damage assessment and operational status to the EOC.
 - b. Conduct temporary repairs to provisionally restore airport operations.
 - c. Ensure priority flights continue to operate, subject to safety procedures in and out of SMC airports.
 - d. Provide airport facilities and space for an emergency or disaster staging area as needed.
3. San Mateo County Transit District
- a. Coordinate and provide emergency transit support and services for the movement of people, equipment, and supplies in SMC.
 - b. Coordinate service delivery as requested and as resources allow in the affected jurisdictions and zones.
 - c. Provide damage assessment and operational status of buses and rail bases, transit facilities, and equipment to the EOC and/or respective jurisdictional EOCs.
 - d. Make temporary repairs to provisionally restore service and operations.
 - e. Provide personnel, communication assistance, buses, non-revenue vehicles, and equipment to assist SMC with emergency operations in the response and recovery phases of a disaster.
 - f. Coordinate public information and provide PIOs and support personnel to the SMC JIC as indicated.
 - g. Provide windshield survey information to the EOC.
 - h. Liaison emergency operations with the EOC.
 - i. Return transit services to normal levels as soon as possible following the emergency or disaster.
4. CalTrans
- a. Perform all duties necessary to protect state highways.
 - b. Remove or reduce hazards on the highways that tend to endanger the traveling public.

- c. Whenever the condition of any state highway is compromised such that its unrestricted or continued use will greatly damage the roadway, close or restrict any portion of that highway.
- d. Reconstruct, repair, and maintain state highways, bridges, and alternate routes. CalTrans is authorized to perform maintenance and construction work off the state highway right-of-way in proximity to the highway to protect the facility and the traveling public.
- e. Mobilize personnel and equipment required for emergency engineering services on state highways.
- f. Assist the California Highway Patrol by providing: (1) vehicle traffic control, (2) assistance in rerouting vehicle traffic around or away from the affected area, and (3) equipment and materials, and (4) assist the California Highway Patrol by investigating injury reports and equipment loss.
- g. Provide assistance for hazardous materials incidents.
- h. Perform damage assessment, determine the usable portions of the state highway network, and provide cost estimates for state highway facilities.
- i. Provide communication for emergency response operations.
- j. Provide information on emergency response activities to the media and public, and participate with the SMC JIC.
- k. Provide reader board and signage resources (when requested) as available on state highways.
- l. Provide liaison to the EOC to coordinate emergency response and early recovery if available.

C. Support Agencies

This section lists each support agency and their respective responsibilities.

1. San Mateo County Sheriff's Office
 - a. Assist in emergency traffic control.
 - b. Assist with maintaining traffic flow and enforcing transportation usage priorities.
 - c. Provide air and marine assets to support response and recovery efforts following an emergency or disaster.
 - d. Identify transportation routes.
 - e. Provide law enforcement resources to assist with special emergency or disaster requirements, such as evacuation and evacuation route identification.
 - f. Provide damage assessment/windshield survey information to the EOC.
2. City/Local Jurisdiction Public Works
 - a. Coordinate with neighboring jurisdictions in support of this EF (i.e., detours, reroutes, lifelines, restoration, etc.).

- b. Determine the usable portion of the city's transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
 - c. Communicate transportation status and needs to own jurisdictional EOC (if activated), which will in turn communicate to the County EOC.
- 3. California Highway Patrol
 - a. Provide emergency traffic control.
 - b. Assist in maintaining traffic flow and enforcing transportation usage priorities.
 - c. Provide law enforcement resources to assist with evacuation route identification and evacuation.
- 4. Private Transportation Services
 - a. Provide emergency bus services when possible.
 - b. Coordinate the use of available equipment and personnel resources to assist with emergency or disaster operations as requested and as resources allow.
- 5. San Mateo County Office of Emergency Services
 - a. Activate the EOC and SMC JIC in support of field emergency operations.
 - b. Identify and prioritize transportation needs, and coordinate the mobilization of emergency transportation vehicles.
 - c. Coordinate the assessment of damages to the transportation infrastructure. Collect, analyze, evaluate, and compile assessment information.
 - d. Coordinate emergency transportation assignments of county-owned vehicles when indicated and as resources allow.
 - e. Develop agreements or contracts with transportation resources.

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of EF 1 will be to facilitate the movement of people and products during disasters. As a result, EF 1 must work closely with numerous other EFs to establish an effective process of communication and information collection.

Critical Coordination Points for EF 1

EF 2 – Communications	Obtains information to provide air traffic information and transportation conditions to determine routes and methods for getting mobile communications assets into the area.
EF 3 – Construction and Engineering	Provides assistance on the clearance of roadways.
EF 6 – Care and Shelter	Provides location of shelters.
EF 7 – Resources	Coordinates identification and provision of fuel, land, and limited manpower to other departments in countywide emergencies.
EF 8 – Public Health and Medical	Determines the location and needs of access- and functional-needs populations.
EF 13 – Law Enforcement	Coordinates provision of traffic services.
EF 15 – Public Information	Provides public information and warning.

VII. ADMINISTRATION, FINANCE, LOGISTICS

A. Resource Procurement

This section describes the ways in which the EF will procure or obtain resources that may be required for implementation of the EF. Resources, as a general term, encompass the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed for EF implementation.

1. In all cases, the EF coordinator/designee, with continuing representation in the County EOC, will serve as the point of coordination to identify resources needed for EF implementation. The EF coordinator/designee will also be responsible for requesting and directing mobilization of the resources.
2. When resources are needed, the EF coordinator/designee will use one or more of the following for securing and deploying the needed resources in the most timely and cost-effective manner:
 - a. Resources under direct control of the primary agency;
 - b. EF support agencies;
 - c. Representatives in the County EOC from other activated EFs;
 - d. Mutual aid agreements; and
 - e. Private-sector vendors or contractors that would have the resources available.

3. The EF coordinator will be responsible for determining the process of procurement authorization established by the EF 5 (Emergency Management) coordinator and EF 7 (Resources).
4. In all cases, the primary agency EF representative will have information readily available regarding the categories or types of resources relevant to EF operations to facilitate requesting additional resources.

B. Financial Management

1. EF 1 is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.
2. For reporting purposes, support entities will document their expenditures and submit them directly to the Finance and Administration Section or a designated finance service officer as soon as possible.

C. EF Development and Maintenance

1. The EF coordinator is responsible for EF development and maintenance, which is to be completed with assistance and cooperation OES and the designated support agencies.
2. The EF coordinator will review the EF as well as associated SOPs, checklists, and other documentation, and modify them (if indicated) in response to any of the following events:
 - a. Upon request of the EF 5 (Emergency Management) coordinator;
 - b. Following any activation of the EF for response to an actual incident or an exercise;
 - c. Following any change or development in any county government, or any non-governmental organization (NGO) assigned responsibility for EF implementation; and
 - d. Upon the opening or closing of any major facility of the primary or support agencies considered vital to implementation of the EF.

VIII. AUTHORITIES AND REFERENCES

The authorities and references documented in the basic plan of the San Mateo County EOP are considered applicable to this EF. In addition, the following references are specific to this EF:

1. San Mateo County Catastrophic Earthquake – Mass Evacuation Transportation Plan, 2011
2. Regional Emergency Coordination Plan – Transportation Subsidiary Plan, 2008

IX. ACRONYMS

C/CAG	City/County Association of Governments
Caltrans	California Department of Transportation
CISD	Critical Incident Stress Debriefing
DOC	Department Operations Center
DPW	Department of Public Works
EF	Emergency Function
EOC	Emergency Operations Center
EOC-AP	Emergency Operations Center Action Plan
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
NGO	Non-governmental Organization
NIMS	National Incident Management System
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
SamTrans	San Mateo County Transit District
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SITSTAT	Situation Status
SMC	San Mateo County
SOP	Standard Operating Procedures

X. ATTACHMENTS

Insert Any Agency Specific Attachments here