



SACRAMENTO EMERGENCY TRANSIT RESPONSE PLAN AND WEB TOOL



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Delivering transportation projects; providing public information and serving as a dynamic forum for regional planning and collaboration in the greater Sacramento Metropolitan Area



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WHAT WE DO

The Sacramento Area Council of Governments (SACOG) is an association of Sacramento Valley governments formed from the six regional counties—El Dorado, Placer, Sacramento, Sutter, Yolo and Yuba—and 22 member cities. SACOG's directors are chosen from the elected boards of its member governments. SACOG's primary charge is to provide regional transportation planning and funding, as well as a forum for the study and resolution of regional issues. In this role, SACOG prepares the region's long-range transportation plan; approves distribution of affordable housing around the region; keeps a region-wide database for its own and local agency use; helps counties and cities use federal transportation funds in a timely way; assists in planning for transit, bicycle networks, clean air and airport land uses; and has completed the Blueprint Project which links transportation and land development more closely.

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SACRAMENTO AREA COUNCIL OF GOVERNMENTS

SACRAMENTO EMERGENCY TRANSIT PREPAREDNESS PLAN & WEB TOOL

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The insight provided by the SACOG Transit Coordinating Committee about the details of the individual transit agencies was extremely helpful in developing a tool that can meet the needs of Emergency Service responders while preserving data security and the needs of the individual transit operators.

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INTRODUCTION

This project aims to build an ongoing tool kit to prepare the Sacramento Region's transit operators for a multitude of potential responses to transportation emergencies. The project is managed by SACOG through the guidance of the Transit Coordinating Committee (TCC). SACOG has completed the work with SACOG staff and the information technology-consulting firm Websnsuch.

The project examined different informational awareness options available to emergency planners when evacuations are necessary. Additionally, transit resources available can help to reduce the need for private auto use during an evacuation when roadways may become congested with evacuees or impassible to private autos for safety concerns ranging from flooded roadways to threats of looting. This report can be viewed as a tool kit geared towards the Sacramento Region's transit operators. The main feature of the kit is the new web site <https://www.sacogtransitvisibility.org> that allows transit operators, emergency planners and officials to view updated data for each participating public transit agency. It also includes the ability to store forms for use by mobile transit operators, a view of current human resource conditions available and the ability to maintain communications between transit operators during non-emergency and disaster times.

The tool kit allows operators to plan for the movement of people during a natural disaster in a more efficient manner by improving the asset visibility to both the transit dispatcher and the emergency planners. With fixed-route buses, paratransit vehicles, and possibly rail vehicles, the project will allow for the efficient movement of residents who do not have access to an automobile. The web tool developed by SACOG, the Transit Coordinating Committee Advisory Committee to the project and the consultant helps make transparent communications between transit operators and the emergency operations officials simpler. The tool kit will identify methods to strengthen the communication between the Sacramento County Emergency Operations Center and the participating transit operators.

The report also recommends a tabletop exercise to be conducted in the near future followed by an exercise after action report. It then directs the regions transit operators to hold a larger full-scale exercise in conjunction with the Sacramento County Office of Emergency Services including representatives from the El Dorado, Placer, Sutter, Yolo, and Yuba County Offices of Emergency Services. The funding of the recommendations is also discussed as the need for exercise funds beyond those normally available for transit operations are limited. This limitation often hinders the ability to maintain a robust training program for disasters. A how to guide for the website is included in this report to allow users a reference when getting started using this website.

STUDY DEVELOPMENT

The study was developed out of the recommendation of an After Action Report for an October 2007 full-scale exercise held at the Sacramento County Emergency Operations Center (EOC). The report identified inter-agency communication as a corrective action. Additional feedback from the exercise, that featured the movement of different agencies 40 ft. and paratransit buses, noted that a lack of a single communications node lead to vehicle convoys being broken up by simulated mechanical problems. The internet based communications tool as well as the procurement of a mobile command post in 2010 by Paratransit Inc. will allow for multiagency coordination in the event of a large-scale event in the Sacramento Region.

The internet based tool was then discussed and refined in concept by the Transit Coordinating Committee Advisory Group in November 2011. It was confirmed by the group as a method to begin to tackle the recommendations from the After Action Report. The tool is now housed at <https://www.sacogtransitvisibility.org> and can be accessed by a user name and password combination. The tool was developed and designed in conjunction between SACOG staff and the web design firm Websnsuch of Roseville California.

The tool was displayed to the TCC in an open public meeting on May 16, 2012. The TCC provided critical feedback into the design of the tool. Among the items of feedback were:

- Have program administrator (SACOG Staff) call and verify applications for user name and passwords
- List more complete types of fueling facilities – describe CNG nozzle types, etc
- List how to pay for the fuel and other services on site – can they take cash or credit?
- List the fueling capacity of the site in gallons available and pressure rating for CNG nozzles
- Number of wheelchair lifts available on the vehicles and numbers of spaces for wheelchairs
- Site capacity for storage of vehicles
- What is the ability of an operator's fleet to go through standing water? Is it 6 inches or 3 inches?

To address these concerns the consultant met with SACOG staff in June 2012 to tackle each suggestion provided by the TCC. The results of the meeting are incorporated into the final product that was presented to the TCC on June 20, 2012. The website will be tailored during the coming months to adjust as operational inputs are received from the transit operators.

INTEROPERABLE COMMUNICATIONS GAPS

It was noted at the November 2011 meeting of the advisory group that most of the transit operators in the Sacramento Region operate with different radio frequencies and that using existing equipment on the vehicles is not always possible when under the command of an agency other than itself. It was suggested that the immediate solution be the use of hand held radios. While the use of the handheld radios for each bus operator can prevent a lack of communication. It would be preferred that the local transit operators have a single system or system that is capable of communicating with the local emergency operations center or incident command post.

This report is designed to outline the needs of each of the participating transit operators. The participating operators are:

- Yolo County Transportation District
- Unitrans
- Sacramento Regional Transit (SRTD)
- Paratransit Inc.
- City of Davis Community Transit
- City of Folsom Stage Lines
- El Dorado Transit
- e-tran (City of Elk Grove)
- Sacramento County DOT (SCT Link)

Each operator's radio system is outlined below:

- Yolo County Transportation District
 - 800 MHz for large fixed route buses
 - Nextel for smaller cutaway bused
- Unitrans
 - 800 MHz for large fixed route buses
- SRTD
 - 800 MHz for large fixed route buses
- Paratransit Inc.
 - 450 MHz radio with two repeater towers
- El Dorado Transit
 - Simple two-way radio
- e-tran
 - 900 MHz radio with
 - Nextel phones for e-van services
- Folsom Stage Lines
 - Nextel type phones

- Davis Community Transit
 - Nextel phone and simple two-way radio
- Sacramento County DOT (SCT Link)
 - 450 MHz radio system

The radio types listed above vary from the simplest two-way radio channel to complex 800 MHz systems that can interoperate with Police, Fire, etc. during every day or disaster events. Understanding each of the operators radio systems will allow emergency planners and responders to expect what communications conditions exist for each operator at each event. If there is a mixed operation with multiple buses for several operators, the pairing of buses with like radio systems may be simpler with this knowledge.

The development and testing of Paratransit Inc.’s mobile communications van is a valuable tool to develop the practice and knowledge needed prior to disaster operations. If this tool is used to, “iron out” difficulties in dispatching vehicles from mixed fleets then knowledge is gained to improve communications flow during an actual disaster that requires more than one transit operator to work together. The van can be used to bridge any communications gaps that may occur if different radio systems are used by participating transit operators. The use of the communications vehicle should include training exercise/familiarization with the Sacramento County Emergency Operations Center. The vehicle is fueled by diesel fuel that allows for easy fueling and mobility. The vehicle is owned by Paratransit Inc. However, the vehicle should be displayed to interested transit operators in the region to expand the sense of resources available to help with communication/dispatching at a disaster information control site.

Information gathered at the January 25th meeting of the advisory group leads to the setup of an exercise plan for interoperable communications between transit operators using the Paratransit Inc. mobile dispatching vehicle. The January 25th meeting resulted in recommendations to test the ability of multiple transit operations personal to co-locate in the mobile dispatch vehicle and to test procedures outlined in the report. The procedures are held under the following structure using an incident support communications form, incident support radio call sign information form, incident support events log and incident support deployment checklist.

Information gathered from late 2009 to the spring of 2011 accounts for the vehicle assets of 14 transit operators in the SACOG Region. The newly completed online database allows these 14 transit operators to update the data as needed to keep the EOC staff informed of the current assets at possibly available to assist in an emergency or disaster event. The database is also viewable to the persons in the EOC or any other person whom SACOG grants access.

The initial structure of the database is outlined on the next page. The final version is outlined in the how to use database chapter.

Continuing Operations

- Agency
- Facility ID
- Able to Function At Different Facility? Staging, , Alternate, Just Primary only

- What Equipment Needed to Function? Generators, tools, lifts, etc...create list
- Lodging Required? y/n

Human Resources

- Resource Type (Driver/Mechanic/Dispatcher/Passenger Aide/Security)
- Qty
- Shift Available (4hrs/8hrs/12hr/24hr/24+)
- Number of Days Available?
- Special Considerations?
- Date Updated

Contacts

- First Name
- Last Name
- Contact Number
- Title
- Additional Phone
- Transit Operator (RT, Unitrans, YTCDD, etc)
- Email
- Alt Email
- County

Fleet Information

Vehicle Type

- Bus
 - Bus Type (40ft coach & QTY, Over the Road Coach & QTY, Cut-a-Way & QTY)
 - Lift Equipped? Y/N
 - Bike Rack? Y/N
 - Fuel Type? D/CNG/G
 - # Seats Available?
- Rail & QTY
 - #Seats?
 - High Floor/Low Floor?

Utility

- Pick Up & QTY
 - Fuel Type
 - Radio Equipped?
 - Type?
 - Staff & QTY
 - Fuel Type
 - Radio Equipped?
 - Type?
 - Van & QTY
 - Fuel Type
 - Radio Equipped?
 - Type?
- Pet Friendly?

Facility Information

- Name
- Address1
- Address2
- City
- County
- Type (Primary/Alt/Staging)
- Fuel Available ? (Gas, Diesel, CNG) Y/N
- Vehicle Storage Capabilities
- Maintenance Capabilities?
 - Lift Capable?
 - Type of Lift?
- Dispatching Capabilities?
- Fuel Vendor Info
 - Offsite/Onsite (Y/N)
 - Delivery method <delivered, piped, etc>
 - Contract (Y/N)
- Expiration Date
- Flood Zone? Y/N
- Wild Fire Risk? Y/N
- Onsite Security Available? Y/N
 - Security Type? Vendor, sheriff, police
 - Gate Control? Y/N
 - Camera Equipped? Y/N
- Comments:

INVENTORY OF TRANSIT LOGISTICAL CAPABILITIES, MAINTENANCE AND SECURITY

The inventory of transit logistical capabilities, maintenance and security abilities will be conducted through the <https://www.sacogtransitvisibility.org> web site. This has not been accomplished in the SACOG Region. The system is strictly voluntary at this time. However, if a disaster were large enough or other unforeseen events occur, then the system could be used as a tool to gather data on a mandatory basis.

The inventory includes manual data input by each participating transit operator. The manual input allows the operator to place all of the assets or just some of the assets into the database. By using this method, flexibility has been left to transit operators about how to use the system best fit the needs of the location that they serve.

The inventory section includes fields such as type of bus, number of seats, parking available at the maintenance facility sites, human resources available, contact information, etc. The use of the website as a tool is a direct result of input received from the transit operators in the meetings of the TCC advisory group.

Below is a list of the forms that have been developed to help transit operators increase the situational awareness of their facilities, vehicle fleets, and human resources.

- All Hazard Risk Assessment
- Deployment Checklist
- Event Log
- Information Flow Test
- Radio Call Sign Form

These forms can be found in appendix B. The forms should be used in the format that they appear and can serve as a catalyst for locally developed procedures to address situational awareness of logistical capabilities.

The **All Hazard Risk Assessment** is used to gauge a facilities vulnerability to a variety of possible problems such as fire risk, flood damage, structural weakness, security deficiencies, etc. The list can be tailored by each operator to meet local needs

The following fields on the form are described below:

- Facility Location
 - Please list the street address of the location (s) you are operating at
- Is there a Fuel Supply
 - This will list if fuel is available at the location.
 - Please check “Y” if the fuel is available to meet your operational needs
 - Please check “N” if there is not the correct fuel type (s) or no fueling at all
- Is there a Power Supply
 - This will list if electrical power is available at the location
 - Please check “Y” if power is available to meet your operational needs
 - Please check “N” if the power does not exist or meet your needs
- Facility Construction Type
 - Is the facility made of Wood, CMU, or write in other material
 - This will indicate a level of splinter / fire protection at the facility
- Flood Plain
 - Is the facility in a flood plain/zone – if so, place a “Y”
 - If not in a flood plain/zone place a “N”
 - Flood plain/zone includes all areas mapped as a flood risk by the County Office of Emergency Services
- Wild Fire Danger
 - Is the facility in a wild fire zone – if so, place a “Y”
 - If not in a wild fire zone place a “N”
 - Fire zone is defined as an area with risk of a large wildfire that can impact operations at the facility
- Can be Secured
 - Can the facility be secure to an appropriate level for the operations being conducted there
 - Is the facility able to be secured – if so, place a “Y”
 - If not able to be secured place a “N”
- ITS Security Features Present
 - Does the facility have security features such as cameras, key card access, automatic gated entry, motion detectors, etc
 - Does the facility have ITS security features – if so, place a “Y”
 - If not able to be secured place a “N”
- Comments
 - Add additional comments as needed
 - For further comments, use next line below until complete

The All Hazards Risk Assessment form can be found at <https://www.sacogtransitvisibility.com>. It can be downloaded and saved for agency use in determining a general level of situational risk to assets housing transit resources such as maintenance, Information Technology, administrative, fueling, and other functional aspects of operating a transit system.

The **Deployment Checklist** is used to facilitate a discussion within a transit agency or between multiple transit operators. The checklist raises questions of how the event may affect an agencies normal operations and what steps need to be taken to address the tasking be asked for by a requesting agency or prior to a tasking being issued.

The **Event Log** is used by transit dispatchers to log daily events to provide the basis for a record of operational events. This can be used to track service hours provided to a requesting agency. It can also be used as a document to track incidents occurring during a course of a workday to provide a record for the dispatcher and transit managers. This form should be used for one 24-hour period only and a new form generated at the end of the 24 – hour period.

The **Information Flow Test Form** may be used to provide a checklist for each deployed vehicle or set of vehicles and persons. The checklist acts as a situational awareness tool similar to the All Hazard Risk Assessment but is on a smaller scale of each event at the transit operators location or if the operator is sending vehicles and persons to respond to a requested tasking. Like all of the other forms, this can be modified to meet local needs.

Radio Call Sign Form is used to list the different radio names for each group or convoy of vehicles. The radio call signs can be used to locate and communicate with one vehicle or a number of vehicles with only one radio available. The form can be filled out manually if power sources are not available. The form is a response to difficulties encountered during the 2007 exercise that displayed communications difficulties

TRANSIT ASSETS

Starting in the fall of 2009, the Transit Coordinating Committee through SACOG began to ask for listings of agency vehicles, contacts, and radio types to be collected by SACOG staff. The updates occurred through the spring of 2011 with some of the 14 transit operators participating. The development of the transit asset database associated with this report aims to improve the flow of information between the transit operators and the emergency officials. The attached list of transit assets is a base of planning for this report. It gives a snap shot of how many physical assets are in the region and served as a launch point for the database development.

Ongoing discussions have led to the determination that there is a need to exercise the deployment of assets to staging sites that are safe. The deployment exercise should involve the use of the Paratransit Inc. dispatching vehicle. It should also be exercised first at a tabletop level to improve the productivity of a functional/full scale exercise. The use of the database developed for this report is recommended to test its ability to pass on vital information to emergency officials and mobile transit dispatchers. An after action report from an exercise held in October 2007 indicated several areas for improvement. Some of those recommendations are summarized below.

Among the needs determined are:

- A need to work together on communications between transit operators
- A need to know how long transit operations can be sustained at a staging site
- A need to work together to build relationships needed to improve informational flows during a larger scale disaster
- A need to work with prospective County and City Office of Emergency Services persons to build understandings and outline expectations.

The work conducted in this grant is in direct relation to the recommendations issued in the after action report from the US Department of Homeland Security. The work completed prior to inventory transit assets was in response to requests from Transit Coordinating Committee. The Transit Coordinating Committee's group of agencies involved in creating the database developed with this report provided direction and design input into the development of the web based reporting tool.

The tool can be used to update the transit assets in the SACOG region on a regular basis. It can also serve as a communications conduit between transit operators who may be operating mobile or fixed dispatching centers at different locations and have the need to share fleet, human resource, and facility maintenance information. Without the tool, the ability to provide real time transit asset data to emergency planners will be slower and possibly less accurate. The use of the tool allows for updating of information while screening for errors through more than just the single transit operator and reviewer. All transit operators will have the ability to view most of the information in the database among the participating agencies. Some aspects of the data will not be viewable to all to protect privacy if required.

MAINTENANCE OF THE DATABASE

The database will be maintained for a period of one year by the contractor (Websnsuch) who built the site. The site was purchased for 4 years starting in March 2012 to March 2016. During this period, the site administrator will be SACOG who will issue user names and passwords to transit operator representatives, emergency planning officials, and SACOG staff members. Once the March 2016 date is reached, SACOG will need to determine if it wants to purchase additional years of the website, shift the program to SACOG servers, or shift the program to a county Office of Emergency Services or a willing transit operator to manage.

The maintenance of the website will include the following tasks by the service contractor for a period of twelve months. SACOG staff will then administer the program following the one-year contractor support period.

List tasks for one year:

- Maintain the user accounts for the web based reporting tool
- Correct database problems that arise
- Maintain database tool that allows the upload of quick reaction checklists and procedures developed with this report
- Provide support if needed to keep the website operable through a period of twelve months after the launch of the working version

If the current contact at SACOG is not available, the site administrator will be transferred to a person that SACOG designates. The designee will notify all account users of the new email address and phone number as the site administrator. The web address URL was purchased for four years from GoDaddy.com and will expire in March 2016. It will need to be renewed if the program is to continue beyond March 2016.

Funds for the purchase of the first four years came from a Caltrans planning grant used to fund this plan. The use of SACOG funds under the Transit Technical Assistance fund could be used to purchase the web address URL in 2016. The current price for the website is \$486.20. The site can be purchased during sale times for less expense. The website can be built for other purposes in addition to the emergency preparation and response tasking. It can be used to house ten-year capital and operations plans, FTA grant applications for the 5316 and 5317 programs that SACOG reviews prior to uploading into the FTA TEAM system, or it can be used to provide a database for capital project requests as part of SACOG's regional funding requests.

The SACOG staff responsible for administering the website will be able to add or drop data fields as requested by the TCC. The ability to adjust the database is necessary to allow for adaptation over time to meet the needs of the transit operators in the area. The local Office of Emergency Service persons will also provide input as required to adjust the data fields in collaboration with the TCC.

REPORTING, TESTING AND EXERCISE PROGRAM

A changing threat environment and recent events emphasize the need for emergency planning capabilities that enable an agency/organization to continue its essential functions across a broad spectrum of emergencies. The Continuity Guidance for Non-Federal Entities, states that the purpose of this guidance document is to provide direction for the development of continuity plans and programs for non-federal entities. Effective continuity planning and programs facilitate the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations. The primary goal of continuity is the continuation of essential functions. The Reporting, Testing, and Exercises Program incorporate the three functional areas of testing systems and equipment, training personnel, and exercising plans and procedures.

The agency should build COOP procedures, exercise scenarios, and test the procedures and scenarios each year. The development of the following items is suggested for each transit operator in the SACOG Region to tailor the procedures and exercises to the needs of each agency. Annual testing should include tests of the following areas:

- COOP Procedures
 - Alert and Notification of Personnel of COOP event
 - Activation of COOP Plan if plan is present
 - If not developed, begin process for building plan
 - Relocation to Alternate Operating Facility (ERS)
 - If not developed, begin process for securing site agreements
 - Devolution procedures
 - Reconstitution to permanent facility and normal operations
- The Vital Records Management Program
 - Recovery of vital records
 - Sustainability of critical information systems, services, and data
- Communications Capabilities
 - Radio System
 - Landline and Cellular Telephone Systems
 - Runner System
 - Test transit visibility web tool with Emergency Services Office
- Infrastructure at transit facilities
 - Power Supply
 - Water Supply
 - Fuel Supplies
 - Basic First Aid Kits

The agency should provide COOP awareness training for all new hires and include it in the employee handbook, hand cards, and post at transit facilities. COOP Team training should occur on an annual basis for all COOP Personnel.

As part of the routine review of a COOP Plan, resources needed for Critical Missions Support should be assessed and updated as warranted.

The agency should carry out a deliberate and pre-planned movement of the COOP Personnel to an Alternate Operating Facility or stage location on an annual or regularly scheduled basis. A comprehensive debriefing allowing for participants to identify systemic weaknesses in plans and procedures and to recommend Plan revisions should occur.

FUNDING OPPORTUNITIES FOR EXERCISES AND PLAN DEVELOPMENT

The California Emergency Management Agency (CalEMA) Inland Region is responsible for guiding the Regions opportunities. The local Offices of Emergency Services at the County and City levels also house staff with expertise in funding exercises and planning for transit operators. A list of common funding sources is found in the table below.

Sources of Funds
1 Proposition 1B Transit Safety and Security Funds
2 Urban Area Security Initiative Funding
3 Transportation Security Administration Transit Security Grant Program (TSGP)
4 Homeland Security Grant Program
5 Caltrans Planning Funds for Transit
6 Emergency Management Performance Grants Program
7 Non-Profit Security Grant Program

* In Bold is through US Dept of Homeland Security and Eligible for Sacramento Urban Area - this can include collaboration between transit agencies servicing Sacramento

Funding for exercises can be obtained through the programs highlighted in bold. There are limitations on the locations in which funds for transit specific exercises can be passed too. The limitations for the SACOG Region are the Sacramento Urbanized Area. The Sacramento Regional Transit District is the primary point of contact regarding the use of federal funds through the TSGP. Paratransit Inc. also has a history of securing funding for exercises from various sources throughout the past several years.

The use of Caltrans Transportation Planning Grants administered through Caltrans can be used to plan for exercises and agency security or disaster plans. The grants are applied for on an annual cycle through Caltrans and SACOG in the winter months. The grant for this report is the product of the Caltrans Transportation Planning Grants.

Proposition 1B Safety and Security funds are available for capital purposes only. They can be used for projects such as those listed below among others:

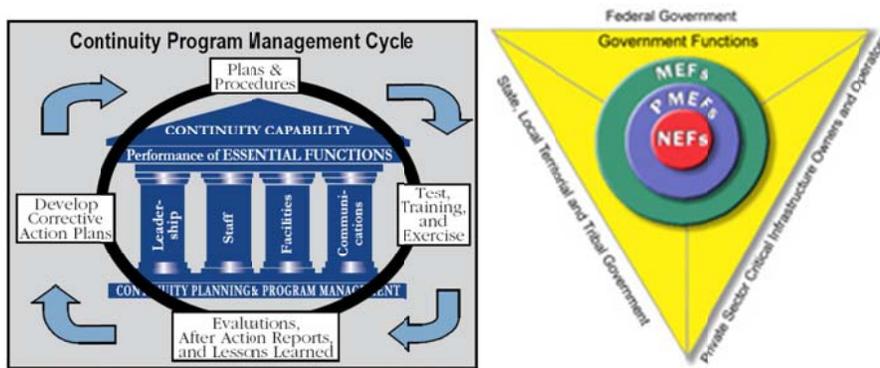
- Security cameras
- Building access controls
- Transit stop lighting
- Fencing of bus lots
- Fencing of rail right of way
- Message signs
- Computer system upgrades to continue operations after a disaster
- Fuel security systems

The staff at SACOG scores these funds and forwards recommendations to CalEMA each year during the ten-year bond program. The funds are set to have the last funding round in FY 2016-17.

Funding for implementing emergency and disaster planning can be a challenge for transit providers outside the urbanized area of Sacramento. It is suggested that interested operators work through SACOG staff to facilitate the award of funds or to contact their local Office of Emergency Services (OES) staff. The OES staffs are experts in developing, planning, funding exercises, and functional reports to help agencies prepare for disasters.

Additionally, all transit agencies should be familiar with Federal Emergency Management Agency's (FEMA) Continuity Guidance for Non-Federal Entities.

The web link is <http://www.fema.gov/about/org/ncp/coop/index.shtm>

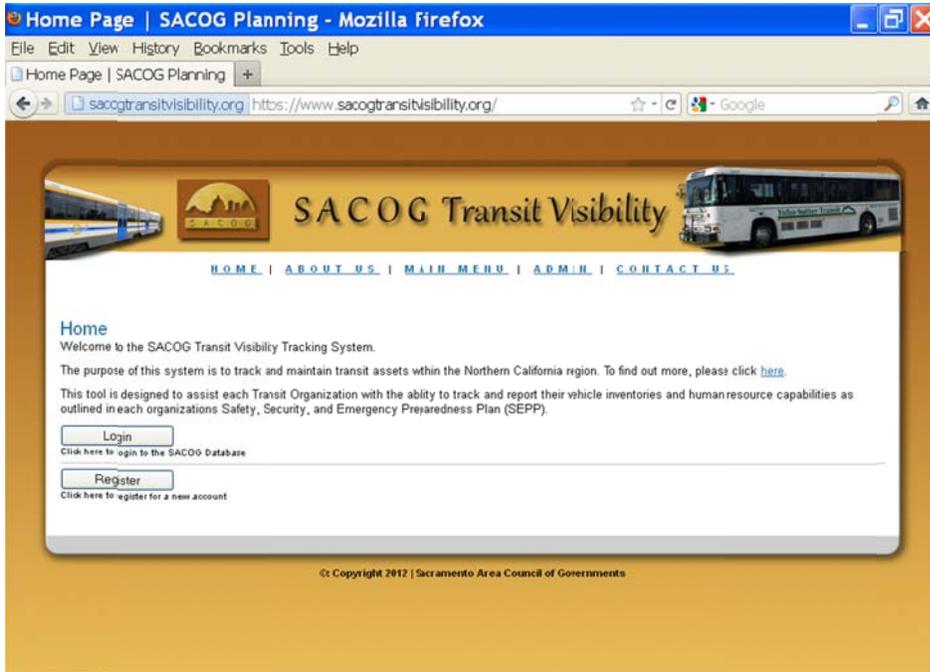


Source: Federal Emergency Management Agency

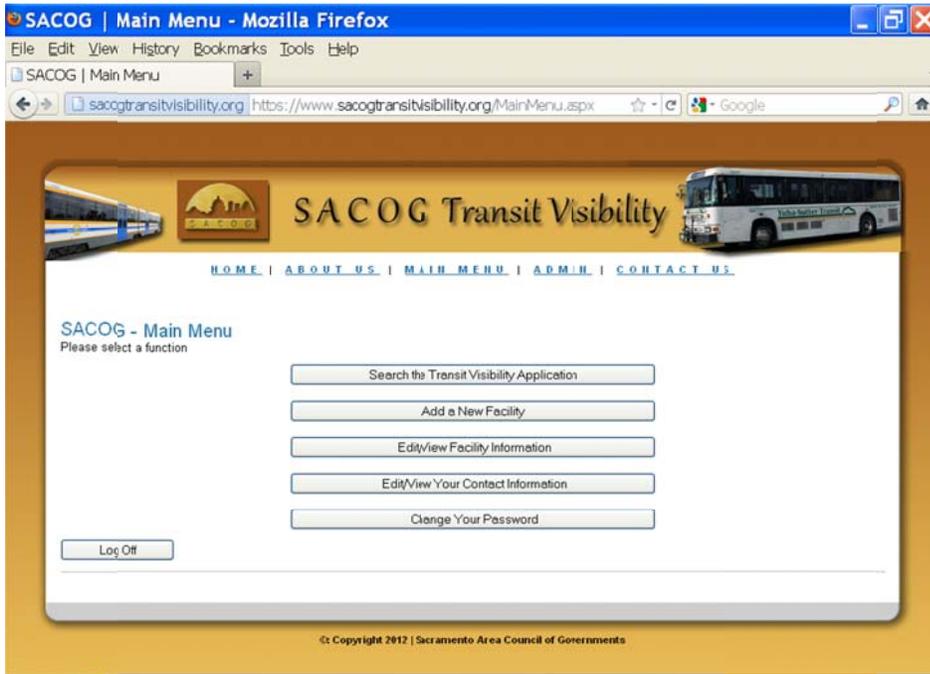
HOW TO USE DATABASE

The use of the database fields is described in this chapter. Screenshots are used to help guide the user in navigating the site. The site is a tool that can be used to improve communications flow during disasters and planning for disasters.

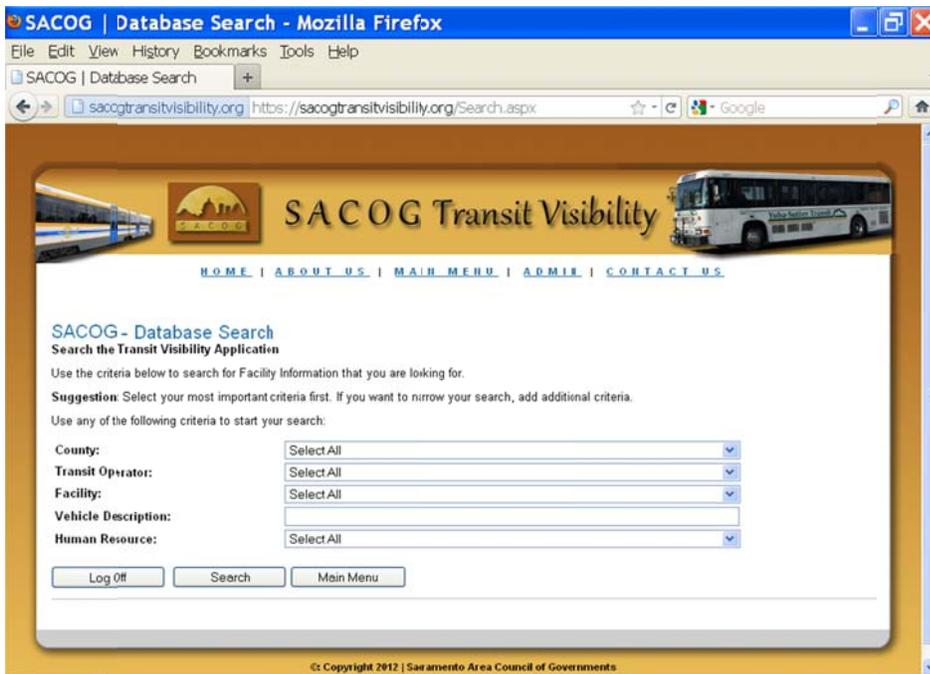
Home Page: This is where you would request a username and password.



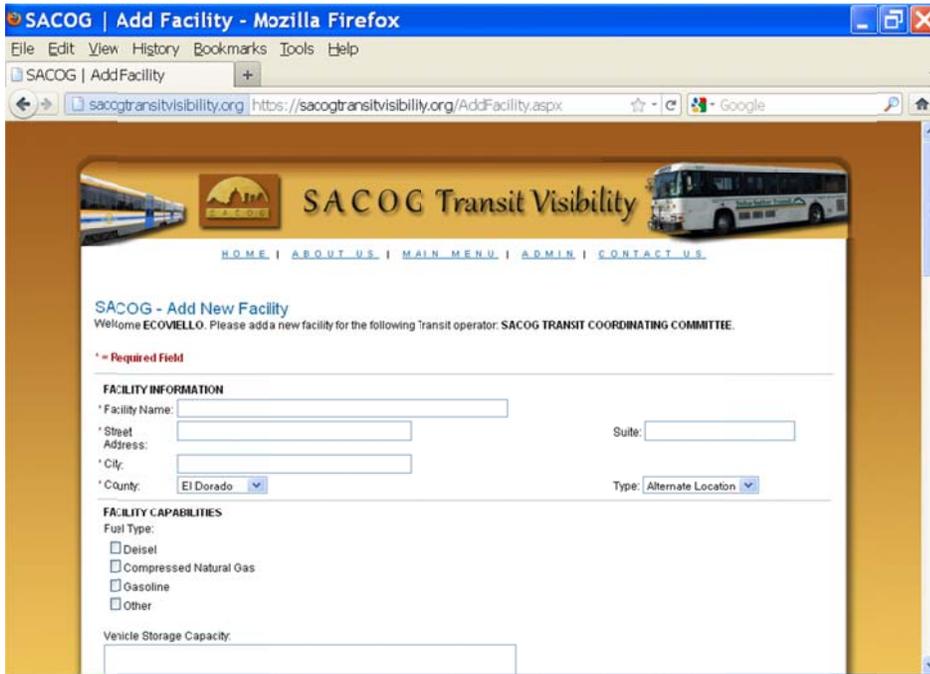
Main Menu: Use this screen to select the area that will be created or updated.



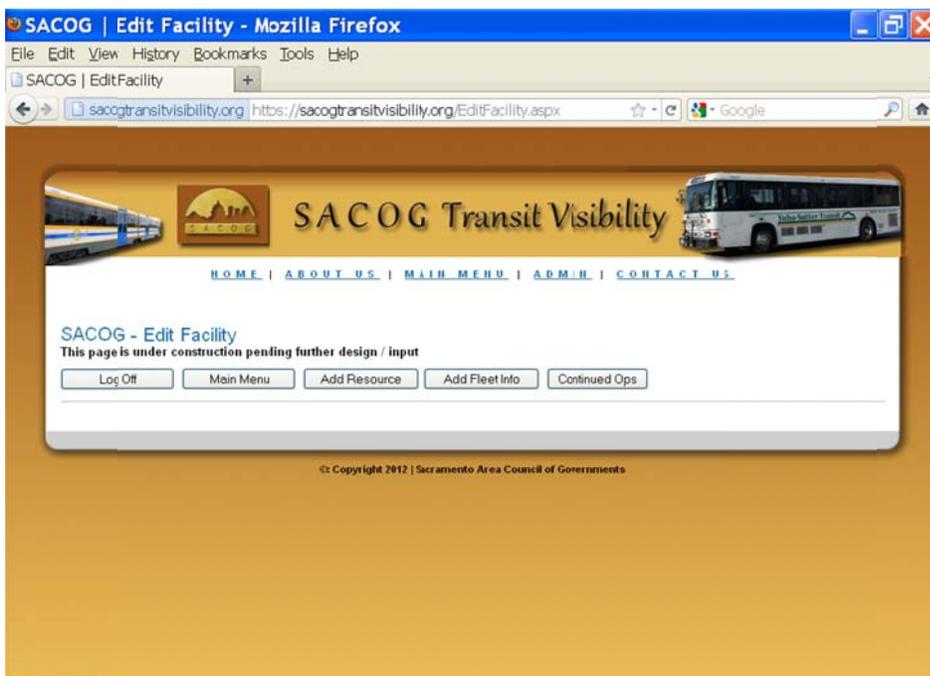
Database Search Page: To conduct a search for transit agency information.



Add New Facility: Use to add facility information – can have more than one facility.



Edit Facility Information: webpage that houses menu for human resources “Add Resource”, bus and rail fleet information “Add Fleet Info”, and information on operational requirements at locations outside of the normal operating facilities “Continued Ops”.



Add Human Resource Data: Add human resource information that will list resources available to be used in assistance at a disaster site.

The screenshot shows a web browser window titled "SACOG | Add Human Resource - Mozilla Firefox". The address bar shows the URL "https://sacogtransitvisibility.org/AddResource.aspx". The page header includes the SACOG logo and navigation links: HOME | ABOUT US | MAIN MENU | ADMIN | CONTACT US. The main content area is titled "SACOG - Add Human Resource" and includes a welcome message for user "ECOVIELLO". Below this is a form titled "HUMAN RESOURCE INFORMATION" with the following fields:

- * Resource Type: A dropdown menu with "Claims/Risk Management" selected.
- * Quantity: A text input field.
- Shift Available to Work?: A group of radio buttons for "4 Hours", "8 Hours", "12 Hours", "24 Hours", and "24+ Hours".
- Number of Days Available: A text input field.
- Special Considerations: A large text area with a scroll bar.

At the bottom of the form are three buttons: "Log Off", "Add Resource", and "Main Menu".

Add Fleet Information: Add type of vehicle, length and other characteristics.

The screenshot shows a web browser window titled "SACOG | Add Fleet Information - Mozilla Firefox". The address bar shows the URL "https://sacogtransitvisibility.org/AddFleet.aspx". The page header includes the SACOG logo and navigation links: HOME | ABOUT US | MAIN MENU | ADMIN | CONTACT US. The main content area is titled "SACOG - Add Fleet Information" and includes a welcome message for user "ECOVIELLO". Below this is a form titled "FLEET INFORMATION" with the following fields:

- * Vehicle Type: A dropdown menu with "Bus" selected.
- * Vehicle Description: A text input field.
- * Quantity: A text input field.
- Lift Equipped?: Radio buttons for "Yes" and "No".
- Bike Rack?: Radio buttons for "Yes" and "No".
- Fuel Type?: Radio buttons for "Diesel" and "Compressed Natural Gas".

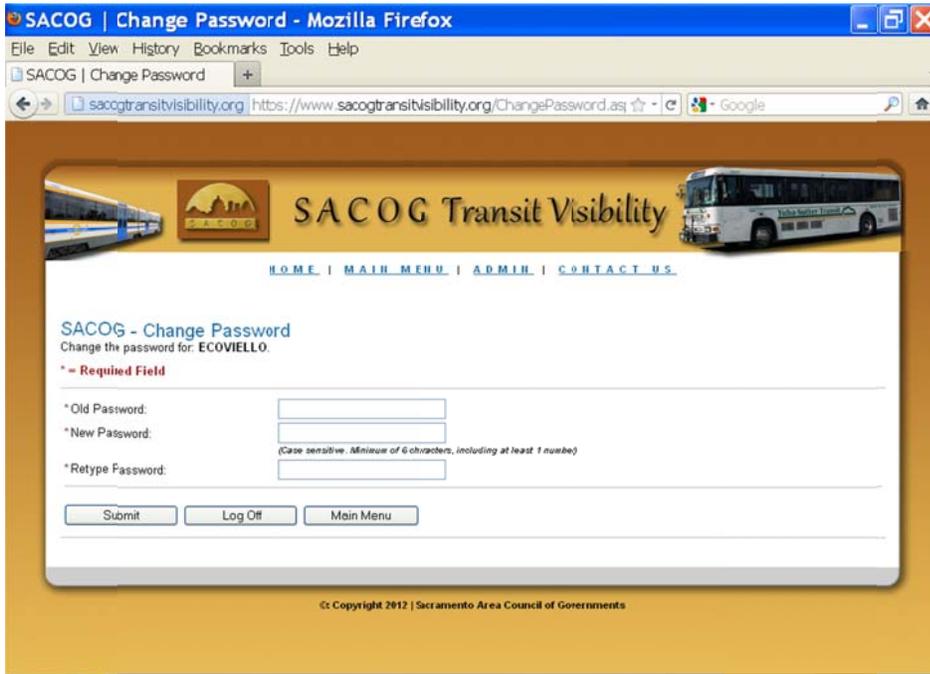
Continuity of Operations: This will give the transit coordinator responsible for tasking the transit resources needed a snap shot of the resources needed to sustain operations at the disaster location.

The screenshot shows a web browser window titled "SACOG | Continuing Operations - Mozilla Firefox". The address bar shows the URL "https://sacogtransitvisibility.org/AddContinuedOps.aspx". The page header includes "SACOG Transit Visibility" with a logo and navigation links: "HOME | ABOUT US | MAIN MENU | ADMIN | CONTACT US". The main content area is titled "SACOG - Continuing Operations" and contains a form for adding new information. The form includes a "Required Field" indicator, a section for "CONTINUING OPERATIONS INFORMATION", and checkboxes for "Staging", "Primary", and "Alternate". There is a text input field for "Equipment Needed to Sustain Operations:" and radio buttons for "Lodging Necessary?" with options "Yes", "No", and "N/A". At the bottom of the form are buttons for "Log Off", "Update Cont. Ops", and "Main Menu".

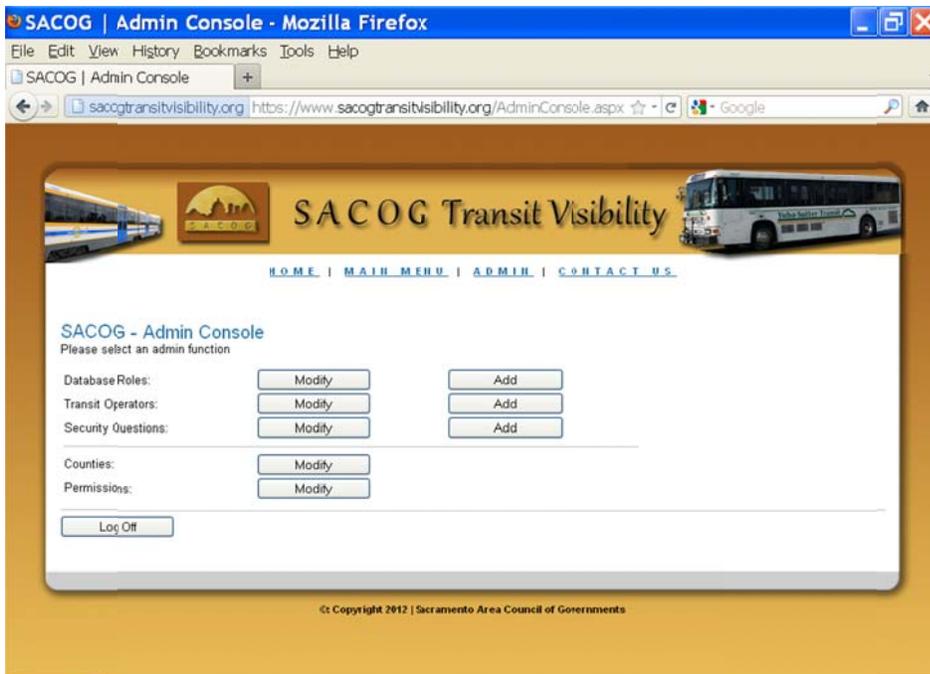
Edit Profile: Edit your user profile information.

The screenshot shows a web browser window titled "SACOG | Edit Profile - Mozilla Firefox". The address bar shows the URL "https://www.sacogtransitvisibility.org/EditProfile.aspx". The page header includes "SACOG Transit Visibility" with a logo and navigation links: "HOME | MAIN MENU | ADMIN | CONTACT US". The main content area is titled "SACOG - Edit Profile" and contains a form for editing user contact information. The form includes a "Required Field" indicator, a "User Name" field with the value "ecoviello", and fields for "First Name", "Middle initial", and "Last Name". There are fields for "Phone Number" (with area code "916" and number "340-6223"), "Extension", "Alternate Number", and "Fax Number". There are also fields for "Email" and "Reype Email". A dropdown menu for "Transit Operator" is set to "California Department of Transportation" and a dropdown for "County" is set to "Sacramento". At the bottom of the form are buttons for "Submit", "Reset", "Log Off", and "Main Menu".

Change Password: Change you existing password or username. Updating passwords is recommended every 120 days.



Administration: Used by the site administrator to maintain user accounts.



RECOMMENDATIONS

1. **Develop a tabletop level exercise to test the ability of the newly developed website to enhance communications among transit operators, to test the ability to communicate using different radio frequencies, and to develop agency contact relationships that can improve upon communications during a multiagency tasking from the Office of Emergency Services or CalEMA.**
 - a. Explore funding for the exercise through consultation with Caltrans Division of Mass Transportation and the local Offices of Emergency Services
 - b. Hold the exercise at an agreed upon location for an agreed upon amount of time
 - c. Develop goals to be accomplished with the exercise group
 - d. Develop a Sequence of Events (SOE) for the exercise to match the intended goals
 - e. Hold the exercise under the framework of the National Incident Management System (NIMS)
 - f. Hold the tabletop exercise and provide an after action report (AAR) to the Transit Coordinating Committee (TCC)
 - g. Using the AAR, develop a functional scale exercise recommendation to improve upon lessons learned at the tabletop exercise
 - h. Use the Paratransit Inc. mobile dispatching vehicle to hold the functional exercise and explore its use during the tabletop exercise
2. **Continue to expand the capabilities of <https://www.sacogtransitvisibility.org> website beyond the initial version**
 - a. Work with Websnsuch until March 2013 to expand the website as required
 - b. Demonstrate the capabilities to the TCC as needed throughout the year
3. **Share the website resources with the Metropolitan Transportation Commission (MTC) and other Regional Transportation Planning Agencies throughout the State**
 - a. The MTC is tasked to operate a transit Emergency Operations Center during large scale disasters in the San Francisco Bay region
 - b. The expansion of the website can be accomplished under its design
 - c. The use of the site in other regions can expand the usefulness of the communications tool beyond the SACOG Region

APPENDIX A
TRANSIT COORDINATING COMMITTEE AGENDAS
AND STAFF REPORTS



SACOG Transit Coordinating Committee

October 19, 2011

Sacramento Emergency Response Plan Update

Issue: Begin work on this Caltrans funded planning project that builds off the 2007 Transit Response Exercise. The grant funds expire in June 2012. Therefore, work has begun to build a set of tools that can be used by the transit operators in the SACOG Region and the County Emergency Operations Centers (EOC) to improve communications and coordination.

Recommendation: For the Transit Coordinating Committee to set a tentative date to hold the first meeting of the transit operators and the EOC staff from each of the six counties. Authorize the SACOG staff to begin the outreach to the prospective committee members and to hold the first meeting.

Discussion: The project will build upon the Transit Response Exercise held in October 2007. The grant was written in 2008 as a response to the After Action Report from the 2007 Transit Response Exercise. A number of recommendations came from that report. Among the recommendations is to improve the communications protocol between transit operators and to improve the communications and coordination between transit and emergency operations personnel.

The grant will also identify stakeholders in the transit and emergency operations field who will be communicating with each other during events to improve the familiarity between agencies. A website tool is being explored as the primary mechanism for communication between stakeholders. Stakeholders will be able to update fleet information, contact information, etc. through a secure portal developed by SACOG staff.



S A C O G Transit Coordinating Committee

February 15, 2012

Sacramento Emergency Response Plan Update

Issue: Update of Sacramento Emergency Response Plan

Recommendation: For SACOG staff and the consultant to present the beta version of the database tool to the Transit Coordinating Committee in April 2012 to solicit input from the TCC on the database makeup. Additionally, SACOG is developing the structure of a training plan to use the database tool to test communications and resource availability among transit operators and the Emergency Operations Centers.

Discussion: SACOG Staff held a telephone conference on January 25th to discuss the development of the tool and the use of the tool in an exercise after the report is completed. The exercise would use the Paratransit Inc. mobile dispatching vehicle to bring transit dispatchers together and test radio communications, share protocols, etc. Prior to a physical exercise, a tabletop exercise would be held. SACOG staff is developing the structure of the exercise as part of the plan.

The database tool is being developed using a small outside firm. The firm is Websnsuch out of Roseville. The database tool will be held at a purchased web address and purchased for a period of five years. This will allow time to test the tool and modify it to best suit the Region's needs. During the five years, the possibility of housing the tool in the SACOG 511 website will be explored to allow for a longer shelf life. The database inputs were created in the first week of February. We are now awaiting execution of the contract with Websnsuch to complete the database development.



Transit Coordinating Committee

Wednesday, May 16, 2012 – 9:00 a.m. to 11:30 a.m.

Sacramento Area Council of Governments
3rd Floor – SACOG Board Room
1415 L Street, Sacramento, CA 95814

Members of the public may comment on any agenda item when it is taken by the Committee. Members of the public should come forward to be recognized by the Chair and keep their remarks brief.

*Conference Call Option - Toll Free Dial In Number: (888) 363-4734
Caller Paid Dial In Number: (215) 446-3656
ACCESS CODE: 5753833*

- 1. Introductions and Brief Round Table Operator Discussion** (Wixon/All, 25 minutes)
 - a. News about your system and any updates on ridership and service changes.
 - b. Are there any opportunities for joint purchases or contracts or joint marketing opportunities?
 - c. Schedule for upcoming service changes.
 - d. Status of Intermodal Transit Center and How All Operators Can Fully Participate
 - e. What's Happening With ADA and Bus Stop Improvements Around the Region
 - f. Discussion of the impact on transit services and fare revenue of proposed state employee four day week.
 - g. Follow-up discussion to bikes-on buses survey
 - h. Other items of interest
- 2. Review and Approve TCC Minutes** (Wixon/All, 5 minutes)
 - a. April 18, 2012.
- 3. Emergency Transit Response Planning Online Tool Demonstration** (Coviello/All, 25 minutes)
- 4. Update on TDA Unmet Needs Process Brainstorming on process to address RT comments submitted during the Unmet Needs Process** (Brown/All, 10 minutes)
- 5. Update on State Budget and Federal Funding Issues** (Brown/All, 25 minutes)
 - a. State Budget Update – What did the May Revise Bring?
 - b. Federal Budget and Reauthorization Update –The Debate Continues; the Conferees are Meeting. Will there be another extension, new legislation, before June 30, 2012?
 - c. Local Transportation Fund update
 - d. State Transit Assistance update – A revised STA Allocation will go to the Board in June
 - e. Proposed legislative modification to farebox recovery ratio in Sacramento County
(Coviello/Brown)
 - f. Any other issues of importance or concern to members of the TCC
- 6. Federal and State Programming Activities** (Brown/Taylor/VaughanBechtold/All, 25 minutes)
 - a. Status Report on FY 2012 Grant Opportunities (State of Good Repair, Livability, Clean Fuels, Veterans Initiative,). Does the TCC wish to rank the projects submitted to FTA (attachment to follow)
 - b. Follow-up discussion on old and aging grants – SACOG and operator status updates; what have we learned, how should we proceed?
 - c. Update on 2012 FTA Grant Cycle – What to do with 75%; above the line/below the line/over the line



- 7. REMINDER Call for changes to SACOG Public Transit and Human Services Transportation Coordinated Plan** – Due June 12, 2012 (VaughanBechtold/Sprowls, 5 minutes)
- 8. CalVans and Expanded Vanpool Subsidy Program Update** (Brown/Taylor, 10 minutes)
- 9. Update on Sacramento/West Sacramento Streetcar Corridor Alternatives Analysis and Environmental Study** (Coviello, et. al., 5 minutes)
- 10. Downtown Sacramento Transit Circulation & Facilities Plan** (Cacciatore/All, 5 minutes)
 - a. Update on Project Status
- 11. Connect Card Update** (McCrary/Symons-Holtzen/All, 10 minutes)
- 12. Set Next Meeting Dates** (All, 5 minutes)
 - a. TCC – June 20, 2012?
 - b. Other meetings or events
- 13. Other Matters** (All, 5 minutes)
- 14. Adjournment**

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Transit Coordinating Committee

Wednesday, June 20, 2012 – 9:00 a.m. to 11:30 a.m.

Sacramento Area Council of Governments
3rd Floor – SACOG Rivers Rooms
1415 L Street, Sacramento, CA 95814

Members of the public may comment on any agenda item when it is taken by the Committee. Members of the public should come forward to be recognized by the Chair and keep their remarks brief.

*Conference Call Option - Toll Free Dial In Number: (877) 336-1828
Caller Paid Dial In Number: (404) 443-6396
ACCESS CODE: 1520971*

- 1. Introductions and Brief Round Table Operator Discussion** (Wixon/All, 25 minutes)
 - a. News about your system and any updates on ridership and service changes, including schedule of upcoming service changes
 - b. Are there any opportunities for joint purchases or contracts or joint marketing opportunities?
 - c. Other items of interest

- 2. Review and Approve TCC Minutes** (Wixon/All, 5 minutes)
 - a. May 16, 2012.

- 3. Update on State Budget and Federal Funding Issues** (Brown/All, 20 minutes)
 - a. State Budget Update – What does the soon to be adopted budget look like?
 - b. Federal Budget and Reauthorization Update – Will the Joint Committee meet again? Will there be another extension, new legislation for 2 years or more, and all this before June 30, 2012?
 - c. Local Transportation Fund update – FY 2012-13 TDA Unmet Transit Needs process complete (findings summary attached).
 - d. Proposed legislative modification to farebox recovery ratio in Sacramento County
(Coviello/Brown)
 - e. Any other issues of importance or concern to members of the TCC

- 4. Federal and State Programming Activities** (Brown/VaughanBechtold/All, 10 minutes)
 - a. FY 2011 JARC and New Freedom application scoring and funding distribution discussion. Action needed. Item will go to the SACOG Board for approval of submission to FTA in August.

- 5. Discussion of impacts to regional transit services from school bus service reductions and proposed state employee work week changes** (Brown/All, 15 minutes)
 - a. Discussion of communications with school districts and the planned full or partial eliminations or non-required school bus service, and the potential school transportation issues that transit operators may be asked to address.
 - b. Discussion of the impact on transit services and fare revenue of proposed state employee work week changes (four day work week, shorter work days, one day off per month etc.) This proposal would only affect non-legislative and non-CSU/UC staff.

- 6. Update on TDA Unmet Transit Needs findings approval by SACOG Strategic Planning Committee and reaction to RT ‘Statement’**
(Brown/All, 15 minutes)



- 7. 2013/16 Metropolitan Transportation Improvement Program and Air Quality Conformity Update–**
(DeVere-Oki, 10 minutes)
- 8. CalVans and Expanded Vanpool Subsidy Program Update** (Brown/Taylor, 10 minutes)
- 9. Emergency Transit Response Planning Online Tool Demonstration** (Coviello/All, 5 minutes)
 - a. A display of the <https://www.sacogtransitvisibility.org> website, including changes made using input received at the May 16th TCC meeting. (Available, Monday, June 18th)
- 10. Update on Sacramento/West Sacramento Downtown/Riverfront Transit Study** (Coviello, et. al., 5 minutes)
 - b. Status of proposals scoring/consultant selection.
- 11. Downtown Sacramento Transit Circulation & Facilities Plan** (Cacciatore/All, 15 minutes)
 - a. Draft Plan available for review.
- 12. Connect Card Update** (McCrary/Symons-Holtzen/All, 5 minutes)
- 13. Set Next Meeting Dates** (All, 5 minutes)
 - a. TCC – No July meeting. Next TCC meeting on August 15, 2012?
 - b. Other meetings or events
- 14. Other Matters** (All, 5 minutes)
- 15. Adjournment**

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APPENDIX B
FORMS

Who contacted our agency?	What is the event?	What are the needs?	Can we support?	How long can we support?
What are the dangers for this event?	Can we sustain normal operations through the event?	Will we be reimbursed the operating expenses?	What is the liability?	Does the staging site have safe conditions?

Incident Support Communications Form 1 Situational Awareness

	Incident Location #1	Incident Location #2	Incident Location #3	Incident Location #4
Incident Location	<i>Sac State Campus</i>			
Staging Location	<i>SACOG HQ</i>			
Passenger Transportation Needs	<i>100 seats</i>			
Specialty Passenger Needs	<i>4 wheelchairs</i>			
Number of Vehicles Dispatched / Type	<i>3 40ft coaches</i>			
Number of Drivers	<i>3</i>			
Onboard Security Needed	<i>Yes (1 per bus)</i>			
Mobile Dispatch Needed	<i>Yes</i>			
Duration of Incident Support Needed	<i>4 hours</i>			
Fueling Types Needed	<i>CNG</i>			
<i>Continued</i>	<i>Gasoline</i>			
<i>Continued</i>	<i>Diesel</i>			
Maintenance Support Needed	<i>No</i>			
Radio / Phone Types to be used	<i>800 MHz</i>			
<i>Continued</i>	<i>450 MHz</i>			
<i>Continued</i>	<i>Nextel Phone</i>			
<i>Continued</i>	<i>Two-Way Radio</i>			
Response Route Hazard Risk <i>Great, Caution, Low Risk</i>	<i>Great – high traffic/criminal threat of carjacking</i>			
Weather	<i>Fog</i>			
Criminal/Terrorist Incident	<i>No</i>			
Driver Safety Pack Needed*	<i>Yes</i>			

***Driver Safety Pack includes:**

- Wind up flash light
- Water (32 oz.)
- Rain Jacket (1)
- Pens, pencil, paper pad, eraser
- Simple first aid kit
- Reflective gear
- Handheld radio / Phone
- local street maps
-

Radio Call Sign Tool

Base Station Radio Call Sign (mobile dispatch location)

Base 1

Base Station Radio Call Sign (normal dispatch location)

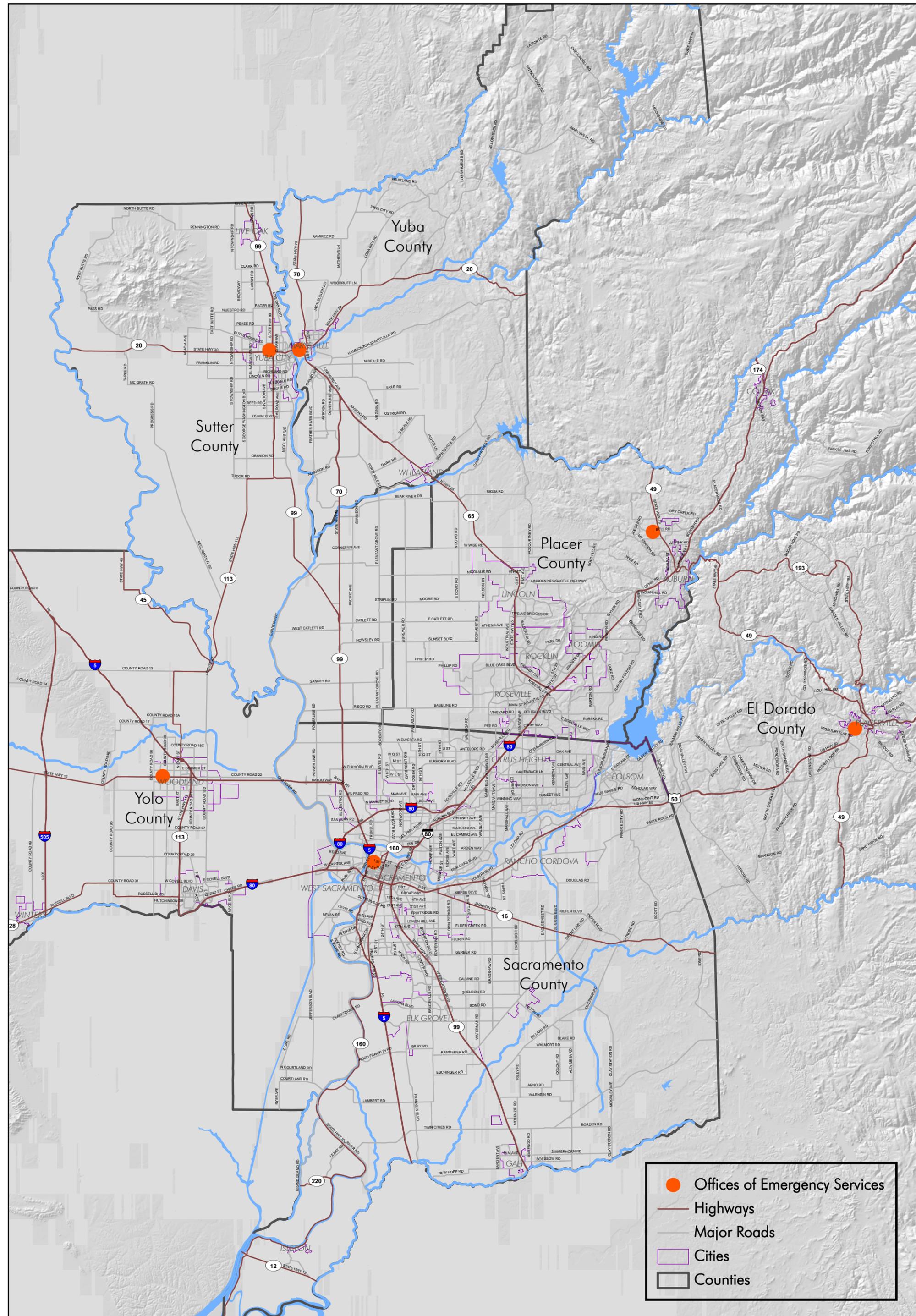
Base 2

Dispatched Response Teams (buses in staging area or responding to event)

Team 1	Bus 1
Team 2	Bus 2
Team 3	Bus 3
Maintenance Team	MX 1
Supervisor	Super 1

APPENDIX C
OFFICE OF EMERGENCY SERVICES LOCATIONS

County Offices of Emergency Services



- Offices of Emergency Services
- Highways
- Major Roads
- Cities
- Counties

**List of Office of Emergency Services
Locations in SACOG Region**

El Dorado County Office of Emergency
Services
330 Fair Lane
Placerville, CA 95667
(530) 621-5655
(209) 626-6814 fax

Sacramento County Office of
Emergency Services
711 G Street / OES
Sacramento, CA 95814
(916) 874-4670
(916) 874-7080 fax
After-Hours Emergency Only Contact
Number: (916) 874-5000

Placer County Office of Emergency
Services
2968 Richardson Drive
Auburn, CA 95603
(530) 886-5300
(530) 886-5343 - Fax
After-Hours Emergency Contact
Number: (530) 883-5375

Sutter County Office of Emergency
Services
1130 Civic Center Blvd
Yuba City, CA 95993
(530) 822-7400
(530) 822-7109 fax
After-Hours Emergency Only Contact
Number: (530) 822-7307

Yolo County Office of Emergency
Services
120 W. Main St., Suite E
Woodland, CA 95695
(530) 406-4930
(530) 661-6705 fax
After-Hours Emergency Contact
Number: (530) 666-8920

Yuba County Office of Emergency
Services
915 Eighth St., Suite 117
Marysville, CA 95901
(530) 749-7520
(530) 749-7524 fax
After-Hours Emergency Contact
Number: (530) 749-7777

APPENDIX D
TRANSIT COORDINATING COMMITTEE
ADVISORY GROUP CONTACT INFORMATION

Transit Operators

Paratransit Inc
SRTD
YCTD
Yuba-Sutter Transit
Folsom Stage
Placer County Transit
Roseville Transit
El Dorado Transit
El Dorado Transit
City of Davis
City of Elk Grove
Sacramento County

Contact Name

Linda Parker
Mark Sakauye
Terry Bassett
Keith Martin
Kent Gary
Will Garner
Sue Schooley
Scott Ousley
Matt Maunk
Diana Bergstrand
Raquel Chavarria
Dan Klinker

Phone

(916-868-6216
916-321-2998
530-661-0816
530-634-6880
916-355-8368
530-745-7582
916- 774-5365
530-642-5383 x 211
530-642-5383 x 201
530-757-4408
916-687-3044
(916) 874-3926

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tbassett@yctd.org
keith_martin@sbcglobal.net
kgary@folsom.ca.us
wgarner@placer.ca.gov
sschooley@roseville.ca.us
sousley@eldoradotransit.com
mmauk@eldoradotransit.com
dbergstrand@cityofdavis.org
rchavarria@elkgrovecity.org
dklinker@sacounty.net

OES Reps

Sacramento County/City
Sacramento County/City
Yuba County
Yolo County
Sutter County
Placer County
El Dorado County

Jason Sirney
Teresa Stahl
Scott Bryan
Bill Martin

916-874-2283
916-874-4671
530-749-7521
530-406-6632

jmsirney@sfd.cityofsacramento.org
StahlT@SacOES.Org
sbryan@co.yuba.ca.us
Bill.Martin@yolocounty.org

Others

Federal Transit Administration
MTC
FEMA
Sacramento OES
Sacramento OES
NUSURA

Jeff Davis
Nancy Okasaki
Denis Coliten
Petra Martinez
Rick Martinez
Gary Gleason

415-744-2594
510-817-5700
510-627-7261
916-808-1364
916-874-4670
970-948-7680

jeffrey.s.davis@dot.gov
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pmartinez@sfd.cityofsaramento.org
martinezrick@sacounty.net
gary.gleason@nusura.com

APPENDIX E
CALEMA CONTINUITY OF OPERATIONS
PLANNING CHECKLIST



Continuity Plan Evaluation Checklist

Agency/Department Name:

Instructions: This evaluation checklist should be used to determine whether all the continuity program elements are addressed in the departmental Continuity Plan (or other related planning documents). Review the planning elements on the left and record in the right column the plan name (if content is addressed in another plan), date of plan, and page references for where the information can be found. Both the Director and Continuity Planning Coordinator will then certify with their signatures at the end of the checklist that the organization has completed an evaluation of their Continuity Plan and documented its status as it relates to the requirements of the program.

Planning Element Program Plans and Procedures (Program Management) [Capability Description: An effective continuity program is implemented through its related continuity plans and procedures and an operational capability to support those plans and procedures. Continuity planning is an effort to document the existence of, and ensure the capability to continue essential functions during a wide range of potential emergencies.]	Yes – Element is Addressed in Plan [Reference page number and name of plan where the info can be found]	No – Element Not Completely Addressed in Plan	Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps
1. Procedures for employee advisories, alerts and Continuity Plan activation are included. Comments:			
2. Provisions for personnel accountability throughout the duration of the emergency are included. Comments:			
3. Procedures exist for an annual review of this agency Continuity Plan and the ability to make any needed revisions. Comments:			
4. Includes a risk or hazard analysis to identify threats to facilities and operations. Comments:			

<p>5. Includes an adopted operational plan that identified activation criteria, responsibilities, and command and control during a Continuity Plan activation.</p> <p>Comments:</p>			
<p>6. Established readiness levels in order to provide a flexible and coordinated response to escalating threat levels or actual emergencies. <Example: the federal Continuity of Government Readiness Conditions system (COGCON)></p> <p>Comments:</p>			
<p><u>Essential Functions</u></p> <p>[Capability Description: Essential Functions are those organizational functions that must be continued under any and all circumstances. These functions are derived from the organizations overall functions and missions and, when identified, should be prioritized to ensure the most critical functions are appropriately emphasized. Essential Functions are those functions that enable organizations to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.]</p>	<p>Yes – Element is Addressed in Plan</p> <p>[Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Essential functions are listed, prioritized and document in the Plan.</p> <p>Comments:</p>			
<p>2. Staffing requirements for each essential function are identified.</p> <p>Comments:</p>			
<p>3. Resource requirements for each essential function are identified.</p> <p>Comments:</p>			

<p>4. Critical data and data systems for each essential function are identified.</p> <p>Comments:</p>			
<p>5. Support activities are addressed as part of essential functions.</p> <p>Comments:</p>			
<p>6. Resumption or Recovery plans exist for essential functions to ensure operational capability within 12 hours.</p> <p>Comments:</p>			
<p>7. Processes and procedures exist to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.</p> <p>Comments:</p>			
<p>8. Considered and identified the department's role in supporting the State Emergency Functions.</p> <p>Comments:</p>			

<p><u>Lines of Succession/Delegation of Authority</u></p> <p>[Capability Description: Each organizational element is required to establish, promulgate, and maintain lines of succession to key positions. These lines of succession should be of sufficient depth to ensure the organization’s ability to manage and direct its essential functions and operations. Delegations of authority specify who is authorized to act on behalf of the Agency head or other officials for specified purposes. Generally, pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when those channels have been re-established. Delegations of authority at the headquarters, regional, field, satellite, and other levels and agency locations, as appropriate, are included in the applicable continuity implementation plans.]</p>	<p>Yes – Element is Addressed in Plan</p> <p>[Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Line of Succession is established for the agency’s highest position of authority.</p> <p>Comments:</p>			
<p>2. Line of succession is established for the other leadership positions.</p> <p>Comments:</p>			
<p>3. Policy for the delegation of emergency authorities is established and described. (Limitations for delegated authorities are listed.)</p> <p>Comments:</p>			
<p>4. Lines of succession are included in continuity plans.</p> <p>Comments:</p>			
<p>5. Rosters of trained personnel with the authority to perform essential functions and activities are maintained.</p> <p>Comments:</p>			

<p>6. Rules and procedures for implementing order of succession are established.</p> <p>Comments:</p>			
<p>7. Rules and procedures for order of succession include initiating conditions, notification methods and terminating conditions.</p> <p>Comments:</p>			
<p><u>Continuity Facilities</u></p> <p>[Capability Description: Continuity Facilities are locations where leadership and staff may operate during a continuity event. Leadership and staff may be co-located in one facility or dispersed through many locations, connected virtually through communications systems. Facilities must be able to provide survivable protection and enable continued, endurable operations. Physical dispersion should allow for easy transfer of function responsibility in the event of a problem in one location.]</p>	<p>Yes – Element is Addressed in Plan</p> <p>[Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Immediate capability exists to operate under potential threat conditions including WMD threats.</p> <p>Comments:</p>			
<p>2. Sufficient space and equipment to sustain the relocating organization are identified and included in relocation planning.</p> <p>Comments:</p>			
<p>3. Pre-positioned resources are identified and where possible contingency contracts are established or prepared with appropriate resource providers.</p> <p>Comments:</p>			

<p>4. Plan includes provisions for establishing interoperable communications with all identified essential internal and external organizations, critical customers and the public.</p> <p>Comments:</p>			
<p>5. Alternate facilities provide for logistical support, services and infrastructure systems (e.g., water, electrical power, heating and air conditioning.)</p> <p>Comments:</p>			
<p>6. Plan contains provisions to sustain operations for a period of up to 30 days.</p> <p>Comments:</p>			
<p>7. Plan addresses considerations for the health and safety of relocated employees.</p> <p>Comments:</p>			
<p>8. Plan addresses physical security and access controls.</p> <p>Comments:</p>			
<p><u>Continuity Communications</u> [Capability Description: The success of continuity programs is dependent on the availability to provide intra- and interagency connectivity. An agency's ability to execute its essential functions at its HQ and at its alternate or other continuity facilities depends upon the availability of effective communications systems. If this section is already addressed in the organization's Disaster Recovery Plan (formerly known as Operational Recovery Plan), indicate this in the column on the right.]</p>	<p>Yes – Element is Addressed in Plan [Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Procedures or plans exist for communications with Continuity contingency staff, management and other organizational components.</p> <p>Comments:</p>			

<p>2. Procedures or plans exist for communications with other agencies and emergency personnel.</p> <p>Comments:</p>			
<p>3. Procedures or plans exist for access to data and systems necessary to conduct essential activities and functions.</p> <p>Comments:</p>			
<p><u>Human Capital</u> [Capability Description: In a continuity event, continuity personnel and other special categories of employees will be activated by an agency to perform their assigned response duties. An agency must ensure that its human capital strategies for all personnel are adaptable to changing circumstances and a variety of emergencies, and that these strategies and procedures are regularly reviewed and updated, as appropriate.]</p>	<p>Yes – Element is Addressed in Plan [Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Includes procedures for the dismissal of employees and/or closure of the facility following an emergency impacting the facility.</p> <p>Comments:</p>			
<p>2. Designates Continuity staff and other special categories of employees and their roles and responsibilities.</p> <p>Comments:</p>			
<p>3. Includes procedures for non-Continuity staff and non-special categories of employees are identified (pay flexibilities, benefit issues).</p> <p>Comments:</p>			
<p>4. Includes agency guidelines for communicating to/with employees following an emergency.</p> <p>Comments:</p>			

<p><u>Vital Records Management</u></p> <p>[Capability Description: Each department and agency continuity program, plan, and procedures should account for the identification and protection of those vital records and mission critical systems and databases that are necessary to perform essential functions and reconstitute normal operations after the emergency ceases. Agencies should pre-position, and update on a regular basis, duplicate records and databases or back-up electronic media. The agency’s Vital Records Management Program must be reviewed periodically and updated accordingly. If this section is already addressed in the organization’s Disaster Recovery Plan (formerly known as Operational Recovery Plan), indicate this in the column on the right.]</p>	<p>Yes – Element is Addressed in Plan</p> <p>[Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Essential emergency operating plans, including line of succession; delegations of emergency authorities; staffing assignments; policy or procedural records, are identified and protected.</p> <p>Comments:</p>			
<p>2. Essential legal/financial records, such as accounts receivable; contracting and acquisition files; official personnel files; Social Security, payroll, retirement, insurance records and property management and inventory records, are identified and protected.</p> <p>Comments:</p>			
<p>3. Provisions for classified or sensitive data are included.</p> <p>Comments:</p>			
<p>4. Procedures for data backup and restoration are included.</p> <p>Comments:</p>			
<p>5. Location and accessibility to vital records are identified.</p> <p>Comments:</p>			

<p><u>Tests, Training, and Exercises</u></p> <p>[Capability Description: An effective Test, Training and Exercise Program is necessary to assist agencies to prepare and validate their organization’s continuity capabilities and program. Training familiarizes continuity personnel with their roles and responsibilities in support of the performance of an agency’s essential functions during a continuity event. Tests and exercises serve to assess, validate, or identify for subsequent correction, all components of continuity plans, policies, procedures, systems and facilities used in response to a continuity event. Periodic testing also ensures that equipment and procedures are kept in a constant state of readiness.]</p>	<p>Yes – Element is Addressed in Plan</p> <p>[Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Plans include annual individual and team training of agency Continuity emergency personnel.</p> <p>Comments:</p>			
<p>2. Plans include annual agency testing and exercising of Continuity plans and procedures.</p> <p>Comments:</p>			
<p>3. Plans include quarterly testing of emergency alert and notification procedures.</p> <p>Comments:</p>			
<p>4. Plans include refresher orientation for Continuity staff.</p> <p>Comments:</p>			
<p>5. Plans include inter-agency exercising of Continuity plans where applicable and feasible.</p> <p>Comments:</p>			

<p><u>Devolution</u></p> <p>[Capability Description: Devolution planning supports overall continuity planning and addresses catastrophes and other all-hazards emergencies that render an agency’s leadership and key staff unavailable to or incapable of performing its essential functions from either the agency’s primary or alternate facilities. Devolution planning also addresses notice and no notice events. A continuity plan’s devolution option should be developed so that it addresses how an agency will identify and transfer its essential functions and/or leadership authorities away from the primary facility or facilities, and to a location that offers a safe and secure environment in which essential functions can continue to be performed. The devolution option may be used when the agency’s alternate facility is not available.]</p>	<p>Yes – Element is Addressed in Plan</p> <p>[Reference page number and name of plan where the info can be found]</p>	<p>No – Element Not Completely Addressed in Plan</p>	<p>Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps</p>
<p>1. Identifies the likely triggers that would initiate or activate the devolution option.</p> <p>Comments:</p>			
<p>2. Specifies how and when direction and control of agency operations will be transferred to the devolution site.</p> <p>Comments:</p>			
<p>3. Lists necessary resources (people, equipment, and materials) to facilitate the ability to perform essential functions at the devolution site.</p> <p>Comments:</p>			
<p>4. Establishes capabilities to restore or reconstitute agency authorities to their pre-event status upon termination of devolution.</p> <p>Comments:</p>			

Reconstitution Operations [Capability Description: Agencies must identify and outline a plan to return to normal operations once agency heads or their successors determine that reconstitution operations for resuming normal business operations can be initiated.]	Yes – Element is Addressed in Plan [Reference page number and name of plan where the info can be found]	No – Element Not Completely Addressed in Plan	Corrective Actions (If Answered No) – Strategy for Addressing Planning Gaps
1. Provides an operational plan to transition from Continuity status to an efficient normal operations status once a threat or disruption has passed. Comments:			
2. Includes coordinated and pre-planned options for reconstitution of the agency regardless of the level of disruption causing implementation of the Continuity Plan. (Options to include movement from the devolution location back to headquarters or a new operating site if necessary.) Comments:			
3. Outlines procedures necessary to affect a smooth transition from the relocation site, whether standard Continuity or devolution scenario, to a new or restored headquarters. Comments:			

I hereby certify that:

1. A Continuity Planning Program exists (which includes all the department's continuity planning documents, processes, and procedures) and that this program contains the key elements as listed in the checklist above;
2. A program is in place to ensure the confidentiality of the sensitive material in the documents and only persons authorized because of their operational functions will have access to sensitive portions of the document; and,

3. A maintenance cycle and protocol has been established to address any gaps identified on the checklist above and, per Executive Order S-04-06, to ensure the regular update of the Continuity Plan and related documents.

COOP/COG PLAN COORDINATOR

Date: _____ Phone Number: _____

AGENCY/DEPARTMENT DIRECTOR

Date: _____

AGENCY NAME

DEPARTMENT NAME

APPENDIX F
TRANSIT ASSETS

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: City of Auburn

Contact Name	Title	Work Phone	Emergency Phone
Bernie Schroeder	Public Works Manager	530-823-4211 x 144	[REDACTED]
Megan Siren	Transit Manager	530-823-4211 x 145	[REDACTED]
Judy Holt	Transportation Supervisor	530-823-4172	[REDACTED]
	Transit	530-906-3700	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
11500 Blocker Drive, Auburn, CA 95603	Blocker Drive/Nevada St/Fulweiler	CNG, 1 50-SCFM Compressor	2

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Cutaway	2	17 seats, 2 w/c tie-downs	Gasoline	No	Radio/Cell Phone
24-26' Bus	3	24 seats, 2 w/c tie-downs	CNG	No	Radio/Cell Phone
TOTAL:	5	106 seats; 10 w/c tie-downs			

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Folsom Stage

Contact Name	Title	Work Phone	Emergency Phone
KENT GARY	TRANSIT CHIEF	(916) 355-8368	[REDACTED]
ALLEN TURLEY	TRANSIT SCHEDULER	(916) 355-8395/8347	[REDACTED]
ADRIENNE NELSON	OFFICE ASSISTANT	(916) 355-8395	[REDACTED]
TY HITCHCOCK	MAINTENANCE LEAD WORKER		[REDACTED]

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
1300 LEIDESDORFF STREET	LEIDESDORFF ST. & FOLSOM BLVD.	GAS (1) - 4,000 gal. DIESEL (1) - 2,000	2 UNLEADED 2 DIESEL

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
FORD BUS	1	12 Seats - 2 Wheel Chair	GAS	NO	Phone w/ 2 -way capability
BLUEBIRD BUS	3	41 Seats - 2 Wheel Chair	DIESEL	NO	Phone w/ 2 -way capability
FORD E-450 BUS	8	14 Seats - 2 Wheel Chair	GAS	NO	Phone w/ 2 -way capability
NABI Opus Fixed Route Buses	5	25 / 2 Wheelchairs	DIESEL	NO	Phone w/ 2 -way capability
TOTAL:	17	372 seats / 34 Wheelchairs			

Transit System Emergency Contact List (2010)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: El Dorado County Transit

Contact Name	Title	Work Phone	Emergency Phone
Mindy Jackson	Executive Director	(530) 642-5383 ext. 210	[REDACTED]
Scott A. Ousley	Operations Manager	(530) 642-5383 ext. 211	[REDACTED]
Bob O'Brien	Transporation Supervisor	(530) 642-5383 ext. 205	[REDACTED]
Jean Staples	Transporation Supervisor	(530) 642-5383 ext. 204	[REDACTED]

Yard Location (s)	Cross Streets	Fuel Type on Site, Tank Size	# of Bus Nozzles
6565 Commerce Way, Diamond Springs, CA 95619	Hwy 49/Pleasant Valley Road	n/a	n/a

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Minivans	10	5 / 1 Wheelchairs	Unleaded	No?	2 Way Radio
Cutaway	11	20 / 2 Wheelchairs	Unleaded		2 Way Radio
Cutaway	9	26 / 2 Wheelchairs	Unleaded		2 Way Radio
35' High Floor Bus	5	37 / 2 Wheelchairs	Diesel		2 Way Radio
40' High Floor Bus	14	45 / 2 Wheelchairs	Diesel		2 Way Radio
40' Bus Low Floor					
40' Motorcoach					
Trolley	1	32 / 2 Wheelchairs	Unleaded		2 Way Radio
TOTAL:	50	1,351 seats / 90 wheelchairs			

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: City of Davis

Contact Name	Title	Work Phone	Emergency Phone
Linda Alemania	Paratransit Supervisor	530-757-4420	[REDACTED]
Diana Bergstrand	Paratransit Coordinator	530-757-4421	[REDACTED]
Dan Doolan	Fleet Manager	530-757-5653	[REDACTED]

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
1818 5th Street Davis, CA 95616	L Street & Poleline Road		

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Medium Bus - Type 2 Standard - Rear Lift (work Nextel)	3	12 seats; 2 wheelchair stations	Unleaded	No	Motorola radio; Nextel cell phone
TOTAL:	3	36 seats / 6 wheelchairs			

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: City of Lincoln

Contact Name	Title	Work Phone	Emergency Phone
Gail Williams	Transit Supervisor	(916) 645-5400	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
2100 Flightline	Aviation	0	0

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Blue Bird	3	35 / 2 Wheelchairs	diesel		
Thomas	1	40 / 2 Wheelchairs	diesel		
El Dorado	1	16 / 2 Wheelchairs	diesel		
Glavel	2	16 / 2 Wheelchairs	gas		
TOTAL:	7	193 seats / 14 wheelchairs			

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: e-tran

Contact Name	Title	Work Phone	Emergency Phone
Tiffani Fink	Transit System Manager	916-687-3030	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Flxible Metro 35'	18	34 / 2 Wheelchairs	CNG		
Flxible Metro 40'	8	40 / 2 Wheelchairs	CNG		
Orion V 40'	12	36 / 2 Wheelchairs	CNG		
El Dorado 35'	6	30 / 2 Wheelchairs	Diesel		
Orion 40'	14	41 / 2 Wheelchairs	CNG		
TOTAL:	58	2,118 seats / 116 wheelchairs			

Transit System Emergency Contact List (April 2011)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Paratransit, Inc

Contact Name	Title	Work Phone	Emergency Phone
Linda Deavens	CEO	916-429-2009 ext. 302	[REDACTED]
Ninh Dickinson	Director of Operations	916-429-2009 ext. 7324	[REDACTED]
Beth Barker-Hidalgo	Mobility Resource Manager	916-868-6219	[REDACTED]
	Communications Dispatch	916-429-2009 ext. 7366	

Yard Location (s)	Cross Streets	Fuel Type on Site, Tank Size	# of Bus Nozzles
2501 FLORIN ROAD, SACRAMENTO, CA 95822	FLORIN RD. & WOODBINE AVE.	1 - 10,000 UNLEADED 1 - 10,000 DIESEL	2 UNLEADED 2 DIESEL

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Minivans	31	4 seats, 1 w/c		Yes	400Mhz radio
Cutaway	80	6/16 amb/ 2-5 w/c	unleaded/Diesel	Yes	400Mhz radio
32' Bluebird High floor	1	30 amb, 3 w/c or 32 amb 2 w/c	Diesel	No	
sedans	13	4 seats		Yes	400Mhz radio
TOTAL:	125	020-2,512 seats / 772-314 wheelchairs			

Transit System Emergency Contact List (October 2011)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Placer County Transit

Contact Name	Title	Work Phone	Emergency Phone
Will Garner	Transit Manager	530-745-7582	
Tony Middleton	Senior Transp Sys Supervisor	530-745-3530	
	Transp Supervisor - Placer County Transit	530-889-7570	
Kyle Gropp	Senior Driver/ Assist Supv - Placer County T	530-889-7571	
Dave Anderson	Maintenance Supervisor - (FUELING)	530-889-7536	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
11448 F Avenue, Auburn, CA 95603	Richardson Drive/First Street	Diesel - 8000 gal CNG	16 CNG / 2 Diesel 2 Rapid Fill CNG

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Cutaway	3	18/2	Gasoline	Yes	2-Way Radio - UHF
30' Bus	4	32/2	CNG	Yes	2-Way Radio - UHF
35' High Floor Bus	7	35/2	CNG	Yes	2-Way Radio - UHF
45' Motorcoach-MCI Diesel	5	57/2	Diesel	Yes	2-Way Radio - UHF
Other Buses:					
Cutaways at PRIDE INDUSTRIES, Roseville	6	18/2	Gasoline	Yes	2-Way Radio - UHF
TOTAL:	25	820 seats / 50 wheelchairs			

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Roseville Transit

Contact Name	Title	Work Phone	Emergency Phone
Mike Wixon	Alternative Transportation Manager	916-774-5480	[REDACTED]
Eileen Bruggeman	Alternative Transportation Analyst	916-774-5449	[REDACTED]
Rich Frost	General Manager, MV Transportation	916-774-5746	[REDACTED]
Cyndi Lopez	Operations Manager, MV Transportation	916-774-5746	[REDACTED]

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
2005 Hilltop Circle, Roseville, Ca (Roseville Corporation Yard)	PFE Road and Hilltop Circle	CNG, LS Diesel, Gasoline	2 CNG slow fill nozzles

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Orion V-30-ft.	8	29, 2	CNG	GPS	Motorola Radio
Orion V-40-ft.	1	43, 2	CNG	GPS	Motorola Radio
Gillig Phantom - 30-ft	4	28, 2	Diesel	GPS	Motorola Radio
Gillig Phantom-- 40-ft	5	45, 2	Diesel	GPS	Motorola Radio
Gillig LF-30-ft	6	28, 2	Diesel	GPS	Motorola Radio
Gillig BRT LF - 40-ft	7	40, 2	Diesel	GPS	Motorola Radio
Other Buses:					
TOTAL:	11	1,060 seats, 62 w/c tie-downs			

Transit System Emergency Contact List (October 2009)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: SCTLInk

Contact Name	Title	Work Phone	Emergency Phone
Dan Klinker	Transit Coordinator	916-874-3926	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
11400 American Legion Dr #B			

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Cutaway	11	18 seats / 2 Wheelchairs	Gasoline	No	
TOTAL:	11	198 seats / 22 Wheelchairs			

Transit System Emergency Contact List (October 2010)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Sacramento Regional Transit District

Contact Name	Title	Work Phone	Emergency Phone
Mike Wiley	General Manager/CEO	916-321-2811	[REDACTED]
Mark Lonergan	Chief Operations Officer	916-556-0450	[REDACTED]
John Darragh	Director of Transportation	916-321-2894	9 [REDACTED]
Bill Welch	Transportation Superintendent	916-321-2895	[REDACTED] 8
Chris Uchman	LR Transportation Superintendent	916-648-8436	[REDACTED]
Shannon Hurley	LR Transportation Superintendent	916-648-8409	9 [REDACTED]
Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
1323 28th Street, Sacramento CA 95816	28th Street/N Street	CNG: service from PG&E main gas line & Diesel: 12,000 gal. tank	4 CNG and 1 Diesel
3701 Dudley Blvd, McClellan, CA 95652	Winters/Dudley	none	none

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Orion 40'	212	40 seats/ 2 wheel chair locations(see note)	CNG		All radios operate in 800mgh;
Chance 31'	4	34 seats/ 2 wheel chair locations(see note)	CNG	*	All radios operate in 800mgh;
El Dorado 28'	3	25 seats/ 1 wheel chair	Diesel		All radios operate in 800mgh;
Starcraft 27'	14	16 seats/ 2 wheel chairs	Gasoline		All radios operate in 800mgh;
TOTAL:	233				

* Only 6 coaches have AVL at this time.

Note Two seats will be eliminated for each wheel chair position. This applies to all

Transit System Emergency Contact List (April 2011)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Unitrans

Contact Name	Title	Work Phone	Emergency Phone
Geoff Straw	General Manager	530-752-6525	
Scott Weintraub	Asst. GM - Operations	530-752-3210	
Anthony Palmere	Asst. GM - Administration	530-754-5814	
Andy Wylly	Maintenance Manager	530-752-4560	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
1 Garrod Road, Davis, CA 95616	Garrod & LaRue	CNG Diesel, 10,000 Gallon Tank	3 / 2

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Cutaway	2	20 / 2	1 CNG, 1 Diesel	Y	800Mghz Trunked + AVL
40' High Floor Bus	12 Orion V	41 / 2 and 43 / 2	CNG	Y	800Mghz Trunked + AVL
40' Bus Low Floor	5 Orion VII & 25 New Flyer	39 / 2 and 40 / 2	CNG	Y	800Mghz Trunked + AVL
London double-deckers	3	65 / 0	1 CNG, 2 Diesel	Y	800Mghz Trunked + AVL
40' double-deckers	2	81 / 2	Diesel	Y	800Mghz Trunked + AVL
TOTAL:	49	2092 seats, 92 w/c tie-downs			

REVISED 4/20/11

Transit System Emergency Contact List (April 2011)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Yuba-Sutter Transit

Contact Name	Title	Work Phone	Emergency Phone
Keith Martin	Transit Manager	530-634-6880	
David Phillips	Contract General Manager	530-634-6885	
David Brodek	Contract Maintenance Manager	530-634-6885	
Art Leonard	Contract Operations Supervisor	530-634-6885	
Dawna Dutra	Administrative Analyst	530-634-6880	

Yard Location (s)	Cross Streets	Type on Site, Tank	# of Bus Nozzles
2100 B Street, Marysville, CA 95901	East 18th Street	Diesel, 12,000 Gallon Tank	1

Vehicle Type	Number	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Blue Bird Commuter Buses	3	45 / 2 Wheelchairs	Diesel	No	Trunked Radio System
Blue Bird Commuter Buses	7	41 / 2 Wheelchairs	Diesel	No	Trunked Radio System
Blue Bird Fixed Route Buses	6	35 / 2 Wheelchairs	Diesel	No	Trunked Radio System
NABI Opus Fixed Route Buses	5	31 / 2 Wheelchairs	Diesel	No	Trunked Radio System
NABI Opus Fixed Route Buses	7	27 / 2 Wheelchairs	Diesel	No	Trunked Radio System
Starcraft Demand Response/Rural Route Buses	10	16 / 2 Wheelchairs	Diesel	No	Trunked Radio System
Starcraft Demand Resopnse/Rural Route Buses	5	14 / 2 Wheelchairs	Diesel	No	Trunked Radio System
MCI Commuter Buses	3	57/2 Wheelchairs	Diesel	No	Trunked Radio System
TOTAL:	46	RECALCULATE			

Transit System Emergency Contact List (October 2010)

(Include agency top decision maker(s), operations manager, maintenance manager, dispatch)

System Name: Yolobus - Yolo County Transportation District (YCTD)

Contact Name	Title	Work Phone	Emergency Phone
Terry Bassett	Executive Director	(530) 661-0816, ext 12	[REDACTED]
Janice Phillips	Deputy Director	(530) 661-0816, ext 22	[REDACTED]
Carmen Alba	Veolia GM	(530) 662-2630, ext 47	[REDACTED]
Sebastian Gonzales	Veolia Ops Manager	(530) 662-2630, ext 46	[REDACTED]
Maint. Mgr. (emer. CNG fueling contact)	Veolia Maintenance	(530) 662-2630	[REDACTED]
	Veolia Safety and Training Mgr	(530) 662-2630, ext 51	[REDACTED]
Jacqueline Mitchell	Veolia Dispatch	(530) 662-2630	

Yard Location (s)	Cross Streets	Fuel Type on Site, Tank Size	# of Bus Nozzles
350 Industrial Way, Woodland, CA 95776	Main/Industrial	CNG, (2) 750-SCFM Compressors	2 in-yard

Vehicle Type	Number	Year	# of Seats / Wheelchair Locations	Fuel Type	AVL	Communications
Minivans-GMC Amerivans with ramp	2	2008	4 seats, 2 w/c tie-downs	Gasoline	Yes	800Mghz Trunked + AVL
Cutaway - El Dorado AeroLite 200	2	2008	16 seats, 2 w/c tie-downs	Diesel	Yes	800Mghz Trunked + AVL
Cutaway - Starcraft	1	2007	16 seats, 2 w/c tie-downs	Gasoline	Yes	800Mghz Trunked + AVL
Cutaway - El Dorado AeroLite 270	2	2009	8 seats, 2 w/c tie-downs	Diesel	Yes	800Mghz Trunked + AVL
35' High Floor Bus-Orion V	3	1996	33 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' High Floor Bus-Orion V	2	1996	43 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' High Floor Bus-Orion V	7	1999	43 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' Low Floor Bus-NABI	3	2001	43 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' Bus Low Floor-Orion VII	13	2002	37 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' Bus High Floor-Orion V	2	2005	40 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' Bus Low Floor-Orion VII	13	2008	34 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
40' Motorcoach-MCI CNG	1	2000	49 seats, 2 w/c tie-downs	CNG	Yes	800Mghz Trunked + AVL
45' Motorcoach-MCI Diesel	6	2010	57 seats, 2 w/c tie-downs	Diesel	Yes	800Mghz Trunked + AVL

57 Tot Veh

2,081 Total Seats

