

TRANSPORTATION COORDINATOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

- o If unable to contact a special facility during its normal hours of operation, assume that the estimated need is the current need.

- 5. Contact the people on the Special Needs List to verify that they require the assistance indicated in their response to the Special Needs Survey.

- 6. Determine what type of transportation assistance is needed by individuals who telephone the EOC to make requests. Refer to Form 110D, Requests for Transportation Assistance and Table 3.5-1, Special Needs Vehicles, and Form 131D in New Hampshire Special Needs Listing Form.

- 7. Using the Kensington Transportation Requirements Worksheet in the NHRERP Emergency Phone List:
 - o Calculate "Actual Needs" by dividing "Current Number" by the number indicated on the worksheet. (If the calculated number is 4.3, for example, round up to 5.)
 - o Obtain the current number of people requiring special transportation from the Emergency Management Director. Use Table 3.5-1, Special Needs Vehicles to determine the numbers of special needs vehicles required.
 - o For the special needs population, add to the figure shown in the "Number" column as additional people are identified. Only reduce this figure if it can be verified that individuals no longer require transportation.

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NOTE TIME

8. Review overall transportation plan with the Selectmen and the Emergency Management Director.

9. Contact the NHOEM Local Liaison and inform him of the current transportation requirements for the Town. Remind him that he must contact you with the number of vehicles sent and ETA if an evacuation is recommended.

10. If an evacuation is recommended:

- o The Emergency Broadcast System (EBS) will direct people with special transportation needs who have not made prior arrangements with local Emergency Management officials to contact the EOC. For individuals who call the EOC, determine the type of transportation assistance required using Form 110D, Requests for Transportation Assistance for Individuals, and the information in Table 3.5-1, Special Needs Vehicles. Add the information received to the existing Special Needs List for the town. (See Form 131D, New Hampshire Special Needs Listing Form.)

11. As vehicles arrive at the EOC, perform the following actions:

For Vehicles Designated for Special Facilities

- o Assign appropriate number of vehicles to report to each special facility per their designated allotments.
- o Provide each vehicle bound for a specific special facility with the appropriate map and set of directions from the EOC to the special facility.