

TRANSPORTATION COORDINATOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

- o Provide each vehicle with a map showing the route from the Special Facility to the Reception Center. \_\_\_\_\_
- o Upon ensuring that drivers understand instructions, dispatch vehicles. \_\_\_\_\_

For Buses Designated to Pick Up Residents Requiring Transportation

- | o Inform the NHOEM Local Liaison when bus routing will begin. \_\_\_\_\_
- o Evenly distribute Town bus routing maps and instructions to buses so all bus routes are covered. \_\_\_\_\_
- o Instruct drivers to make one pass along their assigned route(s) and then return to the EOC. \_\_\_\_\_
- o Upon ensuring that drivers understand instructions, dispatch buses. \_\_\_\_\_
- o As buses return from making one pass along bus routes, designate a bus (or buses depending on number of passengers) to be used for transfer of passengers from partially filled buses into the designated bus. \_\_\_\_\_
- o Following the transfer of passengers into the designated bus, again dispatch empty buses to drive along bus routes, making sure that any routes previously handled by the designated "out of service" bus are reassigned to the empty buses. Appropriate route maps and instructions should also be provided. \_\_\_\_\_

TRANSPORTATION COORDINATOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

- o Continue shuttling residents from bus route pickup locations to the EOC, transferring passengers from partially filled buses into designated buses. When full, designated buses should be dispatched to the Reception Center. \_\_\_\_\_
- o Repeat Step 2 through Step 6 until only one bus is handling all Town bus routes and/or until buses are no longer receiving any passengers. \_\_\_\_\_
- o Inform the NHOEM Local Liaison when bus routing/evacuation has been completed. \_\_\_\_\_

For Vehicles Designated for People with Special Needs

- o Assign Town emergency workers to report to homes or other locations of people with special needs to assist them in boarding vehicles. For Emergency Medical Services (EMS) vehicles reporting to homes of people requiring ambulance transport, provide directions. \_\_\_\_\_
  - o Dispatch vehicles as appropriate for evacuation of people with special needs to the Reception Center. \_\_\_\_\_
12. Determine if any deficiencies exist. If required, forward supplemental requests to the Kensington NHOEM Local Liaison. \_\_\_\_\_
  13. Contact each facility and inform them of the number of vehicles to be sent and their approximate ETA. \_\_\_\_\_

TRANSPORTATION COORDINATOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

14. If required to leave the EOC, appoint the next available person in the line of succession to staff the EOC. Inform the Selectmen of this change.

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15. Submit this checklist and all messages to the Town Clerk.

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