

Massachusetts Emergency Support Function 1

TRANSPORTATION

Responsible Agencies

State Agencies

Primary State Agency

Massachusetts Department of Transportation

- Highway Division
- Rail & Transit Division
 - Massachusetts Bay Transportation Authority
 - Regional Transit Authorities
- Aeronautics Division

Supporting State Agencies

Massachusetts Department of Conservation and Recreation

Massachusetts State Police

Supporting Agencies

Massachusetts Port Authority

Woods Hole, Martha's Vineyard, and Nantucket Steamship Authority

Supporting Federal Agency

United States Coast Guard

1.0. INTRODUCTION

1.1. Purpose

Emergency Support Function 1 (ESF-1) *Transportation Annex* provides a framework for coordination and cooperation across state agencies regarding transportation needs, issues, and activities before, during, and after a disaster, emergency, or planned event in the Commonwealth. In addition, this annex details how the Commonwealth will provide transportation related support and assistance to local jurisdictions in the event local needs exceed available local resources during an emergency.

The primary mission for ESF -1 includes the following activities:

- Coordinate planning, response, and recovery operations at the state level in support of local, state, and interstate transportation related issues.
- Coordinate with local, state, and federal partners as needed to provide transportation related resources in support of emergency evacuation efforts, distribution of resources and commodities, and response and recovery efforts.
- Coordinate and report on damage assessments related to transportation infrastructure.
- Coordinate the restoration of compromised transportation infrastructure to allow for the following goals:
 - Access to evacuation routes for affected areas.
 - First responder access to disaster survivors.
 - Delivery of aid and supplies to affected areas.
 - Safe passage during travel restrictions.
- Coordinate and perform debris management with use of ESF-1 partner's resources and/or vendors and contractors.
- Coordinate with local, state, and federal partners as needed to ensure that all necessary authorities, regulations, and permits are in place to support ESF-1 transportation operations.
- Coordinate with interstate partners to provide situational awareness regarding travel restrictions and safe passage routes for transport and delivery of personnel and resources in support of ESF-1 operations.

1.2. Scope

This Annex is applicable to agencies and departments in the Commonwealth, as well as affiliated transportation partners, with a role in supporting transportation-related activities in response to an emergency, disaster, or a planned event. For purposes of ESF-1, transportation infrastructure includes roadways, bridges, tunnels, airports, seaports, ferries, railroads, subways, vehicles (buses, trucks, etc.), and other similar structures.

This Annex is applicable to any incident that impacts on the State's transportation infrastructure or requires State involvement at the local level and warrants a state response

and support. ESF-1 response efforts may include the following: assistance for evacuation, sharing of transportation information with other agencies, damage assessments and debris clearance.

2.0. SITUATION AND ASSUMPTIONS

2.1. Situation

Disasters or emergency incidents impacting Massachusetts will likely impact one or more elements of transportation infrastructure. This may adversely affect life safety in affected areas by impeding evacuations, access by first responders, or the flow of aid to disaster survivors. While any type of disaster can potentially affect transportation infrastructure, historically, in Massachusetts, transportation infrastructure has been most frequently impacted by snow and ice accumulation during winter storms, debris from windstorms, tropical storms, or hurricanes, and flooding from rain events or storm surge.

A planned or spontaneous evacuation of large numbers of people from areas threatened or affected by a disaster impacts transportation infrastructure access and capacity, even when no damage to the infrastructure itself has occurred.

In addition, disasters and large-scale planned events may strain transportation infrastructure access and capacity and may result in transportation corridors being closed to vehicular traffic for extended periods of time.

2.2. Planning Assumptions

- This Annex is intended to support and does not supplant local, state, or federal transportation plans or policies.
- State assistance will be prioritized in the following manner:
 1. Life safety, including evacuation of individuals from at-risk areas.
 2. Restoration of critical infrastructure to support emergency response, including power restoration.
 3. Commodities movement and distribution.
- Local governments have emergency management resources, plans, and procedures already in place.
- Many incidents, such as vehicle accidents, construction-related road closures, etc., affect transportation infrastructure, but are local in scope and can be addressed by local or state agencies as part of their normal day-to-day operations using resources readily available to them.
- When an incident occurs, local governments will use their own response resources first, supplemented as needed by resources available through mutual aid or private sector contracts. Local governments will request state assistance when their ability to respond to the incident exceeds or is expected to exceed their own capacity.

- Demand on local resources in anticipation of or response to a major threat may quickly overwhelm local transportation capabilities for personnel, equipment, and fuel.
- In a “no-notice” incident, local resources may be damaged and potentially unavailable to support evacuation or commodities distribution, requiring immediate state assistance.
- Access to impacted areas will be severely limited and may be accessible only via air or water transportation assets.
- State assistance for emergency repairs to or debris clearance from critical transportation infrastructure is intended to support the re-opening of transportation corridors to facilitate the passage of emergency traffic, not to restore damaged transportation infrastructure to pre-disaster conditions. Permanent repairs and final debris removal/disposal following an emergency or disaster remain the obligation of responsible parties.
- Maintaining coordination and situational awareness across transportation agencies regarding resource needs, ingress and egress information, damage assessments, and transportation route and mode information will be vital to conducting effective prevention, preparedness, response, recovery, and mitigation activities.
- Dependent on what conditions warrant, the following travel restrictions may be enacted by Massachusetts Department of Transportation (MassDOT) and/or in consultation with State Police or by order of the Governor:
 1. Highway travel ban.
 2. Highway speed limits may be lowered.
 3. Access to the Massachusetts Turnpike by tandems and tankers may be prohibited.
 4. Massachusetts Bay Transportation Authority (MBTA) and regional transit service may be restricted or shutdown.
- The state has resources and expertise that can be used to supplement local efforts. Procurement through state vendor contracts, Emergency Management Assistance Compact (EMAC), mutual aid, and/or federal assistance may be requested to support state and local efforts if an incident exceeds state and local capabilities.
- If Federal resources are requested and deployed to Massachusetts, partnering at the state level for these resources will be mission specific.

3.0. CONCEPT OF OPERATIONS

3.1. General

This Annex will be activated at the direction of the State Emergency Operations Center (SEOC) Director when there is potential for or an actual disaster situation or planned event impacting transportation infrastructure or requiring state transportation resources. The Massachusetts Emergency Management Agency (MEMA) will notify the primary agency at the time of SEOC activation to provide overall coordination of ESF-1. ESF-1 reports to the

SEOC Operations Section, with an indirect report to the Planning Section. Depending on the size, scope, and complexity of the incident, the SEOC organizational structure may be expanded to maintain proper span of control. To accommodate this, the ESFs may be aligned in appropriate Branches, with similar ESF's grouped together. In this scenario, ESF-1 will be organized under the Critical Infrastructure Branch, together with ESF's 2, 3, and 12.

3.2. Organization

- All personnel and activities associated with ESF-1 will operate under the Incident Command System.
- MassDOT has been designated the primary agency for ESF-1.
- ESF-1 divisions falling under MassDOT have collectively designated a team of persons, each of whom can serve on behalf of all MassDOT divisions at the SEOC to support ESF-1 activities. Each of them will have the capability and authority to reach back to MassDOT divisions to request resources and obtain necessary information to support the response to the incident.
- ESF-1 supporting agencies have designated a person(s), each of whom can serve on behalf of their respective agency at the SEOC to support ESF-1 activities. Each of them will have the capability and authority to reach back to their respective agency to request resources and obtain necessary information to support the response to the incident.

3.3. Notification

MEMA will notify the ESF-1 points of contact for each activated organization or agency to report to the SEOC for coordination and implementation of transportation related requests for assistance. Each ESF-1 organization and agency are responsible for securing sufficient staff on a continuous basis to support and to carry out the activities tasked to their agency.

3.4. Activities

Responsible agencies for ESF-1 should conduct the following actions:

a. Preparedness Actions

- MEMA will convene regular meetings of ESF-1 stakeholders and/or ESF Team to review and update this annex and standard operating procedures.
- Develop and maintain internal agency operational plans and procedures, resource directories and inventories, and emergency contact lists of ESF-1 personnel for situational awareness by the SEOC.
- Ensure that ESF-1 agencies have pre-designated staff available to support this annex and SEOC operations.
- Ensure that ESF-1 stakeholders notify MEMA of staff changes.
- Participate in exercises and training to test, validate, and provide working experience for ESF-1 liaisons on this annex and related SEOC procedures.

- Identify potential emergency transportation issues and collaborate to develop or recommend protocols, procedures, and policies to prevent or mitigate their effects.
- Identify opportunities to collaborate on protection and security initiatives of critical transportation related infrastructure and key resources in the Commonwealth.
- Communicate and share information across agencies with transportation responsibilities.

b. Response Actions

Pre-Impact

Upon receiving notification to report to the SEOC in preparation of an incident or planned event, ESF-1 agencies and organizations will complete the following actions commensurate with emergency priorities within the state and based on the availability of resources:

- As requested, provide appropriate representative(s) in person to the SEOC to support ESF-1 pre-incident planning activities.
- Maintain communications with the SEOC, obtain status reports, and keep the SEOC informed of progress of assigned tasks.
- Provide situational awareness information for reports and/or statements to the SEOC Planning Section as needed.
- Notify the appropriate points of contact at each respective agency and organization to pre-position resources and response personnel as needed.
- Review existing plans and procedures.
- Ensure agency decision makers are kept informed of the situation.
- Test communications systems.
- Coordinate information to verify available transportation resources and capabilities and report this information on a regular basis to the SEOC Operations Section.
- Coordinate with other ESFs and local and state partners in anticipation of projected transportation related needs and response efforts with particular attention to possible threats to public safety or disruptions to response activities.
- Verify available transportation resources and capabilities to support evacuation of impacted populations with access and functional needs, including individuals with disabilities or chronic medical conditions, older adults, children, and individuals with limited English language proficiency.
- Identify and coordinate the mobilization and pre-positioning of response resources pre-incident once it is apparent that state transportation resources will be required, or as requested by the SEOC.
- As needed, coordinate with ESF-15 *Public Information and External Affairs* on public messaging that can be posted on variable message boards and other transportation-related information portals.

Initial Response

- If not already done, provide appropriate representative(s) to the SEOC to support ESF-1.
- Ensure communication and coordination of available transportation resources and capabilities with the SEOC Operations Section.
- Designate appropriate agency field personnel and establish communications to coordinate support response actions.
- Provide information as needed to the SEOC Planning Section to facilitate the development or update of Situation Reports, Situational Awareness Statements, and the SEOC Roster. In addition, use information provided by the SEOC Planning Section to plan effective response actions.
- Monitor transportation infrastructure and maintain situational awareness of threats or impacts to transportation infrastructure.
- Under the direction of the SEOC Director, ESF-1 will coordinate with ESF-13 *Public Safety and Security* along with guidance from the statewide Evacuation Coordination Plan to support impacted municipalities and if stood up, the Evacuation Group to identify and support evacuation efforts.
- Ensure consistent communication and coordination with neighboring states to identify and establish routes for evacuation and resource deliverables.
- Ensure transportation resources (i.e., buses, paratransit vehicles, support personnel) are in-place to support evacuation of impacted populations with access and functional needs, including individuals with disabilities or chronic medical conditions, older adults, children, and individuals with limited English language proficiency.
- Coordinate resources to assist and support the staging, transportation, or distribution of commodities in support of the State Logistics Annex and other transport and resource support plans.
- Coordinate resources to support the emergency repair of damaged transportation infrastructure to ensure an uninterrupted flow of personnel, commodities, and services into affected areas throughout the response phase.
- Communicate and coordinate with U.S. Coast Guard (USCG) Sector Boston and Sector Southeastern New England for status of impacted Maritime Transportation System (MTS) to include, aids to navigation, ports, channels, and waterways to include Cape Cod canal.
- Coordinate with ESF-2 *Communications*, to ensure that access roads leading to communications towers are passable for emergency traffic.
- Coordinate with ESF-3 *Public Works and Engineering* and incorporate guidance from the State Debris Management Plan to commit agency resources for the emergency clearance of debris, impacted transportation infrastructure, construction work, and other public works-related tasks as needed.

- Communicate and coordinate with ESF-4 *Firefighting*, to support access to evacuees, ingress, and egress to affected areas and clearing access routes in support of fire suppression efforts.
- Communicate with ESF-6 *Mass Care, Emergency Housing, Human Services*, and with guidance from the Critical Transportation Needs (CTN) Evacuation Coordination Plan to identify and coordinate transportation needs of evacuees, individuals with access and functional needs, including individuals with disabilities or chronic medical conditions, older adults, children, and individuals with limited English language proficiency to identified shelters.
- Communicate and coordinate with ESF-9 *Search and Rescue*, to aid in facilitating access to affected areas in support of urban and/or maritime search and rescue efforts of missing persons, aircraft and/or marine vessels and extraction of victims.
- Communicate and coordinate with ESF-10 *Hazardous Materials and Environmental Protection*, to identify any known hazardous materials transporters such as oil tankers, barges, or trucks that could be affected by an emergency or disaster and could have a bearing on the commitment of transportation resources.
- Communicate and coordinate with ESF-13 *Public Safety and Security*, for transportation related and traffic control needs concerning evacuation, public safety, and security.
- As needed, coordinate with ESF-15 *Public Information and External Affairs* on public messaging that can be posted on variable message boards and other transportation-related information portals.
- Coordinate with Federal ESF counterparts, the Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), U.S. Department of Transportation (USDOT) and the Transportation Security Administration (TSA) for federal assets as needed.
- ESF-1 agencies should ensure implementation of any cost accounting and/or tracking measures for personnel, equipment, etc., for future reference and reporting, if need be.

Continuing Response

- Conduct ongoing reassessment of priorities and strategies to meet the most critical transportation needs.
- Track committed transportation resources and provide regular updates to the SEOC Operations Section on the status of all missions assigned to ESF-1.
- Reference initial response actions and as needed maintain communication and coordination with designated ESF partners in support of assigned ESF-1 tasks.
- Coordinate with other ESFs as appropriate to anticipate projected transportation needs and/or coordinate appropriate response efforts.
- Draft recommendations for after-action reports and other reports as appropriate.

c. Recovery Actions

- As needed, coordinate resources to support the re-entry and return of evacuees to impacted areas with guidance from the Statewide Evacuation Coordination Plan and the CTN Evacuation Coordination Plan.
- As requested, provide assistance and technical expertise to MEMA and other supporting agency damage assessment teams.
- Anticipate and prepare to provide technical assistance, personnel, and resources for ongoing restoration of transportation infrastructure.
- As needed, ESF-1 agencies should maintain appropriate summary reports of costs incurred during an activation for potential evaluation of a Stafford Act declaration and recovery actions. This may include Initial and/or Preliminary Damage Assessments.
- Participate in after-action reviews.

d. Mitigation Actions

- Identify potential emergency transportation issues and collaborate to develop or recommend plans, protocols, procedures, and policies to prevent or mitigate their effects.
- As needed, conduct assessments of ESF-1 capabilities to identify potential resource shortfalls.
- As needed, develop plans to mitigate identified shortfalls of resources or capabilities.

3.5. Demobilization

ESF agencies can work with the SEOC Planning Section and Operations Section to provide context to demobilization planning, including trends, workloads, upcoming operations, etc., and receive updates on priorities, objectives, and tasks as operations slow or cease.

- ESF agencies should have pre-established internal demobilization procedures in place to help facilitate the orderly, safe, and efficient return of personnel and resources to their original locations and operating status when their missions supporting SEOC priorities and objectives have concluded. These procedures should take SEOC Demobilization plans into effect to ensure they complement each other.
- Demobilization of rostered and mobilized ESF personnel and resources will be initiated based on operational needs and at the direction of the SEOC director /SEOC Operations Section Chief. It should be noted that ESF agencies may be subject to a rapid recall to partial or full activation based on evolving operational needs.
- ESF agencies must ensure that they have closed out any open and actively ongoing operations in support of the SEOC, reported status updates and demobilization to the SEOC Planning Section Chief, and have coordinated as needed with other ESFs regarding their demobilization status.

4.0. RESPONSIBILITIES

4.1. ESF-1 Primary Agency Responsibilities

Prior to an activation:

- Maintain contact and foster working relationships with ESF-1 supporting agencies by meeting regularly to review ESF-1 Annex, expected roles, responsibilities, and obtain a general awareness of individual agency capabilities to support ESF-1 operations.
- Coordinate regularly with ESF-1 supporting agencies to update critical contacts and reaffirm established capabilities, noting any changes or unmet needs to MEMA.
- Revise documentation and maintain technology needed to support activation.
- Maintain Situational Awareness, monitor weather conditions, and ensure a state of readiness for the activation of ESF-1.
- As needed, pre-stage resources to support ESF-1 requirements.
- Train and educate new ESF-1 staff as needed and provide refresher training to existing staff as needed.
- Participate in planning for special events.
- Develop written guides and procedures to implement ESF-1 responsibilities as needed.

During an activation:

- While Primary Agencies are designated in advance, this may be subject to change during an SEOC Activation, dependent on the specific circumstances and needs of the incident. Therefore, the most appropriate agency to assume the role of “Primary” will be designated.
- Staff the ESF-1 workstation at the SEOC.
- Identify and coordinate ESF-1 staffing requirements at the SEOC and MEMA Regional Emergency Operation Centers (REOCs).
- Coordinate with support agencies and MEMA to manage transportation resources and prioritize transportation needs based on the protection of life and property.
- Receive resource requests and assess them to determine a) whether the requests meet current urgency criteria and b) whether ESF-1 agencies can fulfill the requests given current operational needs.
- Process and fulfill approved resource requests by coordinating with the appropriate ESF-1 agency points of contact.
- Coordinate with other ESFs to obtain information related to vendors, volunteer groups, and other organizations that may be able to supplement local and state transportation resources.

- Identify facilities for possible use as staging, refueling, or maintenance areas for transportation assets. Provide regular updates on ongoing ESF-1 operations to the SEOC Command staff.
- Provide updates regarding transportation agencies and status of key services, roadways, railways, air travel, waterways, and facilities.

After activation:

- If warranted, conduct an after-action meeting and/or report for ESF-1.

a. Massachusetts Department of Transportation

- The MassDOT Security and Emergency Management Department will serve as the lead coordinator for all divisions falling under MassDOT as well as all other ESF-1 supporting agencies. The Security and Emergency Management Department will:
 - Train and maintain a qualified team of ESF-1 representatives from MassDOT.
 - Coordinate regular meetings and discussions between ESF-1 agency representatives on topics relating to ESF-1.
 - Oversee and maintain technology solutions such as file sharing and shared e-mail utilized by the ESF-1 team.
 - Serve as primary point of contact for all MEMA and other statewide initiatives and projects relating to both transportation and emergency management in any significant manner.
 - Serve as the Operations Critical Infrastructure Branch Director when the Branch is activated.
 - Facilitate the standing up of the Ground Transportation Group (GTG) with MEMA, in support of the activation of the CTN plan and the standing up of the Infrastructure Branch.
- Provide situation awareness on ESF-1 activities.
- Ensure that necessary cost accounting measures are implemented, and summary reports generated for future reference if needed.

Highway Division

- Provide the ESF-1 team with situational awareness on status of state roads, traffic cameras, the Massachusetts Turnpike, the Sumner/Callahan/Ted Williams tunnels, the Zakim Bridge, and pertinent interstate roadways.
- Coordinate with Massachusetts State Police and the Highway Operations Center to determine if weather conditions warrant lowered speed limits or restriction of permitted vehicles on the Massachusetts Turnpike or elsewhere.
- Coordinate highway closures and alternate access routes with neighboring state partners to support evacuation, ingress and egress of support personnel, resources, and assets to affected areas.

- Provide resources to support the repair or replacement of missing or non-functional traffic control signs and signals in affected areas.
- Provide subject matter experts to conduct damage assessments, as requested.
- Provide resources to support requests for emergency debris clearance and emergency repairs to keep routes passable for emergency traffic.
- Make appropriate MassDOT facilities available for use as commodity or asset staging areas, as requested.
- Provide resources to assist in the movement and/or staging of commodities as needed.

Rail & Transit Division

Massachusetts Bay Transit Authority

- Provide ESF-1 team with situational awareness on the status of railroads and of MBTA operated facilities and assets, including buses, trolleys, trackless trolleys, and rapid transit systems in the MBTA service area.
- Provide buses or other transportation assets as requested to facilitate evacuations or movements of people.
- Provide resources to assist in the movement and/or staging of commodities as needed.

Regional Transit Authorities

- Provide ESF-1 team with situational awareness on status of Regional Transit Authority (RTA) facilities and operations, including any service restrictions or cancellations.
- Provide buses or other transportation assets as requested to facilitate evacuations or other movements of large numbers of people.
- Provide resources to assist in the movement and/or staging of commodities as needed.

Aeronautics Division

- Provide ESF-1 team with situational awareness on status of public- and privately-owned public use airports, seaplane bases, and private-use landing areas.
- Coordinate closure of airspace with private entities, municipal, state, and federal agencies to include the Federal Aviation Administration (FAA) as needed.
- Coordinate the provision of air assets for damage assessment or personnel transport as requested.
- Serve as the lead coordinating agency for the Air Operations Branch of the Operations Section in support of the Commonwealth of Massachusetts Air Operations Plan.

4.2. ESF-1 Supporting Agency Responsibilities

Agency responsibilities are dependent on proper vetting of resource requests and the individual agency's ability to provide the requested resource given current operational needs.

a. Massachusetts Department of Conservation and Recreation

- Provide ESF-1 team with situational awareness on status of Department of Conservation and Recreation (DCR) facilities and roadways.
- Provide resources to clear debris and perform emergency repairs to keep roadways passable for emergency traffic.
- Provide resources to ensure repair or replacement of missing or non-functional traffic control signs and signals on roads in affected areas.
- Provide resources to assist in the movement and/or staging of commodities as needed.
- Provide subject matter experts to teams conducting damage assessments, as requested.
- Provide resources to support requests for debris clearance and emergency repairs to keep routes passable for emergency traffic.
- Ensure that necessary cost accounting measures are implemented, and summary reports generated for future reference if needed.

b. Massachusetts Port Authority

- Provide ESF-1 team with situational awareness on status of Massachusetts Port Authority (Massport) facilities, including commercial and general aviation facilities at Logan, Hanscom, and Worcester Airports; maritime facilities at the Port of Boston including the Flynn Cruise port Boston and Conley terminals; and the Logan Express facilities and operations.
- Make appropriate Massport facilities available for use as commodity or asset staging areas, as requested.
- Provide resources to assist in the movement and/or staging of commodities as needed.
- Provide resources as needed to support transportation-related resource requests.
- Ensure that necessary cost accounting measures are implemented, and summary reports generated for future reference if needed.

c. Massachusetts State Police

- Provide ESF-1 team with situational awareness on road conditions statewide.
- Coordinate with MassDOT Highway Division to determine if weather conditions warrant lowered speed limits or restriction of permitted vehicles on state roadways.
- Provide assistance with closing or restricting access to areas impacted by a disaster.
- Assist with traffic control as requested.
- Coordinate the provision of air assets for damage assessment or personnel transport as requested.
- Coordinate convoys or escorts for emergency materials, commodities, or vehicles.
- Ensure that necessary cost accounting measures are implemented, and summary reports generated for future reference if needed.

d. Woods Hole, Martha's Vineyard, and Nantucket Steamship Authority

- Provide ESF-1 team with situational awareness on status of Steamship Authority facilities and operations, including reduction or cancellation of ferry service to Martha's Vineyard and Nantucket.
- Provide resources to assist in the movement and/or staging of commodities as needed.
- Ensure that necessary cost accounting measures are implemented, and summary reports generated for future reference if needed.

e. United States Coast Guard

- As the lead federal agency within the maritime domain, work with the ESF-1 team to provide guidance and coordinate support as needed to the MTS.
- If the MTS Recovery Plan is implemented by the USCG, ensure situational awareness by ESF-1 and SEOC operations to support the recovery and restoration of any impacts to the MTS.
- Provide ESF-1 team with an assessment of critical information and infrastructure status to include:
 - Port(s) status
 - Cargo streams and vessels.
 - Essential resources (i.e., fuel, heating oil, etc.) to aid recovery efforts of the MTS.
 - Essential Elements of Information (EEI) in support of recovery planning and operations.
 - Status of MTS infrastructure recovery.
- Coordinate with ESF-1 and SEOC operations to support salvage response and debris management of critical waterways for reopening.
- Ensure that necessary cost accounting measures are implemented, and summary reports generated for future reference, if needed.

4.3. Other Agencies

Other agencies not explicitly named in this annex may have authorities, resources, capabilities, or expertise required to support ESF-1 activities. These agencies may be requested to support ESF-1 activities as needed.

5.0. ADMINISTRATION AND LOGISTICS

5.1. Staffing

Per Executive Order 144, each agency must assign a minimum of two persons to act as liaison officers between the respective agency/organization and MEMA.

Agencies activated to the SEOC (both primary and supporting) must be prepared to assign a representative to support ESF activities. Operations may result in assigning an agency representative(s) to be in person for each operational period.

All agency liaisons should:

- Be knowledgeable about the resources and capabilities of their respective agencies.
- Have a thorough knowledge of ESF responsibilities, capabilities, and resources, including locations and availability/lead time.
- Have the authority to commit ESF assets and approve requests for assistance or contact the 24/7 authority to commit assets and approve requests for assistance.

5.2. Mutual Aid

The process for requesting mutual aid from entities either within or outside of Massachusetts is described in the "Mutual Aid" section of the Massachusetts Comprehensive Emergency Management Plan (CEMP).

5.3. Annex Review and Maintenance

This annex will be reviewed and revised in accordance with the Emergency Management Program Administrative Policy, by participating agencies and organizations. MEMA's Planning Unit will provide administrative support for the plan review process, including coordinating and facilitating stakeholder meetings, compiling, and distributing meeting notes and updating the plan.

6.0. AUTHORITIES AND REFERENCES

6.1. Authorities

- Executive Order 144
- Chapter 639 of the Acts of 1950, Civil Defense Act
- The Clean Water Act (CWA), 33 U.S.C. § 1251 et seq, (1972)
- Maritime Transportation Security Act of 2002 (MTSA)
- Robert T. Stafford Relief Act and Emergency Assistance Act of 1988
- Ports and Waterways Safety Act of 1972

6.2. References

- Massachusetts Comprehensive Emergency Management Plan
- Massachusetts Radiological Emergency Response Plan
- Cape Cod Emergency Traffic Plan
- Statewide Evacuation Coordination Plan
- Critical Transportation Needs Evacuation Coordination Plan

- State Debris Management Plan
- Commonwealth of Massachusetts Statewide Logistics Annex
- Commonwealth of Massachusetts Air Operations Plan
- Damage Assessment Coordination Plan
- SEOC ESF SOP Guide
- Massachusetts Department of Transportation Emergency Management Plan
- Massachusetts Bay Transportation Authority Comprehensive Emergency Management Plan
- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide 101 September 2021, Version 3.0
- Federal Emergency Management Agency Emergency Support Function -1 Transportation Annex
- The Marine Transportation System Recovery Plan for Sector Southeastern New England
- The Marine Transportation System Recovery Plan for Sector Boston
- United States Coast Guard Incident Management Handbook