Disaster Plan Template for
CityTransit Solutions Fleet Division

Disaster Plan Stakeholders

- Fleet Managers and supervisors
- Emergency Operations Center (EOC) leadership
- Department heads (Police, Fire, Public Works, Facilities)
- Critical vendors and fuel suppliers

Likely Disaster Scenarios

- Hurricane
- Storm surge flooding
- Extended power outage
- Supply chain disruption

Fleet Mission During Emergency

- Support first responder & critical department vehicle and equipment operations to include public works, etc.
- Support county administration
- Maintain emergency generator fuel supply
- Provide field repairs for critical equipment

Period of Sustainability Goal 7 Days

Resources & Actions Needed:

Fleet Maintenance Building

- **Pre-event actions needed:** Secure all doors/windows, move critical equipment to higher ground, fill fuel tanks, secure loose equipment & tools in the yard
- **After-event actions:** Work with Facilities to assess structural damage
- **Backup plan:** Mobile repair operations from temporary locations
- **Alternative location:** Public Works Facility on higher ground (123 Highland Dr)
- **Pre-staging supplies, tools, equipment needed:** Emergency toolkits, generators, lighting, lifts, tools, parts, supplies

Power

- **Pre-event actions needed:** Top generator fuel off as needed

- **After-event actions:** Work with Facilities regarding power status
- **Backup plan:** Deploy mobile generators

Repairs

- **Pre-event actions needed:** Prioritize all repairs and maintenance for all essential assets to reissue to departments for use
- **After-event response:** Triage repairs based on mission criticality
- **What repairs or vehicles/equipment are prioritized:** Police/Fire/EMS vehicles, public works ground clearing equipment, water utilities essential vehicles/equipment, generators, heavy equipment
- **Backup plan:** Mutual aid agreements with jurisdictions

Internet Loss

- **Pre-event actions needed:** Ensure required paper documents are ready and available
- **After-event actions:** Switch to paper documentation system
- **Backup plan for tracking parts issues:** Pre-printed manual forms
- **Backup plan for tracking labor:** Paper timesheets
- **List of vehicles and locations:** Printed fleet roster with assignments
- **Tracking mechanism for FEMA reimbursement:** Dedicated emergency work order numbers
- **Tracking and documenting damage:** Digital cameras, damage assessment forms
- **Photos:** Pre/post event facility and equipment photos

Fuel

- **Fuel needed on-hand to sustainability period goal:** 15,000 gallons diesel, 10,000 gallons gasoline
- **Pre-event actions needed:** Fill all tanks, coordinate with suppliers
- **After-event actions needed:** Monitor usage, implement rationing if needed, check for fuel site damage and operation, fuel supply chain conditions
- **Backup plan for supply chain interruption:** Mutual aid fuel agreements
- **How will fuel be provided to backup generators:** Dedicated 500-gallon transfer tank

Employee roles during an emergency

- **Identify each person's role:**
  - John Smith: Lead Emergency Coordinator
  - Mary Jones: Parts/Supply Manager

    - Tom Wilson: Mobile Repair Lead
- **Staging and readiness for fleet field service techs:** Service trucks with tools
- **Training needs:** Emergency repairs, generator maintenance
- **Cross-training needs:** Equipment analysts for pre-identified responsibilities
- **Shifts for each person:**
    - **Alpha:** 6am-6pm
    - **Bravo:** 6pm-6am
- **Food and shelter for workers:** Emergency contract for food, assigned shelters
- **Time tracking mechanisms:** Paper timesheets
- **Reporting locations:** Main shop or Highland facility
- **Jump kits:** Laptops, radios, basic tools

Communication Systems

- **Pre-event action:** Distribute emergency radios
- **Post-event action:** Utilize radio system
- **Backup plan:** Satellite phones, runners if needed

Supplies Needed

- **Gloves:** 100 pairs various sizes
- **Raingear:** 25 sets
- **Boots:** Rubber boots for each tech
- **Flashlights:** 50 with extra batteries
- **Sunblock:** 24 bottles
- **Batteries:** 200 assorted sizes
- **Clipboards:** 30 with waterproof covers
- **Safety Glasses:** 100 pairs
- **First Aid Kits:** 20 mobile kits
- **Water:** 300 gallons bottled
- **Radios:** 25 handheld units
- **Tarps and ropes**
- **Bug spray**

Critical parts needed for emergency

- Filters (air, fuel, oil) for emergency vehicles
- Batteries for vehicles and equipment
- Tire repair materials
- Basic belts and hoses
- Hydraulic hoses and fittings

Critical outsourced services needed

- Mobile crane service
- Heavy duty towing
- Emergency fuel delivery
- Generator repair specialist

Critical Equipment and Tools

- **Pre-event actions:** Test emergency equipment, fuel all units
- **Post-event actions:** Deploy based on priority needs

For non-emergency vehicles, move vehicles/equipment out of flood-prone areas

- **Location 1:** City parking garage (upper levels)
- **Location 2:** Highland facility
- **Location 3:** Airport complex

Motor Pool Vehicles Required to Respond:

- **Pre-event actions needed:** Full fuel, basic maintenance check
- **After-event actions needed:** Damage assessment, priority repairs

Electric Vehicles & Chargers:

- **Pre-event actions needed:** Full charge, move to protected areas
- **Post-event actions needed:** Assess charging infrastructure damage

Fleet Field Service Truck Staging/Take Home:

- **Pre-event actions needed:** Stock trucks with emergency supplies
- **Post-event actions needed:** Deploy based on damage assessment

Following [Example Hurricane], several key areas for improvement were identified:

1. Communication Gaps: The radio range was insufficient in some areas. Need to add repeaters or upgrade to higher-powered units. Some staff were unreachable during critical hours due to dead batteries. Recommend deploying battery banks and implementing strict radio charging protocols.
2. Parts Shortages: Ran low on hydraulic fittings and filters by day 4. Current inventory levels need to be increased by 50% for critical components. Several vendors were

unreachable due to their hurricane impacts - need to establish backup suppliers from inland areas.

3. Fuel Management: The manual fuel tracking system proved inadequate during an extended power outage. Need to implement a backup generator for the fuel management system and purchase portable fuel meters. Consider adding a second mobile fuel truck for faster response times.
4. Staff Fatigue: 12-hour shifts proved too long for maintenance techs working in high-heat conditions. Recommend adjusting to 8-hour shifts with more staff rotation. Need to improve sleeping arrangements at the facility - current cots are inadequate for extended use.
5. Electric Vehicle Issues: When power went out, several EVs were stranded with low charge. Need better protocols for pre-storm charging and possibly invest in mobile charging units. The current emergency power system cannot support EV charging - need to address this gap.
6. Documentation: FEMA documentation was inconsistent across shifts. Need standardized forms and better training on proper documentation procedures. Photos weren't properly tagged and organized, causing delays in reimbursement processing.

Action Items:

- Update radio communication system by Q1 2025
- Increase parts inventory levels by January 2025
- Purchase additional mobile fuel monitoring equipment
- Revise staff scheduling protocols
- Create comprehensive EV emergency procedures
- Develop a standardized FEMA documentation training program

Review plan annually and update with needed changes. Last reviewed and updated: October 1, 2024 by: Marcus Johnson, Fleet Manager Reviewed with: Sarah Chen (Parts Manager), Tom Wilson (Lead Technician), Robert Martinez (Emergency Coordinator) Next review scheduled: October 1, 2025