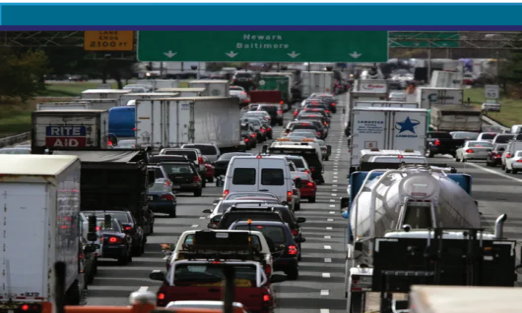




DeIDOT

TRANSPORTATION INCIDENT & EVENT MANAGEMENT PLAN

MARCH 2020



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Acronyms

ANSI	American National Standards Institute
ATMS	Advanced Traffic Management System
CONOPS	Concept of Operations
COOP	Continuity of Operations
CCTV	Closed Circuit Television
DelDOT	Delaware Department of Transportation
DEMA	Delaware Emergency Management Agency
DETF	DelMarVa Emergency Task Force
DFM/EO	Division of Facilities Management, Energy Office
DGS	Delaware Geological Survey
DHS	Department of Homeland Security
DHSS	Delaware Health and Social Services
DNG	Delaware National Guard
DNREC	Department of Natural Resources and Environmental Control
DNREC/EO	Department of Natural Resources and Environmental Control Energy Office
DOD	Department of Defense
DOE	Department of Education
DPH	Division of Public Health
DRBA	Delaware River and Bay Authority
DSFS	Delaware State Fire School
DSP	Delaware State Police
DSWA	Delaware State Waste Authority
DTC	Delaware Transit Corporation
DTI	Department of Technology and Information
EHTR	Emergency Highway Traffic Regulations
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERT	Emergency Response Team
ERU	Emergency Response Unit
FAA	Federal Aviation Administration
FD	Fire Department
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
GIS	Geographic Information System
GPS	Global Positioning System
HAZMAT	Hazardous Materials
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
IAP	Incident Action Plan

IC	Incident Command
ICS	Incident Command System
IM	Incident Management
ITS	Intelligent Transportation System
JIC	Joint Information Center
JOC	Joint Operations Center
MAP	Motorist Assistance Patrol
MOT	Maintenance of Traffic
MSHA	Maryland State Highway Administration
MDTA	Maryland Transportation Authority
MUTCD	Manual of Uniform Traffic Control Devices
NFSIMC	National Fire Service Incident Management Consortium
NJDOT	New Jersey Department of Transportation
NIMS	National Incident Management System
NPS	National Preparedness System
NRP	National Response Plan
NTIMC	National Traffic Incident Management Coalition
PennDOT	Pennsylvania Department of Transportation
PEMA	Pennsylvania Emergency Management Agency
PIO	Public Information Officer
PSP	Pennsylvania State Police
PVMS	Portable Variable Message Sign
RACES	Radio Amateur Civil Emergency Services
RTTA	Real Time Travel Advisories
RWIS	Roadway Weather Information System
SEOP	State Emergency Operations Plan
SERT	State Emergency Response Team
SITREP	Situation Report
SOP	Standard Operating Procedure
TAR	Travelers Advisory Radio
TEAM	Traffic Engineering and Management
TIEMP	Transportation Incident & Event Management Plan
TMC	Transportation Management Center
TMP	Traffic Management Plan
TMT	Transportation Management Team
TTC	Temporary Traffic Control
UC	Unified Command
USACE	United States Army Corps of Engineers
USDOT	United States Department of Transportation
VMS	Variable Message Sign
WMD	Weapons of Mass Destruction

1. Purpose

The purpose of the Transportation Incident and Event Management Plan (TIEMP) is to ensure that DelDOT maintains operations and manages any emergency transportation operation situation. The original TIEMP, developed in 2004, set the stage for DelDOT's incident and event management program. The plan defines the communication, response, resource, and responsibility procedures and guidelines for response to any event or incident that impacts the transportation system.

This plan lays out the coordination of the transportation preparedness activities between DelDOT, state, federal, and private agencies to prevent, protect, mitigate, respond, and recover from all hazards that could impact homeland security, public health and safety, or economic well-being. This plan will identify levels of response for planned and unplanned incidents and events establishing responsibilities for the safe, prompt, and orderly movement of persons and vehicles from the affected area(s) and re-entry of evacuees into the area once the incident or event no longer exists.

2. Background

The DelDOT Integrated Transportation Management program is designed to support all modes throughout the Department. Transportation management integrates technology, infrastructure and people to achieve mobility, safety and security goals. Growing out of the 1997 Strategic Plan, the Integrated Transportation Management System (ITMS) program is comprised of four integrated elements: the Transportation Management Center (TMC), ITMS Field Infrastructure, Incident and Event Management, and Transportation Homeland Security.

2.1 Transportation Management Center

The DelDOT Transportation Management Center serves as the central facility for integrated operations and management of the transportation system and as the focal point for the system's control functions. The TMC is DelDOT's 24/7 operations center, coordinating both internal divisions and external stakeholders. Any incident, such as a natural disaster or an act of terrorism, that impacts Delaware's multimodal transportation system is managed through the TMC.

The TMC utilizes advanced technologies to monitor and respond to data transmitted from key locations throughout the state. As an incident or event escalates, the TMC Staff may be augmented, as necessary, by internal DelDOT staff, a liaison from Delaware Transit Corporation (DTC), the Delaware State Police (DSP), and other emergency services coordinators.

The TMC experiences and addresses the state's recurring traffic congestion issues hands-on with fresh data every day. By using operations data to perform project prioritization, DelDOT can evaluate the whole state consistently with continuous 24/7/365 data such as travel times, traffic demand, and capacity. This continuous approach neutralizes the issues of a peak period in one county not being the same as another or incident frequencies being worse at some locations. With continuous data streams, the TMC studies not only the level of congestion at various locations, but how often it occurs.

2.2 ITMS Field Infrastructure

Equipment, devices, software, and a robust telecommunications system are required to monitor, control, and transmit millions of data bytes real-time, around the clock. Planning, design, construction, training, operations and maintenance are required for numerous systems and subsystems.

2.3 Incident and Event Management

Planned and unplanned incidents occur daily, and many incidents can span multiple days or even months. Intensive teamwork in the development of plans and policies is required to perform effectively. Hundreds of key stakeholders interact daily within DeIDOT, within Delaware, and within the region.

In the event of a major highway crash or incident, there are typically two or more “scenes” around the main incident area. In the event of a typical highway multiple vehicle crash, fire and rescue would respond to Scene 1, addressing the life safety and rescue activities. DeIDOT, with assistance from police would manage the larger Scene 2 area, keeping traffic out of Scene 1 by implementing traffic control and detour routes.

2.4 Transportation Homeland Security

Security threats can trump all other business in the transportation program. DeIDOT managers work with local, state, and national partners to build, maintain, and operate a resilient transportation system with redundancy and flexibility.

3. Stakeholders

Effective incident and event management requires cooperation, coordination, and communications from all agency stakeholders. DeIDOT will work with stakeholders to facilitate communication, response, resource, and responsibility procedures relating to incidents and events impacting the transportation system. The guidelines and procedures laid out in this plan will be utilized by the stakeholders to make joint decisions on responding to the incident or event. Stakeholder roles and responsibilities are listed in Section 11.

3.1 Primary Agencies

Department of Transportation (DeIDOT)

Delaware River & Bay Authority (DRBA)

Delaware Emergency Management Agency (DEMA)

Delaware State Police (DSP)

Local, Municipal and County Law Enforcement

Department of Natural Resources & Environmental Control (DNREC)

- Division of Soil and Water Conservation
- Division of Air and Waste Management
- Division of Fish and Wildlife

- Division of Facilities Management, Energy Office (DNREC/EO)
- Delaware State Fire School (DSFS)
County and Local Emergency Management Agencies
County, Local and the City of Wilmington Fire Service
Civil Air Patrol (CAP)

3.2 Support Agencies

- Department of Administrative Services (DAS)
- Division of Facilities Management, Energy Office (DFM/EO)
 - Division of Support Operations, Fleet Service
- Delaware Health & Social Services (DHSS)
- Division of Public Health (DPH)
- Delaware National Guard (DNG)
University of Delaware/Office of the State Climatologist
Delaware Geological Survey (DGS)
Department of Education (DOE)
Delaware Solid Waste Authority (DSWA)
Delaware Technology & Information (DTI)
Conectiv
Delaware Electric Cooperative (DEC)
Radio Amateur Civil Emergency Services (RACES)
Neighboring State and/or City Emergency Management Agencies

3.3 Federal Agencies

- U.S. Department of Transportation (USDOT)
- Federal Highway Administration (FHWA)
 - Federal Aviation Administration (FAA)
- Federal Emergency Management Administration (FEMA)
U.S. Department of Defense (DOD)
- US Army Corps of Engineers (USACE)

3.4 Regional Support

- I-95 Corridor Coalition
Delmarva Emergency Task Force (DETF)

4. Situations and Assumptions

This plan assumes that in the case of an emergency incident or event, the TMC building is still intact and operational. If not, the Continuity of Operations Plan (COOP) will be initiated and the mobile TMC will be made available for full operation. The following is assumed:

- 1) Delaware has an extensive multi-modal transportation network including road, rail, air, and water transportation systems that can be affected by an incident or event. Planned and unplanned incidents and events may cause major transportation blockages and consequently affect the protection of life and property.
- 2) DeIDOT has implemented an integrated transportation management system program that leverages technologies and procedures to improve the movement of people and goods by reducing congestion; increasing transportation system safety and efficiency; managing incidents, special events and work zones; and providing real-time and accurate traveler information.
- 3) DeIDOT has established a Transportation Management Center to facilitate the management of the transportation network.
- 4) Delaware State Police has established three (3) 911 centers to facilitate the management of the transportation network.
- 5) The fire service is comprised of over sixty volunteer and one career fire department. In addition, both the Delaware State Fire School and the State Fire Marshall's office support and coordinate with the local fire service.
- 6) State and local emergency operation centers have been established to coordinate resources and logistics during an elevated incident or event requiring activation of the state or local EOC.
- 7) There are a wide variety of planned and/or unplanned incidents and events that might require the mass movement of all or part of the population.
 - Examples of unplanned incidents or events are:
 - Weather events such as hurricanes, floods, coastal storms, snow, and ice.
 - A hazardous materials transportation accident, major fire, or natural gas leak.
 - A major hazardous materials spill, a nuclear event, or a terrorist attack involving chemical agents or weapons of mass destruction (WMD).
 - Serious crashes.
 - Planned events are those events for which the TMC has already established a transportation management plan. Examples include:
 - Sporting events such as Dover International Speedway NASCAR races and University sporting events.
 - Fairs and shows such as the Delaware State Fair, Firefly Music Festival, and the Dover Air Force Base annual air show.
 - Anticipated heavy traffic volumes such as summer weekend beach traffic.
- 8) The volume of impact, area, duration, and resources needed will determine the level of response required.

- 9) It is not always practical to limit access to unlimited access roadways or convert them to one-way outbound travel during an incident or event.
- 10) On limited access routes where entrances and exits can be controlled, it is possible to make these routes one-way inbound/outbound routes. The TMC, assisted by DSP, shall provide the management of traffic on converted one-way inbound/outbound limited access routes, if a decision is made to make these one-way inbound/outbound.
- 11) Assuming all evacuation routes are open and fully functional, it will take over 24 hours to evacuate a large population during the peak period.
- 12) Outside of the affected area, unaffected transportation systems (air, land, rail, water) should continue to function as designed, however, they should be prepared to operate at maximum capacities during an incident or event. If they are also impacted, a high level of response can be anticipated.
- 13) The TMC will be staffed and operational 24 hours per day, 7 days per week.
- 14) In the event of an evacuation, enough advanced warning time will not always be available to completely evacuate the total “at risk” population. To gain the maximum benefit of this transportation incident and event management plan, a recommendation for evacuation should, when possible, be made no less than 24 hours before the projected onset of an incident or event.

5. Incident Response Priorities

Incident objectives should be established based on the following incident response priorities:

Priority 1: Life safety

Priority 2: Incident stabilization

Priority 3: Preservation of property and environment

5.1 Preparedness

When applicable, DelDOT and stakeholders should take the following actions in advance of an event or weather incident.

- Actions for all stakeholders:
 - Identify essential, return-when-called, and non-essential personnel, equipment, and materials to be maintained during emergency conditions. “Essential Personnel” are those needed to sustain daily operations, and as part of the COOP are to be identified prior to the arrival of the incident or emergency.
 - Maintain systems, supplies, and equipment in operational readiness.
 - Develop functional checklists to assist personnel in preparing for a proper response to changing conditions.
 - Train personnel in emergency procedures.
- Maintenance Yards
 - Maintain an updated emergency personnel call-in list.

-
- Prepare all equipment in advance for a predicted event. This should include fuel, other materials, handheld operated equipment, radios, large or small vehicles, and heavy equipment.
 - Fill all vehicles with fuel and plug in diesel vehicles 12 hours prior to the anticipated start of the event.
 - Alert, activate, and pre-position personnel and equipment, if warranted.
 - Complete a family plan form. Gather personal supplies, medicines and other items desired for extended working conditions. This should include a change of clothes, bathing items, sleeping bag or cot, and other personal items to enhance personal welfare during high intensity working hours down to rest periods.
 - TMC Actions:
 - Obtain the Maximo event number (storm) from Central District.
 - Update and advise the Secretary of Transportation or designee if the Secretary is unavailable.
 - Update permanent and/or portable variable message signs (VMS) as appropriate.
 - The TMC will participate in DEMA's Bridge Calls, initiated by the State EOC/DEMA during major weather incidents.
 - The TMC will provide DEMA Bridge Call summaries to DeIDOT managers.
 - The TMC will coordinate internal DeIDOT conference calls
 - Traffic Safety
 - Work with respective district to ensure that necessary traffic control equipment is available for use. This includes signs, channelization devices, barricades, and message boards that could possibly be used if certain roadways need to be closed.
 - Review all highway work zones and contact the Project Supervisors to ensure that all hazards are corrected, all temporary traffic control devices are in place to allow for the safe and efficient movement of traffic and ensure that all emergency contact lists are up-to-date.
 - The District Safety Officers:
 - Will respond to their respective District and begin reviewing highway work zones to ensure that all devices are in place and there are no hazards to motorists.
 - Shall be in direct contact with the project inspection staff and/or project contractor to remedy any safety issues.
 - Shall communicate any roadway construction hazards to each specific DeIDOT Area Yard to ensure that all obstacles (steel plates, drop offs, raised utilities, etc.) are identified.
 - Community Relations
 - Brief the TMC on who the Public Information Officer (PIO) is prior to any major event or during an incident.
 - Coordinate press release information with pertinent DeIDOT divisions up to and including the Secretary's office.
 - Assist in disseminating public information as required or needed by the event.
 - Be prepared to support a joint information center (JIC) operation if formed.
 - Be prepared to handle media any time or location throughout the event.
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6. Concept of Operations

DelDOT has established a TMC that serves as the central facility for the integrated operations and management of the transportation system and as the focal point for the system's control functions. The TMC will manage and direct the transportation system during all incidents and events that impact the transportation system and will coordinate activities with DEMA and DSP to ensure effective management of the transportation system. The TMC utilizes advanced technologies to monitor and respond to data transmitted from key locations throughout the state and facilitates communication and coordination between incident responders. Primary and back-up communications will be established between the TMC, the state and local EOCs, firefighters, state and local law enforcement, the Delaware National Guard (DNG), and all affected local emergency service coordinators.

DEMA is the lead state agency for coordination of comprehensive emergency preparedness, training, response, recovery and mitigation services with the purpose of saving lives, protecting Delaware's economic base, and reducing the impact of emergencies. Delaware's response to emergencies is guided by the Delaware Emergency Operations Plan (DEOP), which establishes the policies and procedures for the protection of the lives and property of the citizens of Delaware during emergencies.

1. DelDOT will establish the transportation management policies and procedures to maximize the safe flow of persons and vehicles from the affected areas and give access to emergency personnel.
2. The establishment of predefined levels of response related to the "level" of impact of an incident or event can reduce the times associated with the incident identification, response, and clearance.
3. The actions described in the subsequent sections are to be implemented when there is a credible threat of an incident or event impacting the transportation system.

6.1 Levels of Response

Levels of response were developed to facilitate the management of incidents and events that impact the transportation system. The use of "levels" allows the amount and assignment of resources (i.e., people, vehicles, equipment, and materials) to be more readily defined and can reduce the times associated with incident identification, response, and clearance.

Levels 1 through 4 are to be used for guidance. The area of impact and resource requirements will determine the level of response required from the incident responders. However, depending on the impact to life and property the level of response may be greater regardless of the area of impact and resource requirements. These levels should be used as guidance and best professional practices should always be incorporated in determining levels of response.

6.2 TIEMP Level 1—Site/Area Specific

Level 1 includes the normal day-to-day activities that incident responders perform to respond to minor incidents and events that impact the transportation system. The area of impact is site or area specific and requires normal staffing and equipment. The incident responders will respond to minor incidents and events in accordance with established procedures. Normal staff assignments will be in place.

6.2.1 Action Items

All control, monitoring, information, and decision-making functions are in normal mode with the District(s). Area Representatives will be working directly with the TMC as illustrated in Table 1. The control, monitoring, and information functions at Level 1 will include but will not be limited to the items summarized in Table 1.

Table 1: Site/Area Specific TIEMP Level 1 Response

LEVEL 1- SITE/AREA SPECIFIC	NOTIFY	<ul style="list-style-type: none"> Local district Impacted stakeholder(s), if applicable
	CONTROL	<ul style="list-style-type: none"> Transportation management systems—normal operations Alternate routes—TMC works with Districts to select DelDOT network—maintain connectivity to State network Communication systems—administer and maintain
	MONITOR	<ul style="list-style-type: none"> Transportation management systems Network activity
	INFORM	<ul style="list-style-type: none"> Stakeholders Appropriate DelDOT departments Applicable state agencies Neighboring transportation agencies TMCs Media through Community Relations Public – via WTMC radio, DelDOT App, social media, website, Variable Message Signs (VMS)
	RESOURCES	<ul style="list-style-type: none"> Daily assigned personnel and assets

6.2.2 Pre-event Staging

Pre-event staging activities during Level 1 will focus on understanding the impact of various incidents or events on the transportation system and developing plans that will help minimize damages and reduce loss of life that may occur because of these incidents or events. Pre-event staging activities at Level 1 will include but will not be limited to:

- Perform normal system checks.
- Review system vulnerability.
- Evaluate the validity of emergency plans.
- Traffic engineering and evaluation of emergency routes.
- Inventory resources.
- Evaluate and test communications networks, including:
 - Protection from cyber security threats, etc.
 - Providing redundancy.
- Training and exercises.
- Research.
- Deploy additional sensors and surveillance technology.
- Upgrade traffic control devices.
- Create common messages.

- Public education.

6.3 TIEMP Level 2—District Wide or Multi-District

When the area of impact is district wide or multi-district, requiring a limited re-assignment of personnel and equipment, the TMC Operations Supervisor (on the advice of the incident responders) will move to Response Level 2. It is assumed that the local/county EOC may be activated or partially activated and the state EOC is on notice. Typical Level 2 incidents/events include diversions to other roads (i.e. blockage on main road), major crashes, closing of a road, injuries, isolated road flooding, HAZMAT incident, power outage, bridge structural damage, and large planned events (e.g., Dover Downs Race). During a Level 2 incident or event with no EOC activations, District/Area representatives or Scene Supervisor work in coordination with the TMC to manage the incident and/or event. When the local and/or county EOC becomes activated, incident/event management activities are coordinated with the activated EOC. The TMC will continue to receive regional incident updates from neighboring transportation agencies and FHWA through the TMC.

6.3.1 Level 2 Action items

At Level 2, all control, monitoring, information and decision-making functions are at an elevated mode.

Table 2: District Wide or Multi-District Specific TIEMP Level 2 Response

LEVEL 2- DISTRICT WIDE OR MULTI-DISTRICT	NOTIFY	<ul style="list-style-type: none"> • District (s) • Key decision makers • Subject matter experts
	CONTROL	<ul style="list-style-type: none"> • Transportation management systems—adjust system based on impact of incident/event • Assign and activate resources • Impacted routes—set-up and control; clearing of incident • Alternate routes—TMC/Districts/DSP reroute traffic • Transit—buses rerouted, if necessary • DelDOT network—maintain connectivity to State network • Establish interagency communications and coordination
	MONITOR	<ul style="list-style-type: none"> • Transportation management systems—redirect transportation monitoring systems to increase monitoring activities of key transportation facilities • Incident/Event—evaluate situation • Telecomm network - evaluate for impact on voice/data system
	INFORM	<ul style="list-style-type: none"> • Stakeholders • Appropriate DelDOT departments • Applicable state agencies • Neighboring transportation agency TMCs • Media through Community Relations • Public – via WTMC radio, DelDOT App, social media, website, Variable Message Signs (VMS)
	RESOURCES	<ul style="list-style-type: none"> • Determine required resources

		<ul style="list-style-type: none"> • Evaluate status of resources to handle the duration of the incident or event • Determine after-hours staffing levels for Districts/Traffic/ERU
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6.3.2 Level 2 Pre-event Staging

Pre-event staging activities during Level 2 will focus on coordination of activities, i.e., ensuring that all resources/personnel are interacting, available, and in position to respond to the demands of the incident or event to reduce loss of life and minimize damage. Pre-event staging activities at Level 2 will include but will not be limited to:

- Essential personnel will be placed on alert.
- The TMC will setup or participate in a conference call with the stakeholders to discuss the possible areas that will be affected, the extent, evacuation route selection, staging area, etc., and to review evacuation and traffic control procedures.
- Incident responders will review resource lists and availability of debris clearing equipment, four-wheel drive vehicles, emergency generators, fuel, chain saws, traffic control equipment, etc., will be reviewed. Signs, barriers, and people will be positioned at critical locations.
- All communications equipment will be tested.
- TMC staffing will be reviewed—an on-duty representative at the TMC will be available to respond to transportation related requests submitted through the state/county/local EOC.
- Incident responders will coordinate decision-making on early release or evacuation of employees, etc.
- Incident responders will periodically evaluate their resources/personnel to handle the passage of the incident/event.

6.4 TIEMP Level 3—Multi-District

When the area of impact is multi-district, requiring full-scale reassignment of personnel and equipment, and when there is a possibility of Federal agency activation, the TMC Operations Manager on the advice of incident responders will move to Level 3. It is assumed that impacted local/county/state EOCs may be activated if human need exists (i.e. shelter, mass care, etc.). Typical Level 3 incidents/events include coastal storms, high volumes of rain or snow, major HAZMAT incident, and limited evacuation. In the case of an incident or event that is slow moving such as a winter storm, many of the actions under Level 3 may have been started at Level 1 or 2. During a multi-district incident/event with state EOC activation, incident/event management activities will be coordinated directly between district management, scene(s) supervisor(s), TMC, and the state EOC. Local/county EOC activities will be coordinated through the state EOC. Regional incident or event updates will continue to be delivered to the TMC from neighboring transportation agencies and FHWA.



6.4.1 Level 3 Action Items

At Level 3, all control, monitoring, information and decision-making functions are at an elevated mode.

Table 3: Specific TIEMP Level 3 Response

LEVEL 3- MULTI-DISTRICT	NOTIFY	<ul style="list-style-type: none"> • District (s) • Key decision makers • Impacted stakeholder(s) • Senior management • Subject matter experts
	CONTROL	<ul style="list-style-type: none"> • Transportation management systems—adjust system based on impact of incident/event • Assign and activate resources • Impacted routes—set-up and control; stop construction and maintenance activities; close roads; clear obstacles • Alternate routes—TMC/Districts/DSP review detour routes; mobilize portable VMS; reroute traffic • Transit—buses rerouted • DMV—assess the need to waive tolls • DeIDOT network—implement reactive strategies to safeguard data • Establish interagency communications and coordination
	MONITOR	<ul style="list-style-type: none"> • Transportation management systems—redirect transportation monitoring systems to increase monitoring activities of key transportation facilities • Incident/Event—evaluate situation; assess impact of incident/event • Telecomm network—evaluate for impact on voice/data system
	INFORM	<ul style="list-style-type: none"> • Appropriate DeIDOT departments • Applicable state agencies • Joint Information Center (JIC), if established—Public Relations will coordinate public information announcements • Neighboring transportation agency TMCs • I-95 Corridor Coalition’s Information Exchange Network (IEN) • Coordinate with TRANSCOM • Community Relations • Public – via WTMC radio, DeIDOT App, social media, website, Variable Message Signs (VMS)
	RESOURCES	<ul style="list-style-type: none"> • Determine required resources to handle the duration of the incident or event

6.4.2 Level 3 Pre-event Staging

Pre-event staging activities during Level 3 will focus on coordination of activities, i.e., ensuring that all resources/personnel are interacting, available, and in position to respond to the demands of the incident or event to reduce loss of life and minimize damage, and to prepare for the potential impact of the incident or event. Pre-event staging activities at Level 3 will include but will not be limited to:

- Essential personnel will be activated and reassigned.
- The TMC will set up a conference call with the stakeholders to discuss the possible areas that will be affected, the extent, evacuation route selection, staging area, etc., and to review evacuation and traffic control procedures.
- The Emergency Support Coordinator 1 (ESC 1) workstation will be staffed by a designated DelDOT official when the state EOC is activated, at DEMA's request.
- Traffic control plans will be activated, and signs, barriers, law enforcement, and traffic control personnel will be deployed.
- Stakeholders will review resource lists and confirm availability of debris clearing equipment, four-wheel drive vehicles, emergency generators, fuel, chain saws, traffic control equipment, etc.
- Special facilities will be contacted and advised to be ready to evacuate their patients, staff, narcotics, and records.
- Public transportation requirements for those needing special assistance, (e.g., people who have mobility and/or health problems, special facilities, etc.), will be estimated. Pick-up and drop-off points will be identified and/or a telephone number to receive and process requests for transportation will be established.
- All communications equipment will be tested.
- Stakeholders will evaluate their resources/personnel needs to handle the passage of the incident/event and meet future requirements.

6.5 Level 4—Statewide/Multi-State

When the area of impact is statewide or multi-state, requiring total activation of personnel and equipment, and when there is federal agency activation, the TMC Operations Manager in coordination with incident responders will move to Level 4. At Level 4, impacted local/county/state EOCs will be activated. Typical incidents/events requiring a Level 4 designation include hurricanes, blizzards, biological incident, weapons of mass destruction, and acts of terrorism. In the case of an incident or event that is slow moving such as a hurricane, many of the actions under Level 4 should have been started at earlier levels. Incident/event management activities will be coordinated directly between the TMC, district management, scene(s) supervisor(s), the State EOC, and federal transportation agencies. Coordination with all activated local and county EOCs and Federal Emergency Management Agency (FEMA) will be through the state EOC. Regional incident and event updates will continue to be delivered to the TMC from neighboring transportation agencies and FHWA.

6.5.1 Level 4 Action Items

At Level 4, all control, monitoring, information and decision-making functions are at an elevated mode.

Table 4: Specific TIEMP Level 4 Response

LEVEL 4- STATEWIDE/MULTI-STATE	NOTIFY	<ul style="list-style-type: none"> • District (s) • Key decision makers • Senior management • Federal agencies • Subject matter experts
	CONTROL	<ul style="list-style-type: none"> • Transportation management systems—adjust system based on impact of incident/event • Assign and activate resources • Impacted routes—set-up and control; stop construction and maintenance activities; close roads and bridges if required; clear obstacles • Alternate routes—TMC/Districts/DSP review detour routes; reroute traffic • Traffic control resources—deploy portable equipment; pre-position trucks, traffic control devices and personnel • Transit—buses rerouted • DMV—assess the need to waive tolls • Establish interagency communications and coordination • Evacuation—at-risk population as deemed necessary
	MONITOR	<ul style="list-style-type: none"> • Transportation management systems—redirect transportation monitoring systems to increase monitoring activities of key transportation facilities • Incident/Event—monitor assigned personnel and resources • Telecomm network—evaluate for impact on voice/data system
	INFORM	<ul style="list-style-type: none"> • Appropriate DeIDOT departments • Applicable state agencies • JIC, if established—Public Relations will coordinate public information announcements • Neighboring transportation agency TMCs • I-95 Corridor Coalition’s Information Exchange Network (IEN) • Coordinate with TRANSCOM • Media through Community Relations • Public – via WTMC radio, DeIDOT App, social media, website, Variable Message Signs (VMS)
	RESOURCES	<ul style="list-style-type: none"> • Determine required resources to handle the duration of the incident or event

6.5.2 Level 4 Pre-event Staging

To ensure that all resources/personnel are available and in position to respond to the demands of the incident/event during Level 4, stakeholders will establish the following pre-event staging procedures:

- Systems and data safeguarded.
- Designated liaisons from each DeIDOT District along with a representative from the Traffic Engineering and Management (TEAM), DTC, DSP, and the federal government will report to the



TMC. An on-duty representative at the TMC will be available to respond to transportation related requests submitted from the state/county/local EOCs.

- The DelDOT and DTC workstations will be staffed by a designated DelDOT official when the state EOC is activated, and at DEMA's request.
- Traffic control plans will be activated and signs, barriers, law enforcement, and traffic control personnel will be deployed.
- All essential personnel will be activated for duration of the incident/event. If an evacuation is required, 24-hour operations will be maintained from the beginning of any evacuation through the implementation of any recovery plan.
- The TMC will set-up or participate in conference call(s) with the stakeholders to discuss the possible areas that will be affected, the extent, evacuation route selection, staging areas, etc., and to review evacuation and traffic control procedures.
- Stakeholders will review resource lists and confirm availability of debris clearing equipment, four-wheel drive vehicles, emergency generators, fuel, chain saws, traffic control equipment, etc.
- Pick-up and drop-off points will be established for those needing special assistance, (e.g., people who have mobility and/or health problems, special facilities, etc.)
 - If there is a threat to the TMC, steps should be taken to evacuate and/or relocate the TMC operations, if necessary.
 - Dover Air Force Base will be contacted to coordinate military evacuation or transportation needs.
- Evaluate resources/personnel needs to handle the duration of the incident/event.

Table 5: TIEMP Levels

Level	Area of Impact	Resources	Emergency Operation Centers (EOC) Activation for unplanned events	Highest Level of Decision Making	Examples
1	Site/Area specific	Normal Staffing.	Normal interagency communication—No EOC activation	Normal operations.	Day-to-day operations.
2	District wide or Multi-District	Limited re-assignment of personnel and equipment and greater expertise may be needed. Primary agencies notified or activated.	Elevated communications, local/county EOCs may or may not be partially or fully activated. State EOC on notice.	District Managers/Chief Traffic Engineer/TMC Operations Managers.	Traffic may need to be diverted to other roads (i.e. blockage on main road); major crash; closing of a road; injuries; isolated road flooding; HAZMAT incident; power outage; bridge structural damage; large planned events (i.e., Dover Downs Races).
3	Multi-Districts	Reassignment of personnel and equipment and greater expertise may be needed. Primary agencies notified or activated.	Elevated communications, local/county EOCs may or may not be partially or fully activated. State EOC on notice.	Division Director or Department Secretary.	Coastal storm, high volumes of rain or snow; major HAZMAT incident; limited evacuation.
4	Statewide/Multi-State	Total activation of personnel and equipment. Primary, contract, and support agencies activated. Ongoing federal coordination.	Impacted local/county & state EOCs activated. DeIDOT liaison to state EOC if state EOC activated.	Governor, DEMA, or Cabinet Members.	Hurricanes; floods; blizzards; catastrophic HAZMAT incident; biological incident; weapons of mass destruction; acts of terrorism.

6.6 Re-Entry/Recovery Phase

This phase will be implemented following the passage of the storm or the event. Affected agencies may remain at Level 4 or downgrade to a lower level depending on the extent of the damage inflicted by the storm or event. First responders shall accomplish initial assessments to determine hazardous and non-hazardous areas. If conditions allow for debris clearance and power restoration, then workers may re-enter the area. Areas that the EOC or first responders consider unsafe shall be restricted areas until they are made safe. Emergency roadway clearance procedures and guidelines shall be followed as specified in the Debris Management Plan.

The TMC and incident responders will continue to work together to bring the transportation system back to normal or as close to normal as possible after the incident or event. It is important to note that in the case of a major incident or event, recovery will take place in a series of stages. The following minimum actions will be implemented following the event to ensure the safe and orderly return to the affected area(s):

- Communications will resume normal operations.
- The public works and engineering activities required to restore the evacuated area(s) to habitable conditions will be carried out with appropriate support agencies and companies which may be required to provide public works and engineering assistance to facilitate the restoration of the evacuated area(s).
- The affected areas will be assessed to ensure that the following conditions prevail in the evacuated area before evacuees are authorized to return:
 - The threat that caused the evacuation has been resolved.
 - Enough debris has been removed to permit travel and roads and bridges are safe to use.
 - Downed power lines have been removed; ruptured gas, water and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not have yet been fully restored.
 - Structures have been inspected and determined to be safe to reoccupy.
 - There is adequate water available for firefighting.
- The requirements for traffic control for the return of evacuees will be determined.
- The traffic control plan will be activated, and law enforcement and traffic control personnel will be deployed.
- The draw span on all drawbridges will remain closed except for authorized traffic.
- Available wreckers, tow trucks, Emergency Response Units (ERUs) and Motorist Assistance Patrols (MAP) vehicles will be on-site at predetermined locations along the return route to respond and assist in the maintenance of traffic flow.
- Re-entry information will be coordinated with the media to advise evacuees that they can return to their homes and businesses. Preferred travel routes will be indicated.

- Information on status will be disseminated via VMS, WTMC radio station, DelDOT Mobile App, social media networks, handouts (toll booths), etc. to the public.
- Special facilities will be contacted regarding return of evacuees to those facilities. Transportation will be provided for those without personal vehicles.
- Access controls will be maintained for areas that cannot be safely reoccupied.
- The TMC will continue to monitor the event and provide information, as required.
- The TMC, incident responders, and federal agencies will work together to conduct damage assessment, set-up a disaster field office, and begin recovery phase, as necessary.

6.7 Post Event

Demobilizing and removing equipment, personnel, and response vehicles safely and efficiently is the primary goal of post-event activities. All responders must exercise care when demobilizing, particularly if other responders remain present. To maintain safety, the Incident Commander must be notified of any responders departing the scene and the equipment or response vehicles that will be removed with them. Once victims, crashed vehicles, spills and associated debris have been removed, the Incident Commander must also monitor and control scene dismantling while recognizing the dangers of changing conditions and traffic returning to normal flow, often at high speeds.

6.7.1 Documenting Costs for Federal Reimbursement

- DEMA will coordinate the Public Assistance request process through FEMA and will assist all potential applicants through the process. At no point will any state, county, or local agency request federal assistance or reimbursement through FEMA without coordinating it through DEMA.
- All agencies involved in debris removal operations who think they may be eligible for federal reimbursement from FEMA are required to submit a Request for Public Assistance (FEMA Form 90-049) in the Grants Portal within thirty (30) days of the date of declaration. The Request for Public Assistance provides an avenue for an organization to identify points of contact, information pertaining to the type of agency, (state, county, local, private nonprofit), and location of agency. The form must be submitted in the Grants Portal within the thirty (30) day window or Public Assistance funding, and therefore reimbursement can be denied. Once received, the form will be reviewed, and an eligibility determination will be made. The applicant will be notified of the eligibility ruling and will have sixty (60) days from the date of notification to appeal any decision. If the applicant is ruled eligible, they become a subrecipient under the Public Assistance Grant Program where the reimbursement level will be at no less than 75 percent of the total eligible project cost for the applicant.
- FEMA's Program Delivery Manager (PDMG) will work with the applicant(s) and subrecipient(s) to submit a Damage Inventory in the FEMA Grants Portal. The Damage Inventory is a detailed list of debris removal, emergency work activities, and damaged facilities for which reimbursement is being sought. The Damage inventory must be submitted within sixty (60) days of the Recovery

Scoping Meeting (RSM). It is suggested that an applicant(s) bring their draft Damage Inventory to the RSM to allow them to further develop it with their Program Delivery Manager.

- All agencies requesting potential federal reimbursement, whether it is for force account or contractual services, must organize, track, and maintain the following data:
 - Labor /timesheets /benefit rates for each individual.
 - Equipment usage sheets indicating location and hours actually in use.
 - Work location for all laborers and the specific equipment being utilized.
 - All invoices for any purchases being claimed and cancelled checks.
 - All load tickets and summaries.
 - Field notes / backup documentation.
 - Any other documents deemed pertinent.

Details regarding specific requirements for each of the above requirements can be found in Appendix O.

6.7.2 Post Incident Review/Critique

The Post Incident Review process is an evaluation of the incident management response and recovery effort for major incidents. A review of incident/event management shall be organized and conducted to identify needed improvement in this Plan, procedures, facilities, and equipment. By conducting a post incident critique with employees and responders, managers can evaluate the effectiveness of the response and identify areas that need improvement.

The post incident review meeting is initiated once the incident has been concluded and can be conducted internally by agencies or at a multiagency level to include all of the agencies involved in the incident. The multi-agency approach allows for a more complete analysis of the entire response and is key to identifying strengths and weaknesses in the inter-agency coordination during the incident. Post incident critiques of major and significant events also provide an opportunity to review the effectiveness of response plans, actions and procedures in response to an actual incident and can be extremely valuable in validating existing or improving response plans, procedures and interagency coordination for future incidents.

Post incident preparation for a critique should begin immediately following a major incident. Any agency involved in the incident activities can request a multiagency critique and initiate the post-incident preparation. Once the incident is identified as one which will be critiqued, each agency that was involved in the event should begin to gather information on their incident activities as well as how they felt that the overall event was handled. The critique should be closed to the general public and only include people who were actually involved in dealing with the incident. Ideally, the incident critique should be moderated by personnel who were not involved with the incident and have the ability to keep the conversations on topic and manage any conflicts that may arise in order to ensure the critique remains a productive learning experience.

Following the Post Incident Review Process, creating a Lessons Learned document capturing what went well and what could be improved upon or could have been done better along with any action items and assignments that were identified, is an effective way to improve emergency response planning and procedures.

7. Relationship to Other Plans

Over the years, DeIDOT has developed annexes to the TIEMP as well as additional plans to prepare for various man-made and natural disasters. Standard Operating Procedures (SOPs) have been developed to standardize TMC operations and are called out below along with the other plans.

Table 6: DeIDOT Transportation Plans

Division	Title & Description
Planning	Delaware General Aviation Security Plan Provides knowledge of airports in Delaware.
	Delaware Statewide Long-Range Transportation Plan Provides framework for the documentation of DeIDOT's innovative policies, programs, and operations and explores strategies for addressing statewide transportation challenges.
TMC	TMC SOPs
	All-Hazards Evacuation Plan for Individuals Requiring Transportation Assistance Focuses on managing the transportation component for individuals requiring transportation assistance during large all-hazard events or incidents throughout the entire state.
	All-Hazards Evacuation Plan—Kent Focuses on managing the transportation system during large planned or unplanned incidents or events that may affect the health and safety of people living within Kent County.
	All-Hazards Evacuation Plan—New Castle Focuses on managing the transportation system during large planned or unplanned incidents or events that may affect the health and safety of people living within New Castle County.
	All-Hazards Evacuation Plan—Sussex Focuses on tidal inundation incidents and events that may affect Sussex County, including hurricanes, nor'easters, coastal storms, tidal or storm surges, and heavy rains.
	Bridge Closure Plan Establishes guidelines for advisories, warnings, restrictions, and prohibitions for traffic on Delaware's major bridges during extreme wind, snow and ice, and environmental conditions that cause dangerous driving conditions.
	Fuel Locations Map Provides the fuel locations at area maintenance yards and Delaware Transit Corporation.
	Christiana Mall Emergency Transportation Management Plan Identifies the transportation procedures and resources necessary to support an evacuation of the Christiana Mall area. It addresses vehicular, transit, pedestrian and aviation movement.
	Continuity of Operations Plan (COOP) The DeIDOT COOP plan provides guidance for and facilitates the preparation of site- or activity-specific plans and procedures that help ensure the safe and efficient relocation of essential personnel in the event their primary facility is unusable. This process also ensures the continuity of business and operations for the state of Delaware.
	Debris Management Plan

	<p>Facilitate and coordinate the removal, collection, and disposal of debris following a disaster, expedite recovery efforts in the impacted area, and meet the requirements for federal reimbursement.</p> <p>Delaware Integrated Transportation Management Strategic Plan Provides state-of-the-system information and provides recommendations for ITMS strategies through an integrated transportation management approach.</p> <p>DeIDOT Traffic Secondary Roles Standard Operating Procedures Identifies secondary roles for personnel whose primary duties are non-essential to operations at a time when additional personnel are needed.</p> <p>DeIDOT Transportation Homeland Security Plan Coordinates the transportation preparedness activities between DeIDOT, state, federal, and private agencies to prevent, protect, respond to and recover from all hazards that could impact homeland security, public health and safety, or economic well-being.</p> <p>Dover Air Force Base Incident Plan Provides traffic control point configurations, detours and incident communications templates in the case of emergency.</p> <p>Dover International Speedway Emergency Event Evacuation Plan/Traffic Operations Manual Demonstrates how the TMC will work together with other agencies, including Kent County Emergency Management Agency, State and local police, Dover International Speedway, fire and EMS to manage the transportation systems as safely as possible and the potential evacuation of the area should an incident threaten the speedway during an event.</p> <p>Firefly Event Operations Plan Identifies the transportation procedures and resources necessary to support Firefly Music Festival and potential evacuation of the event and surrounding campgrounds. It addresses vehicular, pedestrian, and aviation movement.</p> <p>Salem and Hope Creek Nuclear Generating Stations Traffic Operations Plan Provides traffic operations guidance for State of Delaware personnel responding to an accident occurring at the Salem and Hope Creek Nuclear Generating Stations. It should be used in conjunction with Standard Operating Procedure 700 and SOP 1200, which can be found in the Delaware Radiological Emergency Plan.</p> <p>Snow Emergency Plan Provides timely, efficient, and cost-effective responses to winter storms. This plan is written for DeIDOT personnel and outlines the authority, responsibility, and priorities for snow operations.</p> <p>Toll Plaza Modified Operations Plan for Closures and Waivers Establishes guidelines for temporarily suspending toll collection at the mainline toll plazas on SR 1 and Interstate 95 (I-95) in the event there is an evacuation of citizens from areas likely to be impacted by a significant event and provides an activated detour route which utilizes the tolled facility to route traffic past or around an incident which severely impacts another roadway in order to facilitate the efficient flow of the additional volume of traffic along the tolled facility</p>
DEMA	<p>Delaware Emergency Operations Plan (DEOP) Establishes policies and procedures that represent a coordinated effort to manage potential disasters that may affect the state of Delaware—applicable to agencies engaged in or in support of emergency operations prior to, during, and after a disaster.</p>
DTC	<p>Delaware Transit Corporation (DTC) Plan Describes the Transit Corporations responses to incidents.</p>

8. Traffic Incident Management

8.1 NIMS

The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernment organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

The purpose of the NIMS is to provide a common approach for managing incidents. The concepts provide for a flexible but standardized set of incident management practices with emphasis on common principles, a consistent approach to operational structures and supporting mechanisms, and an integrated approach to resource management.

Incidents typically begin and end locally, and they are managed daily at the lowest possible geographical, organizational, and jurisdictional level. There are other instances where success depends on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency-responder disciplines. These instances necessitate effective and efficient coordination across this broad spectrum of organizations and activities. By using NIMS, communities are part of a comprehensive national approach that improves the effectiveness of emergency management and response personnel across the full spectrum of potential threats and hazards (including natural hazards, terrorist activities, and other human-caused disasters) regardless of size or complexity.

8.2 ICS

Incident Command System (ICS) is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations. ICS represents “best practices” and has become the standard for emergency management across the country. ICS may be used for planned events, natural disasters, and acts of terrorism.

ICS mandates that for every incident or event that requires multi-agency coordination there is a Commander, the senior person on location, or sometimes the only person on location.

8.2.1 Organization

During an incident or event that impacts the transportation system, the TMC coordinates internally with other DelDOT groups, such as the Division of Community Relations, Delaware Transit Corporation (DTC), DelDOT Maintenance, the Department of Motor Vehicles; and externally with other local, state, and Federal agencies, like the Delaware State Police (DSP), Federal Highway Administration (FHWA), and the Delaware National Guard (DNG).

8.2.2 Additional Coordination

8.2.2.1 National Guard

The National Guard may obtain fuel at the DART yards in Dover, Georgetown, Wrangle Hill, or Exit 6 off I-95. DelDOT will provide the National Guard with a badge to allow for fueling at DART facilities. National Guard vehicles should not be filled with biodiesel fuel.

The TMC has four “master” DART fuel badges locked in the TMC key box. Upon request, the TMC will sign them out to the National Guard. Once the event is over, the National Guard will return the badges to the TMC who will sign them back in. These badges will only be active during a large-scale incident; the TMC will call DTC to activate and de-activate the badges. *Note: Gates close at 11:00PM*

The initial points of contact for activating and deactivating user names and passwords for badges are: DTC Procurement Manager, DTC Assistant Procurement Manager, followed by a cc to their managers, DTC Fiscal Manager and DTC Operations Control Manager.

8.2.2.2 Dialysis Coordination

There are 22 dialysis centers in Delaware which operate 2-3 shifts a day. As specified in the Department of Health and Social Services’ (DHSS) Emergency Dialysis Plan:

- If a patient rides DART, all schedule changes and transportation issues go to DART.
- If a patient rides through Logisticare services, all schedule changes and transportation issues go to Logisticare.

Any changes to the DART dialysis patient rider’s schedule that would require National Guard support, or the plowing of specific routes should be coordinated through the TMC.

9. Incident Classification

All traffic incidents will be classified based on the expected incident duration. The three incident classes to be used are as follows:

9.1 Major Incidents –*expected duration >2 hours*

Major traffic incidents typically involve closing all or part of a roadway facility for a period exceeding two hours. During major incidents, motorists are usually diverted through lane shifts or directed around the incident using an emergency alternate route.

Examples include:

- Fatal crashes or incidents that require a crash investigation
- Incidents involving a hazardous materials spill
- Overturned truck or tractor-trailer
- Structural damage
- Wildfires near the roadway

9.2 Intermediate—*expected duration 30 minutes-2 hours*

Intermediate traffic incidents usually require traffic control on the scene to divert motorists past the blockage. Full roadway closures might be needed for short periods during incident clearance to allow responders to accomplish their tasks.

Examples include:

- Rollover or multi-vehicle crashes
- Crashes involving personal injury
- Truck or tractor-trailer crashes

9.3 Minor—*expected duration < 30minutes*

For minor traffic incidents, it is generally not possible or practical to set up a lane closure with traffic control devices.

Examples include:

- Disabled vehicles
- Minor crashes (e.g., property damage only)
- Roadway debris

10. Hazardous Materials Response

10.1 Identification

Hazardous materials can be identified through labels, markings or placards. Labels are placed on the actual item or the individual package that the material is contained in. Markings are placed on the boxes that the materials are transported in. Placards are placed on the outside of the trucks that the material is being transported in. Placards, which should be placed on each side and each end of the transport vehicle, are typically the first reference responders use when trying to identify a hazardous material.

It is important for responders to note that if the amount of the transported material is below a certain quantity, the truck is not required to be placarded. However, a 'dangerous' placard may be used if the shipment contains non-bulk packages of two or more classes of hazardous materials. If available, the vehicle's bill of lading, or shipping papers, should identify the type of material(s) being transported. It is important to always verify what material is being transported during an incident prior to initiating any recovery efforts.

Placards are color-coded based on the class of hazardous material being transported.

10.2 Notification

Any discharge of hazardous substance that adversely impacts or threatens to adversely impact public health, welfare or the environment must be reported to the Delaware Department of Natural Resources and Environmental Control (DNREC) immediately. DNREC is a part of the State Emergency Response Team (SERT), whose members also include DEMA, Delaware State Fire School, Delaware State Police, the Division of Public Health, local and county government agencies. Reports of incidents and to initiate a SERT response call the 24-hour hotline (1-800-662-8802).

11. Assignment of Responsibilities (Agencies)

11.1 Primary Agencies

11.1.1 Delaware Department of Transportation (DelDOT)

- Coordinate the closure of high-rise roadways such as bridges or flood-prone sections of roadway.
- Work with DSP in the selection of alternate transportation routes that may be required because of closed designated routes.
- Assign Motorist Assistance Patrol and Emergency Response Unit trucks to evacuation routes to ensure rapid assistance to disabled vehicles that may impede traffic flow.
- Integrate available Intelligent Transportation Systems (ITS) components into incident and/or event transportation management plans.
- Provide real-time transportation information to the state EOC during all ongoing incident and event operations
- Provide traffic engineering, geographic information and mapping services to survey/assess the condition of designated evacuation routes.
- Provide required traffic control barriers, cones, temporary signs, and sign crews to support evacuation route management.
- Provide other transportation support as requested through the State EOC to all emergency operations.
- Transportation Management Center
 - As an incident or event escalates, TMC Staff maybe augmented, as necessary.
 - Primary and back-up communications will be established between the TMC, state and local EOCs, state and local law enforcement, and all affected local emergency service coordinators.
 - Transportation facilities will continue to be managed and directed by the TMC.
 - **Transportation management**, i.e., manage the transportation demand, facilitating the passage of emergency vehicles and the deployment of trailblazer signs. In addition, the TMC will be required to:
 - Coordinate the deployment of DelDOT representatives to the local and state EOC, or incident command center, if requested/required by DEMA,
 - Redirect monitoring of transportation management systems to focus on incident or event.
 - **Evacuation route planning**: participate in the selection of specific evacuation routes depending on the location, type, and severity of the disaster and input from the District Engineers and DSP. The TMC will be required to:
 - Maintain evacuation planning information for known risk areas,
 - Review the evacuation plans of special facilities within known risk areas,

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- Assist with the designation of routes for the emergency movement of people, equipment, supplies, records, etc.
 - Provide information on shortest routes for emergency responders.
 - **Secondary incident management:** monitor traffic movement on designated evacuation routes and coordinate the re-direction of traffic to alternate routes in the event of bottlenecks on designated routes.
 - **Providing real-time information:** to other DelDOT Divisions; state, local, regional, and federal agencies; public safety agencies; the media; public and adjoining states. The TMC will use all available information dissemination devices, i.e., WTMC radio, VMS, DelDOT website, Facebook, Twitter and the DelDOT App. The TMC will be required to:
 - Collect and report to DEMA (or to the State EOC, if activated) any information on major disaster disruption of, or damage to State, Federally aided, and other highway systems and facilities. This information should include disruptions and damage to county and municipal highway systems and facilities.
 - Collect and report to DEMA (or to the State EOC, if activated) any information on major disaster disruption of and damage to key air, rail, water and ground transportation systems and facilities.
 - **Deploying assets, stage:** dispatch equipment and personnel, as required to support the management of incidents and events.
 - DelDOT District Engineers (North, Central, Canal, South)
 - Coordinate major emergency transportation management activities with the respective districts with the assistance of the TMC and DSP
 - Identify risk areas near the incident site and assist with the evacuation of people in those risk areas.
 - Coordinate the transportation services of emergency supplies of motor fuels and lubricants with primary and support agencies.
 - Request support from the TMC to assist in maintaining traffic movement and keeping evacuation routes open.
 - Provide signs, barricades, barriers, and other resources to reroute traffic and/or restrict entry to areas where entry must be controlled.
 - Staff the traffic control measures implemented along state owned roads.
 - Relay on-scene information to the TMC.
 - Monitor personnel and equipment assigned to the incident or event.
 - Coordinate transportation for special facility evacuees and for evacuees without vehicles.
 - Coordinate the closure of high-risk roadways such as bridges, flood-prone sections of roadway, and adjust transportation resources to meet impeding emergencies.

- Stop all maintenance work on designated evacuation routes and coordinate with the Transportation Solutions Division to stop all construction on designated evacuation routes, as necessary.
- Accountability of assigned employees, personnel, and assets.

11.1.2 Delaware Transit Corporation (DTC)

Delaware Transit Corporation responsibilities will include but will not be limited to:

- Reroute buses, adjust schedules, and provide changes to the public to circumvent the incident or event area.
- Assist with the transportation of persons from facilities and those without access to personal vehicles, when requested.

11.1.3 DelDOT Division of Community Relations

Community Relations responsibilities will include:

- Receive, compile, and prepare news releases on all phases of the event.
- Coordinate the release of event-related information with other state agencies and the federal government, local governments, and quasi-public relief organizations.
- Disseminate evacuation information advising the public of evacuation actions to be taken using a current list of radio stations, television stations, cable television companies and newspapers.
- Designate a representative to report to the state EOC or JIC, when requested by DEMA.

11.1.4 DelDOT Transportation Solutions

Transportation Solutions responsibilities will include but will not be limited to:

- In conjunction with the District Engineers, stop all construction on designated evacuation routes, as necessary.

11.1.5 DelDOT Toll Operations

The Toll Operations responsibilities will include but will not be limited to:

- Provide transportation resources.
- Aid with traffic control to expedite traffic flow.
- Work with the TMC, Delaware River and Bay Authority (DRBA), and the DSP to control access.
- Provide evacuation support.
- Monitor the flow of traffic on toll facilities.
- Provide real-time information to primary and support TMC agencies.
- Assist with air/ground transport.

- Participate in pre-event conference call with other agencies.
- Disseminate information to public in toll lanes.
- Assess and report available resources to the Director.

11.1.6 DeIDOT Office of Information Technology

The DeIDOT Office of Information Technology will support and maintain with the assistance of vendors and service providers, the following systems:

- Video cameras
- Traffic signals
- Variable speed limit communications
- Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL)
- Trapeze
- WTMC radio
- DeIDOT App
- Intra-Department communications
- Telephones
- Other devices and applications

11.1.7 DeIDOT Aeronautics

Aeronautics responsibilities will include but will not be limited to:

- Act as liaison between Federal Aviation Administration (FAA), airports, and DEMA.
- Coordinate aerial video and air transportation requirements with the Civil Air Patrol (CAP).
- Know the operational status of all public use airports in the event of an incident.
- Work with the airport manager, Federal Aviation Administration (FAA), DeIDOT, police, and fire departments to control access, if the event of incident impacts an airport.

11.1.8 Delaware Emergency Management Agency

Delaware Emergency Management Agency (DEMA) responsibilities will include but will not be limited to:

- Notify the TMC Operations Manager of activation, emergency, and staffing requirements in accordance with standard EOC activation procedures
- Determine priorities of transportation requests and requirements
- Consult with the Department of Administrative Services, Fleet Services, and the Department of Natural Resources and the Environmental Control, Energy Office, to coordinate the emergency provision of all motor fuels, gases, etc. and transport services.
- Designate specific mission requests/assignments to provide disaster recovery and assistance.
 - Additional responsibilities under the DEOP.

11.1.9 Delaware State Police

Delaware State Police responsibilities will include but will not be limited to:

- Assist in the implementation of the Traffic Control Plan for each District.
- Provide traffic control along the designated evacuation routes to expedite the flow of traffic out of the affected areas.
- Control access to evacuation routes during the evacuation of the at-risk areas.
- Maintain order and security on the designated evacuation routes.
- Monitor the flow of traffic during evacuation and keep the TMC informed of the status.
- Patrol sections of the designated evacuation routes to help immediately clear any disabled vehicles, which may block the roadway or shoulders.
- Recommend evacuation routes to the District Engineers and/or the TMC.
- Assist in warning the public.
- Control re-entry into the impacted area.
- Provide, as requested by the State EOC, emergency transport of personnel as required and enforcement of Emergency Highway Traffic Regulations (EHTRs).
- Protect property in evacuated areas and limit access to those areas.

11.1.10 County and Local Emergency Management Agencies

County and Local Emergency Management Agency responsibilities will include but will not be limited to:

- Provide a list of city/county transportation resources in the city/county.
- Assess the disaster—caused transportation problems of the county and local agencies including transportation needs for the evacuation of the public.
- Determine availability of needed transportation resources and coordinate the mobilization and distribution of same.
- Work with Delaware Health and Social Services (DHSS) representatives to support and coordinate special evacuation needs of the physically impaired and senior citizens in the jurisdiction.
- Communicate with DEMA, DelDOT, DSP and local police regarding information on evacuation routes and road conditions.
- Assist DelDOT and DSP in identifying major transportation arteries affected by a disaster and develop alternate or by-pass routes.

11.1.11 Civil Air Patrol

Civil Air Patrol (CAP) responsibilities will include but will not be limited to:

- Provide fixed wing aviation assets to support aerial traffic surveillance missions.
- Provide air-to-ground radio communication during evacuation operations.

11.1.12 Delaware River and Bay Authority

Delaware River and Bay Authority responsibilities will include but will not be limited to:

- Provide guidance, coordination, and assistance to all roadway, runway, and waterway requests that fall within their jurisdiction.

11.1.13 Delaware Department of Natural Resources (DNREC)

Department of Natural Resources and Environmental Control responsibilities will include but will not be limited to:

- Utilize Division of Parks & Recreation and Division of Soil & Water Conservation resources to assist in transportation requests.
- Ensure that Energy Office (DNREC/EO) will coordinate the emergency provisions of motor fuels, gases, etc. and transport services.

11.1.14 County and Local Law Enforcement Agencies

County and Local Law Enforcement responsibilities will include but will not be limited to:

- Recommend evacuation routes to the Incident Commander or EOC staff.
- Assist in evacuation by providing traffic control.
- Protect property in evacuated areas and allow limited access to those areas.
- Secure and protect or relocate prisoners.
- Coordinate law enforcement activities with other emergency services.
- Assist in warning the public.
- Provide information to the Public Information Officer for new releases to the public on the evacuation routes.
- Incident Commander on Police incidents.

11.1.15 Local Fire Service Departments

County and Local Fire Service responsibilities will include but will not be limited to:

- Responsible for fire protection in evacuated areas.
- Assist in warning the public.
- Assist in evacuating the aged, persons with disabilities, and other special needs groups.
- Incident Commander on Fire incidents.

11.2 Support Agencies

11.2.1 Department of Administrative Services/Division of Support Operations, Fleet Service

- Assign, in accordance with priorities established by the State EOC, state owned motor vehicles for emergency operations purposes.

11.2.2 Department of Health & Social Services/Division of Public Health

- Coordinate emergency medical transportation services.

11.2.3 Delaware National Guard

- Perform emergency air and ground transport operations as directed by the Governor and at the request of DEMA

11.2.4 University of Delaware/Office of the Delaware State Climatologist

- Provide real-time Delaware climate data and forecasts.

11.2.5 Delaware Geological Survey

- Provide geologic and hydrologic information that can be used to make informed decisions on water resources, public health, environmental protection, and geologic hazards.

11.2.6 Department of Education

- Utilize transportation resources to assist in transportation requests, e.g., vehicles, school buses, etc.

11.2.7 Neighboring State and/or City Emergency Management Agencies

- Coordinate incident or event management activities with the TMC and DEMA.

11.2.8 Department of Technology & Information

- Ensure that the state network is available to transfer data between agencies involved in the management of the incident or event.

12. Communication

DelDOT will utilize plain language, or clear text communication standards when communicating both internally and externally.

12.1 Public Information Resources

DelDOT broadcasts and posts weather information using the following technology:

- WTMC 1380AM radio and 98.5 FM
- Real Time Travel Advisories (RTTA) on the internet, which populate DelDOT's Facebook page and Twitter account, and
- On Variable Message Signs which can be viewed on the DelDOT Interactive Traffic Website
- On DelDOT Mobile App

In addition, DelDOT's interactive traffic map, found at www.deldot.gov displays traffic cameras, weather stations, travel advisories, restrictions, delays, VMS messages and closures throughout the state.

12.2 Internal Communications

12.2.1 Shared Radio Channels/Back-up Communication System

The following is the standard operating procedure for communication pertaining to transportation operations:

- All field personnel shall use their normally assigned talk-group/area.
- All field personnel shall not use scan option unless directed to by a higher authority.
- To contact an individual/group on another talk-group, it is the caller's responsibility to switch to the other talk-group.
- Field personnel shall report a hazard on the road system to the TMC. They may switch to an appropriate talk-group/area to report the hazard.

13. Legislation

13.1 DeIDOT

Title 17 of the Delaware Code provides DeIDOT with the authority to care, manage, and control 93% of all the public roads, causeways, highways, and bridges in Delaware—equaling 13,954 lane miles, 1,722 bridges and 1 ferry, 54 toll lanes, over 300 miles of fiber optic cable, over 700 Intelligent Transportation System (ITS) devices which includes 153 cameras, etc. ¹

13.2 Declaration

Pursuant to Title 20, Chapter 31 of the Delaware Code, the governor may delegate authority to the Secretary of Public Safety, Director of DEMA or some other authority to declare a State of Emergency. In the case of severe winter storm or snow emergency, the declaration *may* include the following components:

- Driving warning or restriction.
- Authorization for DeIDOT to remove abandoned vehicles from roads at the expense of the vehicle owner.
- Authorization for DeIDOT to order bridge and road closures as necessary to protect the health and safety of the traveling public.

During the declared emergency, DEMA is a proxy for the Governor and can direct any state agency to support the effort.

- As outlined in the Delaware Code, during an emergency or disaster, the Governor may:
 - Subject to any applicable requirements for compensation, utilize any private, public or quasi-public property if necessary, to cope with the emergency or disaster;
 - Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if this action is necessary for the preservation of life;
 - Prescribe routes, modes of transportation, and destinations throughout the State in connection with evacuation;
 - Control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein;
 - Notwithstanding any other provision of law, through the use of state agencies or instrumentalities thereof, clear or remove from publicly or privately-owned land or water debris and wreckage which may threaten public health or safety, the environment, or public or private property.

¹ 2017 Annual Report and Transportation Facts: A Guide for Stakeholders, Transportation Professionals, Elected and Appointed Officials

13.3 Driving Warnings, Restrictions and Bans

Title 20, Chapter 31, Subchapter III, Section 3116(b)(12) outlines three levels of driving warnings and restrictions that may be put into effect by the governor during a state of emergency. Essential DeIDOT personnel are exempt from these restrictions. All DeIDOT divisions who have essential personnel should provide a list of names to the TMC. The TMC will upload the names into the Web Emergency Operations Center (WebEOC) software.

Table 7: Driving Restriction Levels

Driving Restriction Levels		
Level	Title	Description
1	Driving Warning	Drivers are discouraged from operating motor vehicles on the state’s roadways, unless there is a significant safety, health, or business reason to do so.
2	Driving Restriction	Travel on the roads is restricted to emergency workers, essential DeIDOT personnel, public utilities, healthcare providers including hospital staff, public and private operators of snow removal equipment, private sector food and fuel deliveries, and those industries, companies or organizations that have been provided a waiver, including businesses with pressing continuity and operation issues.
3	Driving Ban	Complete ban on driving except for first responders, essential DeIDOT personnel, utility personnel, and public or private snow removal. Businesses and organizations should adjust work schedules so that employees do not need to be on the roads during a Level 3 Driving Ban.

A waiver is required for individuals not exempted under the law to operate a motor vehicle on Delaware roadways during the state of emergency, Level 2 restrictions only. The Secretary of the Department of Safety and Homeland Security has the authority to grant a driving waiver to organizations, entities, and individuals which have a valid significant health, safety, or business necessity. There is an exemption registration process for those not specifically identified within the regulation that provide healthcare services, food delivery services, or fuel delivery services.

Waivers must be obtained in advance of emergency incidents. Waivers are not valid during a State of Emergency, Level 3 Driving Ban. Waiver applications can be found on DEMA’s website.

13.4 Delaware Emergency Management Agency

Title 20, Chapter 31, Subchapter II, Section 3107: DEMA is authorized and directed to: carry out all obligations and duties associated with state emergency or disaster response and recovery plans and execute all duties and responsibilities to secure the maximum state and federal emergency management assistance and emergency or disaster recovery assistance.



13.5 “Move It/Move Over” Laws

13.5.1 Move Over Title 21, Section 4134(b)

Title 21, Chapter 41, Subchapter IV, Section 4134(b): Upon approaching a stationary authorized emergency vehicle, when the authorized emergency vehicle is giving a signal by displaying alternately flashing red, blue, blue and white, red and white, red and blue, or red, white, and blue lights, or upon approaching a stationary authorized vehicle of the Department of Transportation, which is giving a signal by displaying alternately flashing amber or red and amber lights, or upon approaching a stationary tow truck, which is giving a signal by displaying alternately flashing amber, white, or amber and white lights, a person who drives an approaching vehicle shall:

- Proceed with caution and yield to the right-of-way by making a lane change into a lane not adjacent to that of such vehicle, if possible, with due regard to safety and traffic conditions, if on a roadway having at least 4 lanes with not less than 2 lanes proceeding in the same direction as the approaching vehicle; or,
- Proceed with caution and reduce the speed of the vehicle to a safe speed while passing such stationary vehicle, if changing lanes would be impossible or unsafe.

13.5.2 Safe Quick Clearance (Senate Bill 293)

Title 21, Chapter 42, Section 4201(a): If, after reasonably ascertaining that there are no injuries or deaths, and if the damaged vehicle is obstructing traffic, the driver of the vehicle must make every reasonable effort to move the vehicle or have it moved as so not to obstruct the regular flow of traffic more than necessary.

13.5.3 Driver Stop Title 21 §4201(a), Title 21 §4202(a)

Title 21, Chapter 42, Section 4202(a): The driver of any vehicle involved in a collision resulting in injury, death, or apparent damage to property shall immediately stop such vehicle at the scene of the collision. Said stop should be made as close to the scene of the collision as possible without obstructing traffic more than necessary.

13.5.4 Authority removal Title 21 §6901(a)

Title 21, Chapter 69, Section 6901(A): Any police officer of this State [Delaware], or a county or municipality therein, while in the performance of duty, may remove, store or cause to be removed or stored from any public highway, highway right-of-way, street or alley, at the owner’s or operator’s expense, any motor vehicle, trailer or part thereof which:

- Is unregistered or has an expired registration; or

- Is parked or left standing in such a manner as to create a hazard by interfering with the normal movement of traffic:
 - By preventing the exit from or entrance to any public highway, private road or driveway;
 - By interfering with emergency firefighting equipment;
 - By being involved in a collision and rendered incapable of being moved under its own power, when the owner or operator has been arrested or detained; or
 - When the owner or operator is unable, unwilling, or not available to do so immediately.

13.5.5 Hold Harmless Title 21 §6901 paragraph 3

Title 21, Chapter 69, Section 6901 (paragraph 3): There shall be no liability incurred by any police officer of this State or a county or municipality therein, or agents directed by them, whether or not they are also police officers, while in the performance of duty, for damages incurred to immobilized motor vehicle or vehicles moved under the subsection, or to the vehicle's contents or surrounding area caused by the emergency measures employed by the officer or employee to move the vehicle or vehicles for the purpose of clearing the lane or lanes to remove any threat to public safety, unless the circumstances meet the conditions for liability established in section 4000(2) or (3) of Title 10, or section 4011(c) of Title 10.

13.6 Fire

13.6.1 Fire Police

Title 16, Chapter 67, Section 6701:

- a) Any duly organized fire company or substation (outside of the City of Wilmington) may provide for the appointment of not more than 6 of its members to perform police duties at fires, fire drills and any emergencies or functions covered by the fire company for a term to be fixed by the fire company.
- b) The members selected by the fire company as fire police shall, before entering upon their duties, qualify by taking and subscribing an oath that they will justly, impartially and faithfully discharge their duties according to the best of their ability and understanding. The oath shall be administered by the sheriff of the county in which the fire company making the appointment is located and shall be subscribed by the member appointed as a fire police officer in duplicate. The original copy of the oath shall be filed with the sheriff of the county in which the fire company making the appointment is located and a copy of thereof filed with the secretary of the fire company making the appointment.

Title 16, Chapter 67, Section 6702: Territorial jurisdiction of fire police:

- a) A member of a fire company who has been appointed and qualified as a fire police officer may thereafter, for the term of the member's appointment, act as such anywhere in the county in which the fire company making the appointment is located or in any other county of the State in which the member is called upon to act.

- b) Subject to prior written approval by the fire chief, a fire police officer may be granted permission to:
1. Assist the fire officer-in-charge, and assist law enforcement officers as defined in Section 9200(b), Title 11, anywhere in the State;
 2. Assist the fire officer-in-charge, and assist law enforcement officers in out-of-state districts bordering the State, with authority of the bordering district;
 3. Assist at the scene of any potential emergency incident encountered by the fire police officer, and to remain on duty until released by the authorized fire officer or law enforcement officer in charge; and
 4. Perform other special duties as may be requested and approved by the fire chief.

Title 16, Chapter 67, Section 6704: Duties—the duties of a fire police officer, subject to the supervision of the fire police officer in charge, are to:

- a) Protect the contents of buildings and all other property affected by fire or fire drill;
- b) Establish and maintain fire lines;
- c) Perform such traffic duties as are necessary;
- d) Wear a fire police badge, to be designed and authorized by the Delaware Volunteer Firefighter's Association, on the left breast of the outermost garment while on duty.

13.6.2 Fire Chiefs

Title 16, Chapter 67, Section 6701a denotes the authority of fire officers-in-charge. While any duly constituted fire department recognized by the Delaware State Fire Prevention Commission is responding to, operating at or returning from a fire, service call or other emergency, the fire chief, any other elected or appointed fire line officer or any member serving the capacity of fire officer-in-charge shall have the authority.

13.7 Commercial Driver's License Waivers

DEMA and DeIDOT will issue Commercial Driver's License (CDL) waivers in the event of extreme weather, infrastructure emergency, or under the designation of DEMA/DeIDOT. According to Delaware Code a waiver must be issued by the Director of the Delaware Emergency Management Agency for CDL drivers to assist with energy supply deliveries. Below is a template for such waivers:

EXAMPLE I:

STATE OF DELAWARE
DIVISION OF MOTOR VEHICLES
Limited Intrastate CDL Hour Requirement Waiver

Whereas, the state of Delaware has experienced prolonged extreme weather conditions over the last thirty days including snow, ice and freezing rain that has significantly decreased the state's inventory of salt and ice melting materials;

Whereas, there is an immediate threat of winter storms that have the possibility for significant accumulations in Delaware through the end of March;

Whereas, Payne Trucking is a valid Delaware based company, in good standing, contracted by Morton Cargill to provide salt to the Delaware Department of Transportation;

Whereas, it has been deemed critical that the timely delivery of salt has a direct impact on the Department of Transportation's ability to keep roads and bridges clear of hazardous winter precipitation and maintain public safety, there is adequate justification for a temporary waiver of intrastate commercial motor vehicle regulations;

Now therefore, the Delaware Division of Motor Vehicles hereby grants an hour regulatory relief for the Commercial drivers of service requirements beginning [INSERT START DATE] and ending [INSERT END DATE] for the truck drivers operating a commercial motor vehicle in intrastate commerce for delivering salt and ice melting materials. This waiver is being issued in accordance with the existing contract that the Department of Transportation has in place with Morton Cargill and will cover its Delaware sub contracted companies deliver vehicles pursuant to 21 Del. C. § 4707. The regulatory relief granted in this notice pertains only to the hours of service regulations found in 49 C.F.R. Part 395.3.

OR

EXAMPLE II:

Whereas, the I-495 bridge stabilization project is critical to the movement of people and freight throughout the north eastern corridor and the timeliness of the construction and repair operation of the bridge is imperative to a swift solution to the current closure;

Whereas, Heritage Concrete is a valid Delaware based company, in good standing, contracted with the Department of Transportation to pour concrete at the I-495 construction project site;

Whereas, it has been deemed critical to be able to pour concrete at certain areas of the construction site immediately, the project timeline is contingent upon this concrete, there are significant external factors that justify temporary waiver of intrastate commercial motor vehicle regulations;

Therefore, the Delaware Division of Motor Vehicles hereby grants a hour regulatory relief beginning [INSERT START DATE] and ending [INSERT END DATE] for Heritage Concrete, concrete pump truck driver operating a commercial motor vehicle in intrastate commerce pursuant to 21 Del. C. § 4707. The regulatory relief granted in this notice pertains on to the hours of service regulations found in 49 C.F.R Part 395.3.

14. Administration and Support

14.1 Records

All agencies involved in managing the transportation system during an incident or event shall maintain records of personnel, equipment used, and supplies consumed during an evacuation on FEMA approved forms. At a minimum, the following costs shall be documented:

- Costs of overtime salary and benefits of personnel involved in evacuation operations.
- Costs of directing or assisting in the direction of evacuating motorists.
- Costs related to providing water, wastewater disposal, heat, cooling, electric power, and telephone service.
- Costs relating to civil engineering works to make evacuated areas safe for re-entry.
- Cost of transportation.

15. Plan Development and Maintenance

This plan will be reviewed and updated as needed.

Appendix A: Contact Information

Updated contact information available in EOps

Appendix B: Storm Checklist

PRE-EVENT ASSESSMENT

- Consider weather conditions (72, 48, 24 hours prior to storm)
 - Location (statewide or county specific)
 - Type of precipitation (snow, ice, or rain)
 - Temperature (at or below freezing)
 - Wind velocity
 - Check National Weather Service (Philadelphia/Mt. Holly and Wakefield) and others – by Districts—North, Canal, Central, South
 - Tide Charts – DEOS – Delaware Environmental Observing System
- Identify anticipated traffic conditions based on time of day and day of week of storm impact
- Road closures/detouring
- Initial estimate of potentially needed resources
 - Vehicles
 - Materials
 - Equipment
 - Personnel—per shift
 - ERUs
 - Handheld radios
 - Drones
- TMC initial internal briefing with TMC staff
- Initiate DelDOT internal call
- Participate in bridge calls (initiated by DEMA; includes state agencies, emergency management agencies, national weather service, etc.). Requires pass code and PIN.
 - Status of EOCs
 - Status of shelters
- Participate in Delmarva Emergency Task Force (DETF) bridge calls (initiated by DEMA; includes peninsula participants). Requires pass code and PIN.
- Create a storm folder
- Pedestrian Facilities
 - Sidewalks
 - Parking Lots

ADVANCE PREPARATION (48 HOURS)

- Send weather information e-mail² to incident management team or weather event team to make them aware of storm potential—edit National Weather Reports to be Delaware specific.
- Initiate DelDOT internal call. Contact DelDOT District Maintenance supervisors.
- Participate in bridge calls (initiated by DEMA; includes state agencies, emergency management agencies, national weather service, etc.). Requires pass code and PIN.
- Participate in Delmarva Emergency Task Force (DETF) bridge calls (initiated by DEMA; includes peninsula participants). Requires pass code and PIN.
- Determine what resources are available at the TMC
 - Vehicles (keys, fueled, equipped for incident management)
 - Equipment (mobile cameras, Wavetronix, VMS, etc.)
 - Personnel (primary/secondary)
 - National Guard badges and fuel keys
- Check for working order and fill fuel tank, if applicable
 - Dash cams
 - MAP
 - ERU
 - Monster
 - Drone bus
 - Evacuation bus
- Pre-check of mobile TMC as alternate operations; including full propane tank
- Contact equipment management to verify availability of additional resources
 - 15-passenger vans
 - 4x4 vehicles
 - Keys
 - Fuel cards
- Personnel
 - Identify primary district contact at the start, and for the duration
 - Identify evacuation support personnel
 - Develop ERU staffing schedule
 - Activate Secondary Roles SOP
- Bring in appropriate levels of trained traffic personnel and appropriately equipped vehicles to replace area yards in response to incidents

² Reference Weather Event E-mail Notification SOP

- ERUs
- Equipping vehicles for incidents
- Acquire storm number if not already done
- Remove MOT on road construction projects
- Coordinate with Community Relations on press releases for necessary evacuations and/or storm information

DURING THE STORM

- Initiate DelDOT internal call
- Participate in bridge calls (initiated by DEMA; includes state agencies, emergency management agencies, national weather service, etc.). Requires pass code and PIN.
 - District reports—1/hour
 - Transportation system updates (temperature data)
 - DSP reports to Assistant Director of Traffic Operations and Management and TMC Operations Manager
- Participate in Delmarva Emergency Task Force (DETF) bridge calls (initiated by DEMA; includes peninsula participants). Requires pass code and PIN.
- Districts provide report to TMC
 - Roads being worked on
 - Road conditions
 - Staffing levels
 - Current operations
- Gather DelDOT operational status during DelDOT internal call
 - TMC
 - Traffic signal system
 - M&O
 - DTC
 - DMV
 - Tolls
- TMC Supervisors/Technicians to pull hydrology and temperature data (air, surface, sub-surface)
- Additional internal coordination
 - Community Relations – PIO
 - Delaware Transit Corporation (DTC)—para transit for dialysis
 - Delaware Department of Technology and Information (DTI)
 - Chief Engineer on structural assessments, if necessary (hurricanes, flooding)
- Support Task Forces, as needed
 - DelDOT Snow Plow Operator

-
- DelDOT drone team

 - TMC creates four-hour reports³
 - Executive summary
 - TIEMP level
 - District status
 - Road conditions (graphic)
 - National weather
 - Incidents impacting the transportation system (incidents, power, signals)
 - Transit systems (DART, SEPTA, Amtrak)
 - Regional impacts (MD/NJ/PA)

 - Additional External Coordination – ad hoc
 - Advise DTC of keys for National Guard (see language in snow plan)
 - FHWA
 - Delaware State Police (if traffic control needed)
 - Delmarva Emergency Task Force (DETF)
 - Civil Air Patrol
 - DIAC
 - New Jersey State Police
 - PennDOT District 6-0
 - MDSA (CHART)
 - MDTA
 - Watch Maryland’s Road Gauges
 - SEPTA
 - Amtrak
 - FHWA – Delaware Division
 - I-95 Corridor Coalition

 - Mobile TMC, if needed
 - Pre-tripping—trailer and equipment needs to be warmed prior to use in freezing temps
 - Deploy Emergency Response Units (ERU)
 - Assign critical routes and operation periods
 - Assign/check dash cams
-

³ Reference Weather Event E-mail Notification SOP

- Public Updates (policy for removing extraneous information from radio/web)
 - WTMC – 1380 AM and 98.5 FM
 - RTTA
 - Social Networks (Facebook, Twitter, etc.)
- Reduce speed limits, if necessary
- Emergency Operations
 - Wind restrictions
 - Bridge closures⁴
 - Evacuation
 - Toll waivers
 - Damage assessments
 - Debris management
 - Dialysis
- Emergency Services Coordinator (ESC)
 - Check in with DEMA
 - Activate incident management software (Web EOC)
- Legislation
 - Driving ban (Governor)
 - Statewide Emergency Waiver of Commercial Vehicle Hours (DMV)
 - Federal Motor Carrier Safety Administration (FMCSA) Regional Declarations are posted to their website: www.fmcsa.dot.gov
 - Snow emergency parking ban

AFTER THE STORM

- After Actions Report and improvement plans
- Public assistance for reimbursement
- Storm notes

Date/Time/ Duration	Storm Type	# of Inches	Operations Notes	What Worked Well	What Needs Improvement

⁴ Reference Bridge Closure Plan



ISSUES

- Emphasize judgment
- Create emergency management file
 - Contact list
 - Snow routes – distinguish from other emergency routes
- Create protocols
 - Decision processes
- Coordination
 - Internally
 - Educating public/legislators
- Governor's office (new people- new deputy chief of staff)

Appendix C: Requirements for Federal Reimbursement

REQUIREMENTS FOR FEDERAL REIMBURSEMENT

The Delaware Emergency Management Agency will coordinate the Public Assistance (PA) request process through FEMA and will assist potential applicants through the process. At no point will any state, county or local agency request federal assistance or reimbursement through FEMA without coordinating it through DEMA. For further information not discussed below, please refer to FEMA Public Assistance Program and Policy Guide, FP 104-009-2.

A. Reimbursement Eligibility

All agencies involved in operations who think they may be eligible for federal reimbursement from FEMA are required to submit a Request for Public Assistance (FEMA Form 90-049) to DEMA within thirty (30) days of the date of declaration. This form provides an avenue for an organization to identify points of contact, information pertaining to the type of agency, (state, county, local, private nonprofit), and location of agency. If this form is not received by DEMA within the thirty (30) day window, Public Assistance funding, and therefore reimbursement may be denied. Once received, the form will be reviewed, and an eligibility determination will be made. The applicant will be notified of the eligibility ruling and will have sixty (60) days from the date of notification to appeal any decision. If the applicant is ruled eligible, they become a subrecipient under the Public Assistance Grant Program where the reimbursement level will be no less than 75 percent of the total eligible project cost for the applicant.

Additionally, FEMA's Program Delivery Manager (PDMG) will work with the applicant(s) and subrecipient(s) to submit a Damage Inventory in the FEMA Grants Portal. The Damage Inventory is a detailed list of debris removal, emergency work activities, and damaged facilities for which reimbursement is being sought. The Damage inventory must be submitted within sixty (60) days of the Recovery Scoping Meeting (RSM). It is suggested that an applicant(s) bring their draft Damage Inventory to the RSM to allow them to further develop it with their Program Delivery Manager.

1. Timesheets

44 CFR §206.228(a)(4) stipulates that under Category A, only overtime costs and the associated fringe benefits are reimbursable, regular time hours and regular fringe benefits are not. (For the purpose of this plan, when regular or overtime reimbursement is mentioned hereafter, it includes any applicable fringe benefits).

All subrecipients are required to keep detailed records if they expect to receive any federal reimbursement. Time sheets for each employee involved in any aspect of operations must be kept and turned in for reimbursement. These time sheets must include all regular time hours and overtime hours that are being claimed as well as the location and type of work being performed each day. Supporting and backup documentation is essential. DEMA realizes most time keeping is electronic, but FEMA can require a signed timesheet for each worker to prove that the worker was on the job performing operations, not just an excel spreadsheet with names and number of hours worked. In past declared disasters in Delaware, spreadsheets have

been sent for reimbursement and hundreds of thousands of dollars have been denied due to a perceived lack of backup documentation.

2. Applicant (Force Account) Labor

FEMA refers to the Applicant's personnel as "force account." FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA calculates the fringe benefit cost based on a percentage of the hourly pay rate. Because certain items in a benefit package are not dependent on hours worked (e.g., health insurance), the percentage for overtime is usually different than the percentage for straight-time. Fringe benefits may include:

- Holiday leave
- Accrued vacation leave
- Sick leave
- Social security matching
- Medicare matching
- Unemployment insurance
- Workers compensation
- Retirement
- Health insurance
- Life and disability insurance
- Administrative leave

A. Labor Policies

FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy, provided the policy:

- Does not include a contingency clause that payment is subject to federal funding;
- Is applied uniformly regardless of a Presidential declaration; and
- Has set non-discretionary criteria for when the Applicant activates various pay types.

If these requirements are not met, FEMA limits PA funding to the Applicant's non-discretionary, uniformly applied pay rates. All costs must be reasonable and equitable for the type of work being performed. FEMA will determine whether the number of hours claimed are reasonable and necessary by evaluating:

- The severity of the incident;
- Whether the work was performed at a time when it was necessary to work extraordinary hours based on the circumstances of the incident;
- The function of the employee for which the hours are claimed; and
- The number of consecutive hours the employee worked.

B. Eligibility Criteria Based on Type of Employee and Work Performed

FEMA’s criteria for reimbursing straight-time labor costs differ depending on the type of employee and whether that employee is performing Emergency Work or Permanent Work. For Permanent Work, both straight-time and overtime labor costs are eligible for both budgeted and unbudgeted employees. For Emergency Work, only overtime labor is eligible for budgeted employees. For unbudgeted employees performing Emergency Work, both straight-time and overtime labor are eligible. Figure 11 indicates different types of budgeted and unbudgeted employees.

Under the alternative procedures authorized by Section 428 of the Stafford Act, if the Applicant opts to participate in the straight-time procedure, straight-time labor costs are eligible for budgeted employees conducting eligible (Category A) activities. See FEMA FP 104-009-2, Chapter 2:VI.A.1(b) for further information.

Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee	☑	
Seasonal employee working during normal season of employment	☑	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	☑	☑
Permanent employee funded from external source	☑	☑
Temporary employee hired to perform eligible work	☑	☑
Seasonal employee working outside normal season of employment	☑	☑

Figure 11. Emergency Work Labor Eligibility

Reassigned Employees

The Applicant may assign an employee to perform work that is not part of the employee’s normal job. For example, a police officer may clear debris. FEMA provides PA funding based on the reassigned employee’s normal pay rate, not the pay level appropriate to the work, because the Applicant’s incurred cost is the employee’s normal pay rate.

Straight-time of a permanent employee funded from an external source (such as a grant from a federal agency or statutorily dedicated funds) is eligible if the employee is reassigned to perform eligible Emergency Work that the external source does not fund. FEMA must confirm that no duplication of funding exists prior to approval.

Backfill Employees

The Applicant may need to temporarily replace an employee who is responding to the incident. Overtime costs for the backfill employee are eligible even if the backfill employee is not performing eligible work as long as the employee that he/she is replacing is performing eligible Emergency Work.

FEMA also provides PA funding for straight-time if the backfill employee is a:

- Contracted or temporary employee; or
- Permanent employee called in on a normally scheduled day off (weekend or other off day).

If the backfill employee is called in from scheduled leave, only overtime is eligible.

Supervisors

Second-level supervisors and above (e.g., commissioners, mayors, department directors, police and fire chiefs) are usually exempt employees and are not directly involved in the performance of a specific project. Therefore, they are not eligible for overtime, unless the Applicant:

- Demonstrates that the employee was directly involved with a specific project;
- Normally charges that individual's time to specific projects regardless of federal funding; and
- Incurs overtime costs for the employee in accordance with a labor policy that meets the criteria in Chapter 2: V.A.1, FEMA FP 104-009-2.

Other

Extraordinary costs (such as call-back pay, night-time and weekend differential pay, and hazardous duty pay) for essential employees who are called back to duty during administrative leave to perform eligible Emergency Work are eligible if costs are paid in accordance with a labor policy that meets the criteria above.

Administrative leave or similar labor costs incurred for employees sent home or told not to report due to emergency conditions are not eligible.

Stand-by Time

Subject to the provisions of labor cost eligibility criteria, FEMA also provides PA funding for costs related to stand-by time incurred in preparation for and directly related to actions necessary to save lives and protect public health and safety. To be eligible, stand-by time must be reasonable, necessary, and consistent with the Applicant's practice in non-federally declared incidents. Examples of when FEMA may reimburse costs for stand-by time include, but are not limited to:

- When bus drivers are prudently deployed to transport evacuees, even if the bus is not ultimately used for evacuations

- When first responders are prudently deployed for the purpose of evacuating or providing emergency medical care to survivors in order to save lives or protect health and safety, even if the employee does not ultimately perform eligible emergency work
- When a contract or union agreement requires payment for stand-by time

FEMA will determine whether any stand-by time claimed is reasonable and necessary based on whether:

- There is a contractual obligation to pay for stand-by time based on a labor agreement
- The stand-by time occurred when it was necessary to have resources available to save lives and protect health and safety

For instance, the Applicant may be required to pay firefighter costs from portal-to-portal, which may result in paying for 24-hour shifts with periods of rest. FEMA will reimburse costs based on such requirements. However, FEMA limits its reimbursement to that which is reasonable and necessary, not to exceed 14 calendar days from the start of the incident period.

Example of Acceptable FEMA Force Account Labor Summary Timesheet (FEMA Form 90-123)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE ____ OF ____		O.M.B. No. 1680-0017 Expires December 31, 2011	
APPLICANT				PA ID NO.		PROJECT NO.		DISASTER					
LOCATION/SITE						CATEGORY		PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED													
NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS				
		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	JOB TITLE	REG.											
NAME	JOB TITLE	O.T.											
NAME	JOB TITLE	REG.											
NAME	JOB TITLE	O.T.											
NAME	JOB TITLE	REG.											
NAME	JOB TITLE	O.T.											
NAME	JOB TITLE	REG.											
NAME	JOB TITLE	O.T.											
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME											_____	\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											_____	\$	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED						TITLE				DATE			

FEMA Form 90-123, FEB 09



3. Equipment Reimbursement Eligibility

The cost of operating subrecipient owned equipment during operations is eligible at an hourly federal or locally (whichever is lower) set reimbursement rate. The rates are only for the time the equipment is in operation and is designed to cover costs associated with: insurance, depreciation, fuel, and maintenance. The allocated amount does not include the labor to utilize the equipment. If the equipment is in operation off and on for more than half of the scheduled work day, then the entire day can be claimed. The subrecipient must document the type of equipment being used, to include the size, capacity, horsepower, make and model, the equipment operator’s name, and the number of hours used each day. The location of the jobsite where the equipment is in use also needs to be annotated in the record.

FEMA maintains and periodically updates the national equipment rate datasheet. It is available for viewing and download at: <http://www.fema.gov/schedule-equipment-rates> (website accessed 9/21/16).

Example of acceptable FEMA Force Account Equipment Record (FEMA Form 90-127)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD				PAGE ____ OF ____		O.M.B. No. 1660-0017 Expires April 30, 2013				
APPLICANT		PA ID NO.	PROJECT NO.		DISASTER					
LOCATION/SITE			CATEGORY		PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED										
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY					COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE					TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
GRAND TOTAL										
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										
CERTIFIED		TITLE				DATE				

FEMA Form 90-127, AUG 10



4. Materials/Supplies Reimbursement Procedures

The costs associated with a subrecipient utilizing their own stockpiled or purchased supplies and materials for operations are an eligible expense under the Public Assistance Program. If a subrecipient uses their own materials, records need to be kept indicating where and when the material was used, the amount taken for the job, and who used the material. If possible, actual costs should be used to determine what the reasonable replacement value of the material is. If the replacement cost is not considered reasonable, then historical or local prevailing rates may apply. If supplies and materials are purchased, the invoice needs to be submitted as well as supporting documentation showing the vendor, type of material, quantity and price, who made the purchase, as well as where it was used.

Example of acceptable FEMA Materials Summary Record (FEMA Form 90-124)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD				PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT		PA ID NO.	PROJECT NO.		DISASTER		
LOCATION/SITE			CATEGORY		PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED							
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE) INVOICE STOCK
GRAND TOTAL _____							
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOCIES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.							
CERTIFIED		TITLE				DATE	

FEMA Form 90-124, FEB 09



5. Rental Equipment Reimbursement

Rental Equipment is potentially reimbursable. All invoices and receipts must be kept and turned in along with the supporting documentation showing the job location, the purpose of the equipment, when it was used and who operated the equipment, and the exact type of equipment to include the size, capacity, horsepower, and make and model.

Example of Acceptable Rental Equipment Summary Record (FEMA Form 90-125)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD					PAGE <input type="text"/> OF <input type="text"/>	O.M.B. No. 1660-0017 Expires December 31, 2011		
APPLICANT			PA ID NO.	PROJECT NO.	DISASTER			
LOCATION/SITE				CATEGORY	PERIOD COVERING			
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

FEMA Form 90-125, FEB 09



6. Contract Reimbursement Procedures

Contracts let to procure both goods and services to assist in the operations must adhere to all applicable state, federal, and local purchasing and contracting guidelines. Under the Public Assistance Grant Program, FEMA requires that all contracts must be of reasonable cost and usually competitively bid.

All contracts and procured goods and services must adhere to Delaware Code Title 29, Subchapter 69, Budget, Fiscal, Procurement, and Contracting Regulations. If federal reimbursement is pursued through the Public Assistance Grant Program, then all federal purchasing guidelines must be followed as outlined in 44 CFR Part 13, OMB Circular A-102, and 41 U.S.C. 403(11).

FEMA recognizes three types of contracts:

- a.) Lump Sum:** A lump sum contract provides a clearly defined scope of work with a set price for the completion of the work.
- b.) Unit Price:** A unit price contract is for work done on an item-by-item basis with a set price for each unit that is completed.
- c.) Cost plus Fixed Fee:** A cost plus fixed fee contract can either be a lump sum or unit price contract with a predetermined contractor fee added into the total price.

There is a fourth type of contract, **Time and Materials**, which should be avoided unless it is absolutely necessary for emergency recovery actions immediately after the disaster. If this type of contract is used, FEMA may reimburse up to the first 70 hours, but will limit funding after that initial time period. Time and materials contracts are usually used when it is not possible to develop a scope of work and emergency clearance/recovery/restoration is needed. The contract must include a “not to exceed” dollar figure that the contractor must adhere to. If a time and materials contract is utilized, the subrecipient must notify the State Public Assistance Officer at DEMA of their intentions and must maintain, monitor, and fully document all contractor expenses.

Cost Plus. Percentage of cost contracts are ineligible for FEMA reimbursement and should be avoided. 44 CFR part 13.36(f)(a) prohibits the use of cost-plus percentage of cost contracts. They are not eligible for federal reimbursement under the Public Assistance Grant Program

- Regardless of the type of contract, a clear scope of work must be defined and should reference the “eligible work” allowed under the Public Assistance Grant Program.
- The contract cannot have any wording or reference to payment being contingent upon federal funding.
- Per 44 CFR parts 13.36(i) (2), all contracts must have a provision for termination of the contract at the convenience of the subrecipient.
- Per 44 CFR parts 13.36(h), contractors bidding on contracts over \$150,000 must have the following minimum bonding requirements:
 - A bid guarantee equivalent to 5% of the bid price

- A performance bond for 100% of the contract price
- A payment bond for 100% of the contract price
- Contracts commonly called “piggyback contracts,” are usually ruled ineligible for reimbursement under the Public Assistance Program.
- Contracts awarded to debarred contractors are not eligible for any federal reimbursement.

In order to receive any reimbursement for contractual work under the Public Assistance Grant Program, the following documents must be submitted to DEMA on a regular basis and must be reconciled by the subrecipient requesting the reimbursement.

- Timesheets for all personnel to include regular time, overtime, benefit rates and pay scale. The person’s position must be identified on the sheet as well as where the individual was working for the hours being claimed (depending on the type of contract).
- Equipment tracking sheets, indicating what specific piece of equipment was being used on the job, where it was utilized, who used it, and what rate is being claimed for the equipment’s usage.
- A copy of the pay policy in effect for the requesting subrecipient.
- Copies of all invoices being claimed. The invoices must list what was purchased and where it came from, how much and where it was used, the cost per unit purchased, and who authorized the purchase.
- A copy of the executed contract must be on file with DEMA.
- All load tickets must be turned in to the DEMA Public Assistance Officer, after being reconciled by the subrecipient. The load tickets must contain at a minimum, the drivers name, contractors name, date and time debris was picked up, where the debris was picked up, the truck number and capacity, the type of debris being hauled, the estimated load in cubic yards, where it was unloaded, and who it was inspected and monitored by.
- All backup documentation to include tower logs at the debris sites, field monitor reports, truck certification inspection forms identifying each truck used in the debris removal operations, what its capacity is, and who drives and maintains it.
- Any other documentation deemed necessary to ensure the reimbursement process goes smoothly.

Example of Acceptable Contract Work Summary Record (FEMA Form 90-126)

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE OF

O.M.B. No. 1660-0017
 Expires April 30, 2013

DATE		PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY		PERIOD COVERING
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED		TITLE	DATE	

FEMA Form 90-126, (4/2010)

PREVIOUS EDITION OBSOLETE

Print Form





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