

## TRANSPORTATION PLANNING GUIDE

<b>Guide Information</b>	<p>The transportation planning guide has been developed to be utilized by entities involved in one of the following four methods of transportation:</p> <ol style="list-style-type: none"> <li>1. Aviation</li> <li>2. Rail</li> <li>3. Highway</li> <li>4. Mass Transit</li> </ol> <p>This guide attempts to identify significant issues which should be considered when planning for, responding to, and recovering from a pandemic event. It is highly recommended that each of these disciplines collaborate on the development of their individual plans to assure that all potential actions are identified.</p>
<b>MITIGATION/PREPAREDNESS ACTIONS</b>	
✓	✓
✓ Designate a pandemic coordinator and establish a working group of employees, supplychain businesses, key supporting businesses and if appropriate, the public.	
✓ Develop continuity of operations plans with pandemic specific procedures to maintain delivery of essential goods and services despite significant and sustained worker absenteeism.	
✓ Develop contingency plans to address the lack of essential services or goods required to sustain operations.	
✓ Establish partnerships with other members of the transportation sector to provide mutual support and maintenance of essential services during a pandemic.	
✓ Collaborate with human resource personnel regarding transportation functioning with 40% of the work force absent. <ul style="list-style-type: none"> <li>● Consider modifying route schedules and eliminating duplicate routes. Also identify the types and numbers of workers critical to sustain essential functions.</li> <li>● Are all employees cross-trained so that employees may fill in those positions which are determined to be critical?</li> <li>● Consider planning for those employees who are single parents or those who care for an elderly family member, to be included in the 40% absenteeism rate.</li> <li>● Consider retraining and updating recently retired essential and non-essential workers.</li> </ul>	
✓ Develop formal protocols for implementing delegations of authority and orders of succession.	
✓ Identify the essential services, functions, and processes required to sustain essential services and operations. <ul style="list-style-type: none"> <li>● Utilization of taxicabs and paratransit type vehicles will increase and a decrease in demand for mass transit vehicles will most likely occur.</li> <li>● How might normal services be adapted to support the community, region, or nation during a pandemic influenza?</li> </ul>	

<p>✓ Identify potential non-essential services, functions, and processes that can be suspended or adapted to other more essential uses.</p> <ul style="list-style-type: none"> <li>● Bus routes to public gathering venues (malls, business complexes, etc.) should be suspended and re-routed to those locations offering health and medical services.</li> <li>● Private motor carriers can suspend normal operations and be utilized to supplement public mass transit resources.</li> <li>● Passenger airline services can be suspended and those resources utilized to supplement other transportation methods.</li> </ul>	
<p>✓ Prioritize the identified essential services, functions and processes given their value to customers and the community.</p> <ul style="list-style-type: none"> <li>● A request for transportation from a medical professional should receive priority over other requests.</li> <li>● If a pandemic influenza reduces the number of available workers, is there a way to prioritize cargo to ensure that the most essential goods/products are transported first?</li> </ul>	
<p>✓ Identify and assess critical customers given their value to sustaining the organization and the community.</p> <ul style="list-style-type: none"> <li>● Critical customers include pharmaceutical companies, pharmacies, hospitals, doctors, food distribution facilities.</li> <li>● Communicate with these individuals to determine the level of support required to them.</li> </ul>	
<p>✓ Identify critical supporting agencies to plan for ways to continue essential business operations.</p> <ul style="list-style-type: none"> <li>● Transportation entities should focus on coordinating with agencies such as fuel distribution entities and warehousing facilities.</li> </ul>	
<p>✓ Identify assets and equipment that must be operated continuously and/or at key periods to sustain essential functions. Ensure that potential single-point failures and cascading effects of these failures are also identified.</p> <ul style="list-style-type: none"> <li>● Could fewer maintenance facilities be operated and what would the impact be if one were to become unavailable?</li> </ul>	
<p>✓ Identify materials and supplies to sustain essential functions and equipment for up to three months and determine the most effective ways to ensure an adequate supply of these essential materials.</p> <ul style="list-style-type: none"> <li>● Materials for the transportation discipline include fuel, lubricants, refrigerants, filters and other repair parts.</li> <li>● Can these materials be stockpiled or do they have a minimal shelf life which would prohibit this action?</li> <li>● Collaborate with the vendors to ensure that plans are in place to provide these essential resources to their customers.</li> </ul>	
<p>✓ Identify policies and procedures to ensure a safe workplace and minimize the transmission of disease among workers and the public utilizing transportation resources.</p> <ul style="list-style-type: none"> <li>● Emphasize basic personal hygiene and workplace infection control.</li> <li>● Consider developing a process to screen employees and visitors at the entrances to critical facilities.</li> <li>● Consider closing non-critical common areas such as break and lunchrooms, and ensuring workers do not commingle during shift changes.</li> </ul>	
<p>✓ Identify policies and procedures to protect and sustain workers during an influenza pandemic.</p> <ul style="list-style-type: none"> <li>● Reduce demands on essential workers.</li> <li>● Consider implementing telecommuting procedures to allow employees to work from home.</li> <li>● Review current human resource policies to ensure compliance with the necessary actions which may be necessary during a pandemic (e.g., do policies address telecommuting procedures?).</li> <li>● Develop strategies to assist staff that have childcare or elder-care responsibilities or other special needs that might affect their ability to work during a pandemic.</li> </ul>	

<p>✓ Plan for potential interruptions of essential government functions, like sanitation, water, and power, and disruptions of the food supply.</p>	
<p>✓ Establish procedures detailing specific actions to take if passengers begin displaying signs and symptoms of influenza during an extended trip.</p> <ul style="list-style-type: none"> <li>● Commercial bus companies and commercial airlines should identify how they will address passengers who develop symptoms during a trip in which the occupants will be confined to the bus or plane for an extended period of time. Responses could include moving ill persons away from other travelers, placing a surgical mask on the ill person, and emphasizing the importance of hygiene measures to all passengers.</li> </ul>	
<p>✓ Assess the need to provide security to protect shipments of critical, high-demand supplies.</p> <ul style="list-style-type: none"> <li>● Examples include vaccines or antiviral medications, and shipments of food &amp; fuel.</li> </ul>	
<p>✓ Coordinate with like sector businesses to consolidate essential functions and workers.</p> <ul style="list-style-type: none"> <li>● Building external relationships with competitors and distributors during the preparedness phase will enhance collaboration and networking during the pandemic phase.</li> </ul>	
<p>✓ Procure and store a sufficient amount of infection prevention supplies (e.g., soap, alcohol-based hand sanitizer, etc.).</p>	
<p>✓ Identify the interdependent relationships and take actions to sustain this essential support.</p> <ul style="list-style-type: none"> <li>● What other industries does your organization rely on most for support and vice versa?</li> <li>● Ensure that plans for these agencies are in consonance with your agency.</li> </ul>	
<p>✓ Establish internal surveillance protocols to monitor the health of workers and business stakeholders.</p>	
<p>✓ Ensure availability of medical consultation and advice for potentially ill workers and their families and for emergency response.</p>	
<p>✓ Ensure all employees are properly trained in the types and use of personal protective equipment, the proper methods of personal hygiene, and the recognition of signs and symptoms of influenza.</p>	
<p>✓ Develop training programs for all personnel on personal, workplace and family protection protocols, and actions to take for each phase of a pandemic. Exercises of the pandemic plan and COOP plan should also be conducted.</p>	
<p>✓ Review plans and procedures periodically (at least annually) to ensure that information is up-to-date.</p>	

<b>RESPONSE ACTIONS</b>	✓
✓ Implement the agency's all hazard emergency operations plan and continuity of operations plan.	
✓ Monitor regional/national/international pandemic threat levels for changes that will affect the business.	
✓ Implement specific strategies to protect employees from getting or spreading influenza on the job. <ul style="list-style-type: none"> <li>• Require employees to stay home if they think they might be sick and require them to stay home until flu symptoms are gone.</li> <li>• Provide supplies of hand sanitizers and disinfectants at numerous locations.</li> <li>• Provide personal protective equipment to employees.</li> </ul>	
✓ Identify and assess implications for those at-risk workers and family members. <ul style="list-style-type: none"> <li>• Individuals include pregnant women, individuals with compromised immune systems and individuals with underlying chronic conditions.</li> </ul>	
✓ Identify the non-essential services of the agency, immediately cease those operations, and reassign available employees to assist with the essential functions identified.	
✓ Implement social distancing practices including relocation of workspaces, closing breakrooms and lunchrooms. Employ worksite protection strategies such as providing sufficient and accessible infection control supplies to include personal protective equipment. <ul style="list-style-type: none"> <li>• Ensure that social distancing practices are utilized on mass transit resources (e.g., minimize crowding on busses).</li> </ul>	
✓ Identify & prioritize cargo that could be deemed essential and ensure its continuity. Examples of such materials include: <ul style="list-style-type: none"> <li style="width: 25%;">• Pharmaceuticals</li> <li style="width: 25%;">• Food Supplies</li> <li style="width: 25%;">• Fuel</li> <li style="width: 25%;">• Sanitizing Materials</li> <li style="width: 25%;">• Hygiene Products</li> <li style="width: 25%;">• Maintenance Supplies</li> <li style="width: 25%;">• Medical Supplies</li> </ul>	
✓ Identify mass transit routes that can be suspended and utilize those available resources in the transportation of critical personnel.	
✓ Implement human resource policies which allow employees to work from home or another location.	
✓ Restrict or minimize workforce travel. Conduct business using teleconferencing, conference calls, or other means.	
✓ Increase frequency of cleaning facilities and equipment, ensuring that surfaces which are touched are cleaned daily (at a minimum) with soap and water or a detergent/disinfectant. <ul style="list-style-type: none"> <li>• Ensure that mass transit resources are disinfected on an hourly basis (e.g., seats, handles, railings).</li> </ul>	
✓ Monitor employee and employee's family social and psychological concerns. <ul style="list-style-type: none"> <li>• Mental health and faith-based resources should be available to provide counseling to personnel during and after a pandemic.</li> </ul>	
✓ Preposition essential material and equipment on site. <ul style="list-style-type: none"> <li>• Materials for the transportation discipline include fuel, lubricants, refrigerants, filters and other repair parts.</li> </ul>	
✓ Confirm that essential suppliers have their material and personnel on-hand and are able to respond and support as planned.	

✓ As the pandemic mounts, closely monitor all essential functions to ensure sustained operations.	
✓ Monitor and forecast potential public and media relations issues. Keep all internal and external stakeholders informed in a timely manner.	
✓ Adjust business actions based on any unfolding economic and social disruptions.	
✓ Throughout the pandemic phase, maintain a situational awareness of how the incident is impacting your agency, and share pertinent information with employees and other agencies dependent on your operations.	

<b>RECOVERY ACTIONS</b>	✓
✓ Assess the impact of the pandemic on the agency and begin to implement procedures to return to pre-pandemic conditions.	
✓ Monitor international and national health information sources for any updates on additional pandemic waves.	
✓ Assess and mitigate impacts from industries which terminated operations during the incident.	
✓ Hold staff meetings to ensure accurate information is provided to employees, including support services available, and the signs and symptoms of emotional problems.	
✓ Encourage the use of Employee Assistance Programs for assistance with coping with loss and stress.	
✓ Assess the impact on employees and their families. <ul style="list-style-type: none"> <li>● Mental health and faith-based resources should be available to provide counseling to personnel during and after a pandemic.</li> </ul>	
✓ Perform an After Action Review, documenting strengths and weaknesses of the incident and ensure that these are addressed in the future revisions of the appropriate plans and procedures.	