

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**EMERGENCY TRANSPORTATION PLAN**

Revised March 1998

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**FORWARD**

Chapter 1070, Laws of 1974, of the State of New York states that the “transportation authority shall prepare and publicize a plan for transportation to be followed in the event mass transportation services are discontinued due to a labor dispute, fire, accident, flood, storm, or any other emergency. Such plan shall designate the persons responsible for its implementation and shall provide for designation of emergency routes for vehicular traffic, maximum utilization of existing and emergency parking and alternative mass transportation facilities”.

The Capital District Transportation Authority has developed the following procedures to be utilized in the event of the above conditions.

## OVERVIEW

For any emergency that may develop, it is imperative that the following be known:

- A. CHAIN OF COMMAND
- B. DISASTER AGENCIES
- C. ALTERNATE COMMAND CENTERS
- D. ALTERNATE STORAGE AREAS
- E. ALTERNATE FUEL AREAS
- F. CDTA CONTACT PERSON AND PUBLIC INFORMATION PERSON
- G. ALTERNATE MODES OF TRANSPORTATION

Some of the above may change over time and as such this document is considered to be dynamic. It will be reviewed annually for continuity.

### A. CHAIN OF COMMAND

For the purposes of an emergency situation, the chain of command at CDTA as of June 23, 1997, is as follows:

- 1. Executive Director - Dennis J. Fitzgerald
- 2. Director of Planning and Development - Jack Reilly
- 3. Director of Maintenance - James Adams
- 4. Director of Transportation - Charles D. Cohen

### B. DISASTER AGENCIES

The following agencies have been advised of our interest and concern in the area of emergency transportation planning. We have requested that the CDTA be kept informed as to current disaster evacuation plans and have expressed our willingness to be of service in the area.

#### RED CROSS: Emergency Services

Red Cross Building  
Hackett Blvd. at Clara Barton Dr.  
Albany, NY 12203

Contact:

Director of Emergency Services  
Timothy Grey - 462-7461  
in Schenectady:  
Howard Wohl - 393-3606

**ALBANY COUNTY OFFICE**

#### CIVIL DEFENSE

NYS Office of Disaster Preparedness  
NYS Office Campus  
Public Safety Building  
Albany, NY 12226

Contact:

457-7189 or 457-9900

**SCHENECTADY COUNTY OFFICE**

**OF**  
**NATURAL DISASTER**  
**AND CIVIL DEFENSE**  
Morton and Broad Streets  
Albany, NY

Contact:  
447-5679

**OF**  
**NATURAL DISASTER**  
**AND CIVIL DEFENSE**  
Police Facility Building  
531 Liberty St.  
Schenectady, NY 12305

Contact:  
Alfred (Fred) Pyzaanowski  
370-3113 (w) or 374-1822 (h)

**EMERGENCY SERVICES**

Court House Annex  
105 Third St.  
Troy, NY 12180

Contact:  
David Cook - 270-4160

**NIAGARA MOHAWK POWER**

EMERGENCY : 1-800-892-2345  
POWER OUTAGE : 1-800-867-5222  
CUSTOMER SERVICE : 1-800-932-0301

**NYNEX**

449-8800  
1-800-890-6600

**SARATOGA COUNTY SHERIFF**

Municipal Center  
Ballston Spa, NY 12020  
885-6761

In addition, the following agencies should be contacted as the emergency dictates:

**FIRE**

ALBANY : 463-1234  
SCHENECTADY : 374-3111  
TROY : 272-3400

**POLICE**

ALBANY : 463-4141  
SCHENECTADY : 374-7744  
TROY : 272-3400

### C. ALTERNATE COMMAND CENTERS

In the event that an emergency renders any of our present command centers inoperative, the following locations will be used immediately and in order:

#### ALBANY

##### TROY DIVISION

Hoosick St.

274-1901

##### QUALITY INN

Watervliet Ave.

Contact: Gen. Manager

438-8431

##### HOLIDAY INN/TURF

Wolf Rd.

Contact: Gen. Manager.

458-7250

##### CDTC

Computer Dr.

Contact: Exec. Director

458-2161

##### NYSDOT

NYS Campus

Contact: Tim Gilchrist

457-1176

##### NYSDOT REG. 1

Holland Ave.

Contact: Reg. Dir. (DOT)

474-6178

#### SCHENECTADY

##### RAMADA INN

Erie Blvd. / Nott St.

Contact: Gen. Manager

370-7151

##### HOLIDAY INN

Nott / Franklin St.

Contact: Gen. Manager

393-4141

#### TROY

##### ALBANY GARAGE

Watervliet Ave.

Contact: Dir. Trans.

482-9191

These locations will serve as short-term command posts until other areas can be secured. There are no agreements with any of these facilities for emergency services and our use of these facilities will depend on their availability at the time. If a move is made, the appropriate authorities will be notified in the order shown above.

## **D. ALTERNATE STORAGE AREAS**

If any of the subsequent area garages becomes unusable, the following areas will be used for bus storage as practical and expedient. The Director of Transportation will be responsible for making arrangements.

Sites listed are suggestions that have no pre-existing arrangements.

### **ALBANY**

- The immediate area of the Authority property including Industrial Park Rd. , Commerce Rd. , and Milky Way
- Parking lot AB of the State Campus located at Washington and Slingerlands Bypass. Contact NYS Department of General Services - Parking - 474-8118
- Troy Garage - 274-1901
- Port of Albany - contact Port Manager - 463-8763
- Staging Areas, Madison Avenue and adjacent parking areas under the overpasses
- Parking area under 787 South lane just east of Columbia St. exit road
- The Albany Bowling Center parking lot - 438-4478
- Crossgates - reserve back lot- contact Manager - 869-9565

### **SCHENECTADY**

- The immediate area of the Authority property including Maxon Rd.
- Army Reserve Headquarters on Hillside Ave. - Contact Director - 374-8428
- The Schenectady County Airport on Route 50 - Contact Airport Manager or County Manager - 399-0111
- Collins Park - southwest corner of Western Gateway Bridge in Scotia, NY 374-8611
- Unused parking areas inside General Electric - Contact Security Manager - 385-7900
- Scotia and Rotterdam Industrial Parks

### **TROY**

- Albany Garage - 482-9191
- RPI Campus - contact President's Office - 276-6000
- Yankee Trails parking lot - Contact J. Tobin - 286-2400
- NYSDOT facility in Waterford - Contact NYS Transit Division - 457-7664

At the time either of the above garage facilities become unusable, the alternate storage areas, as listed, will be utilized. The specific area will depend on the expediency of the move, the extent of the disruption, and the expected duration of the disruption. As appropriate, other storage areas will be located if the duration of the disruption is prolonged.

#### E. ALTERNATE FUEL AREAS

If an emergency renders our present fuel supply inoperative, the Director of Maintenance, or in his absence, the Superintendent of Garages will be responsible for implementing the following procedure:

1. **A mobile fuel truck will be called to the alternate storage area.**
2. If this is not possible, the following areas will serve as potential refueling points:

##### ALBANY:

- Port of Albany - Contact Port Manager - 463-8763
- Yankee Trails - Contact J. Tobin - 286-2400
- Greyhound/Trailways - Contact Terminal Manager - 434-8095

##### SCHENECTADY:

- Wade Tours - Contact 355-4500
- General Electric - Contact Security Manager - 385-7900

##### TROY:

- Port of Albany - Contact Port Manager - 463-8763
- Yankee Trails - Contact J. Tobin - 286-2400

#### F. CDTA CONTACT PERSONS AND PUBLIC INFORMATION PERSON

In the event of a discontinuance of transit services, the local civil authorities must have a contact person at CDTA and, in addition, the public must be informed. In this regard, the chain of command as set forth above will serve as the civil authority's contact person.

The **Director of Marketing & Information** is designated as the public media source person. On authorization from the **Executive Director** (or his designee), the **Director of Marketing & Information** will proceed to contact the following radio, TV, and newspaper media:

**RADIO**

WPYX/WTRY  
785-9061

WROW AM/FM  
786-6603

WGY-WGY FM  
452-4847

WPTR/WFLY  
786-6630

WGNA AM/FM  
786-6620

WABY/WRLI  
456-6101

WQBK  
462-5555

**TELEVISION**

WTEN  
436-4822 or 436-0771

WRGB  
434-3311

WNYT  
436-4796

FOX  
862-0995

**NEWSPAPER**

TIMES UNION  
454-5420

DAILY GAZETTE  
395-3140

SARATOGIAN  
584-4242

TIMES RECORD  
270-1277

**G. ALTERNATE TRANSPORTATION**

In the event of a discontinuance of transit services, alternative means of transit must be found as quickly as possible. If a significant portion of buses are destroyed, or otherwise rendered inoperable, the following procedure will prevail:

**Equipment**

1. Contact NYSDOT Transit Division, Bureau of Management Assistance.
2. Contact all private and public transit companies, including school bus operators, in the immediate area, as to available equipment.
  - Yankee Trails 286-2400
  - Upstate Transit 584-5252
  - Trailways 436-8411
  - Wade Tours 355-4500
  - Greyhound 434-8095
3. Contact transit operators throughout New York State as to equipment availability, in concert with NYSDOT.



4. Contact out of state operators
5. Contact state and federal officials concerning emergency funding program.

### **Park and Ride**

The news media will be notified by the Director of Marketing and Information. The news media will be asked to encourage the public to form car pools. In addition, the primary employers in the area will be contacted and asked to encourage car pooling. Shopping center parking lots, church parking lots, and other appropriate vehicle storage areas will be pointed out as “share ride” areas.

### **Street Parking**

Mayors of the appropriate areas will be contacted and asked to lift restrictions concerning street parking and metered areas.

### **Free Transit**

In the event of a major disaster, the Executive Director, with approval from the Chairman, may authorize free transit to speed evacuation.

The above procedures will be tempered by the severity of the specific emergency.

Based on the above general procedures and pursuant to Chapter 1070 of the laws of 1974, the following areas will be discussed as to specifics:

LABOR DISPUTES  
FIRE  
FLOOD  
STORM  
CIVIL DISASTERS  
ACCIDENT  
BOMB THREAT  
HIJACKING/HOSTAGE

## **LABOR DISPUTES**

The Taylor Law, which prohibits strikes by public employees, lessens the likelihood of a strike. However, if a labor dispute does occur, the following procedure will prevail.

1. The Executive Director or his designee will instruct the Director of Marketing and Information to contact the news media.
2. Car pooling will be encouraged and “share-a-ride” areas will be pointed out by the Director of Marketing and Information.
3. News releases will be made, on a daily basis, or as appropriate, throughout the duration of the strike.

## **FIRE**

A fire at the main or satellite facility could cause severe disruptions of transit and loss of life. To reduce the hazard of this type of emergency, the following procedure will be undertaken:

### **Preventative**

1. The Manager of Safety and Security, with the assistance of the local fire department, shall quarterly conduct a fire hazard inspection of all garage and office areas. The results of the inspection will be given to the Executive Director and Director of Maintenance.
2. The Manager of Safety and Security shall develop evacuation routes from all areas of Authority property. These routes shall be posted in conspicuous locations through the buildings.
3. The Manager of Safety and Security shall annually distribute a memo to all employees informing them of building evacuation routes, alarm procedures, and fire safety.
4. Every new employee shall be given a copy of the above memo.
5. The Manager of Safety and Security shall appoint a primary and alternate person from each department to assure that all personnel are evacuated and all doors and windows are closed.
6. Periodic fire drills shall be conducted.

### **Re-active**

1. The person discovering a fire shall immediately:
  - Call the fire department
  - Report to his immediate supervisor
2. The immediate supervisor shall:
  - Assess the magnitude of the fire
  - Initiate fire fighting activities if appropriate
  - Direct the safe removal of buses and equipment as feasible
  - Contact the department head and the Executive Director
3. The department head shall:

- Assure that people and equipment are evacuated from the building as quickly and safely as possible
- Conduct a roll call immediately after the building evacuation and report results to the Executive Director or senior Staff member present

4. Other department heads shall:

- Assure that their personnel react in accordance with established fire procedures
- Provide whatever assistance the affected department head requests
- Assess the effect of the fire on their operation and report to the Executive Director

5. The Executive Director shall:

- Coordinate the reports from the department heads
- Inform board members as appropriate
- Assess the total damage and effect on transit service
- Instruct the Director of Marketing and Information to issue a news release

Depending on the severity of damage, the procedures as outlined in Section II - OVERVIEW, shall be followed.

## **FLOOD**

When the Authority is notified of an impending flood, the following procedure shall be undertaken:

1. The Executive Director Shall:
  - Designate the alternate storage site as per section II
  - Contact the Civil Defense Group for the affected area and coordinate activities
  - Inform department heads of the potential for flooding
  - Instruct Director of Transportation on needs of Civil Defense Groups
2. All department heads shall identify irreplaceable company records and move them to the group floor for loading into buses. The Director of Maintenance shall assure that company records are loaded on vehicles.
3. The Director of Transportation shall:
  - Dispatch buses as per civil defense requests
  - Contact buses on routes and inform drivers of emergency and designated reroutes
  - Contact Division Superintendents and arrange for all non-working personnel to be called in for emergency work
4. The Director of Maintenance shall:
  - Assure that all transit vehicles are fueled
  - Assure that all essential tools and equipment are loaded on vehicles
  - Assure that non-essential or immovable equipment is secured
  - Assure that all transit vehicles, service trucks, and other vehicles not required by the Executive Director are fueled and moved to the alternate site.

As applicable, the procedures outlined in section II shall be instituted.

## **STORM**

This area may be subjected to two primary types of storms that could cause service disruptions. These are wind storm (tornadoes) and winter snow or ice storms.

### **WIND STORM - Preventative**

The Manager of Safety and Security shall:

1. Prepare notices on procedures to be followed during a tornado alert.
2. Instruct all drivers on tornado procedures.

### **WIND STORM - Reactive**

During a tornado alert, the following procedures shall prevail:

1. The Radio Controller or Albany Dispatcher is responsible for notifying the Director of Transportation or his designee, and the appropriate Division Superintendent, when a severe thunderstorm warning, tornado warning, or tornado watch is issued.
2. The Director of Transportation is responsible for notification of the Executive Director and the Director of Maintenance. The Director of Transportation is responsible for ensuring that the appropriate drivers and supervisors are notified of a tornado alert.

When a tornado has been sighted, the Director of Transportation or his designee has authorization from the Executive Director to :

- Evacuate people on the street from impacted areas, without fare, if a tornado touchdown is imminent.
- Divert or shut down service to designated areas without prior consultation.

As applicable, the procedures outlined in section II shall prevail.

## **SNOW STORM**

While snow storms can be severe in this area, they are not, in all probability a direct threat to life or property. In the event of a snow storm that causes service disruptions, the procedures outlined in the Winter Weather Operations Plan shall be followed.\*

\*See Winter Storm Plan Appendix

## **CIVIL DISASTER / EVACUATIONS**

In the event of a civil disaster, the procedures developed in section II shall be implemented as necessary under the direction of the designated head (as per chain of command).

In accordance with the chain of command, CDTA shall establish immediate contact with the appropriate civil defense person and cooperate fully with established civil defense disaster procedures.

CDTA will most likely be contacted to respond to situations of regional, country-wide or institutional civil disasters. CDTA's role may include disaster evacuation, transport of emergency personnel, and/or use of our radio network for emergency communication.

All calls for CDTA emergency assistance will receive prompt attention. The Dispatcher receiving such a call will immediately implement the following procedure:

1. Obtain and write down:
  - Name of caller
  - Name / location of facility
  - Nature of emergency
  - Number of people requiring transport
  - Location to be transported to
  - Call back phone number
2. Contact the Director of Transportation (or designee) using home phone or beeper to obtain authorization.
3. While Director is on the phone, place call back to verify emergency.
4. Upon authorization, provide service requested as soon as possible, minimizing interruption to normal CDTA service unless otherwise directed by the Director of Transportation or designee.
5. Supervisory personnel should always be assigned to assist in providing such service.

Should the Director of Transportation not be available, the following will be contacted in the order listed:

Division Superintendent  
Other Superintendents  
Executive Director  
Director of Maintenance

The Director of Transportation or his designee will be responsible for notification of the Executive Director.

## **ACCIDENT**



An accident is defined as a small scale, non-disaster type occurrence involving limited life and/or property hazard. Highway mishaps or equipment malfunctions are some examples.

In the event of an accident, the Accident/Major Incident and Code 10 procedures as included in the index will prevail.

1. The manager of Safety and Security shall be dispatched to the scene.
2. Standard procedures for response, notification and investigation are in effect for all accident situations.

## **BOMB THREAT**

When a bomb threat is received, the Bomb Threat procedure attached in the appendix will be followed.

If transit operations have been delayed, the Director of Transportation shall assure that buses are returned to service on the basis of ridership, with the heaviest lines being returned first.

## **HIJACKING / HOSTAGE SITUATION**

1. Upon notification of a vehicle hijacking or hostage situation, the Dispatcher will use the Code 10 Notification process.
2. CDTA service in the vicinity will be rerouted to avoid the situation .
3. The first CDTA Supervisor responding to the scene of a hostage situation will serve as liaison between police and CDTA until “officially” relieved by the Manager of Safety and Security or Division Superintendent.
4. Police requests for:
  - an identical bus to vehicle involved in situation
  - operator personnel information
  - other assistance should be relayed by the CDTA liaison on the scene to the Director of Transportation for approval.
5. Only the Executive Director or his designee can approve police requests for assault or negotiations.

## **ADDITIONAL DOCUMENTS**

The following attached documents are considered a part of this manual:

CDTA WINTER STORM PLAN  
CDTA ACCIDENT NOTIFICATION PROCEDURE  
CDTA CODE 10 PROCEDURE

In addition, the following reference materials are kept on the Director of Transportation's office and should be consulted, as appropriate, once immediate emergency procedures are underway:

- Manual of Transit Operation in Civil Emergencies (The Wilkes-Barre Experience)
- Emergency Highway Traffic Regulation Plan - New York State