



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# ORDER

DOT 1100.29G

10-15-93

Subject: REGIONAL EMERGENCY TRANSPORTATION COORDINATORS AND  
REPRESENTATIVES

1. PURPOSE. This Order establishes Department of Transportation (DOT) Regional Emergency Transportation Coordinators (RETCO) and Regional Emergency Transportation Representatives (RETREP) in each of the Standard Federal Regions and Alaska, and prescribes the functions of these officials.
2. CANCELLATION. DOT 1100.29F, Regional Emergency Transportation Coordinators and Representatives, of 6-18-86.
3. SCOPE. The provisions of this Order apply to the Office of the Secretary (OST) and the DOT operating administrations (OA). In compliance with the Department of Transportation Act, as amended, cited in paragraph 4, Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," and the presidentially directed National System for Emergency Coordination, this Order is issued for information to the:
  - a. Interstate Commerce Commission.
  - b. Office of the Chief of Engineers (Civil Works) of the Department of the Army.
  - c. Other Federal departments and agencies designated in emergency plans, such as the *Federal Response Plan*, as a:
    - (1) support agency to a Federal interagency functional group lead by DOT, or
    - (2) lead agency for a Federal interagency functional group supported by DOT.
4. BACKGROUND.
  - a. From the inception of national planning for emergency preparedness, emergency transportation functions have been performed by transportation agencies of the Federal Government. One responsibility of the Secretary of Transportation, as set forth in Section 101 of Title 49 U.S.C., is "to ensure the coordinated and effective administration of the transportation programs of the United States Government." That section also directs the Secretary "...to achieve transportation objectives considering the needs of the public,...and national defense." Also, Section 301(1) of Title 49 U.S.C. prescribes that the Secretary of Transportation shall "under the direction of the

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President...exercise leadership in transportation matters, including those matters affecting national defense and those matters involving national or regional emergencies." Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," the National System for Emergency Coordination, and Federal Preparedness Circular 25, "Regional Preparedness Committee Guidance," further describe the Department's responsibilities for national security emergency preparedness planning and participation in regional emergency planning and response activities. Finally, the *Federal Response Plan* for catastrophic disasters, Executive Order 12656, and classified continuity of Government operations plans prescribe a functionally organized approach for responding to a wide range of emergency situations from natural disasters to nuclear conflict.

- b. This Order establishes, at the regional level, a system for managing emergency responsibilities of the Secretary of Transportation, in association with the several departments and agencies providing planned support to or receiving planned support from DOT.

#### 5. REFERENCES.

- a. DOT 1900.7D, Department of Transportation Crisis Action Plan of 8-29-90, identifies departmental responsibilities and establishes procedures to be followed in a domestic or national security crisis affecting, or anticipated to affect, a segment of any civil transportation mode so severely as to require a Federal response.
- b. DOT 1900.8, Department of Transportation Civil Emergency Preparedness Policies and Programs of 3-15-84, establishes policies, programs, and procedures, and identifies and assigns specific emergency preparedness responsibilities to various elements of the Department for the planning, management, and coordination of DOT civil emergency preparedness programs and actions.
- c. National System for Emergency Coordination. Domestic Policy Council directive of 1-19-88 provides a mechanism for ensuring that the Federal Government provides timely, effective, and coordinated assistance to states and local governments in extreme catastrophic technological, natural, or other domestic disasters of national significance.
- d. Federal Response Plan, April 1992, and Annex 1 (Transportation), establish planning assumptions, policies, a concept of operations, organizational structures, and specific assignments of responsibility to departments and agencies which form the basis for Federal response to supplement state and local efforts in a catastrophic disaster.

- e. Memorandum of Understanding Between the Department of Transportation and the Department of Justice of 3-25-91, designates the authority and responsibility for issues concerning public notification of terrorist threats to domestic transportation entities.
  - f. DOT 1950.1C, Reports on Non-Defense Transportation Emergencies of 4-19-88, establishes a system of initial and subsequent status reports to the Secretary.
  - g. Plan for Regional Emergency Management Team (REMT) Operations (OPLAN 7-87), April 1987, is a classified operations plan available only to appropriately cleared personnel having a specific need-to-know.
6. ESTABLISHMENT OF DEPARTMENTAL REGIONAL EMERGENCY TRANSPORTATION COORDINATORS AND REPRESENTATIVES.
- a. A RETCO will be appointed in each Standard Federal Region (see Attachment 1, Regional DOT Emergency Organization map). For purposes of this Order:
    - (1) Regions 1 and 2 are consolidated and considered as a single region;
    - (2) Puerto Rico and the U.S. Virgin Islands are included as part of Region 4; and
    - (3) Alaska is considered a separate region.
  - b. The Commandant of the U.S. Coast Guard (USCG) and the Administrators of the Federal Aviation Administration (FAA) and the Federal Highway Administration (FHWA) shall designate senior regional executives of their administrations to serve as RETCOs. The RETCOs should normally be at the District Commander/Regional Administrator level. RETCOs are the Secretary's representatives within their regions for all emergency preparedness program matters, including national security and defense emergencies, technological and natural disasters, economic crises, and any other crisis situation adversely impacting the Nation's civil transportation resources. The duties of the RETCOs are outlined in paragraph 9. Designations of RETCOs shall be concurred in by the Director of Emergency Transportation, Research and Special Programs Administration (RSPA), who is the cognizant DOT official responsible for providing policy guidance and overall management and coordination of the RETCO program.

## c. The organizational assignments for RETCO designations are:

Commandant, USCG	Standard Federal Regions 1 and 2 (combined, but minus Puerto Rico and U.S. Virgin Islands), 9, and 10 (minus Alaska)
Administrator, FAA	Standard Federal Regions 4 (plus Puerto Rico and U.S. Virgin Islands), 6, and Alaska as a separate region
Administrator, FHWA	Standard Federal Regions 3, 5, 7, and 8

d. An Alternate Regional Emergency Transportation Coordinator (ALTRETCO) will be formally designated at an appropriate level to serve for the RETCO in his/her absence. The designated ALTRETCO shall assume the duties of RETCO when and if the RETCO is no longer available to serve in that capacity. The ALTRETCO may be appointed by the head of the cognizant OA or by the RETCO through delegated authority, and should be at a policy level in the regional organization.

e. Each RETCO shall appoint a RETREP from staff personnel resources in their OA. The RETREP shall serve as the principal assistant to the RETCO in planning, developing, coordinating, and implementing DOT regionwide emergency preparedness transportation plans and programs. To avoid conflicting emergency duties, the RETREP should not serve as ALTRETCO.

f. The costs for RETCO activities, including costs of RETCO and RETREP participation in annual DOT regional training and the annual national DOT Emergency Planning and Training Conference, will be funded by the appropriate OA. However, some costs of RETCO program activities directly attributable to departmental emergency preparedness and response, as designated in advance by the Director of Emergency Transportation, may be funded by RSPA's Office of Emergency Transportation (OET).

7. BOUNDARIES. RETCOs shall establish continuing liaison with and coordinate emergency preparedness program activities of the regional heads of all DOT OAs, as well as Federal departments and agencies providing planned support to or receiving planned support from DOT, whose boundaries are coterminous with, or overlap, the RETCO region. Where boundaries are not coterminous, the regional head of an OA, e.g., Coast Guard District Commanders, may be required to coordinate with two or more RETCOs.

8. REGIONAL COORDINATION. Regional Administrators and District Commanders shall coordinate fully with designated RETCOs in their respective regions to support the RETCO's assigned secretarial emergency preparedness program responsibilities. That support includes:
- a. Designation of personnel to staff regional emergency teams at an adequately high level of authority.
  - b. Participation in scheduled regional training and exercises.
  - c. Maintenance of emergency preparedness plans and operational capabilities adequate to support the RETCO program.
  - d. Assistance in gathering and reporting information on actual or potential crisis situations adversely impacting civil transportation and in responding to those situations.

Other Federal departments and agencies designated to support an emergency functional group lead by DOT will coordinate their support with the appropriate RETCO(s). Similarly, RETCOs shall coordinate DOT's regional support of other emergency functional groups with the designated lead department or agency.

9. RESPONSIBILITIES AND FUNCTIONS OF THE RETCO. As the Department's principal regional official responsible for management of emergency planning and response operations and under the policy guidance and management direction of RSPA/OET, the RETCO shall:
- a. Serve as the Secretary's representative in the region for emergency preparedness matters.
  - b. Coordinate all emergency preparedness program activities within the region with:
    - (1) DOT OAs;
    - (2) Departments and agencies supporting a functionally organized group lead by DOT;
    - (3) Departments and agencies leading a functionally organized group for which DOT is designated as a support agency; and
    - (4) Resource agencies having control of supporting resources (e.g., communications and energy).
  - c. Encourage and assist in the development of effective, responsive emergency preparedness plans and programs by all regional DOT OA. The RETCO should maintain familiarity with and periodically assess the status of the emergency preparedness programs of the OAs. When programs are not

adequate to support RETCO responsibilities, the Director of Emergency Transportation should be notified.

- d. Provide the principal DOT representation and liaison with the Regional Director of the Federal Emergency Management Agency (FEMA). Provide DOT representation on the FEMA Regional Preparedness Committee, Regional Assistance Committee, Regional Interagency Steering Committee, and other regional emergency preparedness action groups.
- e. Serve as the Department's responsible official for organizing and managing the departmental regional response to national security emergencies, economic crises, and natural or technological disasters. The RETCO serves as the official point of contact for the collection and dissemination of disaster related information, which is reported to RSPA/OET for consolidation and further reporting to senior departmental management officials. The RETCO will respond to the taskings of the Federal Coordinating Official, when such an official is appointed pursuant to provisions of the *Federal Response Plan*.
- f. Provide DOT liaison with emergency management and military officials of the respective states and territories, as well as local jurisdictions within the region, and assist in the preparation, testing, and refinement of the transportation portion of state emergency plans for:
  - (1) Radiological emergencies at fixed nuclear facilities;
  - (2) Hazardous materials incidents;
  - (3) Catastrophic earthquakes and other natural disasters;  
and
  - (4) National security emergencies.
- g. Provide notification to appropriate state and local jurisdictions of threats against transportation facilities, in accordance with a Memorandum of Understanding of March 25, 1991, with the Department of Justice.
- h. Plan for and manage the activation and operation of DOT Regional Emergency Executive Team A, the REMT, and the DOT Emergency Organization (DOT EO), which is the transportation component of the Regional Emergency Response Team, as required by the emergency. This activity shall include the preparation of regional emergency preparedness plans; designation of team; provision of adequate emergency operations facilities to support each team; and maintenance of communications, data systems, and other associated support equipment. The RETCO shall function as the leader of the DOT EO, when activated.

- i. Manage the DOT Emergency High Frequency Radio System and the DOT emergency computer and data system in the region.
- j. Execute Defense Production Act transportation priority authority, if delegated, in conformity with DOT Order 1900.7D, Department of Transportation Crisis Action Plan.
- k. Provide timely coordinated reports to the Director of Emergency Transportation on emergency situations which adversely impact, or potentially impact, the Nation's civil transportation resource. In crisis situations, respond to the Director of Emergency Transportation or the DOT Crisis Coordinator, as appropriate, for direction and guidance.
- l. Manage the regional unit of the DOT National Defense Executive Reserve (NDER), including recruitment, organization and training, consistent with the policy guidance from the Director of Emergency Transportation and in close coordination with the NDER Regional Director and the Deputy Regional Director.
- m. Conduct at least one training session each year for NDERs and DOT Mobilization Designees assigned to the DOT EO, under the guidance of and with assistance from OET. Training will generally include practical exercises in transportation resource management based on an exercise scenario and problems prepared by OET. Representatives of FEMA, associated Federal departments and agencies, military services, and state governments shall be invited to participate in these exercises.
- n. Coordinate Federal and state transportation agency participation in regional civil tests and exercises.
- o. Assist in the development and conduct of training and exercises for the transportation functional groups of the REMT and Emergency Response Team.
- p. Provide support to the RETCOs in other regions during catastrophic disasters, in accordance with the FEMA issued plan for regional "backup," in disasters affecting multiple states. Any request by a RETCO for the use of the personnel and resources of another RETCO in a disaster should be submitted to OET in advance for concurrence.
- q. Provide the necessary forum for the free exchange of information, consistent with statutes, regulations and other directives, between all Federal agencies, external as well as internal to DOT, regarding their emergency preparedness functions.

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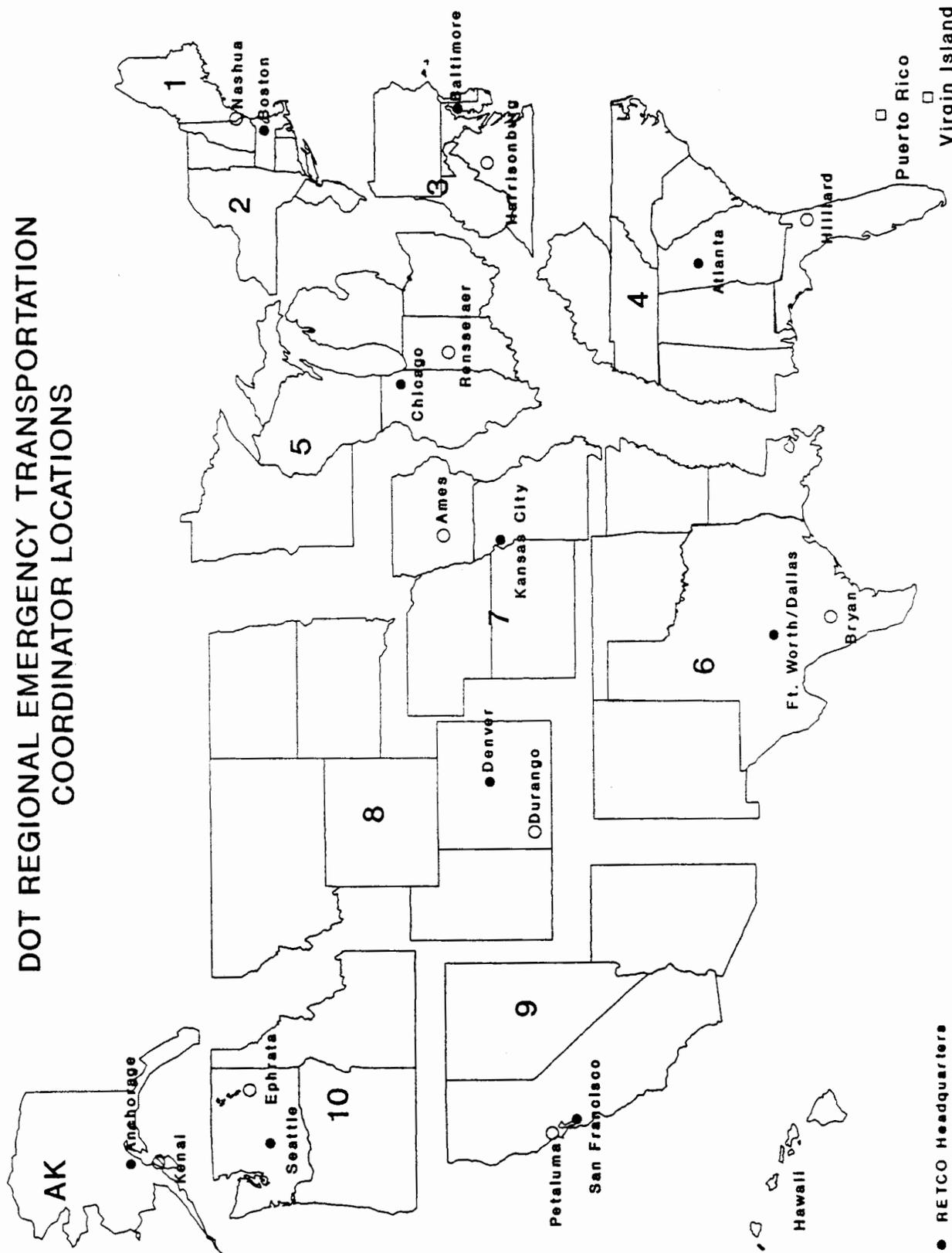
10. COMMUNICATIONS. Communications establishing departmental emergency preparedness program mission or task assignments will be sent directly from OET to the RETCO, with information copies to the respective departmental OA, as required. In turn, communications from the RETCOs shall be addressed directly to the Director of Emergency Transportation. At the RETCO's discretion, or as requested by OET, copies may also be sent to the heads of their respective OAs. Upon receipt of a communication which may require action of regional offices, RETCOs should inform the appropriate field officials of the departmental OAs (Regional Administrators and District or Area Commanders) and members of the Federal transportation community external to the Department who are affected or may have an interest in the communication received.
11. EMERGENCY ACTIONS. Nothing in this Order shall be construed as automatically conferring authority to implement any emergency preparedness program, plan, procedure, policy, or course of action prepared or developed pursuant to this Order. Such authority is reserved by the Secretary, the heads of OAs, and the heads of other Federal transportation agencies, as appropriate.
12. IMPLEMENTATION. Where appropriate, any secretarial office and OA should develop supplemental guidance required to implement this Order and provide a copy of that guidance to the RSPA, within 6 months of the date of this Order.

FOR THE SECRETARY OF TRANSPORTATION:



Paul T. Weiss  
For the Assistant Secretary  
for Administration

# DOT REGIONAL EMERGENCY TRANSPORTATION COORDINATOR LOCATIONS



● RETCO Headquarters  
○ Alternate Operating Sites

RSPPA/OET -- 3/24/92

Puerto Rico  
Virgin Island