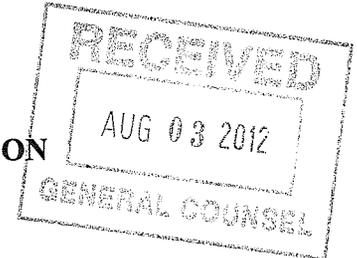




WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505



Earl Ray Tomblin  
Governor

Paul A. Mattox, Jr., P. E.  
Secretary of Transportation/  
Commissioner of Highways

August 1, 2012

Mr. Peter S. Markham  
General Counsel  
Office of the Governor  
State Capitol  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

Dear Mr. Markham:

Thank you for your letter, dated July 16, 2012, requesting an After Action Review from the Division of Highways for the recent state of emergency. In response to your request, we have completed and enclosed the After Action Review report.

Again, thank you for writing. Should you require additional information, please do not hesitate to contact my office.

Sincerely,

*for: Paul A. Mattox, Jr.*  
Paul A. Mattox, Jr., P. E.  
Secretary of Transportation/  
Commissioner of Highways

PAM:Ch

Enclosure

## AFTER ACTION REVIEW QUESTIONNAIRE

Agency/Commission: West Virginia Division of Highways

Project/Event: Emergency response to storm-related state of emergency

Prepared by: Steven B. Cole, P. E. Date of Review: July 30, 2012

**In responding to the following questions, please use additional sheets as necessary.**

Key Participants:

NAME	JOB TITLE	ROLE IN EMERGENCY
(See Attachment 1)		

Please provide a detailed summary of your Agency/Commission's role in responding to the state of emergency.

Our main objective during the state of emergency was to ensure that all roadways within our State Highway System (SHS) were accessible. This included clearing trees, brush, debris, etc. from our right-of-way. Once this work was complete, the Division of Highways (DOH) provided assistance to other emergency response agencies by hauling and providing fuel and hauling and delivering supplies such as generators, ice and water.

What went well and why?

(What were the successful steps taken towards achieving your objective?)

SUCSESSES	HOW TO ENSURE SUCCESS IN THE FUTURE
All roadways within our SHS were open for travel, with the exception of two, by Sunday, July 1, 2012	Continue to be ready to respond on short notice to future emergencies
Communication within the DOH along with other agencies and entities	Maintain current lines of communication with other agencies and be prepared to provide assistance
Most DOH equipment was serviced and ready to go from the start of the emergency	Continue to monitor and address any equipment needs and perform equipment maintenance as per our current procedures

What can be improved and how?

(What could have been done better? What can your agency/commission do differently in similar situations in the future to ensure success? What would be your advice to future emergency response teams?)

WHAT CAN BE IMPROVED	RECOMMENDATIONS
Other agencies' preparedness for this type of emergency	Other agencies need to be more prepared with contracts and agreements in place with private entities for access to fuel and equipment that may be needed for the hauling of emergency supplies such as generators, water and ice. Fortunately, the DOH was using mostly gas powered equipment and was therefore able to provide diesel to these agencies without creating a burden for ourselves. We were also able to provide equipment for hauling purposes but in future events this may not be feasible.
The DOH should have access to the power companies emergency services hotline	We will contact the power company in an effort to improve communication
Generators are installed at most DOH facilities throughout the State for pumping gas and minimal electric service inside offices. In some cases, however, the generators' size was found to be inadequate	The DOH has been upgrading generators at some facilities; however, a more aggressive plan will be implemented

**Attachment 1**

**Key Participants**

<i>Name</i>	<i>Job Title</i>	<i>Role in Emergency</i>
Tim Holmes	Transportation Management Center Supervisor	Management of DOH response since TMC is the communication hub – liaison between DOH and other emergency response agencies
Steve Cole	Deputy State Highway Engineer-Operations	Coordinate response and recovery efforts statewide including any equipment and/or personnel needs
Jim Lambert	Transportation Management Center Director	Management of DOH response since TMC is the communication hub – liaison between DOH and other emergency response agencies
R.J. Scites	District 1 Maintenance Engineer	Coordinating maintenance crews and storm cleanup district wide
Kyle Stollings	Director – Maintenance Division	Provide administrative support to District offices and help obtain locate state and/or private equipment as needed.
David Brabham	District 3 Maintenance Engineer	Coordinating maintenance crews and storm cleanup district wide
Dan Taylor	District 3 Equipment Supervisor	Coordinating equipment repairs and movement of large equipment district wide
James Moore	District 9 Maintenance Engineer	Coordinating maintenance crews and storm cleanup district wide
Steve McCoy	District 9 Equipment Supervisor	Coordinating equipment repairs and movement of large equipment district wide