

**ANNEX E**

**EVACUATION**

**City of Navasota**

## State Planning Standards Checklist for Annex E, Evacuation

**Jurisdiction:** City of Navasota

**Annex Date:** May 17, 2006    **Date of most recent change, if any:** February 15, 2011

(The date which appears on the signature page)

**Note:** The annex will be considered Deficient if the *italicized* standards are not met.

<b>This Annex shall:</b>	<b>I. Section/paragraph</b>
<b>II. I. Authority</b>	
E-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I
<b>III. II. Purpose</b>	
E-2. Include a purpose statement that describes the reason for development of the annex.	II
<b>IV. III. Explanation of Terms</b>	
E-3. Define terms and explain acronyms and abbreviations used in the annex.	III
<b>V. IV. Situation &amp; Assumptions</b>	
<i>E-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>E-5. Include a list of assumptions used in planning for emergency evacuation.</i>	IV.B
<b>VI. V. Concept of Operations</b>	
<i>E-7. Outline factors to be considered in evacuation decision-making.</i>	V.B
<i>E-8. Describe potential evacuation areas and hazard-specific planning for those areas, referencing appropriate portions of the plan.</i>	V.C
<i>E-9. Indicate how transportation will be provided for those individuals and facilities that need it during an evacuation.</i>	V.D
<i>E-10. Explain how evacuation warnings and evacuation-related public information will be provided to individuals and special facilities.</i>	V.F
<i>E-11. Outline considerations for the evacuation of special needs facilities and special needs population.</i>	V.G
<i>E-12. Provide guidance for handling evacuees with pets.</i>	V.H
<i>E-13. Outline requirements for securing evacuated areas.</i>	V.I
<i>E-14. Provide guidance for the return of evacuees and indicate who shall authorize re-entry into evacuated areas.</i>	V.J
<i>E-15. Include a list of actions pertinent to the evacuation function by phases of emergency management.</i>	V.K
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<i>E-16. Indicate how the jurisdiction will be organized to carry out evacuations.</i>	VI.A
<i>E-17. Include a listing of the responsibilities for evacuation tasks assigned to local officials, departments, and agencies.</i>	VI.B
<b>VII. Direction &amp; Control</b>	
<i>E-18. Identify by position the individual(s) with the authority to order an evacuation and direct and control evacuation operations.</i>	VII.A

<b>VIII. Readiness Levels</b>	
E-19. Describe actions to be taken at various readiness levels.	VIII
<b>IX. Administration &amp; Support</b>	
E-20. Outline policies on reporting and the maintenance of records of emergency operations.	IX.A-B
E-21. Provide for a post-incident review of emergency operations involving large-scale evacuations.	IX.D
<b>X. Annex Development &amp; Maintenance</b>	
E-22. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
E-23. Make reference to the schedule for review and update of annexes contained in the section X of the basic plan.	X.B
<b>XI. References</b>	
E-24. Identify references pertinent to the content of the annex.	XI
<b>Other</b>	
E-25. Include a general evacuation checklist.	Appendix 1
E-26. Describe potential major evacuation areas indicating the population of such areas and evacuation routes from them. Include a map depicting those evacuation routes.	Appendix 2
E-27. Include detailed planning for hurricane evacuation. (Required only for jurisdictions located in a hurricane risk area) <ul style="list-style-type: none"> <li>• Provides an estimate of hurricane evacuees.</li> <li>• Includes provisions for transportation of evacuees without vehicles.</li> </ul>	Appendix 3

<b>A. FOR LOCAL GOVERNMENT USE</b>		Signature
Date		
This Checklist Completed By		2/15/2011

FOR DEM USE	Initials	Date
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

# APPROVAL & IMPLEMENTATION

## Annex E

### Evacuation



\_\_\_\_\_  
Signature, City of Navasota EM Coordinator

\_\_\_\_\_  
February 15, 2011

Date



\_\_\_\_\_  
Signature, City of Navasota Mayor

\_\_\_\_\_  
February 15, 2011

Date





**ANNEX E**  
**EVACUATION**

**I. AUTHORITY**

See Basic Plan, section I.

**II. PURPOSE**

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

**III. EXPLANATION OF TERMS**

**A. Acronyms**

EMC	Emergency Management Coordinator
EOC	Emergency Operating or Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRF	National Response Framework
NIMS	National Incident Management System
PIO	Public Information Office or Officer
RUC	Regional Unified Command
SOG	Standard Operating Guideline

**B. Definitions**

1. Special Needs Facilities. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:
  - Schools and day care centers, where students require supervision to ensure their safety.
  - Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
  - Correctional facilities, where offenders require security to keep them in custody.
2. Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions of the local area.
  - a. Limited evacuation of specific geographic areas might be needed as a result of a hazardous materials transportation accident, major fire, natural gas leak, or localized flash flooding.
  - b. Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, extensive flooding, or a hurricane.
2. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Mayor may order a mandatory evacuation of our City upon issuing a local disaster declaration. The Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

### B. Assumptions

1. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk will comply when local officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
2. Some individuals will refuse to evacuate, regardless of the threat.
3. When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
4. Evacuation planning for known hazard areas can and should be done in advance.
5. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
6. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
7. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
8. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.

9. When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include state and/or federal assistance to effectively evacuate our population.

## V. CONCEPT OF OPERATIONS

### A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
2. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 1, has been developed to guide the execution of evacuation operations.

### B. Evacuation Decisions

1. The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
  - a. What areas or facilities are at risk and should be evacuated?
  - b. How will the public be advised of what to do?
  - c. What do evacuees need to take with them?
  - d. What travel routes should be used by evacuees?
  - e. What transportation support is needed?
  - f. What assistance will the special needs population require?
  - g. What traffic control is needed?
  - h. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
  - i. How will evacuated areas be secured?
2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
3. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the Mayor shall issue the order for large-scale evacuations.

### **C. Hazard Specific Evacuation Planning**

1. Hazard-specific evacuation planning information will be developed for certain known hazards and included as appendices to this or other annexes. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any special needs populations affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.
2. Likely major evacuation areas, other than hazardous materials or hurricane risk areas, and the potential evacuation routes for those areas are described and depicted in Appendix 2 to this annex.
3. Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in the appendices to Annex Q, Hazardous Materials and Oil Spill Response.
4. Guidance for hurricane evacuation is provided in Appendix 3 to this annex, which also describes hurricane risk areas and evacuation routes.

### **D. Transportation**

1. Individuals. It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people do not own vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.
2. Special Needs Facilities. Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other special needs facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
3. Emergency transportation may be provided by school buses or rural transportation system buses, ambulances, and other vehicles. See Annex S, Transportation, for transportation guidance; see Annex M, Resource Management, for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.
4. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

### **E. Traffic Control**

1. Actual evacuation movement will be controlled by local law enforcement agencies.
2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.

3. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the Public Works Department upon request.
4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

## **F. Warning & Public Information**

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. Respective EOCs or the Regional Unified Command (RUC) will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
2. Advance Notice of Possible Evacuation
  - a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
  - b. Advance warning should be made to special needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
  - c. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
3. Evacuation Warning
  - a. Evacuation warning should be disseminated through all available warning systems. See Annex A, Warning, for further information.
  - b. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
  - c. Special needs facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
  - d. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who

refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

#### 4. Emergency Public Information

- a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speakers. Specific public information procedures are contained in Annex I (Emergency Public Information).
- b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
- c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

#### G. Special Needs Population

1. Special needs facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.
  - a. Schools & Day Care Centers
    - 1) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.
    - 2) Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.
  - b. Hospitals, Nursing Homes, & Correctional Facilities.
    - 1) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make

the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.

- 2) Medical patients, homeless, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.
2. Special needs citizens will require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations (See Annex H – Health and Medical). Our City emergency management plans currently identify by type and estimated number the special needs population and address their needs before, during, and immediately after a major disaster or catastrophic incident.

## **H. Handling Pets During Evacuations**

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Officer should coordinate these arrangements.
2. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
  - a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - b. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed.
  - c. Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.

## **I. Access Control & Security**

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors

restoring damaged structures and removing debris. Refer to Annex G, Law Enforcement, for further information.

## **J. Return of Evacuees**

1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the Mayor and disseminated through the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
  - a. The threat prompting the evacuation has been resolved or subsided.
  - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - c. 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 be fully restored.
  - d. Structures have been inspected and deemed safe for occupancy.
  - e. Adequate water is available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
  - a) Documenting damage for insurance purposes.
  - b) Caution in reactivating utilities and damaged appliances.
  - c) Cleanup instructions.
  - d) Removal and disposal of debris.

## **K. Actions by Phases of Emergency Management**

1. Prevention
  - a. Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
  - b. Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
  - c. Seek improvement to preplanned evacuation routes if needed.

- d. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

## 2. Preparedness

- a. Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. See Appendix 2 for potential major evacuation areas other than hazardous materials risk areas; hazardous materials risk areas are described in Annex Q, Hazardous Materials & Oil Spill Response. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- b. To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals.
- c. Identify primary and alternate evacuation routes, taking into account road capacities.
- d. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- e. Include evacuations in the scenario of periodic emergency drills and exercises.
- f. Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
- g. Promulgate procedures for protecting government resources from known hazards by relocating them.

## 3. Response

See the General Evacuation Checklist in Appendix 1

## 4. Recovery

- a. Initiate return of evacuees, when it is safe to do so.
- b. Coordinate temporary housing for those who cannot return to their homes.
- c. Provide traffic control for return.
- d. Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
- e. Carry out appropriate public information activities.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a RUC to support the Incident Command Posts (ICP) and EOCs.
2. Incident Command System (ICS) – EOC/RUC Interface
  - a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, our chief elected official should make the recommendation for such evacuation to the public.
  - b. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.
  - c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the EOCs and the RUC. The EOCs will normally manage evacuation operations within their respective jurisdiction area while the RUC coordinates evacuation operations affecting multiple jurisdictional areas. The RUC will normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

### B. Assignment of Responsibilities

1. The Mayor will:
  - a. For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate.
  - b. Approve release of warnings, instructions, and other emergency public information relating to evacuation.
  - c. Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
  - d. Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.
  - e. Direct the opening of local shelter and mass care facilities, if needed.

2. The Incident Commander will:
  - a. Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.
  - b. If evacuation of risk areas and special needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
  - c. Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
3. The EMC will:
  - a. Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
  - b. Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support.
  - c. Coordinate evacuation planning to include:
    - 1) Selection of suitable evacuation routes, based on recommendations from law enforcement.
    - 2) Movement control, based on recommendations from law enforcement.
    - 3) Transportation arrangements.
    - 4) Shelter and mass care arrangements.
    - 5) Special needs demographics and evacuation support requirements.
4. Common Tasks of All Organizations
  - a. If time permits, secure and protect facilities in evacuation areas.
  - b. If time permits, relocate essential equipment, supplies, and records to non-risk areas.
5. Law Enforcement will:
  - a. Recommend evacuation routes to the Incident Commander or EOC staff.
  - b. Assist in evacuation by providing traffic control.
  - c. Protect property in evacuated areas and limit access to those areas.
  - d. Secure and protect or relocate prisoners.

- e. Coordinate law enforcement activities with other emergency services.
  - f. Assist in warning the public.
  - g. Provide information to the PIO for public news releases on the evacuation routes.
6. The Fire Service will:
- a. Be responsible for fire protection in the vacated area.
  - b. Assist in warning the public.
  - c. Assist in evacuating special needs groups, as requested.
7. The Public Information Officer (PIO) will:
- a. Disseminate emergency information from the Mayor advising the public of evacuation actions to be taken.
  - b. Coordinate with area news media for news releases.
8. The Public Works Department will:
- a. Provide traffic control devices upon request.
  - b. Assist in keeping evacuation routes open.
  - c. Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
9. The Transportation Officer will:
- a. Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.
  - b. Coordinate transportation assistance for the evacuation of special needs facilities and special needs population.
  - c. Coordinate all transportation relating to relocation of essential resources.
  - d. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.
10. The Shelter Officer will:
- a. For short-term evacuations, coordinate with operators of government-owned buildings schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.

- b. For other than short-term evacuations, coordinate with the [American Red Cross, Salvation Army, and other service organizations] to open shelters and activate mass care operations. See Annex C, Shelter & Mass Care, for further information

11. Health and Medical will:

Monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested.

12. Animal Control will:

- a. Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
- b. Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. Special Needs Facilities (schools, hospitals, nursing homes, correctional facilities) will:

- a. Close and supervise evacuation of their facilities.
- b. Coordinate appropriate transportation for evacuees and en route medical or security support.
- c. Arrange for use of suitable host facilities.
- d. Request emergency assistance from local government if assistance cannot be obtained from other sources.
- e. Ensure assigned personnel are trained and knowledgeable of evacuation procedures.
- f. Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

<b>VII. DIRECTION AND CONTROL</b>
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**A. General**

1. The Mayor has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.

3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC and RUC.

## **B. Evacuation Area Definition**

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

## **C. Lines of Succession**

1. The lines of succession for the Mayor and the EMC are outlined in Section VII of the Basic Plan.
2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.

<b>VIII. INCREASED READINESS ACTIONS</b>
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### **A. Level IV - Normal Conditions.**

See the prevention and preparedness activities in section V.K, Actions by Phases of Emergency Management.

**B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level III readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

**C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level II readiness actions may include:

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and special needs facilities to monitor the situation.

**D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level I readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

## IX. ADMINISTRATION AND SUPPORT

### A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

### B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.

2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

**C. Resources**

General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.

**D. Post Incident Review**

For large-scale evacuations, the City Manager and/or EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.D of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

**E. Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

**X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The EMC is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOGs covering those responsibilities.

**XI. REFERENCES**

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

**APPENDICES:**

- 1 ..... General Evacuation Checklist
- 2 ..... Potential Evacuation Areas
- 3 ..... Hurricane Evacuation

**GENERAL EVACUATION CHECKLIST**

✓	Action Item	Assigned
	<b>PLANNING:</b>	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> <li>▪ Determine population of risk area(s)</li> <li>▪ Identify any special needs facilities and populations in risk area(s)</li> </ul>	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations.	
	<b>ADVANCE WARNING:</b>	
	6. Provide advance warning to special needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	<b>EVACUATION:</b>	
	14. Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> <li>▪ What should be done to secure buildings being evacuated</li> <li>▪ What evacuees should take with them</li> <li>▪ Where evacuees should go &amp; how should they get there</li> <li>▪ Provisions for special needs population &amp; those without transportation</li> </ul>	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	

	22. Provide Situation Reports on evacuation to the local Disaster District.	
	<b>RETURN OF EVACUEES</b>	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special needs facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> <li>▪ Documenting damage &amp; making expedient repairs</li> <li>▪ Caution in reactivating utilities &amp; damaged appliances</li> <li>▪ Cleanup &amp; removal/disposal of debris</li> <li>▪ Recovery programs See Annex J, Recovery.</li> </ul>	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	



Appendix 2 Annex E



