

# Attachment E

## Evacuation

### Introduction

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This function deals with the movement of people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action.

### Developing an Evacuation Annex

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**Purpose** An evacuation annex describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by the hazards the jurisdiction faces.

**Situation and Assumptions** This section identifies the emergency conditions that could occur and that would require evacuation. It identifies the areas potentially subject to evacuation (areas prone to flooding, seismic activity, or wildland fire; areas located near facilities that use, store, produce, or transport hazardous materials; etc.). Any site-specific evacuation plans and maps should be appended to the annex. This section identifies the population groups requiring special assistance during evacuation, e.g., the elderly and persons with disabilities.

This section also addresses the unknowns of the emergency situation that are associated with evacuation. Assumptions made should focus on the probable operational situations under disaster conditions, cover unanticipated contingencies, and establish the parameters within which the **planning** for evacuation will take place. Typical are assumptions that:

- The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
- Some people will refuse to evacuate, regardless of the threat.

- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Roughly 20 percent of the population at risk will require shelter in a mass care facility. (This figure should be adjusted based on any behavioral studies conducted in the jurisdiction.) Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.
- Where available, military support (as approved by the Governor) will be available to support evacuation efforts.
- For some seasonal hazards, such as a hurricane, standard designated evacuation routes will be used to evacuate people.
- Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions should be based on known or assumed health risks associated with the hazard.

### **Concept of Operations**

There are several factors which must be considered when planning for an evacuation. Among these are the characteristics of the hazard or threat itself. The magnitude, intensity, speed of onset, duration, and impact on the local community, are all significant elements to be considered. They will determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance of travel necessary to insure safety. Evacuees are moved from their homes to a designated area within the jurisdiction (or a neighboring jurisdiction in some cases) not impacted by the hazard that caused the evacuation.

### *General*

The provisions that have been made for carrying out a complete or partial evacuation of the people from the jurisdiction are addressed. The areas likely to be evacuated are defined. The travel routes are specified and the destination of evacuees is identified. The means that will be used to transport evacuees are described. The approach for controlling the flow of evacuees from the threatened area is outlined and the arrangements that have been made to return evacuees to their homes explained. This section:

- Identifies the scope of authority granted to an IC to act under standing orders from the “CEO.”
- Describes the provisions that have been made for evacuating special needs populations. Such populations include: children in school, children in day care centers, nursing home residents (long-term); the handicapped (hearing-impaired, sight-impaired, mentally impaired, and mobility-impaired); non-English speaking people; institutionalized individuals (in hospitals, mental health facilities, nursing homes (short-term)); incarcerated residents (in jails, juvenile facilities, drug treatment centers, etc.); transient populations (street people, motel and hotel guests, seasonal workers); and people without transportation.
- Describes the means the government will use to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.
- Describes the evacuation options and the evacuation routes that have been developed to protect and move the people away from the different types of hazards the jurisdiction faces.
- Describes the modes of transportation that will be used to move evacuees.
- Identifies assembly areas for picking up people that do not have their own transportation.
- Outlines or references the document that details the evacuation movement control procedures.
- Describes the provisions that have been made to control access to the evacuated area.
- Describes the provisions that have been made to provide security for the protection of property in the area that has been evacuated.
- Describes the provisions that have been made for the return of people to their homes.

*Interjurisdictional Relationships*

This section describes the formal arrangements that have been made with the emergency management organization(s) in neighboring jurisdictions to facilitate the movement of evacuees from the hazard area and, if appropriate, provide them shelter and other services in a mass care facility.

**Organization and Assignment of Responsibilities**

This section describes the evacuation responsibilities that are assigned to tasked organizations. EOPs should include the types of tasking assigned to the agency/organizational chiefs listed in the left margin:

*Chief Executive Official (“CEO”)*

- Requires the evacuation coordinator to report to the EOC when notified of an emergency situation.
- Issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
- Issues evacuation instructions or an evacuation order when appropriate.

*Evacuation Coordinator*

Upon arrival at the EOC:

- Reviews known information about the emergency situation and make recommendations to the Emergency Manager on the appropriate evacuation options to implement.
- Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters and verify extent of abandonment.
- Identifies assembly areas for picking up people that do not have their own transportation.
- Identifies evacuation routes.
  - Estimates the traffic capacity of each designated evacuation route.

- Selects evacuation routes from risk area to designated mass care facilities.
  - Examines access to evacuation routes from each part of the risk area.
  - Prepares the evacuation movement control plan.
  - Coordinates with law enforcement officials.
- Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.
- Emergency Manager*
- Makes recommendations to the “CEO” on the appropriate evacuation option to implement.
- Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
- Coordinates with and assist the animal care and control agency staff to identify facilities that may be used to house evacuated animals.
- Law Enforcement*
- Provides traffic control during evacuation operations. Operational considerations include:
- Route assignment departure scheduling.
  - Road capacity expansion.
  - Entry control for outbound routes.
  - Perimeter control on inbound routes.
  - Traffic flow, including dealing with breakdowns.
  - Establishment of rest areas.

- Secures, protects, and houses those prisoners that must be evacuated.
- Assists in the evacuation of the risk area, as necessary.
- Protects property in the evacuated area.
- Limits access to the evacuated area.
- Coordinates with the Evacuation Coordinator.

*Public Works*

Verifies the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) that will be used to evacuate people.

*Public  
Information  
Officer  
(PIO)*

- Disseminates the following types of instructional materials and information to evacuees:
  - Identification of the specific area(s) to be evacuated.
  - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
  - Departure times.
  - Pick-up points for people requiring transportation assistance.
  - Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.)
  - Location of mass care facilities outside of the evacuation area.
- Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.

- Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.
- Mass Care Coordinator* Activates staff and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority.
- Health and Medical Coordinator*
- Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
  - Ensures transport and medical care are provided for the patients being evacuated.
  - Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.
- Education Department/School Superintendent*
- Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
  - Closes school facilities and releases students from school when directed to do so by appropriate authority.
  - Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.
- Animal Care and Control Agency*
- Based on information from the Evacuation Coordinator on the high-hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
  - Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, university laboratories, etc. and wildlife (as appropriate) from the risk area.
  - As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.

- Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
  - As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.
- All Tasked Organizations*
- Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
  - Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.
- Administration and Logistics**
- This section addresses the administrative and general support requirements for the evacuation function.
- Administration*
- Specific areas to be addressed include:
- Records and reports associated with tracking the status (evacuation notices, number evacuated, number of evacuees in mass care facilities, etc.) of evacuation events.
  - Attaching as an appendix maps that depict the routes that have been designated as primary and alternate evacuation routes.
- Logistics*
- Specific areas to be addressed include:
- The provisions that have been made to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees. Typical items include:
    - Food.
    - Water and water trailers.
    - Medical supplies.

- Food, carriers, leashes, etc. for animals.
  - Sanitation devices.
  - Portable generators and lighting devices.
  - Gas and diesel fuel.
  - Public works equipment and vehicles such as bulldozers, graders, dump trucks, snowplows, etc.,
  - Police and fire fighting vehicles, etc.
- Mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) to be provided by the jurisdictions to facilitate evacuation operations.

**Plan  
Development  
and  
Maintenance**

This section should identify who is responsible for coordinating revision of the jurisdiction's Evacuation Annex, keeping its attachments current, and ensuring that SOPs and other necessary implementing documents are developed.

**Authorities  
and  
References**

Authorities and references should be cited as appropriate.

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