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CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN**13. ANNEX G: Evacuation**

→Lead Department: Police
→Lead ICS Section: Operations

13.1 PURPOSE

This annex establishes procedures for carrying out complete or partial evacuation of citizens, relocating them to safe areas when emergencies or threats necessitate such action. It defines areas likely to be evacuated; determines destinations; and outlines an approach for controlling the flow of traffic. Procedures for return movement are included.

13.2 SITUATION AND ASSUMPTIONS**13.2.1 Situation**

Evacuating hazardous areas and relocation of citizens within the jurisdiction may be the most effective action for protecting citizens in many disasters or disaster-threat situations. Evacuation/Relocation operations are most effective when plans and systems are developed and tested before they are needed.

13.2.2 Assumptions

- The number of people initially affected is not the only criterion for deciding whether or not to activate the EMO. The nature of a threat, possibility of escalation, need for expert consultation, and related factors must also be considered;
- People who refuse to follow the evacuation instructions of public officials will be identified and left alone until all who are willing to leave have done so. Then, if time and resources permit, consider making further efforts to persuade those remaining to evacuate;
- It is assumed that the public will receive and understand official information related to evacuation. Most people will act in their own interest and evacuate dangerous areas when advised to do so by local government authorities; however, some individuals may refuse to evacuate;
- While some disaster events are slow-moving, providing ample reaction time, the worst case assumption is that there will be little or no warning of the need to evacuate;

- The decision to evacuate could occur day or night, leaving little control over start time;
- There would not normally be time to obtain staffing support from outside resources; local government resources could be severely stressed;
- Many evacuees may seek shelter with relatives or friends rather than use designated shelter facilities;
- Most evacuees will use private transportation means; however, transportation may need to be provided for some evacuees.

13.3 GENERAL PROCEDURES AND RESPONSIBILITIES

Evacuation may prove to be the only practical means of protecting citizens from the effects of a disaster. Simply defined, evacuation is movement of people from a place of danger to a place of relative safety. Problems involved may range from minor to enormous, depending on the dimensions and characteristics of the hazard, and the number of people to be evacuated.

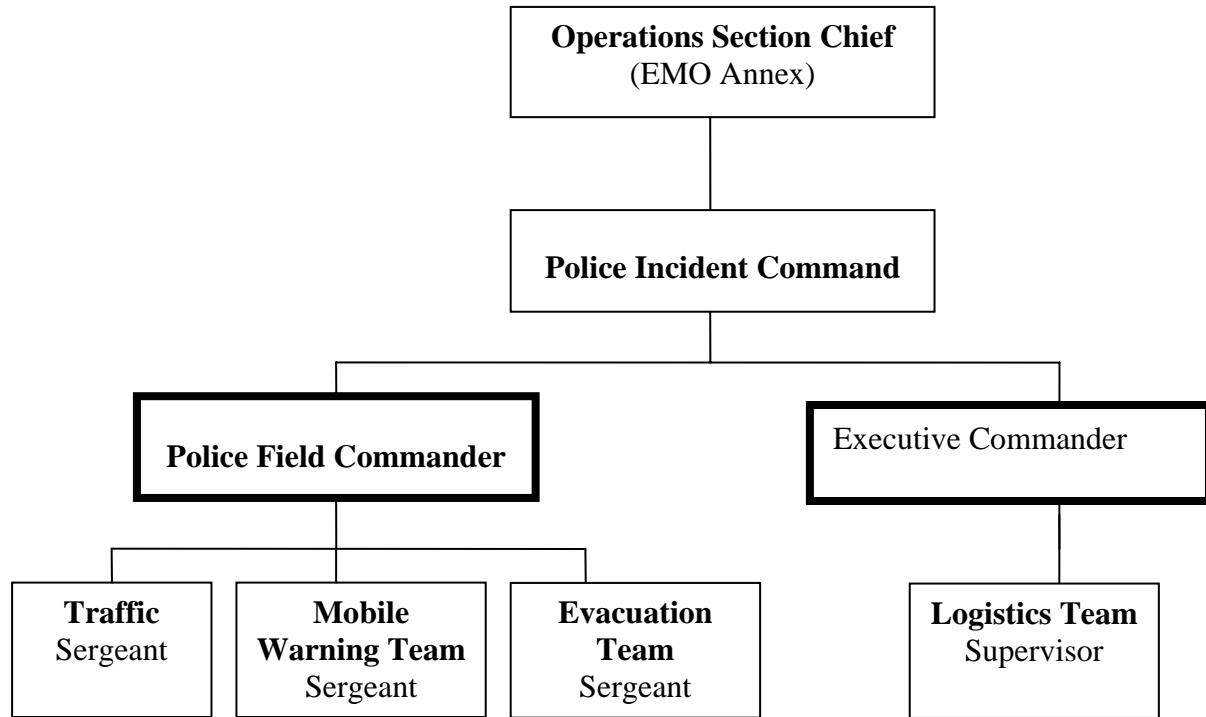
It is entirely possible to evacuate a large number of people without activating the EMO. At the same time, an emergency calling for evacuation of only a few people might occur or be exacerbated by secondary effects or time constraints.

This Annex treats evacuation in the generic sense, i.e., the annex is applicable to any evacuation situation. Special hazard-specific responsibilities, if any, are addressed in each individual staff position's responsibility checklist. These may include factors unique to evacuation for specific disasters.

13.3.1 Evacuation Annex Organizational Chart

See the organizational chart on the following page.

CHAIN OF COMMAND
Evacuation Annex
Organizational Chart



13.4 PHASES of EMERGENCY MANAGEMENT

13.4.1 Mitigation

→Departments Involved: City Manager’s Office, Development Services, Police, Public Works

- Identify potential areas in need of evacuation, e.g., flood plains, areas near hazardous materials, etc. [DSD];
- Identify locations of potential infrastructure failure. [DSD, PW];
- Discourage development in hazard zones, particularly residential development [DSD];
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, clothing, and other essential items to pack when evacuating, etc. [CMO Public Information Officer].

13.4.2 Preparedness

→Departments Involved: Human Resources, Police, Public Works

- Plan evacuation routes, taking into account access routes for emergency vehicles/equipment, traffic capacities, and likely road conditions [Police] [Public Works];
- Educate public on evacuation procedures [CMO Public Information Officer];
- Coordinate with mass care facilities [HR].

13.4.3 Response

→Departments Involved: Human Resources, Police, Public Works

13.4.3.1 Police Incident Commander

Position:	Police Incident Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Operation Section Chief
Reports to (location):	EOC Operations Room
Applicable ICS Section:	Operations

The Police Incident Commander will assume functional command responsibility for all police personnel engaged directly or indirectly in the evacuation of individuals from specified areas. Responsibilities include:

- Determine perimeters of the incident and area to be evacuated;
- Consider using CENS to notify people in affected area(s);
- Procure necessary personnel and resources to effect evacuation;
- Provide briefing to Police Field Commander and Executive Commander;
- Notify Executive Commander to arrange for needed housing and human services;
- Prepare for transition to prolonged operation, e.g., scheduling of personnel, (twelve hour shifts);
- Initiate evacuation;
- Prepare for return of evacuees.

13.4.3.2 Police Field Commander

Position:	Police Field Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Incident Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

The Police Field Commander will assume functional field command responsibility for all police personnel directly engaged in providing warnings, traffic direction, and evacuation of individuals from specified areas. Responsibilities include:

- Ensure establishment of perimeters of incident and confirm area to be evacuated;
- Stage and deploy necessary personnel and resources to effect evacuation;
- Provide briefing to Motors, Mobile Warning, and Evacuation Teams' Sergeants;
- Effect evacuation;
- Maintain security of evacuated areas;
- Prepare for return of evacuees.

13.4.3.3 Traffic Team Sergeant

Position:	Traffic Team Sergeant
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Field Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

The Traffic Team Sergeant has the responsibility to provide ingress and egress for essential traffic, in addition to providing perimeter assistance.

Responsibilities include:

- Traffic officers, including motorcycle officers, will provide traffic control for essential traffic, including ingress for emergency vehicles/equipment and egress for evacuees;
- Provide limited and specialized assistance to Mobile Warning and Evacuation Teams;
- Additional, non-motor officers may be assigned to the Traffic Team.

13.4.3.4 Mobile Warning Team Sergeant

Position:	Mobile Warning Team Sergeant
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Field Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

The Mobile Warning Sergeant and team will be activated when other means for communicating warnings have (1) been pre-empted due to the nature of an emergency, e.g., power, equipment, or other communications site failure; or (2) need to be augmented for other reasons. Responsibilities include:

- Develop grid of affected area for providing audible warning of need for evacuation via bullhorn or vehicle public address system;
- Provide additional information, as needed, via mobile, audio systems, or printed evacuation orders.

13.4.3.5 Evacuation Team Sergeant

Position:	Evacuation Team Sergeant
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Field Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

The Evacuation Team Sergeants have responsibilities for directing teams of officers to facilitate evacuation by assigned areas. Responsibilities include:

- Provide direction to line personnel to effect evacuation of assigned area;
- Ensure evacuees take only essential items, e.g., glasses, necessary medication, etc;

- Maintain records of specific evacuations and persons who refuse to evacuate;
- Provide printed and verbal information to evacuees of pertinent information.

13.4.3.6 Executive Commander

Position:	Executive Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Incident Commander
Reports to (location):	EOC Operation
Applicable ICS Section:	Operations

13.4.3.7 Logistics Supervisor

Position:	Logistics Supervisor
Responsible Department/Division:	Police
Emergency Supervisor (title):	Executive Commander
Reports to (location):	EOC Operation
Applicable ICS Section:	Operations

13.4.3.8 Human Resource Liaison

Position:	HR Liaison
Responsible Department/Division:	Police
Emergency Supervisor (title):	Executive Commander
Reports to (location):	EOC Operation
Applicable ICS Section:	Operations

The HR liaison is responsible for planning and coordinating physical relocation efforts with HR designee. Responsibilities include:

- Establish liaison with HR housing, and human services designee(s);
- Keep Police Command and Evacuation Teams informed of evacuation plans as they develop.

13.4.4 Recovery

→ Departments Involved: Human Resources, Police

- Facilitate orderly return of residents by area; coordinate with HR for transportation;
- Evaluate operations and any information collected during response; make necessary improvements and submit revisions to City EMP.

- Complete documentation necessary for records and reimbursement and submit copies to the Cost Management Unit.

13.5 OTHER ANNEX-SPECIFIC INFORMATION**13.5.1 Evacuation Routes**

- Refer to the following Evacuation Plans as appropriate:
 - ◆ South Hills Fire Evacuation Plans

13.5.2 Evacuation Warnings

- Coordinate warnings through media with assistance of PIO;
- Automated warnings through the Citizen Emergency Notification System (CENS) will conform to guidelines of that program;
- Personal contact or voice-amplified warnings may be used to supplement CENS notifications.

13.5.3 Access Control

- Coordinate establishment of checkpoints with Emergency Operations personnel to facilitate tracking of affected residents.

13.5.4 Re-entry

- Account for re-entry of affected residents (preferably through established checkpoints).

13.6 Sample Emergency Broadcast System Messages

EVACUATION:

The Incident Commander, Chief of Police and the Springfield City Manager request the immediate evacuation of the area between _____ Street on the east, _____ Street on the west, _____ Street on the south, and _____ Street on the north due to _____ emergency. Please take medications and personal supplies with you and evacuate to a point (N,S,E,W) of _____ Street, by traveling (_____) on _____ Street. Failure to evacuate may result in (give details) _____. The American Red Cross is opening shelters for the general public at (locations)_____. If you need help in evacuating your home, please signal emergency workers by placing a white cloth on your front door. Do not call 9-1-1 unless your life is in immediate danger.

13.7 City of Springfield Evacuation Order

- 1. An emergency condition exists in the City of Springfield.
- 2. The City of Springfield has determined there is a need to evacuate portions of the City.
- 3. Such evacuation is necessary to ensure the safety of the public.

Therefore:

- 1. The City of Springfield is ordering the immediate evacuation of:

- 2. The City of Springfield requests those needing special assistance to call _____. This number has been established to respond to evacuation requests only.
- 3. The City of Springfield is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ a.m./p.m.
- 4. Information and instructions by the City of Springfield will be transmitted by radio. Listen to _____ AM and _____ FM. Public Information is also available from American Red Cross representatives. They may be found at facilities now being opened to the public for emergency housing.
- 5. The City of Springfield will advise the public regarding lifting this order when public safety is assured.
- 6. Any person not abiding by this Order is subject to arrest for obstructing governmental administration and corresponding penalties.

City Manager

Date

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