

Section II: Functional Annexes

Purpose

This annex provides the concepts, organizations, and responsibilities to ensure a coordinated, orderly, and expeditious evacuation of all or any part of the population of Stillwater County if it is determined that such action is the most effective means available for protecting the population from the effects of a natural hazard, disaster, extreme emergency, or enemy attack. It is not intended to define or supplant Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies. Special emphasis is placed on the use of mitigation, phased planning, and public education to increase the safety of the citizens of Stillwater County.

Situation and Assumptions

1. Situation

- A. Residents of Stillwater County may be advised to evacuate due to various emergency conditions, including, but not limited to flood, earthquake, wildfire, and hazardous materials release.
- B. Specific risk areas for each type of disaster that have been identified are:
 - a. WILDFIRE: Many Wildland Urban Interface (WUI) locations have been identified throughout the county. They are listed in the (WUI) plan.
 - b. SEVERE WEATHER: The entire county is susceptible to severe weather which can occur during any season of the year.
 - c. FLOOD: Yellowstone River Valley, Stillwater River Valley, Rosebud Creek Drainage, Mystic Dam Drainage
 - d. HAZARDOUS MATERIALS: Area downwind of accident site, Stillwater Mine, Stillwater Smelter, Montana Silversmiths, Cenex COOP, Town Pump
 - e. EARTHQUAKE: Stillwater County is located east of the main fault line in Montana. Although chances of damage are unlikely, a major earthquake could cause damage throughout the county.

2. Assumptions

- A. First Responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation and would initiate initial evacuation recommendations and procedures.
- B. Most of the public will act in its own interest and evacuate dangerous areas either spontaneously or when advised to do so by local authorities.
- C. Some people will refuse to evacuate. (Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.)
- D. 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.
- E. The decision to evacuate could occur day or night, and there would be little control over the start time.
- F. Evacuees may have little preparation time and will require maximum support in reception areas, particularly in the areas of food, bedding, clothes, and medicine.
- G. Reception areas may not be fully set up to handle the evacuees.

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- H. Most evacuees will use private transportation means. However, transportation may need to be provided for some evacuees.
- I. Due to constraints imposed by blocked evacuation routes, sheltering of a portion of the populace may be necessary until a safe evacuation can be accomplished.
- J. Highway and roadway evacuation capacities may be reduced significantly because of overload, accidents, stalled vehicles, and weather conditions.
- K. Depending on the type of emergency and available response time, railroad lines may offer an alternative means of evacuation, particularly for persons without transportation means.
- L. Demand for resources may be critical.
- M. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.

Concept of Operations

1. General

There are two main types of protective action that can be taken to protect the public: Evacuation and Shelter-in-Place. A “precautionary evacuation”, before the public is at risk, is the primary and preferred protective action. Next in preference is the “response evacuation.” even if some exposure to risk of the evacuating public is possible. (This is a consideration particularly when extended sheltering would expose the affected public to more risk than a relatively rapid evacuation from the source or area of risk.)

Enhanced or expedient sheltering-in-place remains the secondary protective action option in emergencies, and will be accomplished when evacuation is undesirable or impracticable.

The establishment of access control by emergency first responders and law enforcement personnel is standard procedure to protect the public from a hazardous situation. Safety of emergency personnel is always a prime consideration as well.

Food, water, milk, livestock and feed control/health advisories or directives will be broadcast or published depending on the nature of an emergency.

Due to lack of facilities, pets are usually excluded from public shelters and mass care centers.

Area of Evacuation:

The Incident Commander should identify the area of evacuation. The evacuation boundaries should follow streets and established roadways. A map should be utilized and distributed to all officers and agencies involved. Maps need to be provided to law enforcement personnel.

In some situations, sheltering-in-place can be used to protect the public rather than to initiate an evacuation. Sheltering-in-place can be considered during the following circumstances:

- The hazardous material has been identified as having a low or moderate level of health risk.

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- The material has been released from its container and is now dissipating.
- Leaks can be controlled rapidly and before evacuation can be completed.
- Exposure to the product is expected to be short-term and of low health risk.
- Staying indoors can adequately protect the public.

For sheltering in place, instructions should be provided to the affected public regarding the need to stay indoors and the protective measures such as shutting doors and windows and turning off air conditioning systems.

Levels of Evacuation:

There are three levels of evacuation that require different resource commitments. They include:

- A. *Site Evacuation:*** Site evacuation involves a small number of citizens. This typically includes workers at a site and nearby homes. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.
- B. *Intermediate Level Evacuation:*** The Intermediate Level involves larger numbers of citizens and /or affects a larger area. This level affects off-site homes and businesses and normally affects fewer than 50 persons. Persons may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own, or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. Close coordination with law enforcement and other agencies will be required. The Emergency Operations Center (EOC) may be opened to help coordinate activities and provide support.
- C. *Large-Scale Evacuation:*** A Large-Scale disaster or release of a hazardous substance may cause a large off-site evacuation. Whole communities could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours, if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened, and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Very close coordination with law enforcement and other agencies will be required. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area is always a concern. In most cases, the EOC will be opened to support the evacuation and site operations.

Note: There are no precise parameters differentiating one level of evacuation from another. The Incident Commander must implement a Command Organization that meets the needs of each particular incident.

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Duration of Evacuation:

The evacuation should be sustained as long as the risk continues in the evacuated area. Caution should be taken when deciding to allow residents to return to the homes to ensure that the situation is truly under control. Re-evacuating is difficult to complete, as many residents will not want to go a second time. It can also be extremely hazardous. Evacuees must be updated with information as soon as possible and periodically throughout the incident.

Shelter Sites:

When developing the evacuation plan shelter sites must be identified early. Site selection must occur at the time the evacuation is ordered or very soon afterward. Command may need to send personnel to initially open shelters until other agencies are in-place. (See Mass care ad Sheltering Annex)

Movement:

- A. It is anticipated that the primary evacuation mode will be private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved.
- B. Evacuation routes will be selected by the Incident Commander (or Planning Section if activated) at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.
- C. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- D. Law enforcement will coordinate the use of wrecker services need to clear disabled vehicles.
- E. Traffic control devices such as signs and barricades will be provided by the Logistics Section.
- F. When transportation resources are used, the Logistic Section shall maintain a Vehicle/Equipment Record Form for each vehicle used.

2. Direction and Control

- See Direction and Control Annex in Section II: Functional Annexes.
- Protective action decision making and implementation will be accomplished using the Incident Command System. Decisions will be made based on the scope and “pace” of the incident.
- The Incident Commander (IC) is the overall authority for the evacuation effort. All activities will be coordinated through the EOC.
- Regardless of which agency is IC, the Senior Law Enforcement Official having jurisdiction provides primary coordination of on-scene, large scale evacuations (Operations). The Operations Section will also arrange for the security of evacuated areas to prevent looting.
- In the event of a major evacuation in response to an incident under the overall command of non-law enforcement agency (e.g. fire/hazmat), unified command between that agency and local law enforcement should be considered to facilitate coordination of evacuation operations.
- Upon activation of the EOC for larger-scale emergencies, all emergency transportation resources will be coordinated from that facility by the Transportation Coordinator.

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- The EOC should be informed of the number of evacuees to assist the Red Cross in providing shelter.

3. Phase of Management

Mitigation Phase Actions:

- Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, plume zone for fixed hazmat facility, etc.)
- Discourage development in hazard zones, particularly residential development in flood plains, unless prescribed protections are constructed.
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, and clothing and other essential items to pack when evacuating, etc.
- Provide training to personnel on the Incident Command System and evacuation procedures, including working as a member of an evacuation team.
- Develop and maintain standard operating procedures to include a recall roster for essential and /or off-duty personnel.
- Develop and maintain standard operating procedures to include an evacuation notification roster for the Commissioners and department heads.
- Participate in evacuation training exercises.
- Identify population groups who may require special assistance during evacuation.
- Coordinate emergency preparedness planning activities and training.
- Identify traffic capacity estimates for potential evacuation routes.
- Identify potential mass care facilities and shelters.

Preparedness Phase Actions:

- Evaluate evacuation populations and resource requirements for areas surrounding potential high-risk facilities or areas.
- Identify special population groups needing special assistance during evacuation: senior citizens, handicapped, and other special needs populations.
- Evaluate and establish evacuation routes, identify congestion points, areas under construction and repair, etc.
- Identify, evaluate and develop shelter requirements and plans based on known hazards; correct deficiencies as appropriate.

Response Phase Actions:

A. Size-up:

Law Enforcement and the fire department will probably be first on the scene. The fire chief, police chief, sheriff, or their designee may be required to determine if an area needs to be evacuated if there is time – if not, the first responder will have to make that decision and will take immediate steps to ensure the safety and well being of the public. Items to be considered for evacuation include:

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- Identification of substance (if hazardous)
- Extent of the flood, spill, fire, or damage
- Weather conditions
- Area to be evacuated
- Evacuation routes, their capacities and susceptibilities to hazards
- The availability and readiness of shelters
- Modes of transportation for evacuees and for those unable to provide their own.
- The location of special needs populations in the hazard area and whether evacuation could prove more hazardous to them than the initial hazard.

B. Implementation:

- Identify hazard areas and affected populations, including those area that may be impacted if the incident escalates or conditions change.
- Identify the instructions to be given to evacuees. Include specific information about the risk, the actions that they need to take, and the possible risk of non-compliance.
- Direct persons at risk to evacuate or to take shelter or remain inside, as appropriate to the emergency situation.
- Identify evacuation routes, their capacities, and vulnerability to the hazard. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- Designate centrally located pickup points or bus routes for persons without private automobiles or other means of transportation.
- Establish traffic control points.
- Establish and maintain access control points.
- Establish reception centers where evacuees will be sent prior to moving to shelters or mass care shelters.
- Provide for the evacuation of the handicapped, elderly, and other special-needs groups.
- Provide evacuees with instructional materials showing evacuation routes, reception areas, parking facilities, lodging, food services, campgrounds for families evacuating in recreational vehicles, and medical treatment facilities, if such materials are available.
- Activate mass care shelters that can provide emergency sheltering and feeding of large numbers of evacuees and provide security for them.
- If shelter(s) cannot be set up immediately, in time to receive the evacuees, temporary reception centers or safe areas that provide some measure of protection must be identified.
- Set-up medical aid stations on evacuation routes, at temporary safe areas, and mass care shelters.
- Provide security to evacuated areas to prevent looting and other unauthorized actions. Security personnel must be dressed in appropriate protective gear.
- Leave people alone who refuse to follow evacuation instructions until all who are willing to leave have been provided for. Then, time permitting, attempt to persuade them to evacuate.
- If appropriate to the emergency situation, redirect fuel supplies for service stations along evacuation routes.
- Evacuate those persons initially sheltered to safer areas or mass care shelters as soon as it is

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- prudent to do so.
- Provide food, water, milk, livestock feed control/health advisories or directives as appropriate.
- Communicate plans and procedures with all responders involved.
- Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information.
- Monitor evacuation efforts and provide continuous direction to evacuation assistance personnel.

If time allows, the mayor or a county commissioner should be contacted to make the evacuation decision in conjunction with advice from the Incident Commander. Principal executive officers are authorized by state law (MCA 10-3-406) to order an evacuation after a disaster or emergency has been declared.

Recovery Phase:

- Initiate the return of all evacuees when it is safe to return to evacuated areas. The decision to return evacuees to their homes will be the sole responsibility of the Incident Commander when the EOC is not operating. If the EOC is operating, the decision to return evacuees will be made by the IC in conjunction with the EOC staff.
- The Planning Section will develop a return plan for evacuees.
- Reestablish traffic control points to facilitate a smooth return.
- Provide transportation for the return of the elderly, handicapped, and special needs groups.
- Ensure that transportation is available for those evacuees having no transportation of their own.
- Continue to provide food, water, milk, livestock feed control/health advisories as necessary.
- Continue public information activities.
- Maintain access control over areas unsafe for use.
- Reevaluate the status of evacuees who cannot be returned to their homes, and provide for their continued support.
- Establish Disaster Application Center, if appropriate.
- Participate in post-event debriefing to evaluate the evacuation process.

4. Operational Roles and Responsibilities

Command Staff:

The Incident Commander Shall:

- Decide which areas of the County should be evacuated and which reception area(s) should be used to receive and care for the evacuees; (if sheltering is needed, notify the local Red Cross immediately.)
- Ensure that an official evacuation order is drafted and signed for documentation purposes.
- Advise citizens to evacuate, when appropriate;
- Make available emergency public information and press releases to the media on what areas are being evacuated and what areas are being used as reception areas;

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- Coordinate evacuation efforts with affected local governments as well as with the selected reception area governments;
- Direct the relocation of essential resources (personnel, equipment, supplies) to reception area(s);
- Establish a Disaster Application Center, as needed; and
- Provide reception centers with Liaison Officers to coordinate the needs of the evacuees.

The Public Information Officer shall:

- Prepare public information releases for local EAS messages to advise residents of affected areas and actions to be taken. Such information and instructions will include evacuation routes, pick-up points for those without transportation, reception center locations, sheltering information, and other details related to the emergency.
- Coordinate with area news media for news releases.
- Establish a single phone number that should be released to the public for information.

Note: Some residents may try to re-enter a risk area before it is safe to do so. An aggressive Public Information campaign during the event will help to reduce the number of residents trying to re-enter the risk area by keeping them informed of the dangers and progress of emergency operations.

General Staff:

The Operations Section Shall:

- Organize an Evacuation Group under the Response Branch to coordinate and manage evacuation operations.
- Supervise personnel necessary to support evacuation, including mutual aid and Reserves or Search and Rescue.
- Relay strategic considerations, and develop tactics for evacuation operations.
- Implement evacuation plan.
- Establish and maintain control of outer perimeter, restrict access to those persons properly authorized and protected.
- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Establish and maintain crowd and traffic control.
- Maintain clear evacuation routes.
- Request resources through Logistics Section (if activated).
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Command of persons who need assistance in leaving their homes.
- Keep Command, Planning Section, and Public Information Officer apprised of activities.

The Planning Section Shall:

- Identify high hazard areas and number of potential evacuees to include the number of people requiring transportation to reception areas;
- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps. Long

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evacuation routes, such as might be experienced during a national security crisis, should also designate rest areas, facilities for vehicle fuel and maintenance, and information centers.

- Provide the above information to Public Information Officer, Operations Section, and assisting agencies, such as mutual aid cooperators and the Red Cross.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.
- Track and document progress of evacuation operations, provide contingency planning.

The Logistics Section shall:

- Coordinate all emergency transportation assets to include transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, hospital patients, residents of nursing homes, and day cares.
- Coordinate the priority of use transportation assets with the Operations Section.
- Advise Command in the activation of appropriate shelter or reception facilities.
- Provide the PIO with location(s) where people are to go to await needed transportation to the evacuation area in order that the location(s) may be announced to the public;
- As requested, assist the Red Cross in movement of volunteers to reception areas and shelters. A facilities Unit Leader may be assigned to provide liaison and coordination between the EOC and the American Red Cross, Salvation Army and other service organizations for shelter/mass care operations;
- Procure additional personnel needed to support shelter operations. May include, but not limited to, shelter security, Facilities Unit Leader, Ground Support Unit Leader, etc. Provide transportation for essential workers as necessary.
- Coordinate with the School District Superintendents, pastors of churches, and managers/owners of private buildings that are to be used as lodging and/or feeding facilities, to acquire their permission and to have the facility open to receive evacuees;
- Coordinate special requirements for unaccompanied children, the aged, handicapped, and others requiring evacuees;
- Facilitate procurement of additional barricades, signs, etc.

The Finance Section shall:

- Support other Sections as requested;
- Document fiscal resources dedicated to the evacuation effort;
- Provide information on the financial impact of the planning process;
- Manage government disaster assistance programs.

VOAD Organizations (ARC, Salvation Army, etc)

Mitigation:

- Identify potential shelter and feeding sites and develop procedures for activating and operating shelters for use in mass evacuations, including establishing written agreements with schools, community centers, and churches.
- Coordinate planning activities with Local Emergency Management Offices.
- Provide training to personnel on disaster response and shelter management procedures.

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- Participate in training exercises conducted by the county's Emergency Management Office.

Response:

- Provides a representative to the EOC to coordinate VOAD operations.
- Activates sheltering and feeding operations as required.
- Compiles records of evacuees in their facilities and provides a list to the EOC at the earliest possible time.
- Coordinates with the Logistics Section and other disaster relief agencies for the procurement of food and other supplies for the evacuees, as necessary.
- Coordination of special care requirements for unaccompanied children, the aged, the handicapped and other requiring special considerations.
- Compiles list of missing persons reported by evacuees in their facilities and provides list to the EOC at the earliest possible time. For extended disasters, provides periodic updates, as the situation warrants.

Chief Elected Officials

- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (County, Columbus). A disaster declaration will allow a request to the MTDES for assistance.

Coroner's Office:

- The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

DES Coordinator (DESC)

- Manage the EOC, advise the CEO's of response actions, and support field operations.
- Provide public information if the PIO is not available.
- Ensure that damage assessments and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Acts as liaison with MTDES.

Public Health:

- Provides advice to the EOC staff on protective action decisions.
- Develops food, water, and other health advisories, as needed.

Public Works:

- Provides advice on road conditions and recommend routes to be used for evacuation.
- Marks evacuation routes, positions barricades and other control devices along evacuation routes, and provides personnel to relocate essential resources (i.e., personnel, critical supplies and equipment) to shelter/reception areas and evacuation routes.
- Provides debris removal and disposal for locally maintained roads and bridges and repair damage, as necessary.

Transportation Coordinator:

A transportation coordinator should be established in the EOC under either the Ground Support Unit

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(Logistics) or under the Evacuation Group (Operations) depending on availability of personnel. Ambulances and other transport vehicles and buses should be staged in the event that a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located and information provided to the Transportation Coordinator so that they are not overlooked in the evacuation.

Transportation Coordinator Responsibilities

- Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
- (See Bus Resource List)
- Schedule and manage the use of vehicles provided from all sources along with qualified driver for the equipment.
- Coordinate with the evacuation group to establish pickup points in the area for citizens needing transportation and advise the PIO who will notify the public.
- Assist the Evacuation Group in planning the scheduled evacuation of hospitals and nursing homes in the event of a threat to these institutions.
- Assist the Logistics Section with vehicle and driver requirements during any emergency.
- Work with the Ground Support Unit to provide maintenance service and fuel to all equipment used to support emergency operations.
- Keep records of equipment use, man-hours, and associated costs. Provide this data to the Finance Section during and after the disaster.

5. Authorities and Limitations

- A. The Incident Commander (IC) has full authority and responsibility to implement and coordinate all small-scale evacuations, sheltering and access control, and exercise on-scene control.
- B. MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to “direct and compel the evacuation of all or part of the population from an emergency or disaster area....when necessary for the preservation of life or other disaster mitigation, response, or recovery,” and to “control the ingress and egress to and from an emergency of disaster area, the movement of persons within the area, and the occupancy of premises therein.”
- C. Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- D. The County has the authority to close roads, and to restrict access to and from all areas of the County.
- E. Law Enforcement had the authority to remove stalled and parked vehicles, which impede the flow of traffic.
- F. Traffic flow direction may be altered, reversed, etc., at the direction of the Incident Commander. (Incident managers will coordinate changes in traffic flow with the County Sheriff's Office, the Montana Highway Patrol, and the MTDOT.)
- G. The Commissioners have the authority to declare a State of Emergency within their jurisdictions and the responsibility to request a state or federal declaration if appropriate. Requests for State or Federal assistance must go through the DESC.
- H. Commissioners have the authority to enter into mutual aid agreements between their

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jurisdictions and other jurisdictions.

6. Warning and Notification

- A. See the Alert and Warning Annex in Section II: Functional Annexes.
- B. The DES Coordinator will normally advise the public, through the PIO, to evacuate a hazard area.
- C. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene senior official may advise the public in the immediate vicinity to evacuate.
- D. In the case of hazardous material spills, or fire, the evacuation recommendation will be made by the senior fire official.
- E. During floods, evacuation notice will generally be initiated after evaluation and recommendation of the Incident Commander.
- F. In the event of a CBRNE incident, the extent of the evacuation area will be based on the recommendation of the Unified Command and EOC staff.
- G. The immediate danger of a hazardous material spill, wildfire, flood or other incident requires that the public be warned of the danger as quickly as possible.
 - 1) **Pre-evacuation Warning:** On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that conditions may warrant such action. Residents should be given warning that they may have to move out upon 30 minute notice. Consideration must be given to hospitals, nursing homes, elderly, handicapped, schools, licensed day care centers, and large gatherings.
 - 2) **Evacuation Warning:** All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is usually effective. However, if used, this procedure should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles.
 - 3) **Door-to-door** notification should be considered, particularly in sparsely populated areas. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law enforcement personnel, if available, will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for; then, time permitting, further efforts will be made to persuade those who chose not to evacuate.
- H. The DESC or his deputy will activate the EAS by contacting the NWS (1-800-240-4596) to initiate a public broadcast message.
- I. If communications are down, most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals, and others that may be needed.

7. Public Information

Providing Information to the Public

- A. See the Public Information Annex in section II: Functional Annexes

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- B. The EOC will be responsible for all emergency public education and information.
- C. Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- D. During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow instructions of emergency management personnel. Such instructions may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.
- E. The normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- F. The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

Receiving Information from the Public

Providing adequate communications means to receive information from the public, such damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone numbers through local media. The County Website may also be used. The PIO must ensure the information received is communicated to the appropriate EOC section to deal with it.

8. Considerations and Implementation Responsibilities

Access Control:

In an evacuation, the problems of access control and area security become extremely important. Law enforcement agencies will establish a perimeter control to provide security and protection of property left behind.

Evacuation of Animals:

Some people may refuse to evacuate simply because they cannot take their animals/pets with them. As mentioned earlier, time and resources shall not be wasted in attempts to arrest or convince persons who refuse to evacuate. However, if available, representatives from the County Extension office should report to the Evacuation Group in the EOC to provide guidance and coordination for protective actions concerning animals. Depending on time and available resources, some possible actions may include:

- Making an initial estimate of the numbers and types of animals that may be need to be evacuated.
- Arranging travel routes and scheduling the timing for evacuation of pets, farm animals, animals in kennels, veterinary hospitals, animal shelters, etc from the risk area.
- Mobilizing transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
- Dispatching search and rescue teams to look for animals left behind by their owners, stray

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animals, and others needing transportation to a safe location.

- Locating and establishing shelter/storage facilities for evacuated and stray animals (e.g. Humane Society, Fairgrounds, outlying farms/ranches, etc.).

- **Re-Entry:**

Reoccupation of an evacuated area requires the same consideration, coordination, and control of the actions undertaken in the original evacuation. The re-entry decision and order will be made by the Incident Commander after the threat has passed and the evacuated area has been inspected by fire, law enforcement, and public works personnel for safety. Some specific re-entry considerations are:

- Ensure that the threat which caused the evacuation is over;
- Ensure that homes have been inspected to determine if they are safe to re-occupy;
- Determine the number of persons in shelters who will have to be transported back to their homes;
- If homes have been damaged, determine the long-term housing requirements;
- Coordinate traffic control and movement back to the area; and
- Inform the public, through the PIO, of proper re-entry actions, particularly precautions they should take with regard to reactivating utilities. In addition, issue proper cleanup instructions, if necessary.
- Persons who enter into an evacuated or restricted area in violation of an evacuation order may be arrested for Failure to Obey a Police Officer.

- **Refusal to Leave:**

Some citizens may refuse to leave.

- Ask for next of kin and a phone number.
- Write the next of kin information down.
- Refusals should be noted and reported to the Evacuation Officer by radio.

Evacuations follow somewhat of a triage philosophy. We will evacuate the greatest number for the greatest benefit. Individual refusals will be left to fend for themselves. There simply may be not enough time or resources to initiate forced removal of persons from their homes. However, documentation of the refusal should be done. Use the Evacuation Contact Form to write the address down (or if radio traffic permits, radio the address to the evacuation group).

- **Shelter and Family Referral Services: *American Red Cross***

Roughly 20% of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government provided mass care facilities.

The American Red Cross, (1-800-272-6668), would be in charge of hosting evacuees. An ARC liaison officer should be in the EOC to coordinate the shelter program with the DES Coordinator.

The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call (1-800-272-6668) (See Mass Care Annex)

The DES Coordinator will brief the ARC on the number of evacuees, the number of vehicles involved in the evacuation and the destination. The ARC will work with its chapter in the host area to

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establish a reception point(s) and family message center to answer inquiries about the safety of family and friends.

The DES Coordinator will remain in contact with the host area to resolve any problems that might arise.

The number of people involved in an evacuation may be determined by the 2010 census enumeration district maps available in the planning office if time allows.

▪ **Special Needs Populations**

Provisions, to the extent possible, will be made for providing the elderly, persons with motility impairments, help the handicapped, and hospital/nursing/group home patients proper transportation methods, medical assistance, and other related support during emergency situations. These special needs groups present unique concerns because they are difficult to identify and evacuate. EAS message should address this by asking neighbors, families, or friends, to evacuate those who they know need help or to call local law enforcement of the EOC for assistance. The Transportation Coordinator will assist in procurement of transportation resources for assisting those who cannot transport themselves for any reason.

Stillwater Community Hospital would need ambulances for an average of 11 bedridden patients. The remaining patient load (less than 25) would be ambulatory and could be moved with staff vehicles or buses.

Beartooth Manor Nursing Home would typically have 12 patients needing to be moved by ambulance. The rest could be moved by bus. (See Bus Resource List) They would need transportation for an average of 30 patients who are confined to their beds. The remainder could travel by bus. Backboards could be used on top of bus seats to expedite the transportation of patients when enough vans or ambulances are not available. Backboards are available from all Ambulance and Fire agencies in the county and Stillwater Community Hospital.

Vehicles may also be available from the local funeral home, but they will have limited capacity.

Smith Funeral Chapel: 628-6858

More about Special Needs can be found in Section II. Functional Annexes -Special Needs

9. Administration and Logistics

▪ **Records and Reports.**

During emergency operations, efforts will be made to document each transaction so that records can be reconstructed and claims properly verified after the emergency period has passed (Finance Section).

The Documentation Unit (Planning Section) will maintain in chronological order a listing of all public evacuated should be kept as well as the number of and information on evacuees in mass care facilities/shelters.

To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

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Appendix 1: Sample EAS Messages

EAS Message #1 Home Shelter

The following message has been released by Stillwater County DES and the Emergency Operations Center:

1. The _____ has announced that an emergency presently exists at _____. Persons living or working within an approximate _____ mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. Persons who have taken their shelter should observe the following procedures:
 - a. Close all doors and windows.
 - b. Disconnect air conditioners or fans.
 - c. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
 - d. Keep pets inside, and to extent possible, bring farm animals under covered facilities.
4. People living, working, or traveling in the following areas are affected by this request:
(Repeat the list of areas on time, then continue the message.)
5. Persons living, working, or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.
6. All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
7. You are **not** to do the following:
(Read statement A., if school is in session.)
 - A. You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
 - B. Do not telephone town, county state, or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.
8. The preceding has been an announcement from the Stillwater County Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #2: Evacuation

The following message had been released by Stillwater County DES and the Emergency Operations Center:

1. The Stillwater County Emergency Operations Center had announced that an emergency condition exists at _____ and recommends the evacuation of all persons living or working within an approximate _____ radius of this location.

2. This advisory affects persons living in the following area:

(Repeat the list of affected areas one time, then continue with message.)

3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at _____.

(Repeat the list of affected areas one time, then continue the message.)

4. If you have housebound persons or invalids in your home and require assistance in moving them, contact Stillwater County Emergency Operations Center at _____.

5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.

6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days (72 hours) away from home and should have with them sufficient quantities of clothing, sleeping bags, or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pet will **not** be allowed inside the mass care centers.

7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact the County agricultural extension agent at _____ for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.

8. Persons planning to evacuate are reminded to take the following steps prior to leaving:

- A. Secure your home and property.
- B. Turn off all lights and electrical appliances.
- C. Turn down any heating systems (or turn off air conditioning systems.)
- D. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
- E. Please obey law enforcement officers and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement from the Stillwater County Emergency Operations Center regarding recommendation by the _____ for the evacuation of all persons living within a _____ mile radius of _____. For further information, please stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #3 School Evacuation

1. The following message had been released by the Stillwater County Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate _____ mile radius of _____.
2. Parents with children attending schools within a _____ mile radius of _____ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are _____. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. ***I Repeat, children will be taken directly to areas outside the risk area where parents are to meet their children.*** Parents are not to report to their children's schools.
3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

School:

Evacuation Area:

(Repeat list one time and continue the message.)

4. Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. ***I repeat***, parents are urged **not** to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.
5. The preceding had been an announcement from the Stillwater County Emergency Operations Center giving instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

(Please repeat entire message one time.)

Appendix 2: Sheltering-in-Place

AMERICAN RED CROSS: FACT SHEET FOR CITIZENS

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow the instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family's disaster supply kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local official may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

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- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone numbers available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and they are safe.
- If the school has voice mail, or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until the authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turned off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room, shut and lock the door.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside.

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Follow the shelter-in-place recommendations for the place you pick described above.

- If you are unable to get to a home or a building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid overheating.
- Turn off engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.
- Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.
- Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

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Appendix 3: Evacuation Templates and Protocols

SAMPLE EVACUATION ORDER

The Town/County of _____ has declared a State of Emergency. An emergency condition exists as a result of _____. There is a need to evacuate portions of the town/county to ensure the safety of the public.

Therefore:

The Town/County of _____ is requesting the immediate evacuation of all residents and businesses in the following boundaries:

North of: _____

South of: _____

East of: _____

West of: _____

Those needing special assistance are requested to call _____. This number has been established to respond to evacuation requests only.

Local Law Enforcement Agencies are restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ a.m./p.m.

_____ will advise the public of the lifting of this order when safety is assured.

Incident Commander

Date

Elected Official

Date

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SAMPLE EVACUATION CONTACT FORM:

ADDRESS:		
NAME OF CONTACT:		
DATE:	TIME:	
# PERSONS IN BLDG:		
EVACUATING?	YES	NO
DESTINATION:		
SHELTER/RECEPTION?	YES	NO
OTHER:		
COMMENTS:		
OTHER RELEVANT INFORMATION:		
REPORTED BY:		
PHONE:		

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VEHICLE/EQUIPMENT RECORD FORM

Date and time vehicle acquired: _____

Odometer/hour meter reading: _____

Vehicle Type: _____ Vehicle ID # _____

License# _____

Operator Provide? YES _____ NO _____

Operational Status: GOOD _____ FAIR _____ POOR _____

Acquired from: _____

Vehicle Owner (if known) _____

Maintenance performed, (if any)

1. _____

2. _____

3. _____

Date and time vehicle returned: _____

Odometer/hour meter reading: _____

Operational Status: GOOD _____ FAIR _____ POOR _____

Remarks:

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SAMPLE DISASTER AREA PERMIT

Vehicle control into a cordon area has always been a concern to the local law enforcement officials during periods of emergency crisis or a disaster. In an attempt to control this problem, a **disaster area permit** has been developed by the office of Disaster and Emergency Services to be used during these events.

The intent of this disaster area permit is to assist the officer in determining who is authorized to enter the cordon area. Only persons who have been issued a permit will be allowed access into the cordon area.

The distribution of this permit will be through the EOC or at the Field Command Post. The decision to use this permit will be based on the type of crisis and duration of the event.

If the decision is made to utilize the permit, a verbal communiqué will be issued through two-way communications to other agencies involved in the recovery.

Verification of a particular permit may be requested by an officer through either the command post or through the EOC. Verification of the permit may be obtained by giving the verification permit number.

The person who is receiving the request will transmit back to the officer requesting verification:

1. Name
2. Address
3. Make of car and license plate number
4. Date of Issuance

In the event an officer may wish to expel a person from the cordon area, it is requested that this officer notify the command post of EOC of this decision in order that the verification can be removed from the log book.

The recipients of a Disaster Area Permit will fall into these categories:

1. Persons living within a cordon area.
2. Persons requesting admittance into the cordon area to assist friends and/or relatives.
3. Emergency personnel not driving a marked vehicle.
4. Persons not listed above, but with approval of a field supervisor at the command post.

With the development of this disaster area permit, control of vehicular traffic into the cordon area can be maintained. This type of control method will lessen the possibility of unauthorized persons and certainly restrict the possibility of looting.

Any questions concerning the use of this permit may be directed to the DESC.

The disaster area permit is a 8 ½ "X 4 "card. It shall be affixed to the upper left hand corner of the front windshield. This permit will display the following information:

1. Name of person to whom the permit is issued
2. Address within the cordon area
3. Date of Issuance
4. License plate number of vehicle to which the permit will be affixed
5. Permit number

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Disaster Area Permit		Permit #
Issued to:		
Address within the Cordon area:		
Date/Time Issued:	Expires:	
Vehicle Make:		
Vehicle Color:	Issued By:	
License Plate #		

Disaster Area Permit		Permit #
Issued to:		
Address within the Cordon area:		
Date/Time Issued:	Expires:	
Vehicle Make:		
Vehicle Color:	Issued By:	
License Plate #		

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EVACUATION ALERT PROCEDURES

Door-To-Door Evacuation Alert Procedures

Door-to-door contact is an effective, but time- and labor-intensive method of alerting, warning, and evacuating an area. More detailed information can be shared with the population; and positive confirmation can be made that the individual received the warning, understood the instructions, and knew the potential consequences of his/her actions. When making door-to-door evacuations, personnel should be in uniform.

- Receive assignment from officer supervising the evacuation. This should include a prepared statement of:
 1. Type of incident, expected duration, and available time to evacuate.
 2. Recommended protective actions to be taken by the public.
 3. Implications of not following actions.
 4. Evacuation route(s).
 5. Reception/shelter location(s).
 6. Neighborhood congregation point(s) for those needing transportation.
 7. Telephone number to call for more information.

- Assemble Door-to-Door Evacuation Supplies
 1. Copies of prepared statements
 2. Copies of Evacuation Contact Form
 3. Plastic flagging materials in two colors (to mark contacted homes)
 4. Means of communicating transportation needs (e.g., radio or cell phone)

- Conduct Door-to-Door Evacuation Alert
 1. Knock, ring bell, etc. Allow at least one minute for response during the day; allow more time at night.
 2. If no answer, document time and address, then move to the next facility.
 3. If answered, read prepared statement and:
 - a. Determine how many persons are in the building.
 - b. Determine whether they intend to leave, have a place to go, and have adequate transportation. If yes to all, document time and address on Evacuation Contact Form.
 - c. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Go to the next facility.
 - d. If occupants do not intend to leave, ensure they understand the possible dangers if they stay, then document time, address, and number of people remaining.
 - e. Using a different color of plastic flagging that indicates that a person is present, mark the building in a conspicuous place to indicate that contact has been made. Move to next facility.
 - f. If they intend to leave, but do not have transportation, document the number of people needing assistance, the time and address, and special transportation requirements (ambulance, handicapped van, etc.); and report this information **immediately** to your supervisor. Advise citizens who are able to walk to proceed to the nearest designated

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congregation point. Do not stop your activities to remove them from the area.

- g. If they intend to leave, but do not have a place to go, refer them to the nearest shelter or reception point. Document time and action taken. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

Report Results

1. After clearing a portion of your assigned area (this may be block-by-block in a residential area, by store in a shopping center, by floor in an office building or hospital, or by apartment building in a complex), report information collected to your supervisor.

Because of the extra time needed to arrange transportation, information on people needing evacuation assistance should be transmitted at the time of receipt of such information.

Mobile Public Address Evacuation Alert Procedures

Mobile public address alerting is more time efficient than door-to-door contact, but it is able to convey only a limited amount of information. It is most effectively used in combination with the Emergency Alert System and door-to-door contact. It may be used to alert and warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

- ### Receive assignment from officer supervising the evacuation. This should include a prepared statement of:

1. Type of incident, expected duration, and available time to evacuate.
2. Recommended protective actions to be taken by the public.
3. Implications of not following actions.
4. Evacuation route(s).
5. Reception/shelter location (s).
6. Neighborhood congregation point(s) for those needing transportation.
7. Telephone number to call for more information.
8. TV or radio station to tune to for more information.

Conduct alert

1. Repeat message at each intersection and at least once mid-block.
2. Do not stop to give information, etc.

Report Results

Once the assigned area has been covered, note date and time and report completion to your supervisor. Your supervisor should advise the IC or Operations Section Chief, and the Planning Section.

Reverse 911 Evacuation Alert Procedures

Reverse 911 Evacuation Alerting is the newest tool capable in Stillwater County. By using a computer based system that relies on address' in the 911 system data base, within a couple of minutes of the time the activation is requested, and started, up to 500 phone numbers can be called instantly and at the same time per minute and alerted. The system will try the number up to three times in delivering the message that a hazard is in the area and residents are requested to evacuate.

- ### Receive assignment from IC or from officer supervising evacuation (most likely this will come as a phone call from dispatch to one of the persons trained and certified to manage this system).

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1. Call IC to request details of:
 - a. Area to be evacuated
 - b. Reason for evacuation
 - c. Time frame to be out
 - d. Where persons evacuating need to check in/out at
 - e. A number of where they can call for information
 - f. Any special instructions or requests of evacuees
- Conduct Alert
 1. Record the message to be sent out
 2. Launch the message for evacuation
- Report Alert

Once the assigned alert has been launched, note date and time and report completion to your supervisor. This should advise IC or Operations Section Chief, and the Planning Section.

Open reception/shelter area for those that are asked to evacuate. Log in those that may check getting all information including a contact number until American Red Cross arrives to manage shelter/reception area.