

**MADISON COUNTY EMERGENCY OPERATIONS PLAN
ANNEX I
EVACUATION AND TRANSPORTATION**

Updated: January 28, 2009

Primary Agencies:	Chairman - County Commissioners
	Superintendent of Schools
	Transportation Authority
Support Agencies:	NC DOT
	Sheriff
	Emergency Medical Services
	Emergency Management
	Others as required or requested

I. PURPOSE

This annex provides for an orderly, coordinated evacuation of the county population during emergencies while outlining the organization and direction of transportation resources.

II. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation involves more than one jurisdiction or an area outside of a municipality, the order will be issued on a County level by the Chairman of the County Commissioners, or his designated representative.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

B. Specific

1. Movement Control and Guidance

- a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
- b. Traffic movement during evacuation will be controlled by use of designated routes and traffic control points. The evacuation area will identify at least two routes of egress. One lane of each route will be kept open to permit ingress of emergency vehicles.
- c. Vehicle capacity for most major highways in the county, used as evacuation routes, is estimated at 1000 vehicles per lane per hour.
- d. Traffic movement will be directed to designated reception areas and shelters within the county and possibly reception areas and shelters in adjacent counties.
- e. Rest areas and comfort stations may be located along evacuation routes if there is a need. Fuel, water, sanitary facilities, assistance with vehicle problems, information and other services will be available at these locations.

- f. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.
2. Staging Areas and Pick-up Points and Routes
 - a. The County will determine designated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the county. The location of these staging areas is defined by the emergency/disaster.
 - b. Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Pick-up routes will be designated for the rural areas. Emergency vehicles will travel these routes at least twice during the evacuation to ensure all evacuees without vehicles are assisted.
3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals).
 - a. Institutions within the county will develop procedures for evacuation.
 - b. Most patients and staff of the county's medical facilities will be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering will be included for facilities in a danger zone from hazardous materials spills.
 - c. Schools will develop evacuation procedures. Buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
 - d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The Emergency Management Coordinator will arrange pick-up of these individuals by the EMS, and/or Fire Departments. The County Department of Social Services will advise the Emergency Management Coordinator of individuals known to need transportation assistance.
 - e. Each prison and detention center within the county will develop procedures for the relocation of prisoners to jails outside the threatened area.
 - f. Evacuation from parks and recreation areas will be coordinated by the Sheriff. Evacuation of state parks and recreation areas in the county will be coordinated by the local field staff of the Parks and Recreation Division, Department of Environment, Health, and Natural Resources.
 - g. County, federal and state parks representatives will advise the Emergency Management Coordinator of scheduled special events which may draw crowds to the parks or recreation areas.
 - h. Large employers within the county will develop procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.
4. Public Information brochures
 - a. For emergencies and disasters, public information materials have been prepared. They identify staging areas for people requiring transportation to reception areas and provide movement guidance.

- b. For emergencies, warnings to the public and information concerning evacuation will be broadcast over the EAS network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

III. ORGANIZATION

A. Organization

1. The Chairman of the Board of Commissioners is responsible for implementing the County Evacuation and Transportation Annex to facilitate the evacuation process during emergencies. Under most circumstances, implementation is usually delegated to the Emergency Management Coordinator by the Chairman.
2. During an evacuation, County Emergency Operations will be directed by the Chairman of the County Commission and coordinated by the Emergency Management Coordinator. The Superintendent of Schools and County Transportation Authority Director will provide coordination of transportation resources.

IV. DIRECTION AND CONTROL

- A. Direction and control of evacuation is the responsibility of the Chairman, County Board of Commissioners. In the Chairman's absence, the commissioner next in line of succession will serve as replacement representative.
- B. During large-scale evacuations involving the relocation of the population from an entire municipality, county, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency Response Team (SERT) upon activation of the State EOC.
- C. When an emergency situation requires timely evacuation and before the EOC can be activated, the "on-scene" commander can call for evacuation in accordance with the County's State of Emergency Ordinance.

V. CONTINUITY OF GOVERNMENT

A. Evacuation

The line of succession is:

1. Chairman, Madison County Board of Commissioners
2. Emergency Management Coordinator, Madison County
3. County Manager, Madison County

B. Transportation

The line of succession is:

1. Superintendent of Schools, and/or designee
2. Madison County Transportation Authority Director
3. Assistant Superintendent of Schools

C. Continuity of government will be maintained by relocating government operations. Lines of succession to all key positions will be established and all essential records will be protected.

D. When evacuees are relocated outside the county, a representative will be appointed to act as liaison between the County and the reception area government. The evacuees will be subject to the laws of the reception area for the duration of their stay.

E. Lines of succession to each agency that supports the evacuation/transportation operation are in accordance with the agency's established policy.

VI. ADMINISTRATION AND LOGISTICS

A. Instructional materials identifying evacuation zones, routes, parking facilities and shelters will be developed for evacuees.

B. Public information instructions for a disaster or emergency will be prepared in advance, when possible and distributed as necessary.

**Attachment 1
Evacuation / Transportation Checklist**

Chairman of the Board, or designee, or Incident Commander:

- When notified, report to the Emergency Operations Center or command post.
- Receive a situational briefing.
- Determine if an evacuation is warranted and, if so, to what extent (localized or countywide, voluntary or ordered).
- Determine if a declaration of a State of Emergency is necessary and, if so, to what extent (localized or countywide, voluntary or ordered).
- Examine the ramifications of ordering evacuation:
 - Security of evacuated area.
 - Weather conditions (i.e., Is it safe to drive?).
 - Potential traffic congestion and traffic control issues.
 - Available sheltering/mass care and shelter/mass care resources (i.e., shelter managers, staff, bedding, food supplies).
 - General public guidelines (rules) for evacuation.
 - Informing the public.

- Transportation availability.
- Other concerns brought out during the briefing.
- Special needs/special medical needs/special transportation needs (i.e., elderly, non-ambulatory, etc.).
- If an evacuation is ordered determine which agencies will carry out the evacuation.
- Prepare necessary documentation.

Superintendent of Schools and Transportation Authority Coordinator:

- When notified, report to the Emergency Operations Center or command post.
- Receive a situational briefing.
- Determine what transportation resources are available (i.e., vehicles, personnel, fuel supplies, railroad, aircraft, etc.).
- Determine transportation needs of the public (i.e., special medical needs/special transportation needs).
- Assess weather and related road conditions to determine the ability to safely move people and/or supplies.
- Determine the availability of fuel and emergency vehicle repair.
- Ensure drivers are appropriately licensed and adequately trained.
- Determine additional insurance needs.
- Determine potential legal ramifications. Be familiar with Emergency Ordinance, Declaration of Emergency, and NCGS 115C-242 (use of school buses) and other transportation concerns.
- Determine or designate pick-up points.
- Communicate pick-up point locations, times or schedules to the Public Relations Officer and the Emergency Management Coordinator.
- Dispatch or cause to be dispatched, appropriate transportation to pre-determined or designated pick-up points.
- Brief drivers.
 - Security and Safety.
 - Mission assignments and maps.
 - Weather conditions (i.e., Is it safe to drive?).
 - Potential traffic congestion and traffic control issues.
 - Available sheltering/mass care and shelter/mass care locations.
 - General public guidelines (rules) for evacuation.

- Location of fuel and maintenance.
 - Location of emergency worker food.
 - Other concerns brought out during the briefing.
 - Special needs/special medical needs/special transportation needs (i.e., elderly, non-ambulatory, etc.).
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- Communicate with and maintain communications with drivers.
 - Make sure drivers maintain a mileage and time log and return their logs at the end of their shift or assignment.
 - Communicate and maintain communications with fuel suppliers and maintenance personnel.
 - Develop an ongoing staffing and vehicle availability plan and be prepared to brief the EOC and/or Incident Commander when called on to do so.
 - Carry out other functions necessary to provide transportation in emergency situations.