

ANNEX E

Evacuation

Brackett ISD

APPROVAL & IMPLEMENTATION

Annex E

Evacuation

Signature

Date

Signature

Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the superintendent. Alternatively, each person assigned tasks within the annex may sign the annex.

ANNEX E EVACUATION

I. AUTHORITY

See Basic Plan, section I.

School District Policies

II. PURPOSE

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

III. EXPLANATION OF TERMS

A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operating or Operations Center
ICP	Incident Command Post
ICS	Incident Command System
PIO	Public Information Office or Officer
SOP	Standard Operating Procedure

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of [district/school] staff and students.
 - a) Limited evacuation of specific district areas might be needed as a result of a hazardous materials transportation accident, major fire, natural gas leak, or localized flash flooding.
 - b) Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, [extensive flooding, or a hurricane].
2. When the Superintendent has determined that evacuation is the most appropriate measure to protect the lives of staff and students, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area.

B. Assumptions

1. Most **staff and students** at risk will evacuate when district officials recommend that they do so.
2. Some evacuation planning for known hazard areas can and should be done in advance.
3. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.

V. CONCEPT OF OPERATIONS

A. General

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

B. Evacuation Decisions

1. The Brackett ISD Incident Commander shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - a) What areas or facilities are at risk and should be evacuated?
 - b) How will the staff and students be advised of what to do?
 - c) What do staff and student evacuees need to take with them?
 - d) What evacuation routes should be used by staff and students?
 - e) What transportation support is needed?
 - f) What traffic control is needed?
 - g) Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - h) How will evacuated areas be secured?

Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

D. Transportation

1. It is anticipated that the primary means of evacuation to an off-site location for most students will be with the use of school buses.
2. Public schools normally have their own transportation resources; some private schools and day care centers may also have some transportation assets.
3. Emergency transportation may be provided by school buses, [city buses, rural transportation system buses], ambulances, and other vehicles. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.

E. Warning & Public Information

1. The Incident Commander will normally arrange for warning staff and students to be evacuated in and around an incident site.
2. Advance Notice of Possible Evacuation
 - a. For slow developing emergency situations, advance warning should be given to staff and students as soon as it is clear that evacuation may be required
3. Evacuation Warning
 - a. School-Based Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded.
4. Emergency Public Information
 - a. Warning messages disseminated through warning systems alert the staff and students to a threat and provide basic instructions. They are necessarily short and to the point. The staff, students and parents will often require amplifying information on what to do during an evacuation. Provisions must be made to disseminate information to staff and students with special needs, including the blind and hearing impaired.
 - b. When students are evacuated, parents need timely information on where to pick them up.
 - c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to the district.

F. Special Facilities

1. Schools & Day Care Centers

- a. If evacuation of schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with the families.
- b. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government assistance in evacuating.

G. Access Control & Security

1. In an evacuation, the security of evacuated areas is extremely important. School-Based Law enforcement should establish access control points to limit entry into evacuated areas and, where accessible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection.
 - a) Documenting damage for insurance purposes.
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Cleanup instructions.
 - d) Removal and disposal of debris.

K. Actions by Phases of Emergency Management

1. Mitigation
 - a) Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
 - b) Discourage development in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
 - c) Seek improvement to preplanned evacuation routes if needed.
 - d) Enhance warning systems to increase warning times and reduce the need for hasty evacuations.
2. Preparedness
 - a) To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals.
 - b) Identify primary and alternate evacuation routes, taking into account road capacities.
 - c) Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.

- d) Include evacuations in the scenario of periodic emergency drills and exercises.
 - e) Conduct public information programs to increase staff, student and parent awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
3. Response
- See the General Evacuation Checklist in Appendix 1
4. Recovery
- a) Initiate return of evacuees, when it is safe to do so.
 - b) Provide traffic control for return.
 - c) Carry out appropriate public information activities.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our normal emergency organization will plan and carry out evacuations and the return of staff and students to their school or homes.
2. Incident Command System (ICS) – Emergency Operating Center (EOC) Interface
 - a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, our chief elected official should make the recommendation for such evacuation to the public.
 - b. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

B. Assignment of Responsibilities

1. The Superintendent will:
 - a) For emergencies and disasters, recommend that staff and students evacuate, when appropriate.

- b) Approve release of warnings, instructions, and other emergency public information relating to evacuation
 - c) Coordinate evacuation efforts with other schools that may be affected by the evacuation, where appropriate.
 - d) Direct the relocation of essential resources (personnel, equipment, and supplies) that are at risk to safer areas.
 - e) Direct the opening of local shelter and mass care facilities, if needed.
2. The Incident Commander will:
- a) Identify risk areas in the vicinity of the incident site and determine protective actions for staff and students. If evacuation of schools is required, plan, organize, and conduct the evacuation with the resources assigned.
 - b) Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
3. The Emergency Management Coordinator will:
- a) Develop and maintain evacuation planning information for Brackett ISD, including population of the area, and primary evacuation routes.
 - b) Review the evacuation plans of the district and determine possible needs for evacuation support.
 - c) Coordinate evacuation planning to include:
 - 1) Selection of suitable evacuation routes, based on recommendations from law enforcement.
 - 2) Movement control, based on recommendations from law enforcement.
 - 3) Transportation arrangements.
 - 4) Shelter and mass care arrangements.
4. Common Tasks of All Organizations
- a) If time permits, secure and protect facilities in evacuation areas.
 - b) If time permits, relocate essential equipment, supplies, and records to non-risk areas.
5. County Law Enforcement will:
- a) Recommend evacuation routes to the Incident Commander or EOC staff.

- b) Assist in evacuation by providing traffic control.
 - c) Protect property in evacuated areas and limited access to those areas.
 - d) Secure and protect or relocate prisoners.
 - e) Coordinate law enforcement activities with other emergency services.
 - f) Assist in warning the staff and students.
 - g) Provide information to the PIO for news releases to the public on the evacuation routes.
6. The Public Information Officer (PIO) will:
- a) Disseminate emergency information from the superintendent advising the staff and students of evacuation actions to be taken.
 - b) Coordinate with area news media for news releases.
7. The County Road and Bridge Department will:
- a) Provide traffic control devices upon request.
 - b) Assist in keeping evacuation routes within school property open.
 - c) Provide barricade and barrier to restrict entry to evacuated areas and other areas where entry must be controlled.
8. The Transportation Officer will
- a) Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.
 - b) Coordinate all transportation relating to relocation of essential resources.
 - c) Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

VII. DIRECTION AND CONTROL

A. General

1. **The Superintendent** has the general responsibility for recommending evacuation, when that is the most suitable means of protecting the staff and students from a hazard.

2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of staff and students at risk in and around an incident scene and direct and control the required evacuation.

B. Lines of Succession

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

VIII. READINESS LEVELS

A. Green- Low

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

B. Blue – General

1. Reviewing information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitoring the situation.
3. Informing first responders and local officials of the situation.
4. Checking the status of potential evacuation routes and shelter/mass care facilities.

C. Yellow – Significant.

1. Monitoring the situation.
2. Alerting response personnel for possible evacuation operations duty.
3. Coordinating with special facilities to determine their readiness to evacuate.
4. Checking the status of resources and enhancing short-term readiness if possible. Monitoring the availability of transportation assets and drivers.

D. Orange – High

1. Activating the EOC to monitor the situation and track resource status.
2. Placing first responders and transportation providers in an alert status; placing off-duty personnel on standby.

3. Updating the status of resources.
4. Checking the status of evacuation routes and pre-positioning traffic control devices.
5. Updating plans to move government equipment to safe havens.
6. Selecting shelter/mass care facilities for use.
7. Providing information to the staff, students and parents on planned evacuation routes, securing their classrooms, and what items they need to take with them

E. Red - Severe

IX. ADMINISTRATION AND SUPPORT

A. Records

1. Activity Logs. The Incident Commander shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

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

D. Post Incident Review

For evacuations, the Superintendent shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

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

X. ANNEX DEVELOPMENT AND MAINTENANCE

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

XI. REFERENCES

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

APPENDICES:

1	General Evacuation Checklist
2	Primary Evacuation Route
3	Secondary Evacuation Route

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

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

Appendix 2
PRIMARY EVACUATION ROUTE

Appendix 3
SECONDARY EVACUATION ROUTE