

ANNEX E

EVACUATION

CITY of BURNET

APPROVAL & IMPLEMENTATION

Annex E

Evacuation

Signature

Date

Signature

Date

RECORD OF CHANGES

Annex E

Evacuation

Change #	Date of Change	Entered By	Date Entered

ANNEX E

EVACUATION

I. AUTHORITY

See Section I, Basic Plan.

II. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City of Burnet when evacuation is the most effective means available for protecting the population from the effects of an emergency.

III. EXPLANATION OF TERMS

A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operating or Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRP	National Response Plan
NIMS	National Incident Management System
PIO	Public Information Office or Officer
RUC	Regional Unified Command
SOP	Standard Operating Procedure

B. Definitions

1. Special Needs Facilities. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:
 - Schools and day care centers, where students require supervision to ensure their safety.
 - Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
 - Correctional facilities, where offenders require security to keep them in custody.
- C. Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions of the local area.
 - a) Limited evacuation of specific geographic 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. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Mayor may order a mandatory evacuation of the City of Burnet upon issuing a local disaster declaration. The Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

B. Assumptions

1. Most people will evacuate when local officials issue a recommendation. For planning purposes, an 80 percent compliance rate is generally expected. The compliance percentage typically increases as a threat becomes more obvious to the public or more serious.
2. Some individuals will refuse to evacuate, regardless of the threat.
3. When there is sufficient warning of a significant threat, some individuals who are not at risk will evacuate.
4. Advanced evacuation planning will be conducted for known hazard areas.
5. Some emergencies develop slowly, allowing time for deliberate evacuation planning. Others occur without warning, leaving little time for preparation. In the case of short notice evacuations, there may be little time to obtain support for evacuation operations.
6. The need to evacuate may become evident during the day or night and there could be little control over the evacuation start time.
7. In most emergencies, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
8. Most evacuees will use their personal vehicles to evacuate. Those without personal vehicles may require transportation assistance from the county.

V. CONCEPT OF OPERATIONS

A. General

1. Evacuation, by moving people away from the hazard, is one means of protecting the public from the effects of a hazard. In planning for an 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 people evacuated, the distance people must move to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
2. The city must be prepared to conduct both small-scale and large-scale evacuations at all times of the day. The General Evacuation Checklist in Appendix 1, provides guidance for the execution of evacuation operations.

B. Evacuation Decisions

1. The Incident Commander or, for large-scale evacuations, the EOC 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 require evacuation?
 - b) How will the public receive information related to the evacuation?
 - c) What do evacuees need to take with them?
 - d) What are the travel routes for evacuee use?
 - e) What is the transportation support needed?
 - f) What is the need for traffic control?
 - 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 conducted because of incidents that occur without warning may require quick planning. The situation may require using only rapidly mobilized resources.

2. The decision to recommend evacuation of the populace in and around the area of an incident rests with the Incident Commander managing that incident. In general, the Mayor shall issue recommendations for large-scale evacuations.

C. Hazard Specific Evacuation Planning

The city will develop hazard-specific evacuation planning information for certain known hazards and include the information as appendices to this or other annexes. These appendices will describe the

potential impact areas for known hazards, the number of people in the threatened area, and any special facilities affected. These appendices will also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.

1. Appendix 2 to this annex describes and depicts likely major evacuation areas, other than hazardous materials or severe weather/flood risk areas, and the potential evacuation routes for those areas.
2. The appendices 4 through 8 to Annex Q, Hazardous Materials and Oil Spill Response describe and depict hazardous materials risk areas and potential evacuation routes from those areas.
3. Appendix 3 to this annex provides guidance for severe weather/flood evacuation, describes the risk areas, and identifies evacuation routes.

D. Transportation

1. Individuals. Personal vehicles will be the primary means of evacuation for most individuals. Individuals and others not owning vehicles will be provided public transportation assistance.
2. Special Facilities. Public schools normally have their own transportation resources; some private schools and day care centers may also have some transportation assets. Most other special facilities rely on commercial or contract transportation companies providers for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Surrounding governments may be requested to assist in providing transportation.
3. School buses, ambulances, and other vehicles may provide emergency transportation. See Annex S, Transportation, for transportation guidance; see Appendix 1 Section K of Annex M, Resource Management, for transportation resources. In the event of large-scale evacuations with advance warning, designated pickup points may be established. A telephone bank to receive and process requests for transportation may be set up.
4. Public information messages that emphasize the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation

E. Traffic Control

1. The law enforcement agencies involved will control actual evacuation movement.
2. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles
3. For large-scale evacuations where time permits, the Road & Bridge Department will provide traffic control devices, such as signs and barricades.
4. Law enforcement will request wrecker services needed to clear disabled vehicles from evacuation routes.

F. Warning & Public Information

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. Respective EOCs or the Regional Unified Command (RUC) will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
2. Advance Notice of Possible Evacuation
 - a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
 - b. Advance warning should be made to special needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
 - c. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
2. Evacuation Warning
 - a. Disseminate evacuation warning through all available warning systems. See Annex A, Section V.C and Annex A, Section V.D for further information.
 - b. In the case of immediate evacuation in and around an incident site, the Burnet Police Department and/or Burnet Fire and EMS will notify residents using sirens and speaker-equipped vehicles moving through the affected area. There will be two vehicles used (when possible) -- the first to get the attention of the people and a second to deliver the evacuation message. Door-to-door notification will be used for large buildings and in rural areas where residences may be some distance from the road.
 - c. On-scene authorities or the EOC staff may directly notify special facilities. If both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification will be made. This will help prevent duplication of effort and inadvertently overlooking any facility.
 - d. Law enforcement personnel should insure that all those at risk have received notice of the evacuation recommendation and have responded.
3. Emergency Public Information
 - a. Warning messages that are sent through warning systems are intended to alert the public to a threat and to provide basic instructions. They are short and concise. The public will often require additional information on what to do during an evacuation. The Public Information

Officer (PIO) will provide information to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired. Annex I, Emergency Public Information, contains specific public information procedures.

- b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When the evacuation involves school children, parents need timely information on where to pick up their children.
- c. When the incident is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

G. Special Facilities

- 1. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities are responsible for the welfare and safety of their clients, patients, and inmates. State law and licensing regulations require most facilities to have an emergency plan that includes provisions for emergency evacuation. Emergency warning is necessary to effectively implement these plans.
- 2. Schools & Day Care Centers
 - a. If the situation requires evacuation of public schools, school buses will transport students to other schools outside of the risk area. It is essential that timely information on these arrangements to parents and other caregivers. In the case of a large-scale emergency with advance warning, schools will generally close and the students will return to their homes for evacuation with their families.
 - b. Private schools and day care centers, including adult day care facilities, often do not have sufficient transportation resources and may require evacuation assistance.
- 3. Hospitals, Nursing Homes, & Correctional Facilities.
 - a. If the emergency requires evacuation of these facilities, patients and inmates will move, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for arranging for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
 - b. Medical patients and prisoners will require housing in shelter and mass care facilities that is separate from the general public.
- 4. Special needs citizens will require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations (See Annex H – Health and Medical). Our City emergency management plans will identify by type and estimated number the special needs population and address their needs before, during, and immediately after a major disaster or catastrophic incident.

H. Handling Pets During Evacuations

1. Evacuees who go to the homes of relatives, friends or find commercial accommodations with their pets do not normally pose difficulties during evacuation. Evacuees with pets seeking public shelter can and do create problems. For health and sanitation reasons, the American Red Cross and most other groups do not allow pets in emergency shelters. When an evacuation recommendation is issued, some people will not leave their pets behind. Abandoned pets and other animals may also cause problems for emergency personnel during later phases of the response. Reasonable arrangements should be made for evacuees who come to shelters with companion animals. These arrangements will be coordinated by the EMC or designated animal control person.
2. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings providing temporary housing for pets on leashes and in carriers.
 - c. Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.

I. Access Control & Security

1. In an evacuation, the security of evacuated areas is extremely important. If property is damaged or stolen during the owner's absence, compliance with future evacuation recommendations may be compromised. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within these areas to deter unlawful activity by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection.
2. If damage in an evacuated area prevents reoccupation for an extended period, a system to limit access may be implemented. Access may be granted to emergency workers, homeowners, business owners, utility workers, and contractors restoring damage and removing debris. Refer to Section V.E., Annex G, Law Enforcement, for further information.

J. Return of Evacuees

1. Return of evacuees to their homes or businesses in evacuated areas requires the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the Mayor will make that decision and disseminate it through the media.
2. Before authorizing evacuees to return, the following conditions should be met:
 - a. The threat that caused the evacuation has been resolved.

- b. Sufficient debris has been removed to permit travel, roads and bridges are safe to use.
 - c. Work crews have removed or repaired downed power lines, ruptured gas, water, and sewer lines and eliminated other significant safety hazards. Utility services may not be fully restored
 - d. Crews have inspected structures and declared them safe to reoccupy.
 - e. There is adequate water available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and to coordinate traffic control on return routes.
4. Public information intended for returnees should address such issues as:
- a) Documenting damage for insurance purposes.
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Cleanup instructions.
 - d) Removal and disposal of debris.
 - e) Other specific health and safety issues such as boil water advisories, mold remediation, vector control, etc.

K. Actions by Phases of Emergency Management

1. Prevention
- a) Where possible, undertake mitigation for known hazards causing previous 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) Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. See Appendix 2 for potential major evacuation areas other than hazardous materials risk areas; hazardous materials risk areas are described in Annex Q, Hazardous Materials & Oil Spill Response. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to establish potential transportation requirements.

- b) To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals.
- c) Identify primary and alternate evacuation routes, taking into account road capacities.
- d) Review the disaster preparedness plans of special facilities and advise facility operators of any changes needed to make them more effective.
- e) Include evacuations in the scenario of periodic emergency drills and exercises.
- f) Conduct public information programs to increase citizen awareness of: possible reasons for evacuation; preplanned evacuation routes; availability of transportation; the need to take appropriate food, clothing, and other disaster supplies; and the benefit of helping neighbors who may need assistance.
- g) Develop and promote procedures for protecting government resources from known hazards by relocating those resources.

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) Coordinate temporary housing for those who cannot return to their homes.
- c) Provide traffic control for return.
- d) Initiate recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
- e) Carry out appropriate public information activities.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

- 1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a RUC to support the Incident Command Posts (ICP) and EOCs.
- 2. Incident Command System (ICS) – EOC/RUC 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.
- c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the EOCs and the RUC. The EOCs will normally manage evacuation operations within their respective jurisdiction area while the RUC coordinates evacuation operations affecting multiple jurisdictional areas. The RUC will normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

B. Assignment of Responsibilities

1. The Mayor will:

- a) For emergencies and disasters, recommend that citizens evacuate, when appropriate.
- b) Approve release of warnings, instructions, and other emergency public information relating to evacuation
- c) Coordinate evacuation efforts with other local governments 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 near the incident site and determine protective actions for people in and around those areas.
- b) If the emergency requires evacuation of risk areas and special facilities, plan, organize, and conduct the evacuation with the resources assigned.
- c) Request support from the EOC to assist in coordinating evacuation activities beyond the incident site.

3. The EMC will:

- a) Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
- b) Review the evacuation plans of special facilities within known risk areas 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. 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 limit 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 public.
- g) Provide information about the evacuation routes to the PIO for news releases to the public.

6. The Fire Service will:

- a) Be responsible for fire protection in the vacated area.
- b) Assist in warning the public
- c) Assist in evacuating the elderly, handicapped, and other special needs groups.

7. The Public Information Officer (PIO) will:

- a) Disseminate emergency information from the County Judge advising the public of evacuation actions they should take.
- b) Coordinate with area news media for news releases.

8. The Street Department will:

- a) Provide traffic control devices upon request.
- b) Assist in keeping evacuation routes open.
- c) Provide barricades and barriers to restrict entry to evacuated areas and other areas requiring controlled access.

9. The Transportation Officer/EMC will:

- a) Coordinate transportation for evacuees without vehicles or needing assistance in evacuating, determining and establishing pickup points if necessary.
- b) Coordinate transportation assistance for the evacuation of special facilities.
- c) Coordinate all transportation relating to relocation of essential resources.
- d) Provide information to the PIO on pickup points or special pickup routes for those who require transportation. The PIO will provide this information to the public.

10. The Shelter Officer will:

- a) For short-term evacuations, coordinate with operators of government-owned buildings schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.
- b) For other than short-term evacuations, coordinate with the American Red Cross, Salvation Army, and other service organizations to open shelters and activate mass care operations. See Annex C, Shelter & Mass Care, for further information

11. Health and Medical will:

Monitor evacuation of hospitals and nursing homes and coordinate evacuation assistance, if requested.

12. Animal Control will:

- a) Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
- b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.
- c) Coordinate with TPWD, TAHC, county agents, and owners in making provisions for livestock and dealing with wild or feral animal populations.

13. Special Facilities (schools, hospitals, nursing homes, correctional facilities) will:

- a) Close and supervise evacuation of their facilities.

- b) Coordinate appropriate transportation for evacuees, including medical or security support.
- c) Arrange for the use of suitable host facilities.
- d) Request emergency assistance from local government if other sources cannot provide assistance.
- e) Ensure assigned personnel are trained and knowledgeable of evacuation procedures.
- f) Disseminate public information to advise relatives and the public of the status of their facilities and the patients, students, or inmates served by those facilities.

VII. DIRECTION AND CONTROL

A. General

1. The Mayor has the general responsibility for recommending evacuation, when that is the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may recommend evacuation of people at risk in and around an incident scene. The IC will provide direction and control for the required evacuation.
3. The EOC will coordinate and direct large-scale evacuations and evacuations conducted on the basis of imminent threat.

B. Evacuation Area Definition

1. Officials authorized to recommend evacuation will determine evacuation areas. Decisions will be based on advise from those with the necessary expertise, use of specialized planning materials or decision aids, recommendations of state and federal agencies, and advice from other subject matter experts where appropriate. Evacuation recommendations to the public should clearly describe the evacuation area with reference to known geographic features, such as roads and rivers.
2. Officials will continuously monitor the situation that caused the evacuation. If changing circumstances, such as an increase in rainfall or wind shift, alter the potential impact area, officials may re-define the evacuation area.

C. Lines of Succession

1. Section VII.C of the Basic Plan outlines the lines of succession for the County Judge and the EMC.
2. Each department shall establish standard operating procedures detailing lines of succession for each department and agency head.

VIII. INCREASED READINESS ACTIONS

A. Level 4 - Normal Conditions

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

B. Level 3 - Increased Readiness. Increased Readiness will be implemented if there is a greater than normal threat of a hazard that could necessitate evacuation. Level 3 readiness actions may include:

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. Level 2 - High Readiness. High Readiness will be implemented if there is an increased risk of a hazard that necessitates evacuation. Level 2 readiness actions may include:

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.
5. Advising the public and special facilities to monitor the situation.

D. Level 1 - Maximum Readiness. Maximum Readiness is appropriate when there is a significant probability of evacuation operations. Level 1 readiness actions may include:

1. Activating the EOC to monitor the situation and track resource status;
2. Placing first responders and transportation providers in an alert status and placing off-duty personnel on standby;
4. Updating the status of resources;
5. Checking the status of evacuation routes and pre-positioning traffic control devices;
6. Updating plans to move government equipment out of harm's way;
6. Selecting shelter/mass care facilities for use;
7. Providing information to the public on planned evacuation routes, securing their homes, and what items they need to take with them; and
8. Preparing to issue public warning if it becomes necessary.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

Report large-scale evacuations to state agencies and other jurisdictions potentially affected in the periodic Situation Report prepared and disseminated during major emergency operations. See Appendix 3, Annex N, Direction & Control for The Situation Report format.

B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC 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. All departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

Appendix 1, Annex M, Resource Management lists general emergency response resources that may be required to conduct an evacuation.

D. Post Incident Review

For large-scale evacuations, the Mayor and the EMC will organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section VIII.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 will periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The Sheriff is responsible for developing and maintaining this annex.
- B.** Section X of the Basic Plan outlines the scheduled updates and annual revisions to this annex.
- 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:

1General Evacuation Checklist
2 Potential Evacuation Areas
3 Hurricane Evacuation

GENERAL EVACUATION CHECKLIST

✓	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 needs 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 possibly affected of evacuation plans.	
	EVACUATION:	
	14. Notify neighboring jurisdictions & the local Disaster District about the forthcoming evacuation recommendation.	
	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 evacuation areas.	
	17. Provide information to 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 damage occurred in evacuated areas, 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 and coordinate provision of, transportation for returning 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 information to the public that addresses: <ul style="list-style-type: none"> ▪ Documenting damage & making expedient repairs ▪ Caution in reactivating utilities & damaged appliances ▪ Cleanup & removal/disposal of debris ▪ . 	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that remain closed to reoccupation.	

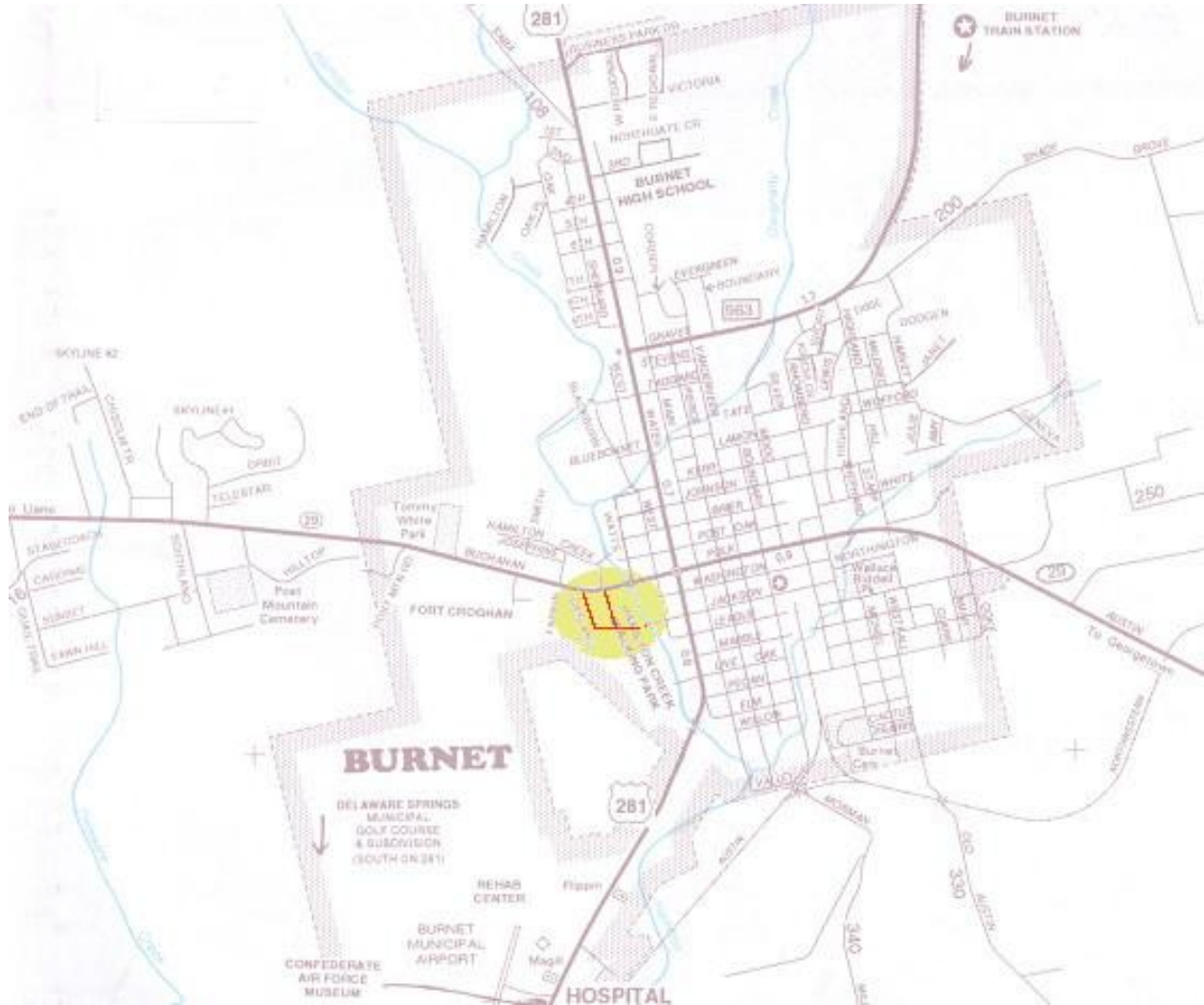
**POTENTIAL EVACUATION AREAS
(LIST)**

ID# E-1
Description: Hamilton Creek Flood Plain
Hazard: Flooding
Est. Population: As many as 20 could be effected
Evacuation Routes: W. Jackson St.
Est. Evacuation time: 30 min to 1 hour

ID# E-2
Description: Hazmat or acts of terror
Hazard: Hazardous materials incident, or; Acts of Terror
Est. Population: Could vary
Evacuation Routes: Will depend upon the situation, major traffic arteries will be used when possible
Est. Evacuation time: 30 min to 5 hours

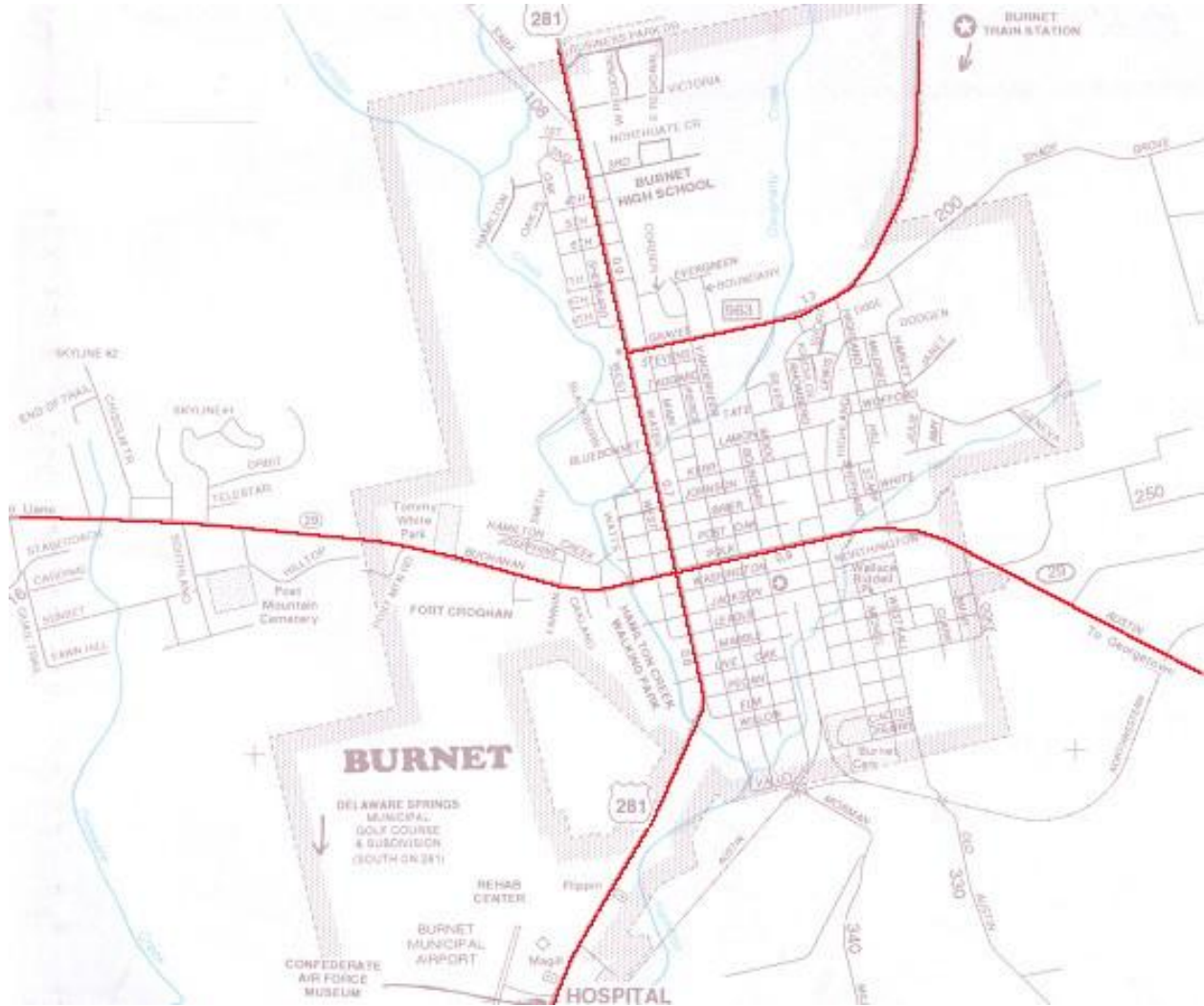
POTENTIAL EVACUATION AREAS (MAP)

EVAC – 1 Hamilton Creek Flood Plain



POTENTIAL EVACUATION AREAS (MAP)

EVAC – 2
Hazardous Materials Incident



SEVERE WEATHER/FLOOD EVACUATION

Flooding within the City of Burnet is localized. Mass evacuations are not necessary and will typically be limited to certain properties, some of which include geriatric and/or minimal mobility people. As the event occurs the situation will be monitored and evacuation facilitated. Routes will be planned but in all likelihood will include only a few surface streets. The characteristics of localized flooding within the City of Burnet make route planning fairly easy as there is usually only one viable route away from each of the various areas that could be directly effected when rising water occurs. State highways and US highways within the confines of the city limits remain well above flood waters and the high hazard low water crossings within the city are barricaded by the street department when flood waters reach the one foot level of the flood markers.

APPROVAL & IMPLEMENTATION

Annex E

Evacuation

Mal Dyer
Signature

9-7-11
Date

Robert O'Neil
Signature

09/07/11
Date

State Planning Standards Checklist for Annex E, Evacuation

Jurisdiction(s): City of Burnet

Annex Date: 09/07/11 Date of most recent change, if any: _____

(The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
E-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I
II. Purpose	
E-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
E-3. Define terms and explain acronyms and abbreviations used in the annex.	III
IV. Situation & Assumptions	
<i>E-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>E-5. Include a list of assumptions used in planning for emergency evacuation.</i>	IV.B
V. Concept of Operations	
<i>E-6. Outline factors to be considered in evacuation decision-making.</i>	V.B
<i>E-7. Describe potential evacuation areas and hazard-specific planning for those areas, referencing appropriate portions of the plan.</i>	V.C
<i>E-8. Indicate how transportation will be provided for those individuals and facilities that need it during an evacuation.</i>	V.D
<i>E-9. Explain how evacuation warnings and evacuation-related public information will be provided to individuals and special facilities.</i>	V.F
<i>E-10. Outline considerations for the evacuation of special needs facilities and special needs population.</i>	V.G
<i>E-11. Provide guidance for handling evacuees with pets.</i>	V.H
<i>E-12. Outline requirements for securing evacuated areas.</i>	V.I
<i>E-13. Provide guidance for the return of evacuees and indicate who shall authorize re-entry into evacuated areas.</i>	V.J
<i>E-14. Include a list of actions pertinent to the evacuation function by phases of emergency management.</i>	V.K
VI. Organization & Assignment of Responsibilities	
<i>E-15. Indicate how the jurisdiction will be organized to carry out evacuations.</i>	VI.A
<i>E-16. Include a listing of the responsibilities for evacuation tasks assigned to local officials, departments, and agencies.</i>	VI.B
VII. Direction & Control	
<i>E-17. Identify by position the individual(s) with the authority to order an evacuation and direct and control evacuation operations.</i>	VII.A
VIII. Readiness Levels	
<i>E-18. Describe actions to be taken at various readiness levels.</i>	VIII

IX. Administration & Support	
E-19. Outline policies on reporting and the maintenance of records of emergency operations.	IX.A-B
E-20. Provide for a post-incident review of emergency operations involving large-scale evacuations.	IX.D
X. Annex Development & Maintenance	
E-21. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
E-22. Make reference to the schedule for review and update of annexes contained in the section X of the basic plan.	X.B
XI. References	
E-23. Identify references pertinent to the content of the annex.	XI
Other	
E-24. Include a general evacuation checklist.	Appendix 1
E-25. Describe potential major evacuation areas indicating the population of such areas and evacuation routes from them. Include a map depicting those evacuation routes.	Appendix 2
E-26. Include detailed planning for hurricane evacuation, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map. (Required only for jurisdictions located in a hurricane risk area) <ul style="list-style-type: none"> • Provides an estimate of hurricane evacuees. • Includes provisions for transportation of evacuees without vehicles. 	Appendix 3

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By			09/07/11

FOR DEM USE		Initials	Date
GDEM Regional Liaison Officer Review			
GDEM Preparedness Section Processing			