

## ANNEX E (EVACUATION & SHELTER)

### I. **PURPOSE**

This annex describes how Portage County agencies will support evacuation and sheltering operations during a disaster.

### II. **CONCEPT OF OPERATIONS**

The county is responsible for developing a capability to provide sheltering services for its citizens in a disaster and should be prepared to care for people evacuated from the impacted area. This is done in coordination with municipal, volunteer and private agencies.

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

#### A. **Authority to Recommend Evacuation**

##### 1. **Local:**

Operating under the Incident Command System (ICS) as follows: In the event of an escalating emergency outside city or village limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents. Within incorporated jurisdictional limits, the mayor or village president has statutory authority to order an evacuation (s. 166.23). In certain limited situations involving a small area, a fire chief has the authority to evacuate residents. (s.213.095).

##### 2. **State:**

During a state of emergency, the Governor can issue such orders as he or she deems necessary for the security of persons or property (s. 166.03 (1)(b)(5)).

#### B. **Coordination**

The county will assist municipal agencies with administering evacuation and sheltering activities and coordinating with state, volunteer and private agencies.

### III. **RESPONSIBILITIES AND TASKS**

#### A. **County Emergency Management Response**

1. Coordinate with the appropriate agencies to recommend evacuation or shelter-in-place.
2. Coordinate the collection and dissemination of information concerning evacuation and sheltering to the public (See Annex J) and emergency response personnel (See Annex B.)

## **ANNEX E (EVACUATION & SHELTER)**

3. Coordinate the opening of reception centers and shelters. Refer to the telephone list for the contacts who open and equip the facilities.
4. Assist local efforts to address pet issues as requested.

### **Recovery**

1. Support municipal jurisdictions with developing and implementing a re-entry plan.
2. Coordinate the dissemination of public information concerning sheltering and re-entry procedures.

## **B. Human Services Response**

1. Organize and work with local and private sector, non-profit and public service/volunteer organizations regarding shelter operations.
2. Identify and request special resources needed for evacuation and sheltering operations.
3. Coordinate the requirements of short- and long-term sheltering.
4. Work with other agencies to coordinate and administer food distribution programs as needed.

### **Recovery**

1. Prioritize the use of personnel and equipment to provide for continuity of services.
2. Provide necessary outreach and counseling services to citizens affected by the disaster.
3. Brief County Emergency Management Director on recovery status.
4. Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs.
5. Address long-term housing needs.

## **C. Public Health Department Response**

1. Coordinate with appropriate agencies evacuations and sheltering for all affected people including those with special needs.

## **ANNEX E (EVACUATION & SHELTER)**

2. Provide health care services (e.g. vaccinations, first aid) for evacuees and emergency workers as requested.
3. Coordinate transportation and medical care for patients being evacuated from hospitals and other health care facilities.

### **Recovery**

1. Assist with the coordination of re-entry activities for people including those with special needs.
2. Assist Human Services with identifying the need for and provide crisis counseling to emergency workers and disaster victims.
3. Inform the public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris.)

## **D. Law Enforcement Agencies**

### **Response**

1. Establish a perimeter around the evacuated area and a pass system for emergency response resources for the protection of property.
2. Initiate and monitor evacuation activities (e.g. traffic control, establishing staging areas, and public warning/route alerting.)
3. Assist with the warning of the public.
4. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.
5. Provide security in highway rest areas, reception centers and shelters.

### **Recovery**

1. Assist and monitor re-entry activities including traffic control.
2. Restore all equipment to a state of readiness.

## **E. Fire and Rescue Services**

### **Response**

1. Provide advice on evacuation decisions as a result of fires and/or hazardous materials.
  1. Assist with public warning/route alerting and establish staging areas.

## **ANNEX E (EVACUATION & SHELTER**

### **Recovery**

1. Assist and monitor re-entry activities.
2. Restore all equipment to a state of readiness.

### **F. Emergency Medical Services Response**

1. Provide emergency medical services to all people involved in the evacuation or response to the disaster.
2. Identify and locate people with special needs and provide advice to the Public Health Department regarding evacuation decisions.

### **Recovery**

1. Assist with the re-entry activities of medical patients and people with special needs.
2. Restore all equipment to a state of readiness.

### **G. Public Works/Highway Department Response**

1. Provide all necessary traffic control devices (e.g., signs, barricades.)
2. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.

### **Recovery**

1. Restore all equipment and facilities to a state of readiness.

### **H. American Red Cross Response**

1. The American Red Cross will be expected to work within the framework of the incident command system. In coordination with the incident commander, the ARC will open shelters and conduct support services in accordance with ARC guidelines. This includes registering evacuees. The shelter lists may be available to local, state and/or federal emergency management agencies under specific criteria. At the request of emergency management, secondary client optional lists can be produced and shared.
2. Handle disaster welfare inquiry calls regarding victims according to ARC protocols and criteria.

## **ANNEX E (EVACUATION & SHELTER)**

3. Provide individual family assistance grants (i.e., vouchers for clothing, food and other emergency needs) to meet the basic needs of victims as determined by Red Cross guidelines.
4. In coordination with County Human Services and according to ARC policies, distribute items needed by victims (e.g., toiletry kits, clean-up kits).
5. Provide disaster mental health services to victims and to the extent possible to responders.

### **Recovery**

1. Assist victims to return to living as a family unit.
2. Work with other agencies to coordinate and administer food distribution programs as needed.

## **I. Other Volunteer Agencies**

### **Response**

1. Assist with providing family assistance programs for clothing, food and other items to meet the basic needs of victims as directed by Human Services.
2. Assist with the distribution of items needed by victims (e.g., toiletry kits, clean-up kits) as directed by Human Services.

### **Recovery**

1. Assist evacuees with relocating with friends, relatives or other people offering space.
2. Work with other agencies to coordinate and administer food distribution programs as needed.

## **J. Private Business and Agencies**

### **Response**

1. Utility companies shall monitor their own systems and:
  - a. Advise emergency management of any outages.
  - b. Restore power, gas and telephone services.
  - c. Inspect all equipment and its operation before re-entry.

## **ANNEX E (EVACUATION & SHELTER**

2. Local bus, transportation companies and medical facilities shall provide their vehicles and resources for the evacuation and re-entry process taking into consideration those people with special needs.

### **Recovery**

1. Assist with the clean-up efforts by providing equipment and personnel as requested.
2. Compile and maintain records of disaster related expenditures.

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.