

# ANNEX D

## Evacuation

### I. PURPOSE

This annex provides the guidelines and direction for the orderly and coordinated evacuation of the population of East Baton Rouge Parish, should the need arise.

Evacuation plans, with coordinated efforts, can be ~~adopted~~ adapted to the movement from small isolated areas up to and including the entire Parish.

This annex is to be used in conjunction with other annexes for the protection of the population.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Reference to Policy Statements as listed under Basic Plan - Part II - Situations and Assumptions.
2. There are several emergency situations which could require an evacuation of part or all of East Baton Rouge Parish. Small scale, localized evacuation might be needed, i.e., flood, tornado, hazardous materials incident. Mass evacuation could be required in the event of a hurricane, nuclear attack, or other technological incident.

#### B. Assumption

1. Reference to Policy Statements as listed under Basic Plan - Part II - Situation and Assumptions.
2. Communication channels will be established to provide the public with timely and accurate information with directions for their response to an emergency. Coordination with the media and a program of pre-disaster education and planning should enable the public to understand and respond to information related to evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so by local authorities. If necessary, local authorities will order and carry out mandatory evacuation.
  - a. Mandatory evacuation in East Baton Rouge Parish is defined in Title 15 of the City Code of Ordinances in Section 15:5(9) as follows: After proclamation of any civil emergency, the Mayor-President, or in the event of his absence or inability to act, the President Pro-Tempore of the council, may also in the interest of the public safety and welfare make the

following order: Issue such orders as are imminently necessary for the protection of life and property.

- b. Penalty of violating orders of authorized personnel, as stated in Section 15:6, could be imposed, and those failing to comply would be subject to these penalties.

### III. CONCEPT OF OPERATIONS

A. Reference to Policy Statements as listed under Basic Plan - Part III - Concept of Operations.

B. General

1. Unless circumstances prevent it, the ultimate responsibility for ordering an evacuation rests with the Mayor-President of the Parish of East Baton Rouge and/or his designated representative if the Mayor-President is not available or is incapable ~~for~~ of ordering said evacuation due to illness or any other incapacity. This decision will be made after coordination with all public officials (as listed in Basic Plan, IV), the On-Scene Commander within the jurisdiction covered by the incident, and the Director of the East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness (MOHSEP). It shall come through the Public Information Officer at the Emergency Operations Center (EOC).
2. Emergencies that require evacuation may differ in type, size, intensity, speed of onset, and duration. Planning considerations will vary according to the specific hazard, but the objective is the same: the orderly movement of people and traffic from an endangered area. The number of people to be evacuated, and the time of travel necessary to insure safety will have to be determined as each emergency situation is identified. The plan is designed to facilitate the evacuation process regardless of the cause of the evacuation.
3. Specific issues to be addressed for evacuation are:
  - a. The availability of evacuation routes, their capabilities, and their vulnerability to the hazard.
  - b. The type of transportation, and arrangements for those persons unable to supply their own transportation.
  - c. Security for evacuated sites/shelters.
  - d. Support for essential operations and services in the hazard area.
  - e. Preparation of designated shelter for the reception of evacuees.

- f. Dedicated evacuation sites.
  - g. Re-entry into the hazard area.
  - h. Dealing with potential impediments for evacuation.
  - i. The relocation of essential resources to the reception area.
4. Pre-determined, detailed plans for specific hazards will be used when these emergencies occur. Appropriate annexes and Standard Operating Guidelines (SOGs) will be used to coordinate the operation.
  5. Should a neighboring parish experience a major disaster requiring evacuation of its residents, East Baton Rouge Parish ~~might~~ **may** be called upon to act as a host for evacuees. Appropriate annexes and SOG's will be used to coordinate this operation.

C. Emergency Action Levels

Emergencies will be ~~dealt with~~ **handled** in the sequence described in Policy Statements as listed under Basic Plan - Part III - Concept of Operations. Preparations for evacuation will take place when an incident reaches the appropriate action levels.

D. Phases of Emergency Management

**1. Prevention**

- a. **Educate public on how to prepare themselves to be self-sufficient for 72 hours post-storm.**
- b. **Educate public on what the different types of evacuations orders (voluntary, recommended, and mandatory) mean.**

**2. Mitigation**

- a. Identify hazards that could require evacuation (Hazard Analysis).
- b. Identify potential areas that may require evacuation (i.e., flood plans, areas near hazardous materials storage and/or production sites, etc.).
- c. Discourage development in hazard zones, especially residential development.

### 3. Preparedness

- a. Identify those segments of the population that may require special consideration during an evacuation, i.e., handicapped, elderly, etc. (Refer to Appendix 8 of this Annex.)
- b. Plan evacuation routes, taking traffic capacities and road conditions into account.
- c. Develop an evacuation plan in conjunction with State Plans.
- d. Conduct a continuous public information program using every available communications resource to alert the public to potential hazards and plans for response.
- e. Communicate with the media to refine techniques for alerting the public and testing the plan, with special consideration to contingencies for 24-hour alert and notification.

### 4. Response

Follow evacuation plans when ordered, including:

- a. Notification of appropriate agencies.
- b. Activation of shelter operations for receiving evacuees and contact officials (Red Cross, etc.) in reception area as appropriate.
- c. Provision of traffic and perimeter control to include any road service support groups, when needed.
- d. Evacuation of special populations.
- e. Provision of information to the public (rumor control, current conditions, routes, etc.).
- f. Provision for security for hazard areas/shelters and continuing operation of essential services, when needed.

### 5. Recovery

- a. Initiate return where possible.
- b. Conduct traffic control.
- c. Perform public information activities.

- d. Establish a Disaster Application Center (DAC), if appropriate.

#### IV. ORGANIZATION AND RESPONSIBILITIES

A. Reference to Policy Statements as listed under Basic Plan - Part IV - Organization and Responsibilities.

B. Organization

The organizations structure for evacuation operations is shown in Appendix 1 to this Annex.

C. Responsibilities

1. Executive Group/~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP**

- \_\_\_\_\_ a. Review checklist.
- \_\_\_\_\_ b. Develop education plans.
- \_\_\_\_\_ c. Issue and relay all evacuation plans.
- \_\_\_\_\_ d. Coordinate evacuation efforts.
- \_\_\_\_\_ e. Coordinate information and education of the public.
- \_\_\_\_\_ f. Coordinate relocation into other jurisdictions.
- \_\_\_\_\_ g. Establish Disaster Application Center (DAC) if appropriate.

2. Public Information and Education

- \_\_\_\_\_ a. Provide emergency public information to the media.
- \_\_\_\_\_ b. Coordinate public information with all involved departments and agencies.

3. Emergency Welfare Services - American Red Cross (lead agency), Office of Family Support/Council on Aging (supporting agencies)

- \_\_\_\_\_ a. Provide such services as sheltering, feeding, clothing, and other essential needs to disaster victims.
- \_\_\_\_\_ b. Assist in emergency registration and inquiry.

\_\_\_\_\_c. Assist in provision of medical, hospital, and nursing care.

\_\_\_\_\_d. Coordination of Mental Health services.

5. Law Enforcement

\_\_\_\_\_a. Assist in evacuation.

\_\_\_\_\_b. Coordinate law enforcement activities.

\_\_\_\_\_c. Coordinate property protection in evacuated areas.

\_\_\_\_\_d. ~~Responsibility for~~ Maintaining law and order.

\_\_\_\_\_e. Coordinate perimeter and traffic control.

\_\_\_\_\_f. Assist in public information and warning.

\_\_\_\_\_g. Provide security for key facilities.

6. Transportation

\_\_\_\_\_a. Provide buses and other vehicles for evacuation.

\_\_\_\_\_b. Coordinate with Public Information Officer (PIO) and Law Enforcement on establishing staging areas or pick-up points (See Annex D - Appendix 5 - Staging/Pick-up Points).

\_\_\_\_\_c. Insure handicapped, injured and elderly have transportation.

7. Damage Assessment and Repair

\_\_\_\_\_a. Coordinate with Law Enforcement in establishing evacuation routes, traffic control points, blockages, etc.

\_\_\_\_\_b. Maintain routes to keep them open.

\_\_\_\_\_c. Upgrade and/or repair shelters.

## V. DIRECTION AND CONTROL

- A. Reference to Policy Statements as listed under Basic Plan - Part V - Direction and Control.

B. General

The Executive Group is the overall authority for the evacuation efforts. All activities will be coordinated through the ~~Emergency Operations Center (EOC)~~ which will serve as the source of all direction and control.

C. National Security Emergency

The Federal Government has designated East Baton Rouge Parish as a high risk area of national security emergencies.

D. Hazardous Materials Incident

Evacuation will be ordered, as necessary, depending upon the emergency. (See Annex H- Hazardous Materials)

E. Flooding (Heavy Rains)

In the event of flooding from heavy rains, some low lying areas may have to be evacuated. Warnings will be provided in accordance with Annex C, Warning. Law enforcement and fire service personnel will be responsible for providing on-site assistance to evacuees. (See Appendix 2 - Flood Prone Map)

## VI. CONTINUITY OF GOVERNMENT (COG)

A. Reference to Policy Statements as listed under Basic Plan - Part VI - Continuity of Government.

B. Continuity of governmental operations must be maintained in an emergency evacuation situation. Detailed procedures for accomplishing this are included in the Direction and Control Annex. Essentially, COG will be maintained by relocating government operations to alternate EOC's with temporary transfers of authority to higher or lower emergency preparedness organizations. Lines of succession to all key positions will be clearly established, and all essential records will be protected from destruction or loss.

## VII. ADMINISTRATION AND LOGISTICS

A. Reference to Policy Statements as listed under Basic Plan - Part VII - Administration and Logistics.

B. Legal Authority

State Constitution, Article 6, Section II.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Reference to Policy Statements as listed under Basic Plan - Part VIII - Plan Development and Maintenance.

## **IX. AUTHORITIES AND REFERENCES**

- A. Reference to Policy Statements as listed under Basic Plan - Part IX - Authorities and References.

## **X. GLOSSARY/DEFINITIONS OF TERMS**

- A. Reference to Policy Statements as listed under Basic Plan - Part X - Glossary and Definitions of Terms.

### APPENDICES TO ANNEX D

- 1) Organizational Chart
- 2) Flood Prone Map (Bundle A)/Topographic Map (Bundle B)
- 3) Evacuation Zone Map(s)
- 4) National Security Emergency Routes
- 5) Staging/Pick-up Points
- 6) Traffic Control Points
- 7) Emergency Stop Locations
- 8) Confidential Locations of Elderly or Disabled Persons
- 9) East Baton Rouge Evacuation Procedure
- 10) East Baton Rouge Disaster Evacuation Routes
- 11) Traffic Movement and Control Plan for Crisis Relocation
- 12) Evacuation Instructions for the Citizens of East Baton Rouge Parish.