Emergency Support Function #1
Evacuation and Transportation Resources
2024

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Approval Signatures

The undersigned have hereby reviewed and approved ESF #1 of the Outagamie County Emergency Response Plan:

County Board Chairperson	Date
Emergency Management Director	Date

Emergency Support Function #1
Evacuation and Transportation Resources

Purpose

The purpose of ESF #1 is to provide coordination of ground transportation and resources, county agency response, and designation of traffic routes for mass evacuation for a significant natural or man-made event.

Scope

This ESF is designed to provide guidelines on transportation support and evacuation operations throughout the county and Oneida Nation (upon request) with regional and catastrophic planning considerations being addressed.

ESF # 1 does not recommend a specific evacuation plan, instead provides tools for the Incident/Unified Command to utilize following the Incident Command System (ICS) in Attachments 1, 2 and 7.

Note: This ESF pertains to the county as a whole and includes specifics for populated areas in the county. The majority of sheltering sites and locations are for short-term incidents only. Consideration will have to be given to relocation of major cities during long-term evacuations which have needed capabilities. Consideration will also have to be given to track evacuees and provide for a reunification center.

Policies

ESF #1 resources will be provided through the Outagamie County Emergency Operations Center (EOC) when either partially or fully-activated.

County Emergency Management/EOC will immediately contact the bus and transportation companies when notified of a possible/occurring evacuation to be the sole coordinator of the available resources to prevent any one private entity or agency to control the available resources. Based on local requests and needs, the transportation resources will be given to the highest priority. Those with access and functional needs and children will generally be given the highest priority.

Assumptions

- Citizens have a choice whether or not to evacuate when ordered by public safety personnel, however responders will continue to notify the public of the evacuation and pass by those who refuse to evacuate.
- Emergency responders may be overwhelmed with operational needs.

- The major population areas of Outagamie County lie in its southern portion.
- Local/County resources may be quickly overwhelmed and Outagamie County will be requesting assistance from surrounding counties and the state.
- Hospitals, nursing homes and other long term healthcare facilities are required to have their own evacuation, transportation, and alternate location plans in place. Facilities should coordinate their response with the IC/Unified Command through the Local or County EOCs.
- Wisconsin Emergency Management will support local government units with carrying out evacuation and sheltering activities
- In the event of a large scale evacuation, there is a high likelihood of activation of other ESFs.

Authorities

The following statutes pertain to evacuation:

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. 323.12(3)).

Local

Should any substance release occur that indicates a material, safety, health or environmental hazard to the public or any person at, near, or around the incident site and the situation appears to be so critical that immediate action must be taken to protect safety, health, or the environment, the incident commander or emergency management, law enforcement or fire department representative having jurisdictional authority on the scene may order an evacuation of the area or take other appropriate measures, as determined necessary. Personnel involved in the containment, cleanup, and site restoration of substance releases per section 14-76 shall be trained to the standards required for their functional responsibilities, except that such personnel shall be allowed to perform necessary defensive actions upon the release of substance per section 14-76 to a point where such releases are controlled, contained or otherwise not presenting an unreasonable safety, health or environmental risk and to a point where personal health and safety of the responders is not placed at unnecessary risk. (Outagamie County Ordinance 14-80)

The disaster emergency routes to which the provision of this article shall apply are those designated on such disaster emergency route plan of the county as determined by the sheriff and/or local law enforcement officials and in coordination with local public works and the county highway commissioner. (Outagamie County Ordinance 14-109)

In the event of an escalating emergency outside city or village limits, the Sheriff, has the authority to recommend an evacuation of residents. Within incorporated jurisdictional limits, the mayor/city manager or village president has statutory authority to order an evacuation (s. 66.325).

In certain limited situations involving a small area, the Fire Chief has authority to evacuate residents (s. 213.095).

A child may be taken into custody under circumstances in which a law enforcement officer believes on reasonable grounds that a child is in immediate danger from his or her surroundings and removal from those surroundings is necessary (s. 48.19 (1) (d) 5). After the child is removed Health and Human Services must be notified along with making contact with the child's guardian and providing for reunification.

Concept of Operations

The Incident Commander may require emergency transportation to move victims, residents, access and functional needs groups and workforce personnel, who may be involved in a major event requiring a mass evacuation.

Levels of Evacuation

There are no precise parameters regarding the level of an evacuation. The Incident Commander must implement ICS to meet the needs of each incident. Refer to Attachment 7 for guidance on procedures for the distribution and posting of evacuation notices. Accountability during evacuation is essential.

Site Evacuation

- Small-scale localized evacuation
- Result of a severe weather event, hazardous material incident, major fire, bomb threat or civil disturbance
- Involves a small number of citizens
- Includes workers at the site and people from adjacent areas
- Citizens that have been evacuated will be moved to an area deemed safe
- Short evacuation times, generally less than an hour or two
- Citizens are permitted to return to their businesses or homes when deemed safe

Intermediate Level Evacuation

- Involves a larger number of citizens and large area

- Affects off-site homes and businesses (normally fewer than 100 people)
- Potential evacuation time may last two to four hours or more
- Reception sites and/or shelter areas need to be determined and managed
- Some evacuees will leave the area on their own
- Site perimeters become larger and require more resources
- Close coordination with the law enforcement, highway, public works and other agencies will be required
- The Emergency Operations Center (EOC) may be activated to support the evacuation

Large Scale Evacuation

- Required in the event of a significant natural or technological disaster or a local terrorist threat or attack
- Thousands of citizens could be evacuated
- Rapid initiation of the evacuation process may be required
- Potential evacuation may be for an extended period of time
- Evacuation completion timeframes will be extended
- Shelters need to be identified and staffed
- Close coordination with the law enforcement and other agencies will be required
- Site and evacuation perimeters are extended and require many more resources to maintain, especially security
- The Emergency Operations Center (EOC) will be activated to support the evacuation

Mass Evacuation

- Caused by a major disaster in the local jurisdiction
- Requires implementation of a regional, multi-jurisdictional evacuation and sheltering operations
- Tens of thousands of individuals may need to be evacuated from a geographic area for an extended period of time
- Large-scale reception operations would be required
- Sheltering needs are on a regional basis
- Local resources would be exhausted and significant state and federal assistance would be needed to support the evacuation and sheltering operation

Re-entry of Evacuated Area

Re-entry and recovery entails those actions taken to restore the affected area to

its pre-emergency condition and to assure a safe and orderly return of evacuees.

Re-entry consists of several major activities:

- Coordination of the re-entry process
- Based on the incident, inspection may be done prior to re-entry
- Control access of the evacuated area to those who are authorized to enter
- Bus mobilization (if needed)
- Special vehicle mobilization (if needed)
- Public Health education on any related hazards
- Reconnect family members with pets
- Demobilize reception sites and American Red Cross shelters when all residents have housing arrangements

Primary and Supporting Agencies

Outagamie County

Primary Agencies

County Sheriff/Local Law Enforcement
County Highway/Local Public Works

Supporting Agencies

County Emergency Management/Local EM
County Development and Land Services
County Executive
County Health and Human Services Department
County Health and Human Services Department – Public Health Division
County Public Information Officer (PIO)
Amateur Radio Emergency Services (ARES)
American Red Cross (ARC)
Department of Natural Resources (DNR)
Fox Valley Humane Association (FVHA)
Local Fire Department
Local Emergency Medical Services (EMS)
Local Transportation Companies

State of Wisconsin

Primary Agency

Wisconsin Emergency Management (WEM)

Supporting Agencies

Department of Military Affairs (DMA)
Department of Transportation (DOT)
American Red Cross (ARC)
National Guard (Reaction Force)

Likely Support Includes

- Coordinate the transport of supplies and equipment to support emergency operations and protective actions.
- Process transportation assistance requests from EOCs.
- Allocate and/or prioritize transportation resources for evacuating people and special facilities with special needs, (hospitals, nursing homes, schools, jails, prisons, and colleges).
- Coordinate transportation of personnel, materials, goods, and services to impacted areas. This includes transportation by highway, rail, air, and water.
- Establish emergency regulations to restrict roadway, rail, water and air access as appropriate.
- Perform necessary actions to assist with response/recovery operations, such as emergency debris removal, and quarantine of agricultural products.

Federal

Primary Agency

Department of Transportation

Supporting Agencies

Department of Agriculture
Department of Defense
Department of State
Department of Treasury
FEMA
General Services Administration
U. S. Postal Service

Likely Support Includes

- Receive, prioritize requests for transportation.
- Coordinate; allocate federal and civil transportation resources.
- Control of air and maritime traffic; provide DOT owned aircraft.
- Funding of emergency highway repair.
- Damage assessment to transportation infrastructure.
- Establish, operate movement coordination centers.
- Clearing, restoration of transportation infrastructure.

Responsibilities and Tasks

Primary Agency: County Sheriff/Local Law Enforcement

Mitigation and Preparedness Phase

- ☐ Maintain internal procedures for mass evacuations
- ☐ Maintain identification of highway system with County Highway (addressed in Attachment 3)

Response Phase

- ☐ Report to or send a representative to the EOC
- ☐ Determine evacuation routes of residents and ingress routes for mutual aid partners in coordination with County Highway or local Public Works (addressed in Attachment 3)
- ☐ Coordinate the closing of ramps with County Highway and/or Public Works to access their resources
- ☐ Coordinate traffic control on designated evacuation routes
- ☐ Provide transportation routes for emergency vehicles
- ☐ Coordinate with other law enforcement agencies to maintain perimeters, limit access, control traffic, prevent looting, maintain law and order, and secure shelters and assembly areas. (Refer to Emergency Police Services §66.0313)
- ☐ Identify critical infrastructure that should be protected or maintained
- ☐ Make recommendations about the designation of assembly areas for vehicles, responders and victims
- ☐ Request assistance for aerial traffic monitoring from State Patrol, Civil Air Patrol, and other agencies as needed
- ☐ Ensure and maintain proper communication capabilities
- ☐ Coordinate with the Public Information Officer and assist with public warning (door-to- door notification as needed)
- ☐ Coordinate with public safety agencies and the Communications Center for accidents along the evacuation routes to use the self-reporting system and leave the vehicle at the side of the road
- ☐ Address transportation plans about surrounding areas with Highway and/or Public Works
- ☐ Compile status report to assist ongoing incident action planning
- ☐ Set-up staging areas for response personnel
- ☐ Implement any field changes in transport elements of the evacuation plan as directed by Incident Command

Recovery Phase

- ☐ Coordinate with the EOC a re-entry plan for evacuees
- ☐ Coordinate with County Highway Department to verify routes are safe and accessible for re- entry before residents return
- ☐ Provide security in the area affected by the emergency to protect public and private property during re-entry
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Primary Agency: County Highway/Local Public Works

Mitigation and Preparedness Phase

- ☐ Regularly update and maintain routes that are identified for evacuations

Response Phase

- ☐ Send representative to EOC
- ☐ Coordinate with law enforcement to maintain evacuation routes, identify potential problems and ensure safety along those routes including refueling capabilities
- ☐ Provide necessary traffic control devices and the County Highway Emergency Response Trailer (i.e.: signs and barricades)
- ☐ Obtain additional resources from local municipalities
- ☐ Survey damages to infrastructure, buildings and equipment in disaster areas
- ☐ Develop and make recommendations to alleviate issues
- ☐ Assist with search and rescue operations as directed
- ☐ Implement agreements with private contractors and suppliers; coordinate with the County Highway Department, the Incident Commander and the EOC
- ☐ Continue to maintain, clear and repair the infrastructure system until normal operations are restored
- ☐ Compile status report to assist ongoing incident action planning
- ☐ Monitoring of evacuation routes with Law Enforcement to assess the capacity and congestion of the system and implement management controls as needed
- ☐ Designate or identify refueling resources if requested by Emergency Management
- ☐ Coordinate with Law Enforcement to verify routes are safe and accessible for re-entry before residents return

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: County Emergency Management/Local EM

Mitigation and Preparedness Phase

- ☐ Identify transportation resources in the county (Addressed in Attachment 4, 5 and 6)
- ☐ Coordinate with Health and Human Services to identify access and functional needs populations
- ☐ Identify multiple evacuation routes with law enforcement and County Highway (Addressed in Attachment 3)
- ☐ Assist with identifying possible assembly points/reception sites

Response Phase

- ☐ Activate County EOC
- ☐ Immediately contact the bus companies and other transport resources to request all available transportation and coordinate their resources for locals
- ☐ Activate the Public Information Officers and Joint Information Center (if needed)
- ☐ Notify WEM Regional Director and the State EOC
- ☐ Contact National Weather Service for current and forecasted wind-speed and direction on Hazmat spills
- ☐ Activate other ESFs as appropriate
- ☐ Support the Sheriff/Law Enforcement and IC with prioritizing and coordinating resources needs and mutual aid
- ☐ Coordinate with the Sheriff/Law Enforcement to assess the incident and address evacuation and traffic control
- ☐ Coordinate with the appropriate agencies to recommend evacuation or shelter-in-place
- ☐ Coordinate with agencies on establishing transportation to reception centers and/or shelters
- ☐ Coordinate the set-up of feeding operations with American Red Cross and Salvation Army for those at the shelter and responders working in the field
- ☐ Compile status report to assist on-going incident action planning
- ☐ Forward requests for state resources to the State EOC/WEM Regional Director

Recovery Phase

- ☐ Coordinate with County Highway/Public Works, Sheriff and local Law Enforcement, bus companies, American Red Cross and other relevant organizations to allow re-entry
- ☐ Document the re-entry process and share with the PIO/JIC
- ☐ Work with municipal governments to assess damage to the private sector and to determine its impact. Based on the assessment, determine how to meet the needs of those affected
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: County Development and Land Services

Mitigation and Preparedness Phase

- ☐ Maintain relevant data to be used during evacuations

Response Phase

- ☐ Send representative to EOC
- ☐ Assist with damage assessment
- ☐ Provide GIS mapping of affected areas, evacuation routes, public safety ingress routes, shelters, and other information.
- ☐ Develop, display and print maps for EOC and Incident Command
- ☐ Compile status report to assist ongoing incident action planning

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: County Executive

Mitigation and Preparedness Phase

None noted

Response Phase

- ☐ Determine if a county declaration of State of Emergency is needed. If so, complete paperwork and provide to Emergency Management
- ☐ Inform the County Board, as needed, of the disaster operations
- ☐ Coordinate with local elected officials on their needs and situational updates
- ☐ Contact surrounding county executives/administrators to update on the incident status
- ☐ Compile status report to assist ongoing incident action planning
- ☐ If extra resources or financial support is needed for the incident, coordinate with Financial Services to assess what funds are available
- ☐ Work with Human Resources regarding any Outagamie County employee issues if evacuation area impacts county facilities
- ☐ Work with Corporation Counsel on any legal or regulatory issues that may arise
- ☐ Tour the impacted area once rendered safe

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: County Health and Human Services Department

Mitigation and Preparedness Phase

- ☐ Develop and maintain agreement for sheltering procedures for access and functional needs shelters with assistance from Emergency Management and American Red Cross (ARC)

Response Phase

- ☐ Report to EOC
- ☐ Identify any functional needs populations in the evacuation area
- ☐ Liaison with the ARC to provide services addressed in ESF # 6
- ☐ Coordinate the collection and dissemination of information through PIO's/JIC concerning evacuation and sheltering to the public and emergency response personnel
- ☐ Coordinate the opening of reception centers and shelters with the ARC
- ☐ Compile status report to assist ongoing incident action planning
- ☐ Conduct an assessment in coordination with volunteer organizations for short-term, long-term and unmet needs
- ☐ Address long-term housing needs in coordination with ARC and other voluntary agencies
- ☐ Coordinate with human service agencies in the community and in other counties to provide services to people with functional needs
- ☐ Coordinate with mental health organizations to identify and deliver crisis counseling for disaster victims and emergency response personnel
- ☐ Coordinate with law enforcement for reunification of children separated from their families

Recovery Phase

- ☐ Participate in the Long-Term Recovery Committee
- ☐ Assist people applying for benefits from Economic Support, FEMA, and any emergency assistance programs which may be available
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: County Health and Human Services Department – Public Health Division

Mitigation and Preparedness Phase

- ☐ Maintain Public Health Emergency Plan
- ☐ Maintain HHS facilities database

Response Phase

- ☐ Report to EOC
- ☐ Liaison with the ARC for services addressed in ESF # 6
- ☐ Coordinate with appropriate agencies to recommend evacuation or shelter-in-place
- ☐ Request environmental agencies to monitor and evaluate the risks and hazards associated with the incident as needed
- ☐ Provide or arrange for immunizations for evacuees and emergency response personnel, as needed
- ☐ Compile status report to assist ongoing incident action planning
- ☐ Assign Environmental Health Unit staff to ensure assessment of licensed facilities as needed

Recovery Phase

- ☐ Assist with re-entry and recovery procedures with the EOC
- ☐ Provide incident specific information for re-entry to homes
- ☐ Provide educational materials relevant to the hazard
- ☐ Supervise the re-entry and start up for licensed facilities
- ☐ Conduct outreach activities and coordination for health related issues
- ☐ Participate in Long-Term Recovery Committee
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: County Public Information Officer (PIO)

Mitigation and Preparedness Phase

- ☐ Develop and maintain the Public Information System and Joint Information Center Procedures with Emergency Management
- ☐ Prepare templates for emergency messaging

Response Phase

- ☐ Follow the checklist in ESF # 15
- ☐ Develop the following messages with the Incident Commander and EOC:
  - ☐ Notification to evacuate or shelter-in-place
  - ☐ Evacuation routes to use and areas to avoid
  - ☐ Items to take with when evacuated
  - ☐ Request residents not affected to not use their cell phones to prevent overload of cell phone towers/systems
  - ☐ Information sharing regarding reunification of evacuated individuals with family/friends/pets
- ☐ Coordinate with 2-1-1 to provide information to citizens with concerns about the incident. This information would be used by family members affected by the evacuation or for medical information for Hazmat incidents and general information about the evacuation
- ☐ Compile status report to assist ongoing incident action planning

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: Amateur Radio Emergency Service (ARES)

Mitigation and Preparedness Phase

- ☐ Maintain procedures to be used during evacuations
- ☐ Maintain radio equipment in the Communications Center, County Communications Trailer and Public Health

Response Phase

- ☐ Provide emergency communications assistance from evacuation area to Incident Command and the EOC as needed
- ☐ Provide communications assistance in the shelters
- ☐ Contact the District Coordinator in obtaining other county support
- ☐ Communicate for Emergency Management and ARES with the State EOC
- ☐ Compile status report to assist ongoing incident action planning

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: American Red Cross (ARC)

Mitigation and Preparedness Phase

- ☐ Maintain list of shelters along with agreements with those locations

Response Phase

- ☐ Send representative to EOC
- ☐ Open shelters and conduct shelter support services for the victims with the Incident Commander and Health & Human Services.
- ☐ Register victims and provide the information to local or state government per existing American Red Cross rules and procedures
- ☐ Provide support to people with disaster-related needs and assist victims to return to living as a family unit
- ☐ Handle disaster welfare inquiry calls regarding evacuees
- ☐ Coordinate with HHS on services addressed in ESF # 6
- ☐ Seek assistance from Law Enforcement for security issues at the shelter
- ☐ Coordinate with the VOAD for administrative assistance at the shelter
- ☐ Compile status report to assist ongoing incident action planning

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: Department of Natural Resources (DNR)

Mitigation and Preparedness Phase

None noted

Response Phase

- ☐ Send representative to EOC if requested
- ☐ Monitor environmental issues or concerns until remediated
- ☐ Evacuate state parks, forests and adjacent waters as needed
- ☐ Oversee environmental remediation activities
- ☐ Communicate any environmental issues and remediation activities to appropriate partners

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: Fox Valley Humane Association (FVHA)

Mitigation and Preparedness Phase

- ☐ Maintain and exercise the pet shelter plan internally and with American Red Cross
- ☐ Maintain emergency contact phone numbers for those personnel or volunteers assisting with the pet shelter

Response Phase

- ☐ When notified by either the American Red Cross or Emergency Management, activate the pet shelter plan
- ☐ Track all incoming pets and record their owner information according to the internal plans
- ☐ Provide reports to the EOC on numbers and types of animals being received
- ☐ Compile status report to assist ongoing incident action planning

Recovery Phase

- ☐ Reunification and/or arrangements of pets to their original owners
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: Local Emergency Medical Services (EMS)

Mitigation and Preparedness Phase

None noted

Response Phase

- ☐ Provide services to all people involved in the evacuation or response to the disaster
- ☐ Provide triage, treatment, and transport
- ☐ Activate mutual-aid agreements through the Incident Command System
- ☐ Notify EOC of any persons with needs requiring special assistance

Recovery Phase

- ☐ Assist with the re-entry activities of medical patients and people with access and functional needs
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: Local Fire Department

Mitigation and Preparedness Phase

- ☐ Develop and maintain local emergency response plans

Response Phase

- ☐ Provide emergency services to address rescue and immediate life-safety needs and resources to allow for evacuation
- ☐ Provides status updates to the EOC and Law Enforcement regarding incident progress and safety needs
- ☐ Work with municipal governments and emergency management personnel to assess damage and monitor hazards
- ☐ Assist with public warning and notification
- ☐ Assist with the establishment of staging areas for response personnel
- ☐ Compile status report to assist ongoing incident action planning
- ☐ Monitor & provide recommendations for re-entry activities

Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks

Supporting Agency: Local Transportation Companies

Mitigation and Preparedness Phase

- ☐ Maintain an inventory of buses, vans, and other transport vehicles

Response Phase

- ☐ Designate staff to coordinate with EOC staff to assess and provide for requested transportation needs
- ☐ Coordinate with other responding transport companies on resources
- ☐ Communicate available vehicles and drivers to the EOC on an ongoing basis
- ☐ Obtain the evacuation routes from Sheriff/Law Enforcement and distribute to drivers
- ☐ Compile status report to assist ongoing incident action planning

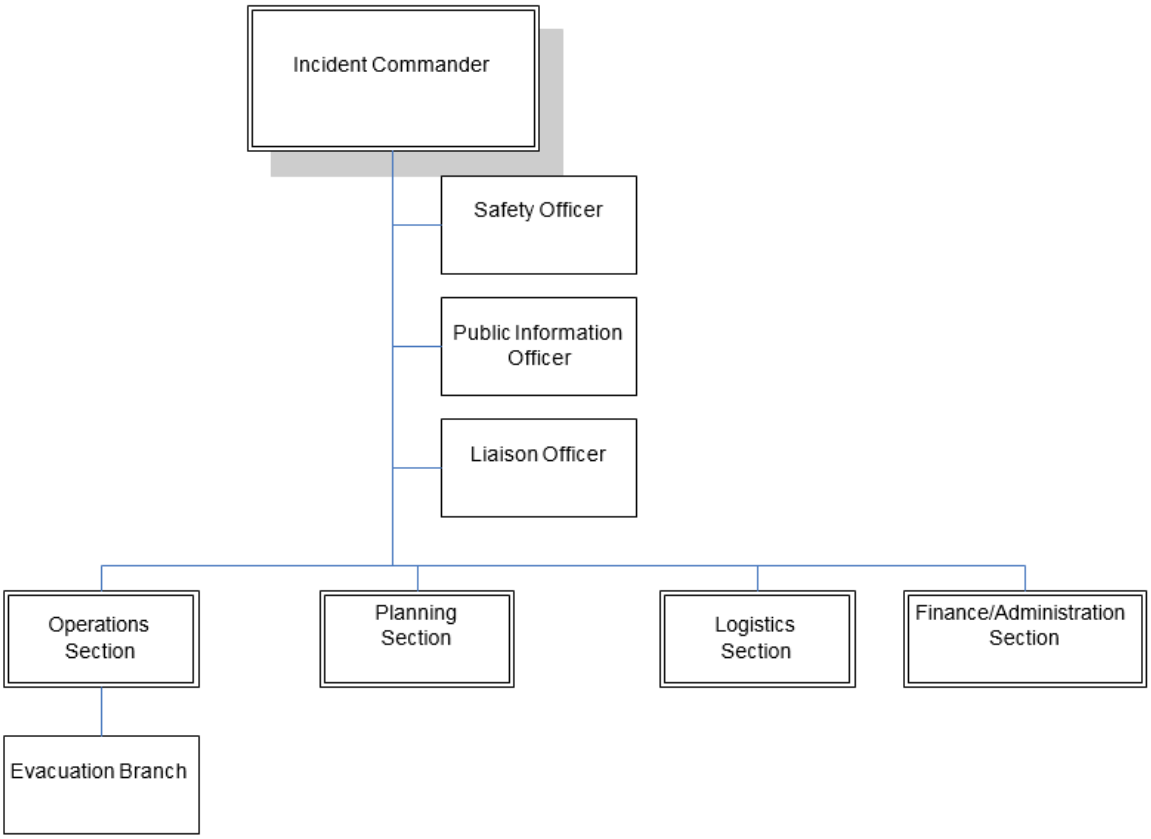
Recovery Phase

- ☐ Participate in the debriefing and After Action Review (AAR)

Attachment 1 – Local ICS Structure for Evacuation

This section describes the Incident Command System (ICS) structure that should be implemented during an emergency evacuation. In most emergency incidents, it is very likely that not all elements of ICS will be utilized. The Incident Commander will determine what portions of the ICS to activate. The following sections may be implemented:

Operations Section
Planning Section
Logistics Section
Finance/Administration Section



Attachment 2 – Local Checklist for Evacuation

Incident Command Responsibilities

The Incident Commander (IC) is the one person in charge of emergency evacuation. They are responsible for assessing the situation, directing the emergency evacuation, and determining the necessary resources to complete the evacuation in an orderly fashion. They are responsible for determining and prioritizing all aspects of the evacuation operation. Command's responsibilities include the following items:

- ☐ Rapidly size-up the situation to determine the need to evacuate
- ☐ Develop Evacuation Plan
- ☐ Request public safety representatives to be sent to the Incident Command Post
- ☐ Determine evacuation perimeters
- ☐ Determine the number and location of shelter sites with Emergency Management & ARC and communicate the locations to the Command organization
- ☐ Order evacuation and determine the area
- ☐ Provide resources required
- ☐ Establish police liaison; request a ranking police officer to the Command Post
- ☐ Order the alert of other appropriate agencies
- ☐ Expand the Command organization to meet the incident/evacuation needs
- ☐ Establish evacuation routes and an evacuation plan
- ☐ Communicate the plan to Branches, Groups and agency liaisons
- ☐ Monitor, support and revise the evacuation process as necessary
- ☐ Evacuate persons from the greatest danger first
- ☐ Provide the transportation necessary for evacuees
- ☐ Determine the need to implement a unified command structure involving other agencies, depending upon the nature of the incident
- ☐ Provide continuing command of the evacuation and return of evacuees

Operations Section – Evacuation Branch

The Evacuation Branch Director may be either a police or fire officer. Branches will be implemented as needed. Branch officers receive the plan and objectives from Command. Branch officers direct Groups in completing the plan and objectives. The Evacuation Branch must be provided with sufficient resources to effectively complete the task. Groups will also need to be established and report to the Evacuation Branch officer. Group assignments within the Evacuation Branch will be assigned as necessary. Groups to be considered include:

Transportation Group
Law Enforcement Group
Reception/Shelter Group

Evacuation Branch responsibilities include:

- ☐ Obtain resources from staging to evacuate identified area(s)
- ☐ Obtain ranking police officer as liaison
- ☐ Provide a ranking fire officer to the Branch officer
- ☐ Establish Evacuation Groups as needed
- ☐ Provide objectives and specific areas to evacuate (provide map)
- ☐ Provide Groups/Divisions with shelter location and instructions
- ☐ Provide Groups/Divisions with evacuation instructions and written evacuation information for evacuees if possible (consider needs for multiple languages)
- ☐ Provide Groups/Divisions with private vehicle routing instructions (out of the area)
- ☐ Obtain/provide ambulances, buses or other transportation to those requiring transportation out of the area
- ☐ Evacuate those at greatest risk first
- ☐ Evacuate the greatest concentrated areas next (i.e., housing complexes or event centers with large populations)
- ☐ Consider individual Divisions for large population occupancies (i.e., multi- story buildings, large apartment complexes, schools, etc.)
- ☐ As individual geographic or grid Divisions complete their evacuations, terminate the Division identity and reassign resources to other developing Divisions (for large-scale evacuation).
- ☐ Closely document and maintain records of the evacuation process to avoid duplication or missed areas
- ☐ Document those addressees and times for those refusing to leave

Planning Section

The Planning Section is responsible for all planning associated with the evacuation. The evacuation Incident Action Plan is communicated to the Incident commander for approval or modification. The Planning Section is responsible for developing an evacuation Incident Action Plan in joint cooperation with other public safety agencies which play a supporting role in the Incident Command System. Evacuation planning considerations include:

- ☐ If the incident is contained to one jurisdiction, local law enforcement will conduct the evacuation under the “Incident Command System”
- ☐ If the incident involves more than one jurisdiction, the evacuation will be conducted under the “Unified Command System”
- ☐ A separate radio frequency should be used for the Evacuation Branch. This should be assigned as early in the incident as possible to have communication to include talk group/event channels as needed for various assigned tasks
- ☐ A uniform marking system will be used to indicate:
    - ☐ Residents have been informed and will evacuate
    - ☐ Residents not in premises
    - ☐ Residents refusing to evacuate
- ☐ A mobile Incident Command Post may be used to log evacuation progress
- ☐ Staging may be used to deploy evacuators
- ☐ Permission to enter into restricted areas will be determined by the Incident Commander
- ☐ Emergency vehicles and essential personnel, with proper identification may be allowed to travel in restricted areas
- ☐ Evacuators will be assigned areas to evacuate and reporting method to be used
- ☐ Evacuators will be provided with personal protective equipment where necessary
- ☐ Evacuators will be given information on life-safety issues prior to evacuation
- ☐ Evacuators will be provided with evacuation and/or shelter-in-place guides
- ☐ Evacuators will be provided with the marking system to be used
- ☐ Re-entry decisions and over sight into the evacuated area will be determined by the incident commander in consultation with other emergency responders based upon life-safely criteria
- ☐ County Emergency Management will coordinate evacuation assistance when a local jurisdiction(s) determines it is beyond their capacity or upon request of the incident manager or other elected officials
- ☐ Law enforcement assistance may be requested of local Sheriff Departments, the State Patrol, DNR Warden, National Guard, Coast Guard or others, in accordance with mutual aid agreements

Refusal to Leave

Some citizens may refuse to leave. A few methods of persuasion include:

- ☐ Be in uniform
- ☐ Explain response time of emergency responders will be greatly hampered to their location
- ☐ Ask for next of kin and a phone number. Write it down

- ☐ Refusals should be noted and reported to the Operations Section
- ☐ Maintain the status of those refusing to leave to assist with recovery and reentry

Attachment 3 – Outagamie County Evacuation Routes

More detailed evacuation maps are located in the Emergency Management Office

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Attachment 4 – Outagamie County Resources

Major transportation agencies, Lamers, Kobussen and Valley Transit, have entered into agreements with the county to provide necessary transportation needs during a major disaster.

This portion is blank due to confidential information.

Attachment 5 – Mutual Aid Agreements

Letters of agreements have been signed between Outagamie County Emergency Management and the following businesses/agencies:

Valley Transit
Lamers
Kobussen Buses
East Central WI Emergency Management MOU
Brown County Emergency Management
Calumet County Emergency Management
Waupaca County Emergency Management
Shawano County Emergency Management
Winnebago County Emergency Management

Attachment 6 – Evacuation Notice Hangers & Guidelines

EVACUATION NOTICE

AN EVACUATION OF THIS AREA HAS BEEN ORDERED FOR YOUR SAFETY AND THE SAFETY OF OTHERS

Pursuant to Wisconsin Statute failure to comply may result in a forfeiture and/or imprisonment.

↑ PLACE ON HOME IN A VISIBLE LOCATION FOR LOCAL RESPONDERS ↑

TAKE YOUR:

PRESCRIPTIONS
medications & eye glasses

PETS
to friends in a safe area

PURSE
money & personal IDs

↑ GIVE TO RESIDENT OR STICK TO RESIDENCE ↑

Address of notified party:

No. of People: _____ Time: _____ By: _____

☐ Will evacuate
☐ Resident will go to: _____
☐ Will not evacuate
☐ Owner not present—left notice
☐ Kid(s) at home—no adult present
☐ Pets at home—no owner present

↑ INFORMATION FOR ICP / EOC ↑

The purpose of this guideline is to establish procedures for the distribution and posting of the Outagamie County Emergency Management's *EVACUATION NOTICE* form.

The *Evacuation Notice* is a three-part perforated orange colored card stock with EVACUATION NOTICE boldly printed at the top. The top part provides general information to the owner or occupant that an evacuation of the area or building has been ordered. It also provides basic information for the basic necessities and failure to comply and finally an area for the emergency responder to capture information about the evacuee.

The first part will be hung on the door knob (preferably) or other conspicuous location.

The second part provides the owner or occupant general information as to what basic necessities they should consider taking in case of an evacuation. This part will be given to the owner/occupant as their reminder.

The third part will be completed by the emergency responder and returned to the Incident Commander.

Designed to be readily noticed by emergency responders, the form is multifunctional in that it provides general evacuation information to the resident or occupant, provides basic information for prioritizing the basic necessities for an emergency evacuation and provides a format by which occupant or evacuee information can be captured

Incident Command will determine the building(s) or area to be evacuated.

Under this direction, responders should work in teams enter into the proposed evacuation area to notify residents or occupants of the need to evacuate.

Evacuation Guidelines for Responders

Slight variations will be necessary depending on the type and severity of the threat.

Purpose

The purpose of this guideline is to establish procedures for the distribution and posting of the Outagamie County Emergency Management's *EVACUATION NOTICE* form.

Scope

This procedure only references Door-to-Door notifications or notifications where it is safe to contact the evacuee personally in a face-to-face method

Identification Required

- Uniform, Turnouts or other associated agency approved apparel consistent with the threat
- Identification Badge

General Provisions

- Evacuation crews shall work in a minimum of a two-person work group or crew
- Evacuation crews will work only in designated sections clearly defined before entry into the evacuation area.
- The type of evacuation (i.e. Immediate Evacuation; General Evacuation; Shelter-in-place) shall be defined and clearly communicated to the evacuation crews
- The designated evacuation site or location shall be clearly communicated to the evacuation crews including the necessary directions, egress routes, roads, or transportation corridors designated for the removal of evacuees
- Special methods or modes of transportation, including pick-up locations and pick-up times shall be defined and clearly communicated to the evacuation crews
- Evacuation crews shall work within a command structure consistent with the threat.
- Typically, the evacuation crew will work within the Evacuation Group, working under an Evacuation Division, within the Operations Section.
- Methods of communication shall be defined and consistent with the threat

Specific Provisions

1. Ensure that the scene is safe for responders
   - Establish zones or boundaries
   - Locate and define sheltered or designated safe areas to seek refuge if necessary
   - Designate ingress and egress routes for responders
   - Local conditions may have degraded the area
   - Beware of unrestrained pets or livestock
   - Watch for terrain hazards

2. Defined Areas
   - The evacuation crew will proceed to the area nearest to the hazard and proceed outward to the safe area via designated ingress and egress corridors
   - The primary goal is to initiate the evacuation procedure, not to assist in the evacuation

3. Initiate Contact
   - Identify yourself
   - Indicate your purpose
   - Be firm, not argumentative

4. Give Clear Directions
   - Indicate the need to evacuate
   - Define the time limits necessary for the evacuation
   - Provide clear direction on where to go for safety
   - Specify how to get to the safe location

5. Gather Information
   - Complete the bottom portion of the notification tag
     - Enter the address
     - Enter the number of people at the location
     - Enter the time notified
     - Initial or roster ID
     - Check the appropriate response boxes
   - Remove the bottom portion and retain for the Incident Command Post (ICP)
   - This is essential for tracking

6. Repeat the Evacuation Directions
   - Tear off the middle portion and give to the residents (if available)
     - Remind the residents to gather their Prescriptions, Pets, Phones and Purses

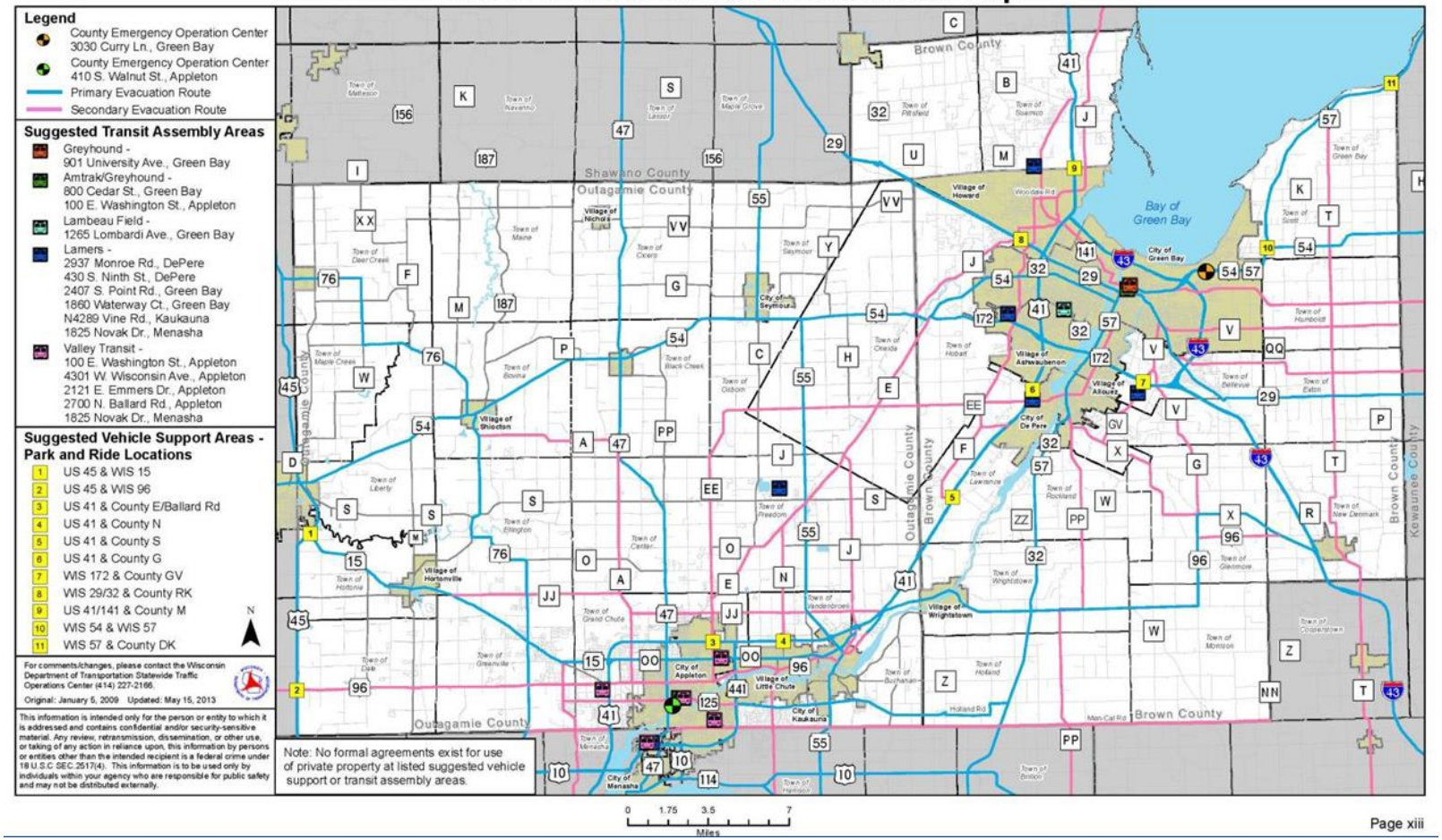
7. Communicate Special Needs
   - Communicate any special needs, problems or issues that need additional resources to effect the evacuation to the ICP

8. Post Notice
   - Post the top portion on the door handle of the front door or in a conspicuous place easily seen

Attachment 7 – DOT Evacuation Guidance for Appleton/Outagamie County

Emergency Evacuation route and traffic control guidance plan was created for the higher transportation areas in Outagamie County. For the agencies participating, plans were distributed. A copy of the Plan is located in the Outagamie County Emergency Management Office.

Outagamie and Brown County Emergency Evacuation Route and Traffic Control Guidance Overview Map



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