

Evacuation Support Annex for the City of Moscow and University of Idaho

January 2008

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Acronyms used in this document

CERT	Community Emergency Response Team
DSC	Disaster Services Coordinator
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Administration
HAN	Health Alert Network
IBHS	Idaho Bureau of Homeland Security
IC	Incident Commander
ICS	Incident Command System
ISP	Idaho State Police
ITD	Idaho Transportation Department
JIC	Joint Information Center
NCDH	North Central District Health
NIMS	National Incident Management System
PIO	Public Information Officer
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
U of I	University of Idaho
UC	Unified Command
US	United States
WSU	Washington State University

I. Introduction

Some disasters make an area dangerous to life. One response to the occurrence or threat of a disaster is to evacuate – for people and animals to move away from the affected area. The evacuation process is not routine, so confusion, stress and even panic can occur. Managing an evacuation requires resources from many autonomous agencies in multiple jurisdictions, so an understanding by each agency can make the process work smoother.

II. Purpose

This annex is written to provide guidance for the orderly and coordinated evacuation of all or part of the population of the City of Moscow and the University of Idaho (U of I) if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

III. Scope

The annex is designed to:

- A. Establish responsibilities.
- B. Outline evacuation tasks and procedures.
- C. Identify resources that may be needed.
- D. This annex covers only evacuation from the City of Moscow and the U of I. It does not cover other cities and unincorporated areas of Latah County.
- E. This annex does not cover re-entry after an evacuation.

IV. Policies

At least three jurisdictions and the associated laws, policies and procedures are involved in evacuation operations.

A. Authority for evacuation activities.

1. Idaho Code 46-1008(5)(e) through (g) give the Governor the authority to:
 - (e) Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if he deems this action necessary for the preservation of life or other disaster mitigation, response, or recovery;
 - (f) Prescribe routes, modes of transportation, and destinations in connection with evacuation;
 - (g) Control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein.

Authority to compel people to evacuate resides solely with the Governor; local authorities can only request that people evacuate.

2. Idaho Code 46-1011 authorizes the Mayor of the City of Moscow to declare a local disaster emergency:
 - (1) A local disaster emergency may be declared only by a mayor or chairman of the county commissioners within their respective political subdivisions. ...
 - (2) The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.
 - (3) No intergovernmental agency or official thereof may declare a local disaster emergency, unless expressly authorized by the agreement pursuant to which the agency functions.

However, an intergovernmental disaster agency shall provide aid and services in accordance with the agreement pursuant to which it functions.

3. Title 2, Section 1-12 of the Moscow City Code describes the succession of authority, should the Mayor be unavailable or unfit to act.
4. Title 2, Sections 7-5 and 8-6 of the Moscow City Code relates to civilians rendering assistance to a Law Enforcement Officer or Firefighter.
5. The City of Moscow adopted parts of the 2003 International Fire Code that make it a misdemeanor to hinder emergency operations.
6. Moscow code Title 11(1-6)(A) "Emergency and Experimental Regulations".states that:

The Chief of Police by and with the approval of the City Engineer is hereby empowered to make regulations necessary to make effective the provisions of the traffic ordinances of this City and to make and enforce temporary or experimental regulations to cover emergencies or special conditions.

7. Idaho Code 40-1310 (8) POWERS AND DUTIES OF HIGHWAY DISTRICT COMMISSIONERS states that:

(8) The highway district board of commissioners shall have the exclusive general supervisory authority over all public highways, public streets and public rights-of-way under their jurisdiction, with full power to establish design standards, establish use standards, pass resolutions and establish regulations in accordance with the provisions of title 49, Idaho Code, and control access to said public highways, public streets and public rights-of-way. Thus, the commissioners of either the North Latah Highway District or the South Latah Highway District may close county roads.

8. Idaho Code 40-604 (County Commissioners and Highway Officers) gives County Commissioners the authority to:

(5) Designate county highways, or parts of them, as controlled-access highways and regulate, restrict or prohibit access to those highways so as best to serve the traffic for which the facility is intended.

Thus, County Commissioners can also close or restrict county roads.

9. The Idaho Transportation Department controls state highways. Idaho code 40-310(10) authorizes ITD to:

Close or restrict the use of any state highway whenever the closing or restricting of use is deemed by the board to be necessary for the protection of the public or for the protection of the highway or any section from damage.

In the ITD organization, the Region 2 Engineer is the appropriate contact for Moscow and U of I.

10. Idaho Code 67-2901(5)(h) gives the Idaho State Police the authority to:

Regulate traffic on all highways and roads in the state.

An ITD employee stated that this included the authority to close a highway.

11. The U of I Administrative Procedure Manual, section 05.21 defines the closure of the university. Section A defines the authority to order the closure. Closure is at the discretion of the President or designee. In the President's absence (and lacking a designee), the Provost gains the authority.

B. Applicable Planning and Procedure Documents

1. Emergency Operations Plans:
 - a. Latah County Emergency Operations Plan, November 2003.

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- b. City of Moscow Disaster Management Plan, December 1999.
- c. University of Idaho Emergency Management Plan, July 2006.
- 2. Inter-Agency Agreements
 - a. Moscow Police Department has Mutual Aid agreements with Pullman Police Department, Washington State University Police Department, Latah County Sheriff, and Lewiston Police Department.
 - b. Moscow Volunteer Fire Department has Mutual Aid agreements with neighboring agencies.

v. Situation and Assumptions

A. Situation

1. A hazard analysis and vulnerability assessment has been completed and is a part of the EOP's for Latah County and the U of I. The hazard analysis identifies the types of threats, the areas, and population in the jurisdiction most vulnerable to these threats.
2. The following hazards are among those that could result in evacuation:
 - a. Flood: Heavy snow pack, early and rapid thaws and heavy summer storms are a continuous flood threat.
 - b. Flash flooding. Weather events leading up to flash flooding conditions will be obvious and should allow adequate warning and evacuation.
 - c. Severe winter storms. Lack of electrical power or transportation as an effect of the storm could result in limited evacuation.
 - d. Wildfire.
 - e. Natural gas leak. An event of this type would likely result in a limited evacuation.
 - f. Hazardous materials. There are facilities in the area that store or distribute hazardous materials. An accidental release could result in a limited evacuation in the immediate area. In addition to fixed facilities, trucking firms use State, County and City Highways to move unknown quantities of hazardous materials through and near the city. A transportation accident could result in evacuation anywhere along the transportation routes.
 - g. Release of radiological materials. Release as a result of transportation accidents could result in evacuations similar to but possibly larger than those related to hazardous material spills. Release of radiological materials from storage at the U of I or WSU could precipitate an evacuation.
 - h. Earthquake. Although earthquakes do not usually allow evacuations before the event, evacuations may be required after the event to permit rehabilitation and reconstruction of an area.
 - i. Volcanic debris (ash) from an eruption.
 - j. Civil disobedience.
 - k. Terrorist attack.
3. Some people will have special evacuation needs. Several are documented in this annex. Additional issues will be documented as they are discovered.
4. Commercial public transportation serving the City of Moscow and the U of I is minimal.
5. At times (*e.g.* Jazz Festival or major sports events) there may be many visitors who are unfamiliar with the area.

B. Assumptions

1. This annex applies to incidents in which a local response agency has depleted its local resources.
2. Evacuation operations will use the National Incident Management System (NIMS). This includes:
 - a. Using the Incident Command System (ICS).

- b. Using the Emergency Operations Center (EOC) selected by the jurisdiction.
There are EOC's for Latah County, City of Moscow and U of I.
 - c. Implementing Unified Command (UC) where warranted.
3. Saving human lives is the highest operational priority. Other priorities include protecting property and saving livestock . Many people at risk will evacuate when local officials recommend that they do so. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity. Yet some people will refuse to leave, some people not at risk will leave, and some people will leave and then return.
 4. Most evacuees will use their personal vehicles to evacuate.
 5. Transportation will need to be provided for evacuees without personal vehicles. Ill or disabled people will require vehicles (and personnel) with special transportation capabilities.
 6. The resources needed to effect the evacuation will diminish as the severity of the emergency situation worsens. This includes availability of law enforcement, fire, medical, communication, and transportation services, electricity, food and water.
 7. While some emergency situations are slow to develop, many occur without warning and may have to be conducted with minimal preparation time and resources.
 8. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
 9. A delayed evacuation order could endanger lives and result in civil disorder.
 10. Evacuation from the U of I or Moscow could affect the government of adjacent jurisdictions (*e.g.* Pullman, Genesee, Troy, and Potlatch). Large evacuations could affect Lewiston and Spokane.
 11. The present government structure will be preserved during the disaster, unless the emergency requires otherwise.
 12. Stranded motorists could present significant problems during an evacuation situation.

VI. Concept of Operations

A. General

1. The operations involved in an evacuation include:
 - a. Deciding on the scope of the evacuation.
 - b. Notifying the public and the agencies needed to effect the evacuation.
 - c. Controlling the movement of evacuees.
 - d. Transporting evacuees who cannot transport themselves.
 - e. Protecting property in the evacuated area.

B. Roles and Responsibilities

Since ICS is used, the Incident Commander (IC) is the person in charge until the incident is over.

Each existing EOP assigns responsibilities to agencies or departments or individuals, but the assignments and position names depend upon the jurisdiction. The following paragraphs broadly define the functions. Details of the names of the associated agencies in each jurisdiction appear in **Appendix A**.

1. The **Chief Official** is responsible for proclaiming a disaster emergency. In each jurisdiction there is policy (see **Appendix B**) that provides for succession, should the Chief Official not be available.
2. The **Emergency Management Agency (EMA)** is responsible for maintaining the jurisdiction's EOP (including this annex), activating and operating the EOC, and liaison with other agencies.
3. The **Law Enforcement Agency** is responsible for orderly movement of evacuees and the protection of evacuated areas:
4. The **Notification Agency** is responsible for communicating information to the public, and to special, large or needy groups of people:
5. The **Transportation Agency** is responsible for determining and maintaining usable roads for egress from the affected area, posting signage on emergency routes, and transporting those who do not evacuate in a private vehicle.
6. The **Fire Service Agency** is responsible for fire protection in the vacated area. This agency may also be called upon to assist with warning the population and evacuation of those who are not mobile.
7. The **Health Services Agency** is responsible for coordinating health-related services, including transportation of ill or handicapped patients.
8. The **Mass Care Agency** is responsible for sheltering evacuees.
9. The **Animal Care and Control Agency** is responsible for the evacuation of farm and companion animals, and the care and control of animals left behind.

VII. Tasks in Support of Evacuation

A. Mitigation Phase

1. The Emergency Management Agency will review the Hazard Vulnerability Analysis to determine vulnerability to possible risks.

B. Preparedness Phase

1. Emergency Management Agency

- a. Develop and maintain with the Moscow School District an agreement for use of Moscow School District buses for emergency transportation. The District is not licensed or insured to transport anyone other than pupils to and from school and school-related activities. The agreement will include at least these points:
 - 1) Licensing buses for emergency transportation use.
 - 2) Procedures for requesting buses.
 - 3) Procedures for returning buses.
 - 4) Liability and indemnification of the parties.
 - 5) Requirements for bus drivers.
 - b. Develop agreements with public carriers (Wheatland Express, Northwest Trailways, Valley Transit, and taxi companies) for the use of their facilities for emergency transportation.
 - c. Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support. Detect that multiple facilities plan to use the same, limited resources for evacuation transportation.
2. Notification Agency
- a. Maintain contact information for those organizations that require special notification as noted in **Appendix E**.
 - b. Maintain contact information for agencies (e.g. Adult Protective Services, Agency on Aging, Community Partnership) that work with homebound individuals. Include after-hours contact numbers for these agencies.
 - c. Maintain a list of people with disabilities who would require special transportation. The list will include for each person:
 - 1) How to identify the person, e.g. name, age, physical attributes.
 - 2) How to locate the person, e.g. street address, telephone number(s).
 - 3) What sort of assistance would be needed, e.g. oxygen, wheelchair, special terrain to be navigated.
 - 4) Caregiver information (e.g. name, telephone, address, availability).
 - d. Maintain a list of organizations and people who could transport those who do not have private vehicles.

C. Response Phase

The operational aspects of an evacuation are covered in this section. All of the agencies noted above are involved in one or more parts of the response phase. Details of the tasks and agency involvement can be found in the appendices. These are the response phase tasks:

1. Decide on the need for an evacuation. The Incident Commander at an emergency scene determines that evacuating people from an area is necessary. The factors considered in the IC's assessment include:
 - a. The nature of the threat(s).
 - b. The location(s) of hazard(s).
 - c. The probability or possibility of increasing danger.
 - d. The expected impact upon the population.
2. Activate the EOC. Significant, multiple-agency resources will be necessary to effect the evacuation, and these resources can best be managed through the EOC.
 - a. The Emergency Management Agency is responsible for activation tasks.

- b. The Emergency Management Agency coordinates assistance requirements with:
 - 1) Other jurisdictions using mutual aid agreements.
 - 2) The Idaho Bureau of Homeland Security (IBHS).
3. Develop a written Incident Action Plan for the specific evacuation. Some of the information to consider in developing the plan is contained in **Appendix C**.
4. Issue the evacuation recommendation or order.
 - a. Evacuation is an action taken in response to a disaster; therefore, a formal declaration of disaster is issued by the Chief Official, coordinating with the Emergency Management Agency and legal staff.
 - b. In situations where rapid evacuation is critical to the immediate and continued health and safety of the population, the Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation. The formal declaration process occurs as rapidly as practicable.
5. Communicate the need for evacuation to the public, including the formal issuance of an order. Several channels for notification may be used. **Appendix D** contains details on potential channels and the information that should be communicated. **Appendix H** contains suggestions on what evacuees should take with them.
6. Control the movement of evacuees. This primarily involves the Transportation and Law Enforcement agencies. Other agencies may be peripherally involved.
 - a. The Transportation Agency provides maps of primary and alternate evacuation routes, including routes for emergency vehicles to travel into the affected area. Bridge load limits are described.
 - b. The Transportation Agency provides barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
 - c. The Law Enforcement Agency, assisted by Transportation Agency, establishes traffic control points at opportunistic locations, based upon the expected traffic origins and destinations. Consider these factors:
 - 1) Route assignment and departure scheduling.
 - 2) Road capacity expansion.
 - 3) Entry control for outbound routes.
 - 4) Traffic flow, including dealing with breakdowns.
 - 5) Minimizing the need for resources to control traffic.
 - d. Pilot vehicles, and fixed traffic control points linked by radio might be used to control traffic.
7. Transport individuals who are unable to evacuate because of physical limitations. Details are given in **Appendix F**.
8. Protect property and access to the evacuated area.
 - a. The Law Enforcement Agency is responsible.
 - b. Roadblocks supplemented by mobile patrols will be used 24 hours per day.
 - c. There will be a need for some essential personnel ("front line responders") at U of I, City of Moscow, and Latah County to enter or remain in an evacuated area. Names are supplied to Law Enforcement by the Administration. Non-responder vehicles and people will be logged into and out of the evacuated area.

9. Handle animals
 - a. The safety of animals is secondary to that of humans.
 - b. The Animal Control Agency is responsible for the control of pets and livestock as described in 0.
 - c. Expect a heavy workload for Animal Control officers.
10. Assist other jurisdictions. If another jurisdiction (*e.g.* Lewiston) must be evacuated, it is possible that evacuees could travel to and beyond Moscow. The sections of this plan dealing with transportation of evacuees apply essentially as if the evacuation originated in Moscow, keeping the following in mind:
 - a. Assessment of the situation, declaration of a disaster, and protection of evacuated areas are functions of the original jurisdiction, and would be unlikely to involve local people.
 - b. Planning the operation requires communication with the originating jurisdiction.
 - c. Notification and Information Dissemination are largely the responsibility of the jurisdiction being evacuated. It is likely that requests for assistance will be made to the local Notification Agency, and local media will be used to contact evacuees. Local citizens should be advised of the evacuation operation, since it could affect their ability to use roads or conduct business.
 - d. Local resources will be required to handle movement of evacuees. The participating agencies are expected to work with agencies with the originating jurisdiction.

VIII. Direction and Control

- A. NIMS, using Unified Command if necessary, is used for evacuation planning and execution.
- B. Delegation of tasks and authority is performed using ICS.

IX. Administration and Logistics

A. Administration

1. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the Situation Reports prepared and disseminated during major emergency operations.

2. Records

- a. Activity Logs. The Incident Commander and, if activated, the EOC and Unified Command shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
 - b. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.
- 3. Post Incident Review. For large-scale evacuations, the Emergency Management Agency shall organize and conduct a review of emergency operations by those tasked in this annex. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.
 - 4. For Latah County, the Emergency Management Agency and Incident Commander will complete an After Action Report. It will be approved by the Chief Official prior to submission to IBHS.

X. Maintenance

- 1. The Latah County Disaster Services Coordinator is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2. This annex will be revised periodically and updated in concert with the schedule outlined in the Latah County Emergency Operations Plan.
- 3. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining Standard Operating Procedures (SOP's) covering those responsibilities.
- 4. Local drills, tabletop, functional, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

Appendix A Agency Associations for Covered Jurisdictions

Different terms in the EOP’s for the City of Moscow, U of I, and Latah County refer to the same functions. This table shows the equivalent terms in each jurisdiction.

Agency	City of Moscow	U of I	Latah County
Chief Official	Mayor	President	Board of County Commissioners
Emergency Management Agency	Emergency Management Group	Risk Management Officer	Disaster Services Coordinator
Law Enforcement	Moscow Police Department	Moscow Police Department	Latah County Sheriff
Notification	PIO/JIC and Whitcom	Emergency Management Group and University Communications	EOP ESF 2: Communications
Transportation	Evacuation Branch	(no identified agency)	EOP ESF 1: Transportation
Fire Services	Moscow Volunteer Fire Department	Moscow Volunteer Fire Department	EOP ESF 4: Fire Services
Health Services	Emergency Medical Branch	Emergency Management Group, Medical Section Chief	EOP ESF 8: Health, Medical and Mortuary
Mass Care	Mass Care Branch	Emergency Management Group, Congregate Shelter Section	EOP ESF 6: Mass Care
Animal Care and Control	Humane Society and Moscow Police Dept.	Emergency Management Group, Campus Veterinarian	Emergency Animal Evacuation Guidance

Appendix B Succession of Authority for Jurisdictions

1. City of Moscow (from the City of Moscow EOP):
 1. Mayor
 2. City Supervisor.
2. U of I (from the Faculty-Staff Handbook, section 1420):

Unless the president has specified otherwise, the succession is:

 1. Provost
 2. Vice President for Finance and Administration
 3. Vice President for Student Affairs and University Relations.
3. Latah County (From the Latah County EOP, Basic Plan (III)(B):
 1. Chair of the Commissioners
 2. Other Commissioners in order by seniority
 3. County Assessor
 4. Treasurer
 5. Clerk
 6. Prosecuting Attorney
 7. Sheriff

In chaotic times it may be difficult to determine a designee. In this case it may be necessary to ask the Idaho Bureau of Homeland Security for assistance.

Appendix C Developing an Incident Action Plan

Any plan developed under ICS has four elements:

1. What do we want to do?
2. Who is responsible for doing it?
3. How do we communicate with each other?
4. What is the procedure if someone is injured?

Within the scope of this annex, the answer to the first question includes these objectives:

- a. Deciding on the scope of the evacuation.
- b. Notifying the public and the agencies needed to effect the evacuation.
- c. Controlling the movement of evacuees.
- d. Transporting evacuees who cannot transport themselves.
- e. Protecting property in the evacuated area.

Expect to use this information to develop the tactics:

- The threat(s). The type of threat may influence the direction or urgency of the evacuation.
- The area(s) that are threatened.
- The urgency of the situation. Rising floodwaters in eastern Latah County may give more time to plan than an ash cloud carried on a 10 M.P.H. wind from Mt. St. Helens.
- An estimate of the number of people threatened.
- Estimates of the number of people who would need special transport.
- The time of day and day of week that people will be expected to be moving.
- Special events that could bring more people into jeopardy or could affect the movement of evacuees.
- The current and expected weather.
- The political situation.
- The availability of resources to effect an evacuation:
 - Law enforcement.
 - Fire Services (EMT's) for ill and injured patients.
 - Transportation facilities for those who cannot drive private vehicles.
 - Transportation workers to distribute and erect barricades and other traffic control devices.
 - Available evacuation routes and their conditions (supplied by the Transportation agency).
- The availability of shelters outside the affected area.
 - Decisions as to which shelters are used depend upon the available routes from the affected areas and the availability of the shelters. In general, priority should be given to minimizing the distance evacuees need to travel.
 - Information on available shelters is available from Latah County Disaster Services (EOP ESF 6) and the American Red Cross.

Responsibilities (the second item in the plan) are generally delineated in the main document, page 6, section VI.B entitled Roles and Responsibilities". Specific responsibilities are delegated using ICS.

The third point of the plan is Communications. This annex assumes that the EOC will be activated, to improve inter-agency communication. Details of communication to field people need to be included in the plan.

The fourth point of the plan is handling injuries to workers. Presumably, EMS should be available, but consider the specific hazard(s) associated with each part of the plan.

Appendix D Warning and Information Dissemination

1. The Notification Agency performs warning, with possible assistance from the PIO and the Law Enforcement and Fire agencies.
2. These methods may be available:
 - a. Broadcast Media (radio & television stations).
 - b. Emergency Alert System (EAS). The Law Enforcement agency has a documented procedure for issuing the alert.
 - c. "Crawler" on TV screens. (This is not currently implemented.)
 - d. Fire Siren for an extended period. (Utilizing the Moscow Volunteer Fire Department.)
 - e. State of Idaho and Public Health "Health Alert Network" (HAN).
 - f. Internet Service Providers serving the local area. Although this is technically feasible, it requires pre-planning and in-place agreements.
 - g. Door-to-door, face-to-face by personnel from the Notification and other agencies.
 - h. Telephone-based interactive community notification system. Such a system is not currently in place.
3. Evacuation recommendations to the public include this information:
 - a. The reason for the evacuation, *i.e.* the threat.
 - b. The urgency of the evacuation. Warning may start with notification of a potential evacuation. This might be followed by more urgent notification. Suggested levels are:
 1. Voluntary: Given advance warning and time permitting, citizens are asked to voluntarily leave the designated area. Livestock and valuable but unwieldy items should be moved.
 2. Highly recommended: Citizens are asked to immediately leave the designated area.
 3. Mandatory: Citizens are required to leave the designated area. A mandatory evacuation order can only be issued by the Governor of Idaho
 - c. The location of areas to be evacuated with reference to known geographic features, such as roads and rivers. Include information on areas that are (1) less affected and (2) not affected.
 - d. Evacuation routes, including road conditions and the recommendation that drivers should plan for delays and slowness.
 - e. Restricted or closed routes.
 - f. Recommendations for evacuation destinations (shelter).
 - g. Actions to take if a vehicle breaks down.
 - h. Recommendations for gathering points for those without access to private vehicles.
 - i. Restrictions on the transportation and care of animals.
 - j. Suggestions on what to take. See Appendix H for details.
4. Directions to citizens to check in at a designated site to declare their intent to leave and their destination.
5. Appropriate special groups (described in Appendix E) will be directly contacted by telephone, radio, runner, or other method.

6. The Law Enforcement Agency will gather and coordinate information about persons refusing to cooperate with evacuation requests. The information collected includes at least the person's name and address, the reason for refusal, plus the name and address of their next of kin or other relative upon the death or injury of the person or persons refusing to evacuate. Officers will explain that responder safety will not be compromised in any rescue attempt.
7. Information will continue to be disseminated during the incident. On a regular basis, evacuees will be informed via media of the progress of the incident, plans for the affected area, and plans for returning evacuees.

Appendix E Special Notification Recipients

The Notification Agency is expected to track organizations of:

- Large groups of people.
- Groups of people who are not expected to be able to provide transportation for themselves.

As part of the notification task in an evacuation, the agency will notify the appropriate person in the organization. The agency's documentation includes full information about the name or title of the person to be notified, contact telephone number(s), and address(es). These types of groups should be documented:

- Public and private schools.
- Hospitals
- Nursing Homes
- Group homes
- Universities and colleges

Appendix F Transportation – Special Considerations

Not all people will be able to self-evacuate. Some people are physically incapable of moving by themselves (ill and injured), some do not have private vehicles, and some are prevented from moving (jail inmates). All of these groups will require special processing.

1. Groups that are responsible for the evacuation of their clients:
 - a. The groups are:
 1. Latah County Sheriff's Office: prisoners at the Latah County Jail.
 2. Gritman Medical Center: hospital patients.
 3. Nursing Homes: patients.
 4. The Moscow School District: school children. (The District is responsible for children until they are in their parent's or designated alternate adult's custody, and will evacuate children who cannot be returned to their parents.) If K-12 schools are in session and the scope of the hazard is significant, there will be many parents attempting to pick up children, especially at elementary schools. Traffic control by the Law Enforcement Agency will be needed.
 - b. The organizations' responsibilities include these aspects of evacuation.
 1. Ensuring assigned personnel are trained and knowledgeable of evacuation procedures.
 2. Closing and evacuation of their facilities.
 3. Coordinating appropriate transportation for evacuees and en route medical or security support. Note that these organizations may have planned to use the same transportation (e.g. Valley Transit), leading to an overload of those facilities, the loss of that facility for general use, and an increased burden on general facilities as the organization finds that its plan is unworkable.
 4. Arrangements for use of suitable host facilities.
 5. Requesting emergency assistance from local government if assistance cannot be obtained from other sources. Possible resources include:
 - a) Moscow Volunteer Fire Department ambulances could transport about six patients per trip if they are not in use for other emergencies.
 - b) Valley Transit.
 - c) Wheatland Express.
 - d) Taxi companies.
 - e) Northwest Trailways.
 - f) School buses. (Prior agreement is required; the task appears in the Preparedness Phase list.)
 - g) Moving vans.
 - c. Reporting progress and problems to the EOC.
2. Other individuals around the city are mobile (or not) but without private vehicles. The Transportation Agency is responsible for transporting others who do not have access to a private vehicle, keeping these ideas in mind:
 - a. Possible ways to transport these people include:
 1. Ride sharing with neighbors.
 2. School buses. . (As above, prior agreement is required; the task appears in the Preparedness Phase list.)

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3. Volunteer citizens and organizations listed with the Notification Agency.
 - b. Transportation of known infirm people (e.g. those from nursing homes) may require attendants and special vehicles. The Fire Services agency (EMT's) might have available resources.
3. The Health Services Agency will monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested.
4. Assistance might be requested from the Law Enforcement Agency to provide security during transfers.

Appendix G Checklists
Checklist for Chief Official

- _____ Receive briefings on the situation and response activities from the IC.
- _____ Utilizing legal staff and EMA, make a disaster/emergency declaration proclamation. Notify IBHS.
- _____ Receive an After Action Report prepared by the Incident Commander and Emergency Management Agency for submission to IBHS.
- _____ Hold scheduled briefings with EOC staff at shift change.

Also see the Latah County Emergency Operations Plan, Appendix 1-1: Emergency Disaster Sequence Checklist for County Commissioners.

Checklist for Incident Command

- _____ Assess the situation and decide on the need for an evacuation. Some details appear in item VII.C.1.
- _____ Direct the relocation of at-risk essential resources (personnel, equipment, and supplies) to safe areas.
- _____ Time permitting, brief the Chief Official on the situation.
- _____ Create a written Incident Action Plan.
- _____ Manage the execution of the Incident Action Plan.
- _____ Keep the Chief Official (s) informed.
- _____ Maintain activity logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
- _____ Document the costs associated with carrying out the evacuation.
- _____ With the Emergency Management Agency, complete an After Action report for the Chief Officer and for submission to IBHS.

Checklist for Public Information Officer

- _____ Disseminate emergency information from the Incident Commander and Chief Official (s) advising the public of evacuation actions to be taken.
- _____ Coordinate with area news media for news releases.
- _____ Establish the Joint Information Center (JIC) if needed.
- _____ Establish a designated Press Area for press conferences and staging.
- _____ Continue to keep evacuees and the general public informed about evacuation activities and any actions that they should take.
- _____ Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind.
- _____ Obtain and disseminate information to relatives and the general public of the status of schools, hospitals, nursing homes, and jail facilities and the patients, students, or inmates served by those facilities.
- _____ Provide information about progress and discovered problems to the EOC and IC.

Also see the Latah County Emergency Operations Plan, Support Annex 3: Public Information Services checklist.

Checklist for Notification Agency

The Notification Agency operates to support the incident PIO/JIC. Since the PIO is responsible and accountable, release of information must be cleared with the PIO.

- _____ Notify the public of the need to evacuate. See the Latah County EOP ESF-2A, Warning. Recommendations and warnings should clearly describe the reason, urgency, locations affected and not affected, evacuation routes, and other items as shown in **Appendix D**.

- _____ Notify the appropriate special groups (described in **Appendix E**) of the evacuation order. Notification may be by telephone, radio, runner, or other method. Contact each affected special organization and advise the appropriate officer of the need to evacuate.

- _____ Provide information about progress and notification/communication problems to the EOC.

Also see the Latah County Emergency Operations Plan, ESF-2A: Warning checklist.

Checklist for Emergency Management Agency

- _____ Perform the tasks necessary to activate the EOC.
- _____ Coordinate assistance requirements with:
 - Other jurisdictions using mutual aid agreements.
 - The Idaho Bureau of Homeland Security (IBHS).
- _____ Coordinate all requests for evacuation support beyond existing local incident resources.
- _____ Develop and maintain a situation map showing damaged or destroyed highways and evacuation routes.
- _____ Provide information about progress and problems to the EOC.

Also see the Latah County Emergency Operations Plan, Appendix 1: Disaster Services Coordinator checklist.

Checklist for Law Enforcement Agency

_____ Establish traffic control points in conjunction with the Transportation Agency.
Consider these factors:

- Route assignment and departure scheduling.
- Road capacity expansion.
- Entry control for outbound routes.
- Traffic flow, including dealing with breakdowns.
- Minimizing the need for resources to control traffic.

_____ Obtain traffic control officers. The preferred sources of officers depend upon the location of the control points:

- Idaho State Police officers should man State highways.
- Latah County Sheriff's Deputies should man county highways.
- City of Moscow Police officers should man City and University streets.
- Community Emergency Response Teams (CERT) trained for traffic control.

_____ Gather and coordinate information about persons refusing to cooperate with evacuation requests. The information collected includes at least the person's name and address, the reason for refusal, plus the name and address of their next of kin or other relative upon the death or injury of the person or persons refusing to evacuate.

_____ Protect property in evacuated areas and limit access to those areas.

_____ Allow essential personnel at U of I, City of Moscow, and Latah County to enter or remain in an evacuated area, based upon information from the Administration.

_____ Provide security during the transfer of people, especially prisoners and those who are mobility-impaired.

_____ Coordinate law enforcement activities with other emergency services.

_____ Assist in warning the public.

_____ Provide information about progress and problems to the EOC.

Also see the Latah County Emergency Operations Plan, ESF-13: Law Enforcement checklist

Checklist for Transportation Agency

- _____ Develop and provide the IC with maps of safe primary and alternate routes from the affected area(s). Include routes for emergency vehicles to travel into the area(s), and describe bridge load limits.
- _____ Verify the structural safety of routes (roads, bridges, etc.) that will be used to evacuate people.
- _____ Assist in keeping evacuation routes open.
- _____ Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
- _____ If the evacuation will affect State, or Federal highways, coordinate with ITD.
- _____ Assist the Law Enforcement Agency in providing traffic control.
- _____ Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.
- _____ Coordinate all transportation relating to relocation of essential resources.
- _____ Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.
- _____ Provide information about progress and problems to the EOC.

Also see the Latah County Emergency Operations Plan, ESF-1: Transportation checklist

Checklist for Fire Service Agency

- _____ Provide fire protection for the vacated area if it is feasible and can be done safely.
- _____ Assist in warning the public.
- _____ Assist in evacuating special needs groups, as requested and capable.
- _____ Provide information about progress and problems to the EOC.

Also see the Latah County Emergency Operations Plan, ESF-4: Fire Services checklist.

Checklist for Health Services Agency

- _____ Monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested.

- _____ Provide information about progress and problems to the EOC.

Checklist for Mass Care Agency

- _____ Report locations and capacities of available shelters to IC for Incident Action Planning.
- _____ Provide care for evacuees following SOP's.
- _____ Provide information about progress and problems to the EOC.

Also see the Latah County Emergency Operations Plan, ESF-6: Mass Care checklist.

Checklist for Animal Control Agency

- _____ Coordinate arrangements to provide temporary facilities for pets arriving at shelters with evacuees.
- _____ Provide shelter managers with information on procedures for handling evacuees with pets.
- _____ Based on information from the Evacuation Coordinator on the high-hazard areas in the jurisdiction, make an initial estimate of the numbers and types of animals that may need to be evacuated.
- _____ Coordinate with the IC to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, university laboratories, etc. and wildlife (as appropriate) from the risk area.
- _____ As appropriate, mobilize transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
- _____ Coordinate with state Veterinarian and regional Brand Inspector for livestock inspection and shifting.
- _____ Provide information about progress and problems to the EOC

Appendix H Suggestions to individuals: what to take

This information is distilled from various sources, and should not be taken as an absolute list. The list is in a suggested priority order. Other sources of suggestions include the American Red Cross (http://www.redcross.org/services/prepare/0,1082,0_256_,00.html) and FEMA (http://www.fema.gov/areyouready/appendix_b.shtm).

1. Items to provide immediate shelter:
 - a. Extra clothing consistent with current and expected weather.
 - b. Sturdy shoes. An extra pair, if possible.
 - c. Outerwear including hat suitable for sheltering from bad weather.
2. Items to sustain life for a short period.
 - a. Water: 2-4 liters per person per day.
 - b. Food: non-perishable and ready-to-eat. Bring a can opener if you take cans.
 - c. Required medications, special dietary food.
 - d. Infant supplies.
 - e. Blankets, sleeping bags.
 - f. Eyeglasses, hearing aids, dentures, disability-related equipment.
 - g. Cash, credit cards, checkbook, savings account book. A water-resistant bag for them.
 - h. Identification cards: Driver's license, health insurance...
 - i. First aid kit.
3. Items to help recovery easier
 - a. Important documents: Mortgage, Birth Certificate, Passport, Insurance papers, Financial documents, automobile title, prescriptions, key to safe deposit box, marriage license, tax records, computer backup media (or the computer).
 - b. Photographs or videos of your residence's contents (if you did them earlier).
 - c. Family photographs and videos.
 - d. Other keepsakes.
 - e. Address book.
 - f. Keys: house, car, etc.
4. Items to help make life enjoyable for a short period
 - a. Toiletries: soap, toothbrush, toothpaste, shaving articles, sanitary devices, toilet paper.
 - b. Games and toys for children.
 - c. Additional clothing, underwear, pillows, towels.
 - d. Cell phone, flashlight, camera, radio, and extra batteries.
5. Secondary things
 - a. Pets, food, water, bowls, carrier, medicine, leash.
 - b. Jewelry and heirlooms.