

Appendix A
Draft

Dane County/Madison Metropolitan Area
Evacuation Plan
Appendix A
Planning Process

Draft

Version 2.0

Groups Involved

- Dane County Emergency Management will be the lead agency; coordinate the planning effort, collect and assess data, facilitate meetings, collaborate with other on-going planning efforts, draft the plan, and coordinate training and exercising.
- Dane County's Terrorism Task Force will serve as the planning team; identify scope of plan, review risk assessment, provide technical knowledge, serve on sub-committees as needed, and generally guide the planning process.
- Other agencies and organizations will be included at various points in the process. Evacuation planning is a multi-faceted process and will require input from many more individuals and groups than can be practically included on the planning team. These groups will have a variety of opportunities to have input in the plan, through participation on sub-committees, reviewing draft sections of the plan, presentations to associations, and training and exercising.
- The general public – There is an expectation that the public should be involved in the planning process. This should occur on a variety of different levels and at different points in the process.

Evacuation Scale

The plan will focus on larger-scale events, however, the basic considerations are appropriate at all scales:

- Small-scale, localized (single site)
- Intermediate level (several buildings, short-term)
- Large-scale (1,000's of people, lasting for hours or days)
- Mass Evacuation (regional, 10's or 100's of 1,000's of people, lasting for days or weeks)

Reasons to Evacuate

The decision to evacuate could be categorized based on four broad scenarios:

- Preemptive – Ex. A train derailment involving hazardous materials where the tank cars are not leaking.
- Hazard Threat – Evacuation to get people out of the way of an impending threat, prior to the development of the threat. Ex. hurricane or flood warning.
- Crisis Response – Evacuation as a protective measure during an incident response. Ex. an airborne hazardous materials release presenting an immediate hazard to the community.
- Relocation – Evacuation after an incident necessitated by scene safety and security concerns. Ex. Evacuation of the area affected by a tornado.

Each of these will present a different set of conditions and challenges. The plan will cover all of these considerations.

Plan Steps/Milestones

- 1) Organize
 - Establish the planning team – done
 - Define the scope of the plan – done
 - Identify partners in the plan – discussed, but will probably expand as we get further along/
 - Discuss, modify, approve work plan at planning team meeting.
 - Discuss key points in the process for public involvement.
 - Establish sub-committees/working groups as needed.
- 2) Hazard Assessment
 - Identify hazards that could result in a decision to evacuate.
 - Identify potential impacts.
 - Categorize by scale, location, and type (e.g. preemptive, crisis response, etc.)
- 3) Identify Evacuation Considerations
- 4) Vulnerability Assessment – Determine who we are actually evacuating, based on the hazard assessment and the evacuation considerations:
 - Review and summarize demographic information.
 - Identify special facilities that could be affected.
 - Identify business and industry considerations.
 - Summarize community needs and expectations.

Steps 3 and 4 will be an iterative process; the demographics of the community will dictate some of the operational considerations in carrying out an evacuation, while at the same time, the general concept of operations must be determined in order to understand the community needs and expectations.

- 5) Assess resources, policies, procedures, and authorities needed to address the evacuation considerations and to meet the community needs and expectations.
- 6) Assess available resources and identify gaps between what is needed and what is available.
- 7) Establish planning, training, exercising, and resource procurement schedules to fill the identified gaps.
- 8) Draft the evacuation plan.
- 9) Submit the plan for approvals.
- 10) Individual agencies draft SOP's to carry out their roles and responsibilities identified in the plan.
- 11) Training, exercising
- 12) Start all over again.

A timeline of project milestones is attached.

Stakeholders (in no particular order)

Dane County Board/PP&J/LEPC/911 Operating Practices and Center Board
Fire Chiefs Association
Police Chiefs Association
EMS Association
MMRS Steering Committee
HRSA
Public Health Consortium
Disaster Preparedness Committee (formerly Special Populations)
Chamber of Commerce
University of Wisconsin
School Districts
State Licensed Health Care and Long-Term Care Facilities
Human Services POS Agencies
United Way Agencies and Volunteer Center
2-1-1
Red Cross
Salvation Army
Local Units of Government-elected officials
Local Units – emergency manager/emergency management committees
Highway and Public works departments
Wisconsin and Southern Railroad
EPCRA Industries
Transportation Services – public and private
Resources available through the private sector
Utilities
Wisconsin Emergency Management
Wisconsin DHFS
Wisconsin DNR
Wisconsin DATCP
Wisconsin DOT
Broadcast media
Public Information Officers Group
Amateur Radio Emergency Services
Adjacent counties and other counties in the WEM southwest region

Public-Individuals and Families

Stakeholder Participation Plan

Purposes of the Stakeholder Participation Plan

The basic purpose of this stakeholder participation plan is to provide for a meaningful process through which Dane County citizens, public officials, and stakeholder groups may effectively participate in Dane County's emergency preparedness process. This plan has been developed based upon the understanding that citizens and groups are the source of tremendous creativity, and that their creativity and input will produce better planning decisions. This stakeholder participation plan recognizes every citizen's right to participate in the process of making local government decisions. Significant financial, time, and energy investments will be needed to complete this planning effort. Given these investments, Dane County regards broad participation in the planning process as an essential strategy for developing an emergency plan that will work when needed.

A wide variety of stakeholder participation methods, representing distinct purposes, will be employed to provide for broad participation. These purposes of participation are as follows:

- **Awareness** - to share information
- **Education** - to educate citizens and help them make more informed choices
- **Input** - to provide citizens and groups with opportunities to inject ideas into the planning process
- **Interaction** - to exchange views and ideas as a means of reaching consensus
- **Partnership** - to involve citizens in the decision making process

Objectives of the Stakeholder Participation Plan

- 1) Recognizing that there are many levels of stakeholder participation, to provide for an effective mix of participation opportunities that include information, education, input, interaction, and partnership.
- 2) Recognizing that not everyone participates in the same way or at the same time, to include a mix of participation strategies that provides for a broad and diverse set of participation opportunities that considers the diversity of the county.
- 3) Recognizing Dane County's history of stakeholder participation within past planning projects, the County will continue to provide opportunities to review, clarify, and update previously generated information.
- 4) To create a plan that will be understood and supported when implemented.