

Appendix H
Draft

Dane County/Madison Metropolitan Area
Evacuation Plan
Appendix H
Incident Command Structure

Draft

Version 2.0

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INCIDENT COMMAND SYSTEM 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; however, all aspects should be considered. The Incident Commander will determine the necessary sections, branches, and Groups required for an emergency evacuation specific to the circumstances and incident hazards known at the time of the event.

When the Incident Commander (IC) or Chief Elected Official or their designee, determines that an evacuation order is necessary to protect the health and welfare of persons, the IC will request local resources to organize under the principles of the Incident Command System. The following Sections may be implemented:

- Operations Section
- Planning Section
- Logistics Section
- Administration Section

B. Operations Section

The actual evacuation process would normally be managed in the Operations Section as an Evacuation Branch. The following Branches may be implemented in addition to the Evacuation Branch:

- Medical Branch
- Haz Mat Branch
- Fire / Rescue Branch
- Geographic Branches

C. Evacuation Branch

The Evacuation Branch officer 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
- Public Information Group
- Geographic Divisions (Multiple Groups)
- Police Liaison Group
- Staging Group
- Reception Division
- Shelter Division

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- Other Agency Liaison Groups
- Other Divisions and Groups as necessary

On large-scale evacuations a large commitment of law enforcement officers will be required to accomplish an evacuation. The Evacuation Branch must obtain a ranking police official at his/her location in order to closely coordinate evacuation efforts. An appropriate commitment of police resources must be obtained. Evacuation responsibilities include:

- Obtain resources needed to evacuate the identified area(s).
- Obtain ranking police officer as liaison.
- Provide a ranking fire officer to the Branch officer.
- Establish Evacuation Divisions as needed.
- Provide Division objectives and specific areas to evacuate (provide map).
- Provide Divisions with shelter location and instructions.
- Provide Divisions with evacuation instruction pads and written evacuation information for evacuees if possible (consider needs for multiple languages).
- Provide 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., apartment complex).
- 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.

For large-scale evacuation a transportation group should be established In the Evacuation Branch. Ambulances and other transport vehicles should be staged in the event that a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located and information provided to the Transportation Group so that they are not overlooked in the evacuation. Transportation Group tasks include:

- Obtain buses (start with a minimum of two) and other vehicles that can be used for transportation.
- Stage all transportation resources.
- Put one firefighter or police officer on each vehicle equipped with a fire or police department radio.
- Coordinate the evacuation assembly areas for citizens needing transportation.

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D. Planning Section

The Planning Section is responsible for all planning associated with the evacuation. The evacuation plan is communicated to the Incident Commander for approval or modification. The Planning Section would be responsible for developing an evacuation plan in joint cooperation with Law Enforcement and other agencies that play a supporting role in the Incident Command System organization. Evacuation planning considerations include:

1. If the incident is contained to one jurisdiction, the local police official will conduct the evacuation under the “Incident Command System”
2. If the incident involves more than one jurisdiction, the evacuation will be conducted under the ‘Joint Command System’.
3. If the incident impacts several jurisdictions, the evacuation will be conducted under the “Unified Command System”.
4. A separate radio frequency should be used for the Evacuation Branch. This should be assigned as early in the incident as possible.
5. A uniform marking system will be used to indicate:
 - Residents have been informed and will evacuate
 - Residents were not in premises
 - Residents refused to evacuate
6. A mobile command post may be used to deploy evacuators and log evacuation progress.
7. Permission to enter into restricted areas will be determined by the Incident Commander.
8. Emergency vehicles and essential personnel with proper identification may be allowed to travel in restricted areas with proper identification.
9. Evacuators will be assigned areas to evacuate and reporting method to be used.
10. Evacuators will be provided with personal protective equipment where necessary.
11. Evacuators will be given information on life safety issues prior to evacuation.
12. Evacuators will be provided with evacuation and/or Shelter-in-Place guides.
13. Evacuators will be provided with the marking system to be used.
14. Reentry identification criteria and oversight will be the responsibility of the Incident Commander.
15. Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.
16. 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 official.
17. Law enforcement assistance may be requested of local Sheriff Departments, the State Patrol, DNR Wardens, National Guard, Coast Guard, or others, in accordance with mutual aid agreements.

E. Incident Command Responsibilities

The Incident Commander (IC) is the one person in charge of the 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

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determining and prioritizing all aspects of the evacuation operation. Command's responsibilities include the following items:

1. Rapidly size up the situation to determine the need to evacuate.
2. Develop Evacuation Plan.
3. Request a police supervisor to the Command Post.
4. Determine evacuation perimeters.
5. Determine the number and location of shelter sites and communicate the locations to the Command organization
6. Order evacuation.
7. Provide resources required.
8. Establish police liaison; request a ranking police officer to the Command Post.
9. Provide a ranking fire officer to the police liaison officer/Police Command Post.
10. Order the alert of other appropriate agencies.
11. Expand the Command organization to meet the incident/evacuation needs.
12. Establish an evacuation plan and communicate the plan to Branches, Groupss and agency liaisons.
13. Monitor, support and revise the evacuation process as necessary.
14. Evacuate persons from the greatest danger first.
15. Assign specific areas to evacuate in order to avoid duplication or missed areas
16. Provide the transportation necessary for evacuees.
17. Provide continuing command of the evacuation, decommitment and return of evacuees.
18. Determine the need to implement a unified command structure involving other agencies., depending upon the nature of the incident.

F. Communications and Dispatch Responsibilities

1. Dispatch appropriate resources as requested.
2. Notify the appropriate Law Enforcement, Fire and City officials.
3. Notify the appropriate support agencies as requested.
4. Initiate recall of additional Dispatch staff to meet the demands of the incident.
5. Notify the City telephone switchboard operator and provide the operator a status report, update the operator as needed.
6. Notify the hospitals in the area of evacuation (both those exposed and not exposed) and provide a status report and updates as needed (intermediate and large-scale evacuations).
7. Update Law Enforcement and Fire Administration staff of the status of the incident if it is during normal business hours to be responsive to citizens requesting information.

G. Public Information Officer Responsibilities/Media Support

The incident PIO should be informed of the evacuation plan so that the media is aware of the areas to be evacuated and shelter sites and any evacuation instructions to the public. The PIO should make every effort to assemble the media at the scene to keep them away from hazards and out of the evacuation area. Residents may receive information from the media during the evacuation, so it is critical that the media information be accurate.

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1. Establish PIO Division.
2. Utilize a single phone number that should be released to the public for information.
3. Notify the news media and provide status reports and updates as necessary.
4. Provide the media with consistent and accurate evacuation instructions as provided IC.
5. Utilize the media and coordinate evacuation notices through news media.

H. Law Enforcement Responsibilities

Local law enforcement will be an integral part of the evacuation process, as a large portion of the evacuation is usually accomplished by the Police Department. A local police department representative will need to be assigned to the Planning Section and another to the Evacuation Branch as a liaison. The police liaisons will communicate with other parties in the Police Department and keep them informed of the plan, progress, etc. Police responsibilities include:

1. Provide a ranking officer to the Incident Command Post.
2. Provide a ranking officer to the Evacuation Branch.
3. Develop a Police Incident Command System to manage police operations.
4. Provide a communication system for police resources.
5. Provide police resources needed for evacuation.
6. Provide traffic control and traffic routing.
7. Provide perimeter security.
8. Provide evacuation zone security.
9. Identify transportation needs.